

TABLE OF CONTENTS

Overview	3
Frequently Contacted Numbers	3
2019-2020 Academic Calendar	4
Our Mission	5
Alma Mater	7
Senior Leadership Team (SLT)	7
Code of Student Conduct	8
Academic Integrity Policy	9
Resolving Student Grievances	10
General Guidelines: Code of Student Conduct.....	11
Prohibited Conduct/Conduct Regulations	13
Disciplinary Procedures	37
Disciplinary Process.....	38
Appeals Process	39
Re-admission after Suspension	41
Student Disciplinary Records.....	41
Disciplinary Sanctions	42
Academic Resources	45
<i>Academic Advisors</i>	45
<i>Academic Resource Center (ARC)</i>	46
<i>Shaw Leslie Library</i>	46
Additional Facilities & General Student Resources	47
Office of Student Development.....	50
Student Senate	50
Spiritual Life	50
Worship Services and Attendance Policy	51
EC Serve	52
Campus Life	53
Intramurals.....	54
Counseling	54
Disability Services and Academic Accommodations.....	54
Cultural Awareness Program (CAP)	56
Residence Life	57

Room Wellness Inspections59

Student Housing..... 60

Criteria for Residency Exemption63

Check-in & Check-out Procedures65

Fines..... 68

Campus Safety72

Emergency Plans & Information 73

Clery Act.....79

Missing Student Notification 80

Student Emergency Contact Information 80

EC Alert Service..... 80

Parking.....81

Title IX policy85

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 Course Catalog. The *2019-2020 Course Catalog* can be found on the EC website under the *Academics* heading.

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 agrees to adhere to any necessary changes.

NOTICE OF NON-DISCRIMINATION

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 the U.S. Department of Education's Office for Civil Rights. Emmanuel College's Title IX Coordinator is Courtney Hamil. Her 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.

FREQUENTLY CONTACTED NUMBERS

Alumni Office: 706.245.2863

Academic Affairs: 706.245.2832

Academic Resource Center: 706.245.2626

Admissions: 706.245.2874

Athletic Center: 706.245.2917

Athletic Trainers: 706.245.2869 or 706.245.2889

Campus Pastor: 706.245.2881

Campus Life: 706.245.2885

Campus Safety & Parking: 706.245.2810

Cashier's Office: 706.245.7226

Counseling Services: 706.245.2880

Career Resources: 706.245.2850

Dining Services: 706.245.2866

Distance Learning Director: 706.245.2857

EC Serve: 706.474.2187

Title IX: 706.680.1247

Student Conduct: 706.245.2885

Financial Aid: 706.245.2844

Housing: 706.245.2881

Human Resources: 706.245.2805

IT Information Technology: 706.245.2822

Intramurals: 706.594.6298

Library: 706.245.2848

Maintenance: 706.245.2878

Office of the President: 706.245.2803

Office of Student Development: 706.245.2881

Transcripts/Class Schedules: Registrar: 706.245.2818 or 706.245.2817

Transportation/Rental Property: 706.245.2927

Residence Life: 706.201.7831

Student Accounts: 706.245.2807

Switchboard: 706-245-7226

Vice President for Student Development: 706.245.2638

Work Study Program: 706.245.2808

2019-2020 ACADEMIC CALENDAR

Fall Semester	2019
Dual Enrollment Orientation.....	July 29
Commuter Check-In.....	August 7-8
International Student Arrival Date	August 8
Final Registration (Non-ER Attendees and Remote Registrations)	August 9
New Resident Student Move-In	August 10
Returning Student Move-In	August 10-12
New Student Orientation.....	August 11-12
Classes Begin.....	August 13
Drop-Add Period.....	August 13-20
Alpha Weekend.....	August 15-18
Census Day	August 23
Labor Day Break (No Classes)	September 2
Withdrawal Deadline (5-Week Classes)	September 3
Withdrawal Deadline (1st 7-Week Classes)	September 11
Withdrawal Deadline (9-Week Classes)	September 19
Mid-Term.....	October 1

Last Day to Withdraw with a “W”	October 8
Fall Break (No Classes)	October 10-13
Vision4Education	October 18
EC Board Meeting	October 18-19
Homecoming Weekend	October 18-20
Withdrawal Deadline (2nd 7-Week Classes)	November 1
Last Day of Class	November 21
Final Examinations	November 22-26
Christmas Break	November 27- January 2
Winter Term	December 4-19

Spring Semester

2020

Faculty Workshop	January 2-3
Residence Halls Open	January 4-5
New Student Orientation	January 6
Returning Student Registration	January 6
Classes Begin	January 7
Drop-Add Period	January 7-14
New Beginnings Weekend	January 9-12
Martin Luther King Holiday (No Classes)	January 20
Withdrawal Deadline (5-Week Classes)	January 28
Withdrawal Deadline (1st 7-Week Classes)	February 5
Withdrawal Deadline (9-Week Classes)	February 13
Mid-Term	February 25
Last Date to Withdraw with a “W”	March 2
EC Board Meeting	March 6-7
Spring Break (No Classes)	March 7-15
Withdrawal Deadline (2nd 7-Week Classes)	March 31
Easter Break (No Classes)	April 10-13
Monday Classes Meet on Tuesday	April 14
Last Day of Classes	April 24
Final Examinations	April 27-30
Honors Night	May 1
Graduation	May 2

Summer Semester

2020

Registration/Classes Begin Summer Term (2,4,6,8-week classes begin)	May 6
Withdrawal Deadline (1st 2-Week Classes)	May 13
1st Two-Week Classes End	May 19
2nd Two-Week Classes Begin	May 20
Withdrawal Deadline (4 Week Classes)	May 21
Memorial Day Holiday (No Classes)	May 25
Withdrawal Deadline (2nd 2-Week Classes)	May 27
Withdrawal Deadline (6-Week Classes)	June 1
Four-Week Classes End	June 3
2 nd Four-Week Classes Begin	June 4
Withdrawal Deadline (8-Week Classes)	June 9
Six Week Classes End	July 17
2 nd Four-Week and Eight-Week Classes End	July 1
Independence Day Holiday (No Classes)	July 4

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 live as redeemed, regenerated, and cleansed members of society through the indwelling empowerment 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, learning, and living as they synthesize their understanding of God’s purpose in Christ with one’s view of the worth of persons and value 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 AND EDUCATIONAL GOALS

In accordance with our overall mission and philosophical framework, Emmanuel College seeks to fulfill several key institutional aims. We aim to provide a strong Christian witness and develop students, values, and character. Educationally Emmanuel seeks to establish key traits, including the ability to think critically, incorporate Biblical principles into everyday life and for Students to be able to communicate effectively through writing, speaking, reading, and listening. The College Catalog provides an in-depth description of the Institutional Aims and Educational Goal, which can be found in more detail [here](#).

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 LEADERSHIP TEAM (SLT)

Students have open access to the members of the Senior Leadership Team 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.

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 & 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, Equity & Compliance, and Auxiliary Services. The Executive Vice President and Chief Financial Officer's office is located in the Life Springs 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 works in conjunction with the Registrar's Office 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' 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 Office of Student Development at Emmanuel College and is responsible for coordinating all student services, programs, and extra-curricular activities, and is responsible for all student disciplinary matters. Student 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

The Vice President for Enrollment oversees traditional undergraduate admissions and financial aid. The Vice President for Enrollment's office is located in the Admissions and Welcome Center – the office complex adjacent to the Franklin Springs post office.

VICE PRESIDENT FOR ADVANCEMENT

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

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 for 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 social practices which are 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.

THE HONOR SYSTEM

The Honor System of Emmanuel College has been established in order to protect the integrity of the Institution and 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.

ACADEMIC INTEGRITY POLICY

Honesty, trust, and integrity are fundamental to all human relations. This statement on academic integrity 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 in all areas of our lives. While the principles 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 to bring respect to himself or herself and the college. Please note that Academic Misconduct includes but is not limited to: 1) Plagiarism 2) Breaching Academic Trust 3) Dishonest Academic Assistance. For the full Academic Integrity Policy and Procedures see [Course Catalog](#).

RESOLVING STUDENT GRIEVANCES

Students who have complaints or grievances shall have the following guidelines at their disposal for resolving those complaints or grievances.

STUDENT DEVELOPMENT GRIEVANCE PROCESS

A grievance or complaint regarding the Office of Student Development 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 Student Development.

- a. Residence grievances shall be submitted to the Director of Residence Life.
- b. Student relationship grievances should be submitted to the Director of Student Conduct.
- c. Counseling grievances should be submitted to the Director of Counseling Services for the Office of 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 Supervisor of Housing.
- f. Campus Activities, Clubs and Organization, Commuter, or International Student grievances should be submitted to the Director of Campus 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.

EQUITY & COMPLIANCE GRIEVANCES

Please refer to the College's Title IX Policy for grievances that fall under the Title IX policy. The full policy can be found [here](#).

FINANCIAL GRIEVANCES

A grievance or complaint regarding financial issues shall be submitted by the student in writing to the Director of Accounting Services who can be contacted [here](#).

If a satisfactory resolution cannot be reached at this level, then the grievance shall be submitted in writing to the Chief Financial Officer with a written explanation of what actions have been taken to this point. The Chief Financial Officer shall bring the grievance before the Senior Leadership Team.

ACADEMIC GRIEVANCES OR COMPLAINTS (INCLUDING GRADE APPEALS)

From time to time, a given student may have the following complaints or grievances regarding, but not necessarily limited to, the following:

- how a faculty member is personally treating a student
- student academic accommodations
- expectations placed by the faculty member on students
- grade and course assignment matters

For policies and/or procedures regarding an academic grievance or complaint, please refer to the Academic Policies and Services section of the College [Catalog](#) (located on the College website under the *Academics* heading; students should familiarize themselves with this section of the *Catalog*). **Exception:** Policies and procedures regarding student accommodation grievances are contained in the Academic Policy & Services section of the College [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](#).

COMPLAINTS AGAINST THE INSTITUTION

By Executive Order from the Governor of the State of Georgia, the Georgia Non-Public Postsecondary Education Commission is designated as the state agency responsible for receiving complaints made by students enrolled in private postsecondary institutions. Contact information regarding concerns or complaints relating to compliance or accreditation can be found [here](#).

ATHLETICS GRIEVANCES

A grievance or complaint regarding Intercollegiate Athletics shall be submitted according to the guidelines outlined in the Athletic Student Handbook which can be found on the Official Emmanuel College Webpage [here](#).

GENERAL GUIDELINES CODE OF STUDENT CONDUCT

As a Christian institution, the College has sought to establish standards and policies based on scriptural, moral, and ethical principles. As a learning community, everyone accepts responsibility for his/her actions. The Office of Student Development seeks to encourage and assist students in maintaining such standards.

The Code of Student Conduct outlines behavioral standards developed by the College community for students along with related processes/procedures for addressing violations of the Code of Conduct. Any student found responsible for misconduct may be subject to conduct sanction(s), conditions(s), and/or restriction(s).

The Code of Conduct and related processes/procedures educate students about their rights and responsibilities while promoting holistic development, self-worth, and mutual respect for all members of the College community. The student conduct aspect of college life is to encourage accountability within our community and to address misconduct from an educational perspective.

DISCIPLINE POLICY

Student discipline is the responsibility of the Director of Student Conduct. 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 Conduct or his/her designee, 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 positively 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. Students waive any right to redress in court and agree and covenant not to sue the College because 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, from continuing enrollment, or from re-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. The violation will result in appropriate disciplinary action regardless of whether it occurs online, including Canvas classrooms; off-campus; during vacations; or between terms.

DEFINITIONS

Reporting Party: shall encompass the terms victim, survivor, complainant, claimant, witness with victim status and any other term used by an institution to reference an individual who brings forth a report of a violation.

Responding Party: also known as the Respondent, is a person against whom an allegation of prohibited behavior is directed.

STANDARD OF PROOF

In all cases of alleged violations of the Emmanuel College Code of Conduct, the standard of proof is the preponderance of the evidence (i.e., more likely than not). This standard is also employed when making determinations regarding interim restrictions/sanctions.

STUDENT DISCIPLINARY 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 hearing, the Responding Party shall:

- A. Receive written notification of the investigation meeting and/or 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 Conduct, should the Responding Party not take responsibility for the alleged violation, excluding cases which the Director of Student Conduct retains for Administrative hearing or automatically 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 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.

PROHIBITED CONDUCT/CONDUCT REGULATIONS

The following actions are prohibited and constitute a violation of the Emmanuel College Code of Student Conduct. Conduct regulations are set forth in writing to give students general notice of college policy regulating student conduct. These regulations should be interpreted broadly and are not designed to define misconduct in exhaustive terms.

MEDICAL AMNESTY & GOOD SAMARITAN POLICY

It is in the best interest of students' welfare that persons who have alcohol or other drug-related emergencies be brought to the attention of medical personnel. Furthermore, Emmanuel College recognizes that the potential for disciplinary action for these and other incidents may act as a barrier to students who would otherwise seek assistance themselves or for other students. It is for these reasons that the College maintains Medical Amnesty and Good Samaritan policies. In these incidents, the primary concern is the well-being, health, and safety of students.

MEDICAL AMNESTY

Under this policy, students seeking medical assistance during an alcohol or other drug-related emergency will not face formal disciplinary action by the Office of Student Conduct for the mere possession or use of alcohol or drugs. The sole reason for the student's intoxication being discovered by College personnel must be due to medical care being sought by the affected student. Additionally, student(s) seeking medical assistance for another person during an alcohol or other drug-related emergency will not face formal conduct action for the mere possession or use of alcohol or drugs.

Medical amnesty applies only to alcohol or other drug-related medical emergencies and students who seek medical amnesty may be held responsible for violating other policies, including but not limited to assault, property damage, or

distribution of illicit substances. In cases where an individual or organization fails to seek emergency medical assistance when risk of harm is clearly indicated, formal disciplinary action may be taken against the individual(s) or organization.

In order to qualify for medical amnesty, the student must seek medical attention at the time of the incident and must meet with the Director of Student Conduct or his/her designee within 5 days of the incident and agree to comply with the conditions set forth by the Director of Student Conduct or his/her designee. Students that assist those in need may also have to meet certain conditions for medical amnesty. If these conditions are met, there will be no conduct case, and the incident will not become part of the student's disciplinary record. If the student does not follow these stipulations, qualifications for medical amnesty are considered not met, and the student is subject to the disciplinary process as outlined in the code of student conduct.

It is the expectation of the Office of Student Conduct that a student uses the medical amnesty policy once; it is an opportunity for a student to learn from a mistake and avoid such mistakes in the future. Therefore, past the first incident, the availability of medical amnesty to the student is at the discretion of the Director of Student Conduct or his/her designee. Students that help others seek medical assistance are not limited to one use of the medical amnesty policy, as they should always feel empowered to help those in need.

It is important to be aware that Emmanuel College enforces federal, state, and local laws prohibiting the possession and use of alcoholic beverages and drugs. Medical amnesty applies only to the Emmanuel College code of student conduct and does not in any way prohibit law enforcement personnel from enforcing federal, state, or local laws.

GOOD SAMARITAN

The College recognizes that there may be other situations, outside of those involving alcohol and drugs, which may pose a threat to the well-being, safety, or health of students. In those instances, any student seeking help from College personnel due to concerns of safety or health may be excused from conduct proceedings related to violations discovered only as a result of seeking that help. College personnel includes student staff members who are formally charged with monitoring assigned areas of campus.

In order to qualify for the Good Samaritan protocol, the student must seek help at the time of the incident and must meet with the Director of Student Conduct or his/her designee within 5 days of the incident and agree to comply with the conditions set forth by the Director of Student Conduct or his/her designee. Students that assist those in need may also have to meet certain conditions for this protocol. If these conditions are met, there will be no conduct case, and the incident will not become part of the student's disciplinary record. If the student does not follow these stipulations, qualifications for Good Samaritan are considered not met, and the student is subject to the disciplinary process as outlined in the code of student conduct.

Good Samaritan protocol applies only to the Emmanuel College code of student conduct and does not in any way prohibit law enforcement personnel from enforcing federal, state, or local laws.

SAFE HARBOR

The Safe Harbor Program gives Emmanuel College students the ability to "self-report" drug use to an athletic administrator, the Director of Student Conduct, or the VP of Student Development. The student will enter the Safe Harbor Program, in which they will receive lesser discipline, and will be referred for evaluation and counseling. A student may enter the Safe Harbor Program only once during his/her time at Emmanuel unless extenuating circumstances are approved by the Vice President of Student Development. For Student-Athletes the self-report to an Athletic Administrator must occur at least one day before his/her name is selected for a drug test.

A Student-Athlete cannot enter the Safe Harbor Program after he or she has been informed of an impending drug test or NCAA drug test. Student-Athletes in the Safe Harbor Program remain eligible to be selected for drug testing by the NCAA. While in compliance with the Safe Harbor Program treatment plan, the Student-Athlete will not be included in the list of students eligible for random drug testing by Emmanuel College for 30 days. The Director of Athletics or designee may suspend a Student-Athlete from play or practice if Student-Athlete may be a danger to himself or players. The Director of Athletics, Associate Athletic Director, the student-athletes Head Coach, or their designee will be informed if a Student-Athlete is participating in the Safe Harbor program. Other Emmanuel College personnel may be informed only to the extent necessary for the implementation of this policy.

Emmanuel College will work with a student entering the program to prepare a treatment plan, and the student can remain in the program for a reasonable period, not to exceed thirty days. If a student tests positive for any Banned Substance after entering the Safe Harbor Program or fails to comply with the Safe Harbor treatment plan, the student will be removed from the Safe Harbor Program. Failure to comply with the above to the satisfaction of the Director of Student Conduct and Vice President of Student Development will lead to sanctions, including the retroactive counting of a positive drug test.

ROOM ENTRY & SEARCHES

The College reserves the right, and the students as part of their housing agreement agree to allow, the College 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. Enforcing College policies as outlined in the Student Handbook, Code of Student Conduct, and Residence Life Guide.
6. Random room inspections to ensure policies in the Student Handbook are being followed.

The above list is not exhaustive. Students are responsible at all times for articles or substances present in their rooms, whether brought to their room by themselves or others.

In addition to the above list, if reasonable suspicion exists that a search will reveal a violation of any of the College's policies, including violations of the Code of Student Conduct, a search may be conducted by any member(s) of the College administration or staff, including Resident Assistants and security personnel.

Under certain circumstances, local law enforcement officers may search a student's room. Students will not be given access to any student room which is not their own without proper consent.

REASONABLE SUSPICION

The College reserves the right to investigate any suspicious activity regarding violations of any of the College's policies, including the Alcohol and Drug Policies. Investigation may include but is not limited to room inspection, canine drug scan, or drug tests in cases of reasonable suspicion of non-prescription or illegal drug use. Refusal to submit to these measures at the time of request may be treated as a violation of the Alcohol or Drug policy.

Reasonable suspicion includes, but is not limited to, suspicious odors, paraphernalia, extreme and/or erratic behavior, verbal reports/anonymous tips which are credible in the opinion of an official, symptoms commonly associated with non-prescription or illegal drug or alcohol use, and traces/residue of non-prescription or illegal drugs or alcohol.

IMPLIED CONSENT/PASSIVE PARTICIPATION

If a student becomes aware of a violation of the Code of Conduct, including Alcohol or Drug policy violation(s) occurring in their presence, the student is expected to remove themselves from the situation, attempt to take reasonable action to stop the violation from occurring, and/or alert a staff member of the policy violation(s). If a student fails to remove themselves from a situation in which a policy violation is occurring, they are giving implied consent to allow the violation to occur and will be seen as passive participants in the activity and thus held fully responsible for the consequences of violating the implied consent/passive participation policy. Additionally, as circumstances deem appropriate, they may also be held responsible for violating the originally cited policy as well.

Examples of violations of this policy include but are not limited to:

1. A student who is present while an alcohol/drug violation is occurring, whether on or off campus.
2. Being present at an off-campus location in which a student is providing alcohol to minors.
3. A roommate/podmate/suitemate who does not reveal to Residence Life staff that his/her roommate/podmate/suitemate has an unauthorized person visiting and/or living in the residence halls.
4. A member of an organization who hears another member is repeatedly harassing another individual (e.g., hazing, general harassments, etc.) but does not intervene and/or report the conduct.

ALCOHOL

The use of alcohol is potentially harmful, physically and mentally, and often interferes with the user's ability to function adequately in his or her academic and social life. Emmanuel College provides an online mandatory training program for all students and employees as part of the College's commitment to community wide safety and awareness. This program provides a platform for new community members to become familiar with the College's policies regarding non-prescription/illegal drugs and alcohol.

Emmanuel College requires students to comply with federal, state, and local laws concerning the possession and use of alcoholic beverages. In the state of Georgia, it is illegal for persons under 21 years of age to purchase, possess, or consume alcohol. It is also illegal to furnish alcohol to anyone under 21 years of age. Driving under the influence of alcohol is illegal, as well. Failing to comply with federal, state, and local laws is considered a violation of this Policy and will subject a student to disciplinary action by the College. Such actions may also constitute a violation of law that can result in fines or imprisonment by federal, state, or local authorities. Students facing legal action off campus may also be held accountable through the Emmanuel College disciplinary process.

As a student at Emmanuel College, it is a violation of the Alcohol Policy, regardless of age, to participate in or associate with the manufacture, purchase, possession, consumption, distribution, facilitation or unlawful sale of alcohol whether **on or off campus**. Aiding and abetting in the sale or transfer of alcoholic beverages to any person is prohibited. Kegs, funnels, or other common containers of alcohol, and/or paraphernalia are prohibited on campus and will be confiscated by the Director of Student Conduct or his/her designee. All perishable items confiscated will be disposed of. Possible sanctions for violations of this Alcohol Policy within each category could be higher or lower than what is listed, based on the attitude of the student, circumstances surrounding the situation, and/or previous disciplinary history. The possible sanctions include, but are not limited to:

VIOLATION	POSSIBLE SANCTIONS
<p>Implied Consent/Passive Participation</p> <ul style="list-style-type: none"> • Being in the presence of alcohol without consuming or actively participating (Repetitive violations of this policy will result in increased sanctions). 	<ul style="list-style-type: none"> • Warning • Educational sanction • Fine • Disciplinary Probation
<p>Possession or Consumption with Minimal Disruption</p> <ul style="list-style-type: none"> • First alcohol possession/consumption • First alcohol paraphernalia (keg, funnel, etc.) 	<ul style="list-style-type: none"> • Parental notification • Educational sanction • Fine • Disciplinary Probation • No Athletic Participation until educational sanction is completed. • Notification of civil authorities, if appropriate
<p>Concerning, Disruptive, or Repeat Incidents</p> <ul style="list-style-type: none"> • DUI (Driving Under the Influence) • Second alcohol possession/consumption • First alcohol incident involving excessive noise, rude behavior, disregard for college authority, destruction of college property • First alcohol incident involving vomiting or blackout behavior, police, or hospitalization • First time distribution of alcohol to minors 	<ul style="list-style-type: none"> • Counseling assessment • Parental notification • Fine • Weekly meetings with support group (ex. AA or Celebrate Recovery) for a specified amount of time • Disciplinary Probation • Educational sanction • 2-week suspension of athletic participation. Student athlete cannot return until educational sanction has been completed. • Notification of civil authorities, if appropriate
<p>Persistent Concerning Behavior or Serious Incident</p> <ul style="list-style-type: none"> • Third alcohol possession/consumption • First alcohol incident with aggravating factors (physical or sexual assault, attempts or threats of harm to self or others) 	<ul style="list-style-type: none"> • Possible Suspension or expulsion from Emmanuel College • Fine • Notification of civil authorities, if appropriate • Any or all sanctions listed

**Sanctions are cumulative over a student's tenure and do not restart each academic year or upon reenrollment.*

NON-PRESCRIPTION & ILLEGAL DRUGS

It is a violation of this Policy to possess, sell, use, be under the influence of, deliver, dispense, distribute, administer, or manufacture any non-prescription/illegal drugs, including marijuana (marijuana seeds and CBD oil included), narcotics, hallucinogens, opiates, stimulants, or depressants. All paraphernalia that is associated with and related to the use of non-prescription/illegal drugs is also strictly prohibited, including bongos, grinders, scales, etc., and will be confiscated and disposed of by the Director of Student Conduct or his/her designee.

Additionally, the misuse of prescription drugs (selling, unlawfully possessing, sharing, buying, the wholesale of, or using in a manner different than that prescribed) is a violation of this Policy. *This does not apply to the possession and use of controlled substances as part of the care and treatment of disease or injury.*

Emmanuel College requires students to comply with federal, state, and local laws concerning the possession and use of non-prescription/illegal drugs and prescription drugs. In the state of Georgia, it is illegal to possess, use, or distribute illegal drugs. Driving under the influence of illegal drugs is illegal, as well. Failing to comply with federal, state, and local laws is considered a violation of this Policy and will subject a student to disciplinary action by the College. Such actions may also constitute a violation of law that can result or fines or imprisonment by federal, state, or local authorities. Students facing legal action off campus will also be held accountable through the Emmanuel College disciplinary process.

PLEASE NOTE: Athletics will perform Random Drug Test Screening through Drug Free Sport every Fall and Spring with a maximum of 15 and a minimum of 5 Student Athletes to be randomly selected. See Athletic Handbook for details regarding the Random Drug Testing Policy for student athletes.

Possible sanctions for violations of this Drug Policy within each category could be higher or lower than what is listed, based on the attitude of the student, circumstances surrounding the situation, and/or previous disciplinary history. The possible sanctions include, but are not limited to:

VIOLATION: NON-PRESCRIPTION/ILLEGAL DRUGS	POSSIBLE SANCTIONS
<p>Implied Consent/Passive Participation</p> <ul style="list-style-type: none"> • Being in the presence of non-prescription/illegal drugs (repetitive violations of this policy will result in increased sanctions). 	<ul style="list-style-type: none"> • Warning • Educational Sanction • Co-curricular Probation • Fine
<p>Possession or Use with Minimal Disruption</p> <ul style="list-style-type: none"> • First marijuana possession/use; amount <1oz • First drug paraphernalia possession (user paraphernalia) • Misuse of prescription drugs 	<ul style="list-style-type: none"> • Parental Notification • Co-curricular Probation • Unscheduled drug testing (at the expense of the student) • Fine • Counseling assessment • Weekly meetings with support group (ex. AA or Celebrate Recovery) for a specified amount of time • Student athlete will be suspended 25% of their competition season • Educational sanction

	<ul style="list-style-type: none"> • Notification of civil authorities
<p>Concerning, Disruptive, or Repeat Incidents</p> <ul style="list-style-type: none"> • DUI (driving under the influence of drugs) • First marijuana possession/use; amount >1oz • Second marijuana possession/use • Second drug paraphernalia possession • First drug possession/use other than marijuana • Repeated misuse of prescription drugs 	<ul style="list-style-type: none"> • Minimum 1 semester suspension • Parental notification • Unscheduled Drug Testing (at the expense of the student) • Fine • Notification of Civil Authorities • Athletic Sanction 25% suspension upon return
<p>Persistent Concerning Behavior or Single Serious Incident</p> <ul style="list-style-type: none"> • Sale/Distribution of non-prescription/illegal drugs or unauthorized prescription drugs • Possession of drug distribution paraphernalia • Drug use with aggravating factor (physical assault/altercation, destruction of property, attempts or threats of severe harm to self or others) 	<ul style="list-style-type: none"> • Minimum two-year suspension or expulsion from the College • Parental notification • Fine • Notification of civil authorities • Athletic Sanction- 1-year suspension from athletic participation if not suspended from the institution • Unscheduled Drug Testing upon reenrollment (at student's expense)

****Sanctions are cumulative over a student's tenure and do not restart each academic year or upon reenrollment.***

FALSE INFORMATION

Students are not to provide false information in any form to college officials. Specific violations of this policy include, but are not limited to:

- Knowingly misusing, misrepresenting or falsifying any college record, I.D. card, form, computer resource or procedure.
- Making a false or misleading oral or written statement at any point of the student conduct process or any other process used to address student behavior.
- Possessing or displaying any form of false identification or any identification not one's own.
- Falsely reporting a crime or violation of the Code of Conduct or any other College policy.
- Assuming or attempting to assume the identity of another person.
- Forgery, alteration, or misuse of any College document.
- Providing false information to any College official or office.
- Tampering with the election process or casting more than one ballot for any College recognized student organization or position.

Possible sanctions for violations of this False Information Policy within each category could be higher or lower than what is listed, based on the attitude of the student, circumstances surrounding the situation, and/or previous disciplinary history. The possible sanctions include, but are not limited to:

VIOLATION		POSSIBLE SANCTIONS
False Information	Any offense	<ul style="list-style-type: none"> • Warning • Co-curricular Probation • Up to \$500 fine • Notification of civil authorities, if appropriate • Suspension or expulsion • Educational sanction • Parental Notification • Athletic Sanctions

****Sanctions are cumulative over a student's tenure and do not restart each academic year or upon reenrollment.***

FAILURE TO COMPLY/DISREGARD TO COLLEGE AUTHORITY

Interference with the execution of College business is prohibited. All students are expected to cooperate fully and respectfully with the requests of College officials, including Residence Life staff, Campus Safety personnel, College staff or faculty members, and/or any official College vendors (dining services, bookstore, etc.). Using abusive, derogatory, or disrespectful language toward a College official, for any reason, is prohibited. College business may include mandatory hall meetings, disciplinary sanctions, evacuating during fire alarms, showing identification upon request, and other reasonable and appropriate requests from College officials.

Possible sanctions for violations of this Failure to Comply/Disregard to College Authority Policy within each category could be higher or lower than what is listed, based on the attitude of the student, circumstances surrounding the situation, and/or previous disciplinary history. The possible sanctions include, but are not limited to:

VIOLATION	POSSIBLE SANCTIONS
Failure to comply/disregard to College authority	<ul style="list-style-type: none"> • Co-curricular probation • Up to \$250 fine • Parental notification • Educational sanction • Athletic Sanctions • Loss of housing privileges

TOBACCO/SMOKING

Emmanuel College is a tobacco-free campus. Tobacco use or possession or sale in any form is prohibited. This includes tobacco and tobacco paraphernalia including, but not limited to, smokeless or spit tobacco, snuff, cigarettes (including electronic cigarettes/vapes and paraphernalia), cigars, cigarillos, pipes, bidis, and hookahs. All paraphernalia will be confiscated by the Director of Student Conduct or his/her designee. All perishable items confiscated will be disposed of by the Director of Student Conduct.

Possible sanctions for violations of this Tobacco Policy within each category could be higher or lower than what is listed, based on the attitude of the student, circumstances surrounding the situation, and/or previous disciplinary history. The possible sanctions include, but are not limited to:

VIOLATION	POSSIBLE SANCTIONS
<ul style="list-style-type: none"> • Tobacco use/possession • Tobacco paraphernalia • Multiple violations will increase the sanctions given 	<ul style="list-style-type: none"> • Warning • Co-curricular probation • Up to \$500 fine • Parental Notification • Loss of housing privileges • Suspension or expulsion • Educational sanction • Athletic Sanctions

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 shuriken.
 - 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.

PUBLIC INDECENCY

Emmanuel College adheres to the Criminal Law of Georgia prohibiting public nudity (GA Code Section 16-6-8). Therefore, it is College policy that nudity outside of the student's room or restroom is considered public nudity and will not be tolerated.

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 other 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.

SKATEBOARDS, ROLLERBLADES, SCOOTERS, BICYCLES, OR SIMILAR MODES OF TRANSPORTATION

Use of skateboards, rollerblades, scooters, bicycles, or other similar modes of transportation in College buildings or on College premises in such a manner as to constitute a safety hazard or cause damage to College or personal property is prohibited.

Storing gas-powered devices (such as mini-bikes or other similar vehicles/items) in residence halls is prohibited.

Use or storage of hoverboards is also prohibited.

ALTERCATIONS/HARASSMENT

Harassment is a serious, severe, or pervasive conduct, that is unwanted or offensive that has the purpose or effect of violating a person's dignity or creating an intimidating, humiliating, hostile or offensive environment and is prohibited. Harassment also includes acts which are intended to insult or stigmatize an individual or group of individuals on the basis of perceived or actual personal characteristics such as sex, race, national origin, religion, age, disability, sexual orientation, or other protected categories, classes, or characteristics.

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 refer to the Emmanuel College Sexual Harassment/Misconduct policy. More information can be found [here](#).

CLOTHING & 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. Presenting oneself in dress and appearance that is not 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. Pants should not have rips or tears that expose bare skin above mid-thigh.
5. Pajama pants are inappropriate for public areas and for attending class.
6. Shorts, dresses, leggings, tights, and skirts should reflect modesty.
7. Swimwear should reflect modesty and be worn in appropriate areas.
8. 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/suggestive and/or drug-related sayings or designs.
9. Not wearing shirts and shoes to class, chapel, convocation, and any other College facility.
10. Not wearing shirts in outdoor, on campus, public areas.
11. Participating in or attending college functions in clothing 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, property, or privileges of another person.
3. Failure to comply with directions or instructions given by College officials, Law Enforcement, or other personnel (including residence life staff) acting in performance of their duties and/or failure to identify oneself truthfully to these persons when requested to do so.

4. Behavior or actions that are considered rude or disrespectful toward others including faculty, staff, administration, roommates, residence life staff, 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.
9. Behavior that interferes with the normal functioning of a Residence Hall or unnecessarily impedes on the rights of students and/or staff is prohibited.
10. Hall sports, water fights, pranks, and other disruptive actions.

UNAUTHORIZED ENTRY & USE OF COLLEGE PROPERTY

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. Violations in this area include but are not limited to:

1. Unauthorized entry, attempted entry, or use of any College owned building or property. This includes all rooftops of any College owned buildings.
2. Unauthorized use, possession, or duplication of College keys or other methods of facility access (i.e. cards, codes, etc.).
3. Students shall not enter Residence Hall rooms to which they have been neither assigned nor invited.

ARREST

Students in attendance at Emmanuel College are subject to all local, state, and federal laws and statutes. Students who are arrested by any law enforcement agency are required to inform the Director of Student Conduct within 24 hours of their release. Students arrested may be subject to the college disciplinary process when their conduct violates college policy. Failure to report this information to the Director of Student Conduct will result in a failure to comply/disregard to college authority charge and may result in further disciplinary action.

ABANDONED OR CONFISCATED 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 documented prior permission has been obtained by a Residence Director and/or the Supervisor of Housing or Director of Residence Life, 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.
- c. In the cases of students who are administratively removed, withdrawn, or suspended from campus, abandoned items become the property of the College after 10 business days, if they were unable to move out at the time of their removal from campus for extenuating circumstances.

- d. Confiscated items that are permitted to be returned must be picked up within five business days of the last day of the semester in which they were confiscated. If not retrieved by that deadline, the confiscated item will be disposed of by the Director of Student Conduct or his/her designee.

Furthermore, any personal property left in a public area is subject to disposal (for example, items left in kitchens, community bathrooms, or public lobbies).

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.

Students are not permitted to 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.

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 college-provided 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.

LOFTS

Students are not permitted to build lofts.

CANDLES & OPEN FLAMES & HOT SURFACES

Fire regulations prohibit the presence of any open flame, exposed heating surface (such as toasters, compact grills, crock pots, and the like), or device that emits smoke, such as burning incense, candles, oil lamps, or kerosene lanterns. These can all interfere with the smoke detection devices and pose serious safety concerns to the larger community.

Use or possession of flammable materials, including incendiary devices or other dangerous materials, or substances used to ignite, spread, or intensify flames for fire is prohibited unless expressly permitted by a College official. Attempting to ignite and/or the action of igniting College and/or personal property on fire either by intent or reckless behavior that results, or could result, in personal injury or property damage of College premises is prohibited.

Also, reference the Fire Safety and Electrical Appliances section for more information on prohibited items and safety guidelines.

PUBLIC DISPLAYS OF AFFECTION

It is expected that students in any stage of a romantic relationship and/or friendship reflect integrity, honor, and mutual respect and consent in their relationships. Efforts should be made to preserve the comfort of other community members in public common spaces. To this end, Emmanuel College community members are expected to use discretion when displaying affection publicly. While not an exhaustive list, students should refrain from the following: extended periods of hugging and kissing, sitting on or resting one's head upon another person's lap, or lying down together.

BICYCLES

Bicycles cannot be operated or stored in rooms, hallways, stairwells, or any other area inside the Residence Hall or other college buildings. 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 financially 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 or 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.

DEFENESTRATION

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

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:

- Students wishing to host non-student visitors, including family members, must inform the appropriate Residence Director of the time, date, and duration of the anticipated visit, and successfully complete appropriate paperwork to register the visit.
- All non-student visitors must register with the appropriate Residence Director upon arrival and complete required paperwork.
- For security purposes, non-student visitors may be asked to provide a driver's license and vehicle information.
- Persons visiting a Residence Hall must be escorted by a resident of that hall at all times.
- 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.
- Visitors should not enter residence hall areas or rooms of the opposite sex, unless given prior approval by the appropriate Residence Director. This includes family members. (For example, a father should not enter his daughter's residence hall living area, pod, or room without express permission by the appropriate Residence Director.)
- 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.
- 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:

- Approval from their Residence Director must be obtained at least 48 hours prior to the arrival of the guest.
- Approval is subject to the successful completion of appropriate paperwork by the visitor.
- 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.
- Persons under the age of 18 must have parental permission to stay in a College Residence Hall.
- Minors under the age of 16 and adults over the age of 28 are not permitted to spend the night in any College Residence Hall. (Exceptions may be made to the minor age restriction during College sponsored events).
- Overnight guests must be the same sex as the resident student and must be the resident's personal friend or family relative.
- The resident 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.
- If their guest will be using the bed belonging to the resident's roommate or suitemate, the resident must obtain his or her permission in advance.

OPEN DORM

The Department of Residence Life periodically allows open Residence Hall nights (Open Dorm) 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 (see below).

Roberson Hall Open Dorm visitation is limited to Pod Lobby (Living Room) Areas. No bedrooms in Roberson dorms are permitted to be used for visitation.

While visiting opposite sex residence halls or hosting opposite sex visitors during Open Dorm hours, the following policies apply:

- Students must check-in at the appropriate hall's Open Dorm sign-in QR code. Instructions will be provided for how to sign in.
- Dorm residents who have guests of the opposite gender must escort their guests to and from their rooms.
- Room/Pod doors must be kept wide open.
- A strong and significant light source must be turned on to provide the room adequate lighting at all times.
- No inappropriate displays of affection (see college's policy on PDA for more info)
- No sleeping or showering while hosting/visiting.
 - Showering in a community bathroom (Wellons, Drum, Jackson) on one's own hall is permissible during Open Dorm only if that student goes to and comes from the community showers fully clothed and is not currently hosting or visiting with a member of the opposite sex.

- Students visiting opposite sex residence halls and their respective areas must only use dorm lobby bathrooms in main common areas and must not use hall or pod bathrooms of the opposite gender.
- Students must adhere to full dress code policy during Open Dorm visitation, even if in their own rooms.
- Students must leave Open Dorm visitation immediately upon Open Dorm hours ending.

Students are expected to demonstrate respect and courtesy to others and should conduct themselves appropriately during Open Dorm hours.

BABYSITTING/CHILDCARE

Students are not permitted to babysit or childcare inside Residence Halls.

PETS

No pets are allowed inside Residence Halls, except for Comfort Animals (Emotional Support Animal) and/or service animals that have received clearance from the Office of Counseling and Disability Services. This policy includes aquatic life and pets of visitors. Failure to adhere to this policy may result in a \$100.00 fine (including the potential for additional fines to pay for damages or cleaning charges caused by the animal) and possible disciplinary action.

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 outdoor 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, lobbies, etc. Students should never place trash bags outside of his/her Residence Hall room.

WATERBEDS

Waterbeds are not permitted in Residence Hall rooms.

WINDOWS & 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.

KEYS

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 for violating this policy in any way is \$100.00 per key.

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 stairwells or 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.

Examples of violations of this policy include, but are not limited to:

1. Visiting a student of the opposite sex in a residence hall outside of the specified periods listed above.
2. Retrieving a personal item that was left in a student's room of the opposite sex during non-Open Dorm hours. (If you leave an item in an opposite sex room, please have the student from that room bring the item to you in the common lobby area or contact a residence life staff member).
3. Delivering items to students in opposite sex residence hall rooms during non-Open Dorm hours.

MISUSE OR ABUSE OF COMPUTERS/NETWORK

Violations of College policy pertaining to computer and network usage. Computer use, and network policies can be found [here](#).

SOCIAL MEDIA NETWORKING

The posting of inappropriate or offensive information or pictures on social networking sites, web-pages, etc. Students 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.

EMMANUEL COLLEGE MOBILE APP

As a condition of using the Emmanuel College app, students agree not to use the service in a way that will violate Emmanuel College standards. Student access to the mobile app is a privilege, not a right. Students who violate policies and procedures and misuse the mobile app for purposes including but not limited to transmitting unwanted "spam", bullying, posting or transmitting any content that is defamatory, obscene, abusive, profane or violates Emmanuel's Code of Conduct may have their app account privileges suspended or terminated.

FIRE SAFETY

Violations in this area include but are not limited to:

1. Damaging, tampering with, or misusing fire safety equipment (such as fire extinguishers, smoke detectors, fire doors, fire alarm panels, etc.).
2. Obstructing or propping open 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.
7. Possessing or using items that violate fire safety codes, including but not limited to: candles and candle warmers, hotplates, hot pots, toaster ovens, oil popcorn poppers, crock pots, grills, halogen lamps, lava lamps, space heaters, appliances with exposed coils, furniture without flame-retardant upholstery, etc.

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 hall rooms:

1. Approved appliances include: compact refrigerators, small microwaves, electric kettles and rice cookers *with automatic shut-off*, sealed coffee makers, iced tea makers, hot air popcorn poppers, clothes irons and steamers,

electric blankets, hair dryers and curlers, radios and stereos, desk lamps, computers, and televisions, wall-outlet air fresheners and scent diffusers.

2. Electrical appliances with an exposed heating element are strictly prohibited.
3. Extension cords may be used 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.
4. Resident owned air conditioners are not permitted. This includes space heaters.
5. Humidifiers and de-humidifiers are not permitted.
6. Resident-owned refrigerators are allowed in residence hall rooms provided that they do not exceed the following 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.
 - b. They do not exceed 4.6 cubic feet in physical size.
7. All electrical equipment and cords must be maintained in safe operating condition and must satisfy UL standards.
8. Outside antennas and satellite dishes are prohibited.
9. Irons may be used with ironing boards only.
10. Microwave ovens must be limited to 1.0 cubic feet maximum capacity and 700-watt maximum power.
11. Students must not leave items unattended while cooking.
12. Use of halogen light bulbs are not permitted due to the danger of fire associated with these types of bulbs.

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 credible evidence that another student is responsible for the theft, he/she should alert the Director of Student Conduct for further investigation. The College is not responsible or liable for any injury, loss, or damage to any person or property.

FUND RAISING & 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 Leadership 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 Leadership Team.
3. Personal solicitation through campus e-mail list services is prohibited.
4. Members of the Emmanuel College community who are involved in on or off campus fundraising must receive permission from the Senior Leadership Team. Fundraising request forms may be obtained from the Accounting Services Office.

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.

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, Café LaVie, and the Athletic Center.

COMMERCIAL ENTERPRISES

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

GAMBLING

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

HAZING

Under Georgia Code Section 16-5-61, hazing is a criminal offense. Emmanuel College's policy on hazing reflects those laws. The College supports only those activities that are constructive, educational, inspirational, and that contribute to the intellectual and personal development of students. 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 & ENTERTAINMENT

Violations in this area include but are not limited to:

1. Viewing or having in one's possession movies, video games, magazines, posters, 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, taverns, gentlemen's clubs, or any establishment whose primary purpose is serving alcohol, etc.

ATHLETE & 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.

For the complete College policy regarding this and other athletic topics see the Student Athletic Handbook which can be found on the Official Emmanuel College Athletic Page [here](#).

INAPPROPRIATE & 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 is prohibited.

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

DISCRIMINATION AND HARASSMENT (INCLUDING SEXUAL HARASSMENT/MISCONDUCT)

Emmanuel College's policies and procedures regarding Sexual Assault, Sexual Harassment, Domestic/Dating Violence, and Stalking can be found [here](#). Violations of College policy regarding sexual misconduct are considered a serious offense and may result in criminal prosecution, suspension, or expulsion.

Notice of Non-Discrimination and Harassment: Emmanuel College ("Emmanuel" or "the College") is committed to maintaining an environment that is free of unlawful harassment and discrimination. In accordance with federal law and its commitment to a fair and open campus environment, the College cannot and will not tolerate discrimination against or harassment of any individual or group based upon race, sex (including sexual harassment and pregnancy), color, religion, uniformed services, national origin, ethnicity, genetic information, age, disability, veteran's status, or any factor that is a prohibited consideration under applicable law. The College has published and enacted this "Policy on Discrimination and Harassment" (hereafter referred to as the "Policy"). Please visit <http://www.ec.edu/title-ix> for the full policy and procedures.

The College will not tolerate discrimination of any kind, including all forms of sexual or gender-based discrimination, harassment, and misconduct, including, but not limited to, sexual harassment, non-consensual sexual contact (or attempts to commit same), non-consensual sexual intercourse (or attempts to commit same), intimate partner violence, sexual exploitation, and stalking. This Policy further prohibits aiding or inciting another person(s) to violate this Policy. The Policy specifically prohibits retaliation, in any form, against a person who reports, complains about, or who otherwise participates in good faith in any matter related to this Policy and Procedures.

The College is committed to take prompt and equitable action to stop and eliminate the conduct prohibited under the Policy ("Prohibited Conduct"), to prevent the recurrence of any harassment, and to correct its discriminatory effects. The College is committed to the ongoing assessment and improvement of the Policy and the College's Title IX compliance program.

The Office of Equity and Compliance is responsible for administering this Policy. Reports of Discrimination, Harassment, and/or Retaliation should be promptly made to the Office of Equity & Compliance.

Courtney Hamil, M.Ed.

Director of Equity & Compliance

Title IX Coordinator and Section 504 Coordinator

E: chamil@ec.edu O: 706-245-2925 C: 706-680-1247

Office: Student Development Room 102

PREGNANCY

As referenced in the College's Statement on the Sanctity of Human Life, the Emmanuel community holds to the sanctity of life and does not support the act of abortion. In the event that an unmarried student should become pregnant, Emmanuel College will support, to the extent that it can, the spiritual, emotional and physical well-being of those involved. As for enrollment, no student, including the father if enrolled at the College, will be dismissed from Emmanuel

College strictly due to pregnancy. If the affected students are currently living in an on-campus residence area, he/she may have the option to move off campus or be re-assigned to another residence area on campus.

In accordance with Title IX, The College prohibits discrimination against pregnant and parenting students. Harassment based on pregnancy, childbirth, or related medical conditions is prohibited. For complaints of discrimination or harassment related to pregnancy or parenting status, to understand your rights as a pregnant/parenting student, and/or to request access accommodations related to pregnancy/parenting status, please contact the College's Title IX Coordinator, Courtney Hamil (contact information is listed below). The Title IX Coordinator can also help connect a student to local resources for assistance with medical care, WIC, parenting classes, insurance related needs, baby supplies, adoption services (if desired) etc.

SEXUAL BEHAVIOR & 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 Morality (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 1:8-10). 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 Leadership 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 Leadership Team of the College reserves the right to make decisions that may or may not be in writing in regard to the aforementioned policies.

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.

DISCIPLINARY PROCEDURES

For all matters **except** those involving the College's Title IX Policy and Academic Integrity Policy. Students who are involved in any College investigation and/or disciplinary process may be entitled to reasonable accommodations when they have a disability that necessitates special assistance. If a student has a disability that necessitates assistance during the conduct process, they may request an accommodation by contacting the Disability Services/ADA Coordinator, Jessica Middlebrooks at jmiddlebrooks@ec.edu or 706-245-2881 so the College can respond in a timely manner, students should make requests to the Coordinator prior to their scheduled conduct appointments. When a request is made, the Disability Services/ADA Coordinator will communicate the request to the Director of Student

Conduct. Any adjustments to the conduct process will be made as directed by the Disability Services/ADA Coordinator in consultation with the Director of Student Conduct. More information about disability services and the process for requesting accommodations can be found online under Disability Services.

INVESTIGATION

Alleged violations of the Emmanuel College Code of Student Conduct should be reported to the Director of Student Conduct or his/her designee. 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 Conduct or his/her designee. 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 Conduct or his/her designee 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 to determine the facts relevant to any alleged violation. Investigation Meetings take precedence over any other college activity. Any accused student may choose not to attend his/her meeting. If the accused does not attend, the meeting will be held in his/her absence. *Failure to appear will be construed as an admission of responsibility for the violation.*

At the conclusion of the preliminary investigation, the Director of Student Conduct or his/her designee 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 Conduct or his/her designee will initiate the disciplinary process.

DISCIPLINARY PROCESS

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

- A. The Responding Party involved shall receive written notification requiring that the student meet with the Director of Student Conduct or his/her designee to discuss an alleged violation of the Code of Student Conduct. An investigation meeting or disciplinary hearing takes precedence over any college activity.
- B. The Director of Student Conduct or his/her designee meets with the Responding Party to inform him/her of the alleged violation, discuss the disciplinary process, and give the Responding Party the opportunity to record whether they are responsible or not responsible concerning the alleged violation.
- C. If the Responding Party records that he/she is responsible, the Responding Party waives his/her right to a hearing and an appeal, and a sanction(s) is administered by the Director of Student Conduct or his/her designee. The Responding Party receives notice of any sanction(s) in writing. It is the student's responsibility to complete the sanction(s) by the stated date or face additional sanctions, up to and including suspension.
- D. If the Responding Party 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 Conduct. *Notwithstanding such choice, the Director of Student Conduct 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 Responding Party makes a plea and witnesses may be called to testify (See Hearing Procedures)
- B. The Director of Student Conduct makes a decision based on the Administrative hearing or the Student Conduct Committee makes a decision based on the Student Conduct Committee hearing. *Decisions are based on what the College would consider reasonable belief/preponderance of evidence presented without consideration of formal rules or evidence.*
- C. The Responding Party 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 Responding Party 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 Conduct within twenty-four (24) hours of written notification of the decision, for review by the Vice President for Student Development.

ATTENDANCE AT 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 Conduct 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 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. An arrest for the felony possession of an illegal substance.
- E. 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 Conduct automatically refers a case to the committee. The committee is made up of 3 or 5 members consisting of staff, faculty and one student representative. The Director of Student Conduct will serve as the Chair in a non-voting capacity. Failure to appear before the Student Conduct Committee will be construed as an admission of responsibility for the violation. If the Responding Party fails to attend the hearing, the Student Conduct Committee may proceed in the Responding Party's absence to a determination of the matter, and if appropriate, administer sanctions to the Director of Student Conduct. 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 Integrity Policy 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, the circumstances under which the incident occurred, the nature of the conduct, and the attitudes and the experiences of those involved. Parents, students without prior consent, and/or Legal counsel are not allowed in the proceedings. A student must represent him/herself.

The Director of Student Conduct 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 if the student(s) is responsible or not-responsible and to administer appropriate sanctions from the options outlined in the Student Handbook to the Director of Student Conduct. 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 Responding Party has the right to view, but not copy, all documentary evidence that the Director of Student Conduct 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 Responding Party 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 Conduct 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 Conduct 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 decision of the Student Conduct Committee will be given to the Director of Student Conduct along with any sanctions administered. The involved student(s) will receive written notification within twenty-four (24) hours (unless an extenuating circumstance exists) of the decision made by the committee, the assigned 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 Conduct within twenty-four (24) hours of notification 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. For more detailed information regarding FERPA please see page 39 in the [Course Catalog](#).

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 Conduct. The Director of Student Conduct will consult with health-care providers, counselors, professors, and other individuals as appropriate. The Director of Student Conduct 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 Conduct. 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 and conditions for re-admission will be determined by the Director of Student Conduct 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) years, 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.

STUDENT RIGHT TO REVIEW RECORDS

The Family Educational Rights and Privacy Act (FERPA) ensures confidentiality of student educational records and restricts disclosure to or access by third parties, except as authorized by law. A student conduct record is an educational record. Officers of the federal and state governments and representatives of accreditation agencies may have legal access to these files, as well as Emmanuel College officials who are required to perform duties which necessitate having access to these files. In addition, the College may disclose an education record to officials of another school in which a student seeks enrollment or intends to enroll, upon request by officials of that other school.

In general, a student has the right to:

1. Inspect his/her educational records within 45 days of the day the College receives a written request from the student for access;
2. Require that the College obtain his/her prior written consent before releasing personally identifiable information;
3. Request that corrections be made to educational records if the student believes the records are inaccurate or misleading.

A student should submit to the Director of Student Conduct a written request that identifies the portion of their student conduct record that they wish to inspect. The Director of Student Conduct, or his/her designee, will make arrangements for access and notify the student of the time and place where the records may be inspected. A student has the right to file a complaint with the Family Policy Compliance Office at the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. A complaint must be submitted to the Office within 180 days of the date of the alleged violation or of the date that the student knew or reasonably should have known of the alleged violation. The complaint must contain specific factual allegations giving reasonable cause to believe that a violation of the Act has occurred, and it should be emailed to FERPA.Complaints@ed.gov or printed and forwarded to: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington DC 20202-8520. For more detailed information regarding FERPA please see page 39 in the [Course Catalog](#).

DISCIPLINARY SANCTIONS

The following sanctions may be imposed against a student for any violation of the Emmanuel College Code of Student Conduct by the Director of Student Conduct, 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 Conduct 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 who "need to know," which may include coaches, professors, ministry leaders, 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 of any Emmanuel College Code of Conduct Policy:

EXPULSION

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

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 Conduct 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 or Director of Student Conduct.

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.

REPRIMAND

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

DRUG TESTING

A student may be subject to drug testing as part of the investigation process if there is reasonable suspicion of a non-prescription/illegal drug violation. The student may be subject to unscheduled drug testing, at the student's expense, as a sanction if found responsible for violating the non-prescription/illegal drug policy.

HOUSING RESTRICTIONS

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

COUNSELING

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

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.
- Student may be required to submit a mandatory payment of money by the student to the College for violations of the College standards, policies, or expectations. Fines may range from \$10 to \$500 and beyond, depending on the severity of the violation.

RESTITUTION

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

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, online courses, etc.

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) of 1974, Emmanuel College may notify a parent or legal guardian of a student under 21 years of age, or a dependent according to tax records, when the student has been found responsible through disciplinary channels of violating any Emmanuel College policy, including alcohol or illegal drug policies. Decisions to notify parents will be based on the severity of the incident and any prior incidents, including those involving alcohol or drugs.

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.

PRACTICING GOOD HYGIENE

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

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 well-being.

Each student is assigned an Academic Advisor. The Academic Advisor's chief role is to assist the student in registering for classes each semester and can also assist with:

- Providing accurate and timely information regarding academic programs, requirements, policies, and procedures.
- Helping in the exploration and certification of educational options, including the choice of a major.
- Being available should the student experience academic difficulties and/or be placed on academic probation.

- Making referrals, when appropriate, to other support services on campus. Should an Advisor not feel qualified to provide adequate advice in a given situation, the Advisor may refer the student to other appropriate resources.
- 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 each student give consideration to your personal, educational, and career goals.
- That each student has a basic familiarity with your academic program, including academic requirements and policies.
- That each student gives timely notice and information concerning academic problems you may encounter.
- That each student accept responsibility for your decisions. 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.
- That each student arrives punctually for all advising appointments and come prepared with a tentative idea of the schedule of classes.
- That each student asks questions if you feel you have received insufficient or confusing information.
- That each student takes full advantage of any advising appointment, having all questions answered with an understanding of how decisions made fit within the context of one's personal, educational, and career goals.

ACADEMIC RESOURCE CENTER (ARC)

The Academic Resource Center (ARC) provides free tutoring to all currently enrolled students for most of the general education and many major-specific courses at Emmanuel. Trained peer tutors help students understand course materials and lectures and offer help with course assignments, especially papers. 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. Tutoring sessions are 30 minutes to 1 hour long and can be one-time only or recurring. To make a tutoring appointment, email arc@ec.edu or stop by the front desk in Aaron 100. Plan for multiple appointments for complex assignments and papers. When you come to your appointment, bring your syllabus, notes, and other materials with you.

The ARC also offers test proctoring for students who need to make up a missed test. Tests are given in a security-camera monitored area, and scheduling is not necessary. After making arrangements with your professor, you can take the make-up test any time during ARC operating hours.

The Academic Resource Center is located in Aaron 100. Hours vary by semester; see campus announcements or visit <http://libguides.ec.edu/arc> for specific hours and other information.

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 library catalog and GALILEO. A scanner and a WEPA Print Station are 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 resources on the MY EC website.

- Books are checked out for a 45-day period.
- Reference books, periodicals, 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.
- Quiet Study areas and a silent study room are available on the second floor of the library. Small group study areas are located on the first floor and in the classrooms (when available).

ADDITIONAL FACILITIES & GENERAL STUDENT RESOURCES

DINING SERVICES/STUDENT MEAL PLANS

All resident students are automatically assigned the Unlimited Plan plus \$100 Dining Dollars. More information including commuter meal plans can be found on the Emmanuel College App under Dining Services.

For extenuating circumstances requiring a resident student to opt out of the meal plan, please provide documentation from your doctor according to the policy below.

Meal Plan Accommodation and Exemption Policy

Emmanuel College's residence charge is a bundled charge that includes both housing and a 21 meal-per-week meal plan. Students on a meal plan who need dietary accommodations should take the following steps to obtain an accommodation:

1. A written request clearly describing the dietary accommodations needed must be submitted to the Student Accounts Office via email at rbruce@ec.edu. If the dietary accommodation is based on a health condition, the request must be accompanied by a written statement signed by the student's physician clearly describing the dietary accommodations required. General requests or physician's statements that do not clearly describe the dietary accommodation needed, including required food types and necessary schedule adjustments, will not be recognized as a basis for receiving an accommodation or an exemption from the meal plan charge.
2. The Student Accounts Office will forward the request to the Food Services Director who will review the request and determine if the Food Services Department has the ability to provide the accommodation. The Food Services Director will provide a written response to the student, with a copy to Student Accounts, explaining the accommodation to be provided or stating that Food Services is not able to provide a reasonable accommodation.
3. If the dietary needs can be accommodated, the accommodations will begin as soon as feasible. If the accommodation requested cannot be reasonably provided, the student will be granted a partial or full exemption from the portion of the

residence charge allocated to meals, and the student's meal plan and account will be adjusted accordingly. The Student Accounts Office will send the student an explanation of the account adjustments.

4. Only charges incurred after the date an exemption is granted will be adjusted on the student's account. Charges allocated to meals incurred before the date of the exemption will continue to be a part of the student's charges for that semester.

5. A student disagreeing with the decision of the Food Services Director or the Student Accounts Office may appeal the decision to the Associate Vice President for Campus Operations. The decision of the Associate Vice President for Campus Operations is final.

For any questions of concerns about dietary requirements, please email the Assistant Director of Dining Services: teresa.cleveland@compass-usa.com

MAIL SERVICES

Students who wish to receive mail while living on campus must make appropriate arrangements with the Franklin Springs Post Office located adjacent to campus at 2391 West Main Street. Post Office mailboxes are available for lease. PO Boxes cost \$42 annually. ***Mail sent directly to the College's main address will be returned to sender.***

ATHLETIC CENTER

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

- Cardiovascular machines
- Free weights
- Paramount weight machines
- Basketball Courts
- 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. When using the swimming pool, a key must be requested from the front desk for access to the swimming area.

VIRTUAL BOOKSTORE

The College bookstore offers the option of new, used, and/or rental textbooks for all college courses. Books may be purchased online each semester prior to the start of classes. 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 in 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.

WORK STUDY

Many of Emmanuel College's 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 should talk to their Financial Aid Counselor, or students can visit the Work Study Office, located in Aaron 200, suite C. Students may apply by visiting the Work Study tab on the Financial Aid page on the EC website. Students are only required to complete one application per academic year.

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 register for applied music lessons for course credit at the College may register for these as space permits. Instruction is usually available in piano, voice, guitar, and organ. Tuition requires an additional applied music fee. Inquiries regarding music lessons may be directed to the Music Department. Affordable applied lessons for non-credit may be taken through Emmanuel Arts Academy on a 12-week semester basis. Registration generally occurs during the first week of EC general classes. Information, fees and application forms are available on the Academy website: www.ec.edu/artsacademy.

CAREER RESOURCES

The purpose of Career Resources is to assist students in resume and cover letter writing, job search assistance, mock interview training, internship assistance, career counseling, and networking. Students seeking assistance with their career and professional development can schedule a one-on-one meeting with the Career Resource Coordinator by visiting the Emmanuel College website and under the "Life at EC" tab. Aside from the above services, students can attend a career fair provided by Career Resources. At the career fair, students can meet employers and interview for potential job openings and or internship opportunities.

EMMANUEL COLLEGE CELLULAR APP

The Emmanuel College app brings multiple services to your fingertips and enables you to connect with classmates, staff, faculty, and friends wherever you are. With this cellular application you have access to your daily schedule, personal to-dos, EC's online CRIS system, campus map, EC's clubs and organizations, ResLife, Campus Life, and all other school related events, private messaging, and Cap Event attendance. Emmanuel College's cellular application is compatible with iOS (Apple) & Android devices.

OFFICE OF 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. 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

The Emmanuel College Student Senate represents the voice of every student by improving the quality of college living, advocating visionary leadership, and strengthening relationships across our campus community. Students have the opportunity to participate in institutional decision-making through the voice of the Student Senate. Senators are annually nominated and selected by current advisors and student leaders within their constituency or elected by the student body. The Student Senate may meet with the Senior Leadership Team whenever they feel there is a need. This bestowed power exists to represent student needs and to pursue a change in response to these needs and concerns. The Full Student Senate Constitution and By-Laws can be found on the EC website.

STUDENT SENATE MEMBERS

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
- Representative for Commuter Life
- Miss Emmanuel (elected in the spring)
- Mr. Emmanuel (elected in the 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, children's ministry, praise and worship, music, and more. Many of these teams travel to minister during the summer months. These teams are accountable to the Director of Outreach and 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 (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 Closed Weekends policy under the Code of Student Conduct for more information.

WEEKLY CHAPEL SERVICES

Attendance at weekly services (Tuesday morning, Wednesday evening Chapel and Oasis Thursday morning 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). *Commuters with valid reasons why attendance is not possible may seek a Chapel Attendance Exemption through the Office of Student Development.* While attendance to Wednesday Night Chapel is highly encouraged and recommended, it is not mandatory. Oasis chapel services are a third option for students and are held each Thursday morning.

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 front lines of ministry on the mission field through short-term mission trips. Most trips are scheduled for the summer months. The length of the 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 in 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

Campus Life at Emmanuel College is committed to enhancing the overall educational experience of students and fostering holistic student development through a variety of means. 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, International Student 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. The Director and Assistant Director of Campus Life are responsible for implementing the overall campus life program.

CAMPUS ACTIVITIES

The purpose of the Campus Activities program is to provide engaging, relevant, and effective campus opportunities, events, programs, and trips (both on and off campus) pertaining to student development in the following areas: spiritual growth, intellectual growth, meaningful relationships, recreation, and health and wellness.

COMMUTER SERVICES

Commuter Services are geared toward meeting the needs of Commuters by streamlining campus information, developing commuter specific programs, and providing sufficient common areas across campus. Commuter Services aims to provide opportunities for commuter students to integrate themselves into the life of the college and to address issues and needs which are unique to the commuting student population.

INTERNATIONAL STUDENT SERVICES

International Student Services exists to meet the needs of the ever-growing International Student population at Emmanuel College. Our goal is to ensure that Emmanuel is catering to this unique group of students by providing personal support and ensuring that the international students voices are heard. International Student Services aims to provide and support international students to ensure that they integrate themselves into college life in America.

CLUBS & ORGANIZATIONS

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

Student Clubs and 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 Clubs and 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 who have similar interests
- 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, wiffleball, 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.

The Intramural Handbook is the official document that establishes the policies and procedures which govern all Intramural activities. All participants and spectators are responsible for knowing and understanding these policies and procedures. The Intramural Handbook can be found [here](#).

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

Emmanuel College is committed to providing equal access and treatment for students with disabilities. The Disability Services/ADA Coordinator coordinates services and accommodations for students with disabilities in compliance with federal disability law, including the Americans with Disabilities Act of 1990 (ADA), Americans with Disabilities Act Amendments Act of 2008 (ADAAA), and Section 504 of the Rehabilitation Act of 1973 as they apply to students. As defined in the ADA and Section 504, a student has a disability if he or she has a physical or mental impairment which substantially limits one or more major life activities or has a record of such an impairment. These laws provide a framework for qualified individuals with documented disabilities to request reasonable accommodations needed to

participate in a program. Reasonable accommodations are defined as adjustments or modifications that enable a qualified individual with a documented disability to participate as fully as possible in an educational program. An adjustment or modification must be reasonable and may not be provided if it would alter essential academic or technical requirements or result in undue financial or administrative burdens.

Examples of covered conditions under this policy include, but are not limited to: Attention Deficit/Hyperactivity Disorder (ADHD); autism spectrum disorders (ASD); chronic medical conditions (cystic fibrosis, diabetes); learning disabilities; mental health disabilities (bipolar disorder, depression, post-traumatic stress disorder); mobility disabilities (use of wheelchair or other assistive device); neurological disorders (traumatic brain injury, epilepsy, motor or tic disorders); orthopedic disabilities (bone or muscle disorders, connective tissue disorders); and sensory disabilities (hearing, vision). In addition, Temporary Medical Conditions (TMCI) such as injuries, acute illnesses, surgeries, pregnancy and/or related medical conditions, and breastfeeding and expelling breastmilk, may not qualify as permanent disabling conditions. However, we do provide assistance to students and guidance on working with a temporary medical condition while attending Emmanuel College, and we'd be happy to meet with you to discuss your requests.

Accommodations that are considered reasonable are those that do not fundamentally alter the nature of an academic course or the institution's policies, and do not place an undue hardship on the institution. Reasonable accommodations are distinguished from services of a personal nature, which Emmanuel College does not provide but the student may choose to employ. Such services of a personal nature may include individual assistants or coaches.

As set forth in the College's Access Accommodations and Services policy, requests for access accommodations and services must be made by submitting the Request for Access Accommodations and Services Form along with the required supporting documentation. The Disability Services/ADA Coordinator or an Access Coordinator will review the request and schedule an intake appointment with the student to engage in an interactive process regarding the student's request. The request form, and the Provider Documentation Form, along with any other supporting documentation should be submitted prior to any intake appointment to allow the Disability Services/ADA Coordinator or Access Coordinator enough time to review the material. The intake appointment will last about 30-45 minutes and is conducted one on one between the Disability Services/ADA Coordinator or an Access Coordinator and the student.

Students are required to meet the standards of their courses and/or program whether or not an accommodation is needed, and the type of accommodation provided to a student may vary according to the nature of the student's disability and/or temporary medical condition, and the nature of the course for which an accommodation is requested. The College's full policy and procedures can be found [here](#).

SERVICE ANIMALS

A service animal means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Tasks performed can include, but are not limited to, pulling a wheelchair, retrieving dropped items, alerting a person to a sound, reminding a person to take medication, guiding an individual who is blind, or pressing an elevator button. Service Animals are considered an extension of their handler and have the same rights of access anywhere on campus, in accordance with their handler's rights to access. However, there are limited exceptions such as exclusion from areas due to a direct threat to the health and safety of others, when their use fundamentally alters a service or program, food preparation areas, certain laboratories, where service animals may be in danger, or where their use may compromise the integrity of research.

It is recommended, although not required, that students intending to bring a Service Animal into a College housing notify Housing and Residence Life prior to bringing the animal into College housing. It is recommended, although not required, that the Handler of a Service Animal living in a College Housing Residence coordinate with Housing and Residence Life to have signage placed on the student's door making anyone who might enter (e.g., facilities services for maintenance or emergency responders) aware that there may be a Service Animal present in the room. It is also recommended, although

not required, that Handlers provide information regarding the presence of a Service Animal in his or her College Housing Residence to the Director of Campus Safety in the event of an emergency or evacuation. The College's full policy and procedures can be found [here](#).

EMOTIONAL SUPPORT ANIMALS

Emotional Support Animals are used for emotional support of students with disabilities when recommended by a medical or mental health professional and can be any number of types of animals. ESA's may be considered for access to College Housing but are restricted from many areas of College Property. These animals are not covered under the ADA but do have recognition under the Fair Housing Act (FHA). While an ESA may have access to College Housing, they are not permitted in other areas of the College (e.g. library, academic buildings, classrooms, labs, dining hall, athletic center, residence hall lobbies, pod lobbies, etc.). This policy governs the use of Emotional Support Animals in College housing. Unlike a service animal, an Emotional Support Animal (ESA) sometimes referred to as a "Comfort Animal" does not assist a person with a disability with activities of daily living, nor does it accompany a person with a disability at all times. An "Emotional Support Animal" is:

- An animal that provides comfort or performs tasks for the benefit of a person with a disability, or;
- An animal that provides emotional support which alleviates one or more identified symptoms or effects of a person's disability.

As set forth in the College's policy on Emotional Support Animals, requests for access accommodations and services, including Emotional Support Animals, must be made by submitting the **Request for Access Accommodations and Services Form** along with the required supporting documentation, including a certificate from a veterinarian certifying that the animal is up to date on its vaccinations and/or has a clean bill of health. The request form and the **Provider Documentation Form**, along with any other supporting documentation should be submitted prior to any intake appointment to allow the Disability Services/ADA Coordinator or Access Coordinator enough time to review the material. The Disability Services/ADA Coordinator or an Access Coordinator will review the request and schedule an intake appointment with the student. The intake appointment will last about 30-45 minutes and is conducted one on one between the Disability Services/ADA Coordinator or an Access Coordinator and the student. The College's full policy and procedures can be found [here](#).

CULTURAL AWARENESS PROGRAM (CAP)

The Cultural Awareness Program (CAP) of Emmanuel College is a series of cultural events open to students and the public. At Emmanuel, we believe God expresses himself uniquely through the Bible but also generally through the beauty, truth and goodness of every human culture. 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. This is because a good education should develop students' awareness of other cultures as well as their own. This awareness is intellectual, but it is also moral and aesthetic. CAP intends to stretch minds, enlarge personal preferences, and promote a better understanding of the broader diversity of aesthetic experiences and beliefs.

All students are required to attend an average of 1 CAP event per semester of full-time enrollment in order to satisfy graduation requirements. Students are expected to exhibit respectful behavior, to engage with the CAP event when in attendance, and to stay for the duration of the event. If they fail to do any of these, they will not receive CAP credit. Students who fail to comply with CAP etiquette may be reported to the Vice President for Student Development for disciplinary action.

RESIDENCE LIFE

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 unique 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.

RESIDENCE LIFE STAFF

Director of Residence Life

The Director of Residence Life is responsible for the coordination of Residence education and programming, ResLife staff and personnel management, and facilities management with the goal of fostering a living, learning environment. The Director of 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, coordinates various residential living procedures, provides oversight and direction for the Department of Residence Life as a whole, and enforces policies contained in the Residence Life Guide and Student Handbook.

Assistant Director of Residence Life

If an Assistant Director of Residence Life serves during a given year, he or she is responsible for the coordination of Residence education and programming and supporting the Director of Residence Life in regard to residential living policies and procedures. The Assistant Director of Residence Life further supports the Director of Residence Life by assisting in the supervision of Residence Directors, helping to coordinate the selection and training of RDs and RAs, and by providing supplemental 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 Director of Residence Life and the Assistant Director, if applicable.

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.

Residence Life 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 Wellons Hall on the first floor, down the main lobby hallway.

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

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, down a hallway connected to the main lobby.

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. Unscheduled drop-in visits are welcome and encouraged, but if an RD is unavailable for drop-in visit at the time a student arrives, a meeting may be scheduled via email to ensure RD availability. Additionally, 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 during Open Dorm.

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.

ROOM WELLNESS INSPECTIONS

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

- ✓ Keeping dishes clean and trash properly disposed
- ✓ Placing dirty clothes in a laundry basket and clean clothes neatly in provided dressers/wardrobes
- ✓ Vacuuming floors regularly
- ✓ Routinely cleaning private bathrooms
- ✓ Maintaining general orderliness within the room for all possessions

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, up to and including room re-assignment and housing fines.

HOUSEKEEPING/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 may result in disciplinary action, up to and including re-assignment of housing and/or housing fines.

LOBBIES

As a general rule, lobbies serve the purpose of creating an environment suitable for student interaction. However, visiting hours and lobby etiquette policy will be posted in 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 commuters and are not to be removed to any other part of the Residence Hall or campus. It is the student's responsibility to clean up behind themselves in these public areas, including cleaning the microwaves after use and throwing away trash.

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

Limited use of kitchens is provided for students in Jackson, Drum and Wellons Residence Halls, 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 cleaning 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 to their RA or RD via email or in person. Failure to abide by these guidelines may result in disciplinary action.

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.

RESIDENCE HALL MEETINGS & 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.

STUDENT HOUSING

Female students have three Residence Hall options. Hartsfield: Suite-style with two double rooms attached to a shared bathroom. Jackson: Hall style with shared bathrooms and both single and double rooms. Roberson Female Towers: Pod

style with four rooms, two single rooms, and two double rooms per pod. Each of the rooms within the pod has a bathroom, and each pod has a kitchenette area available.

Male students have four Residence Hall options. Melton: Suite-style with two double rooms attached to a shared bathroom. Drum and Wellons: Hall style with shared bathrooms and both single and double rooms. Roberson Male Towers: Pod style with four rooms, two single rooms, and two double rooms per pod. Each of the rooms within the pod has a bathroom, and each pod has a kitchenette area available.

THE SUPERVISOR OF HOUSING

The Supervisor of Housing oversees the Student Housing Department to accommodate all students in our campus residence halls. The Supervisor continually seeks to upgrade and improve the campus housing experience and housing management logistics systems. The Supervisor of Housing is responsible for year-round housing placement and communication; receiving and processing all off-campus housing/residency exemption applications; receiving and processing any requests for room changes after Housing Freeze and overseeing the distribution of Student ID cards. The Supervisor works in cooperation with the Director of Residence Life and RDs to communicate to students, coaches, and other departments any information surrounding the Check in and Check out process. The Supervisor of Housing's Office is located in the Student Development Building.

RESIDENCE HOUSING CONTRACT

All resident students are required to sign a Housing Contract upon checking in to their residence hall assignment each year. It is each student's responsibility to be familiar with and adhere to the policy expectations outlined in the contract and the Student Handbook.

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:

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 Supervisor of Housing to continue on-campus residency.

Residents must settle all account charges prior to move-in unless the appropriate college personnel grants permission. Failure to settle accounts may result in class schedule and housing assignment cancellation, and the student may be required to vacate the Residence Hall.

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.

RESIDENCY REQUIREMENT

Emmanuel College supports the philosophy that education is not confined to the academic classroom. Instead, liberal-arts 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 Supervisor of Housing.

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

Supervisor of Housing. 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.

HOUSING RUSH

Students' preferred housing selection will be requested online. Returning students will select their housing based on seniority. Housing Rush is for returning students, and they will receive the Rush schedule and specific instructions via email by the Department of Housing as the event draws near. Choose your residence hall or room preference using the CRIS Checklist system (outlined below). Once the returning student housing selection has been completed, housing will then open up for new incoming students. Once the Supervisor of Housing has finalized housing selections, students must contact the supervisor to request any further changes.

Obtaining Room Assignments for Current Students:

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

- Register for classes for the upcoming semester.
- Pay the nonrefundable housing deposit at the Cashier's office.
- Update their vehicle information online.

Obtaining Room Assignments for New Students:

New/Incoming Resident Students should adhere to the following procedures to successfully secure their housing assignment for the upcoming academic year.

- Be officially accepted to Emmanuel College.
- Have an Emmanuel College email account (active)
- Pay the nonrefundable Housing/Registration deposit.
- Complete all required items on their CRIS Checklist under their myEC account.
- Add their vehicle information.

Once the steps above have been completed a student may choose their Housing Selection using the CRIS Checklist system using the steps outlined below.

HOW TO USE YOUR CRIS CHECKLIST TO REQUEST A HOUSING SELECTION

As of Spring 2019, requesting a Residence Hall Housing Assignment is an exclusively online, user-directed process. Follow these step-by-step instructions to submit your official Housing Selection:

1. Log in to your myEC account and proceed to your CRIS Checklist
2. Select the appropriate upcoming academic semester in the semester drop-down list. On your Checklist, scroll down to the Housing Request box,
 - a. If your Housing Request box is Green, you can select your Residence Hall Room.
 - b. If your Housing Request box is Red, you will need to complete any outstanding CRIS Checklist items before you can submit your Housing Selection.
3. Click the "Find Room" box to see our EC campus map
4. On the campus map, select any residence hall you wish. You will be directed to that residence hall's information page.
5. On the residence hall information page, use your cursor to hover over specific rooms on the Interactive floor plan to see room information. The information page is also complete with building photos, information about costs

- per semester, and room availability. If another student has selected the room you're considering, their name will be listed next to that room, and a photograph of them is also visible by interacting with the floor plan diagram
6. Once you have decided, use your cursor to select the specific room you'd like to stay in. Use the room listings below the interactive floor plans to select your room.
 7. After being redirected back to your CRIS Checklist page, click the "Save Room" button to finalize your Housing Selection.

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

MID-SEMESTER ROOM CHANGES & HOUSING FREEZE

Once the semester has begun, residents may request a room change through the Supervisor of Housing. Unless there are extenuating circumstances; no room changes will be permitted during the first two weeks of the semester, 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 Supervisor of Housing will notify students via email if their request has been approved. Approval is not guaranteed and is up to the discretion of the Supervisor of Housing who will work in conjunction with the Residence Directors as necessary. Should approval be granted, the student must officially check out of his or her original room with their dorm's RD. Checking out includes thoroughly cleaning the student's portion of that room and returning the assigned room key. The student must adhere to any other checkout instructions given to them by an Emmanuel College ResLife employee. After the RD has completed their Check out, the Student will be given a new set of keys and paperwork to be completed for their new Dorm and room assignment. The paperwork to that Dorms must be returned to that Dorms RD that day. After the 3rd week of the semester, no room changes will occur unless under extenuating circumstances as determined by the College. The Supervisor of Housing must approve and properly document any room changes. Unauthorized room changes will accrue a minimum fine of \$50.00 and may result in the student having his or her desired room change request denied.

CRITERIA FOR RESIDENCY EXEMPTION

The College may first attempt to accommodate the student, however additional documentation may be requested to support the reasons outlined by the student. If 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. Students are advised not to sign a lease agreement, until he/she has received written notification of approval from the Supervisor of Housing. Please note the following criteria to apply for a residency exemption:

1. The student must be living with an approved family member (this does not include cousins) within commuting distance (60 miles). They must attach a letter, from the family member/caregiver stating the student will be living at his/her residence, in their residency exemption application. 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 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.
6. Student will be 22 (twenty-two) years of age prior to the first day of classes for the semester for which they are applying.
7. Student has earned more than 90 (ninety) credit hours and will be applying to live in College-owned rental property

8. Other: A student who does not meet the above criteria but feels that he/she has an extenuating circumstance which warrants living off campus should still submit a Residency Exemption application and outline his/her reasons for such.

If your Residency Exemption application is approved, you are required to submit a copy of your lease agreement to the Supervisor of Housing prior to the first day classes in the respective semester. If the address that you listed on this application changes at any point, you must notify the Supervisor of Housing and submit a copy of your new lease agreement showing the change of address. Students must re-apply for Residency Exemption each academic year. Failure to do so may result in the loss of residency exemption.

COLLEGE-OWNED RENTAL PROPERTY

Students who have earned more than ninety credit hours or are 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 only, space permitting. These eligible students must first submit the Residency Housing Exemption Application and be approved by the Supervisor of Housing. Residency Exemptions Appeals will be reviewed/processed by 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 Housing ResLife section of the EC website or at the Student Development Building.
2. Complete the form in its entirety, including any separate documentation. Incomplete applications will not be reviewed.
3. Submit the Residency Exemption Housing Application to the Supervisor of Housing by the appropriate deadlines. Residency Housing Exemptions Applications that are submitted after the deadline may not be reviewed.
 - a) Applications for Spring are due by October 30th each year.
 - b) Applications for Fall are due by March 30th each year.
 - c) Applications for New Incoming students due by December 15th for Spring semester
 - d) Applications for New incoming students due by July 15th for Fall semester
4. Once a decision has been made, students will be informed of the decision via Emmanuel College email from the Supervisor of Housing.
5. If you would like to appeal the Residency Exemption decision, all appeals must be submitted to the Vice President of Student Development by email, within 48 hours from the time that you received the denial email from the Supervisor of Housing.

Students are advised to participate in Housing Rush in April. Participating in Housing Rush in April will ensure that if your application for Residency Exemption is denied, you have secured your desired on-campus housing for the up and coming year. For Housing Rush information, please see: HOW TO USE YOUR CRIS CHECKLIST TO REQUEST A HOUSING SELECTION.

All applications are subject to clearance by the offices of Conduct, Academic Advisors and the Office of Financial Aid before your Residency Exemption application will be processed by the Supervisor of Housing. Students 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.

Note: Filling out the Residency Exemption Application does not guarantee that you will be approved.

SUMMER HOUSING

Summer housing is available for students who are enrolled in on-campus Summer courses, involved in EC mandated summer athletic competitions, or are working for the College during that time and are approved by the Supervisor of Housing. Students will typically be relocated to a new summer housing assignment following graduation and will be notified of housing assignments and moving procedures via email from the Department of Housing. 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, involved in EC mandated winter athletic competitions, or are working for the College during that time and are approved by the Supervisor of Housing. Students will be notified of housing assignments and moving procedures via email from the Department of Housing. Student accounts will be charged appropriately and should be settled prior to winter housing transitions.

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 Housing. 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 Supervisor of Housing. Students cannot pay a up charge to make a double room into a single room.

RE-ASSIGNMENT OF SPACE

The Supervisor of Housing in conjunction with the Department of Residence Life may re-assign students to other spaces, rooms, halls or On-Campus rental properties when it is deemed to be in the best interest of the community, or when it is determined that a student is not residing in his or her assigned space.

ROOM CONSOLIDATION

The Supervisor of Housing in conjunction with the Director 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.

CHECK-IN & 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. If not completed, fines may be assessed.

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 their last 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 Director before the student leaves. If 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 general procedures should be followed (note, the following list is not exhaustive, and each student is responsible to follow any and all instructions provided by an approved Residence Life or Housing official):

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 and/or outdoor residence hall key will result in a lost key fine in the amount of

\$100.00 per key. 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)

Returning 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 in the abandoned items policy, any belongings left in Residence Halls become the College's property on the first Monday after graduation and will be appropriately disposed of.

CHECK-OUT PROCEDURES FOR GRADUATION & GRADUATING SENIORS

Residents who wish to stay on campus for Graduation must obtain prior approval from their Residence Director.

1. 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.
2. At the time of check-out, the resident must sign out with a Residence Life Staff member and turn in his or her keys.
3. 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 day before graduation. 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.
4. Keys must be turned in by 6:00pm on the day of Graduation. Students are responsible for knowing these instructions and planning accordingly.
5. All rooms and Residence Halls will be secured and locked by 6:00pm on the day of Graduation.

Anyone who does not follow the Graduation Checkout Procedure and any additional or separate instructions provided by the Department of Housing and/or Residence Life will be assessed the \$50.00 improper checkout fine.

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. Payment of fines must be made to the Cashier in Aaron 103. Unpaid fines will be charged to the student's account and finance charges will accrue at a rate of 1.5% PER MONTH. This is an ANNUAL PERCENTAGE RATE OF 18%.

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.

RESIDENCE LIFE & CONDUCT FINES

Fine amounts increase substantially with each additional violation. Amounts listed below are for first violations unless otherwise stated. Any violation of any Emmanuel College policy listed in the student handbook is subject to a fine. This list is not exhaustive but includes the most common violations that are fined.

<u>COMMON CONDUCT FINES</u>	
Alcohol Violation	\$100.00
Implied Consent/Passive Participation (2 ND Violation)	\$50.00
Restricted Area (2 nd Violation)	\$50.00
Tobacco & Paraphernalia	\$50.00
Non-prescription/Illegal Drugs	\$200.00
<u>RESIDENCE LIFE FINES</u>	
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
Improper Residence Hall Checkout	\$50.00
Loss of Room and/or Outdoor Residence Hall Key	\$100.00
Failure to return Room and/or Outdoor Residence Hall 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
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 (Defenestration)	\$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 & HOUSEKEEPING FINES

DESCRIPTION		CHARGE
CLEANING		
ALL	Suite Style Residence Halls	
bath floor	kitchen counter tops	\$20 EACH OCCURRENCE
bath tub	kitchen cabinets	\$20 EACH OCCURRENCE
vanity sink	kitchen sink	\$20 EACH OCCURRENCE
vanity mirror	kitchen drawers	\$20 EACH OCCURRENCE
toilet	microwave	\$20 EACH OCCURRENCE
baseboards	refrigerator inside and outside	\$20 EACH OCCURRENCE
towel bars	kitchen table	\$20 EACH OCCURRENCE
toilet paper holder	coffee table	\$20 EACH OCCURRENCE
window glass	end table	\$20 EACH OCCURRENCE
window sills	entertainment center	\$20 EACH OCCURRENCE
vanity countertops		\$20 EACH OCCURRENCE
vacuum floor		\$20 EACH OCCURRENCE
bed frame/ends		\$20 EACH OCCURRENCE
chairs		\$20 EACH OCCURRENCE
3 drawer chests		\$20 EACH OCCURRENCE
Desk		\$20 EACH OCCURRENCE
wardrobe		\$20 EACH OCCURRENCE
FLOORING		
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
DOORS		
closet door replacement		\$125 and up
entrance door replacement		\$380 and up
replace bedroom door		\$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
WINDOWS	
window glass replacement	\$125 and up
replace screens	\$30.00
re-install screens	\$10.00
Blind/shade replacement	\$40.00
WALLS	
minor wall damage (includes holes & niches which may be patched sanded and that can be painted over)	\$20-\$40 and up
major wall repair (on a case by case)	as assigned
paint entire wall	\$45 and up
ceiling damage	\$45.00 and up
FURNITURE	
back of chair damaged	\$45 and up
bottom of chair damaged	\$45 and up
sofa replacement	\$450.00
chair replacement	\$240.00 and up
chair replacement	\$150 and up
replace desk or hutch	\$450.00 and up
replace loft stabilizers	\$150.00 and up
replace trashcans	\$8.00
replace wardrobe	\$450.00 and up
replace 3 drawer chest	\$225.00
replace 4 drawer chest	\$250.00
replace entertainment center	\$185.00
replace end table	\$135.00
replace coffee/cocktail table	\$225.00
replace desk	\$250.00
replace bed spring	\$75.00
replace bed frame or ends	\$100.00
replace dining table	\$200.00
replace metal chair	\$150.00
Recover sofa or chair (fabric only-sofa 11 yd /chair 6 yd)	\$10/per yard
MISC	
replace room fire extinguisher	\$125.00
replace glass in hall fire extinguisher case	\$40.00
recharge fire extinguisher	\$75.00
cable box damaged	\$25.00
Cable box missing/replaced	\$60.00
shower over spray (where water has sprayed shower curtains and damages walls and or floor)	\$45 - \$90
garbage bag removal (per bag)	\$25.00
garbage disposal	\$25.00

replace mirrors	\$65.00
smoke alarm/detector	\$85.00
mattress replacement	\$150.00
mattress damaged but useable	\$25-\$75
replace shower rod	\$10.00
replace toilet paper holders	\$15.00
replace toilets, water faucets or plumbing pipes	\$150 and up
Failure to furnishings, clothing, and other personal articles at move out	\$50-\$100
Failure to cleanout refrigerator or food stocks from Kitchen area (Roberson)	\$25-\$50
Failure to remove furnishings or personal items from living room (Roberson)	\$50-\$100

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 plan and matters pertaining to campus maintenance. The Director of Campus Operation's office is located in the Life Springs 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:

- Members of the Senior Leadership Team
- Campus Safety personnel
- Human Resources personnel
- Employees of Student Life
- Residence Life personnel (includes Resident Directors and Resident Assistants)
- Athletics personnel
- Faculty (part-time, full-time, and adjunct) me, full-time, and adjunct)

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.

- Office of Counseling Services and Student Success – Jason Croy: jcroy@ec.edu or Jessica Middlebrooks; jmiddlebrooks@ec.edu; (706) 245-2881 (main line number to Office of Student Development, where you can schedule an appointment). Office is located in Student Development Room 104. 6
- Director of Spiritual Life and Campus Pastor, Chris Maxwell – (706) 245-2887, cmaxwell@ec.edu. Office is located in Student Development Room 105.

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, Title IX Coordinator & Office of Equity & Compliance – 706-680-1247
- Mandy Lester, Director of Student Conduct & Campus Life- 706-245-2881
- 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

EMERGENCY PLANS & 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 of 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 and 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 safe 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.

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 Clery Act can be found on the College's website at <http://www.ec.edu/life/campus-safety>. Students and family members are encouraged to contact the Director of Campus Safety to discuss specific concerns.

MISSING STUDENT NOTIFICATION

In compliance with the Missing Student Procedures 20 USC 1092 (j) (Section 488 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.

All reports of missing students shall be directed to Campus Safety at (706) 245-2810.

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 a missing student is under 18 years of age) Notify the parent or guardian for missing students under 18 years of age within 24 hours of 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 in the situation to the student and/or instructors.

- In coordination with Campus Safety personnel, student development personnel will conduct investigations to determine the validity of missing person reports and to locate missing persons.
- Student Emergency Contact Information: Students are given the opportunity to confidentially designate emergency contact information at the time of housing registration. Only authorized campus officials and law enforcement officers may have access to this information for the purpose of conducting their investigation.

STUDENT EMERGENCY CONTACT INFORMATION

Students are given the opportunity to confidentially designate emergency contact information at the time of housing registration. Only authorized campus officials and law enforcement officers may have access to this information for the purpose of conducting their investigation.

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>.

PARKING

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

PARKING PLAN

Having a vehicle on the Emmanuel College campus is a privilege, not a right. The College does not accept responsibility for any loss or damage to any vehicle parked or operated on campus.

There are two types of student parking at Emmanuel College:

- Premium (\$50/semester)
- Standard (free)

All students are required to select either premium or standard parking on their checklist. All students are requested to register their vehicle. The premium permit enables parking in the designated parking lots closest to either residence halls or classrooms. Premium and standard lots can be viewed under the Parking tab on the EC website.

Students who do not purchase a permit will be assigned free standard parking permits that will allow them to park in the designated "free" lots on campus.

Please note:

1. The number of permits issued will be limited to the number of parking spaces available in each type of lot.
2. Students will be assigned a designated parking lot by the parking department based on a combination of class seniority, registration status, and residence hall assignment, in addition to being on a first-come-first-served basis. Not all students will be eligible to park in the paid parking areas.
3. All vehicles will be required to have one of the two types of decals to park on campus. Our campus is relatively small and centralized. Students who do not purchase parking decals will find that even the free parking is located closer to residence halls and classrooms than at most other colleges.

PARKING POLICY

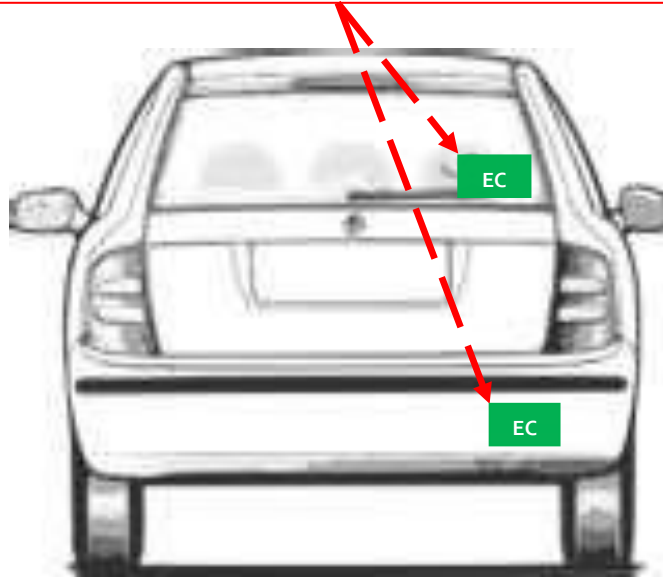
- **All students operating or parking motor vehicles on campus are required to register their vehicles through the Office of Student Development or Campus Safety.**
- It is the student's responsibility to become familiar with EC vehicle regulations and campus parking rules. The rules and regulations have been adopted and are enforced to protect everyone who uses campus streets and parking areas.
- Any student operating a vehicle on any part of the campus is required to obey the laws of the state and the regulations of the college campus.

- Students must have a permit properly placed on their vehicle to park on campus. Failure to properly display a permit on a vehicle can result in monetary fines and/or being towed. Place parking permit in one of the locations indicated so the permit is unobstructed and can be clearly seen from behind the vehicle or in the case of a hangtag where it can be viewed easily through the windshield.
- Students will only park in lots that correspond to the decal assigned to them. Students will not park in lots designated for faculty and staff.
 - Commuting students who have paid for a permit must park only in commuter or standard “free” lots.
 - Resident students who have paid for a permit must park in their designated parking areas or in the free parking areas. For example: Drum residents must park in the Drum resident’s parking lot. Roberson Hall residents must park in the Roberson Hall parking lot.
 - Students with standard parking decals must only park in the standard lots indicated on the map.
- In order to secure a decal, students can register their vehicle through the Office of Student Development or Campus Safety. Access to parking registration can be obtained on each student’s CRIS account or student checklist.
- Parking is prohibited in designated Fire Lanes, by Fire Hydrants, or near any yellow or red marked area.
- Parking is prohibited in No Parking and/or Tow-away Zones.
- Parking is prohibited in areas not identified for parking on the parking map. E.G. Students will not park on grass, sidewalks, city streets, near Waste Management dumpster access, etc.
- Improper parking within parking lots will result in fines. Students will not leave vehicles parked outside of clearly marked parking spots. E.G. On grass, medians, double-parked, or blocking flow of traffic through parking lot, etc.
- Parking in Handicap spaces without a proper permit will result in fines.
- Parking lots are provided for the benefit of students, faculty and staff; however, Emmanuel College is not responsible for damage to/theft of vehicles or theft of items in the vehicle. In the event of damage or theft a report can be filed with the Franklin Springs Police or Franklin County Sheriff’s Office by calling 706.384.7118.
- Temporary parking permits can be issued for a limited time if the currently registered vehicle is out of service for a short period. Temporary permits can be obtained from the Office of Student Development during normal business hours.
- During times of special events, Homecoming, Campus Preview, concerts, etc. students may not be able to park in the usual area. Student will be informed through a “campus message” via email or EC Alert if an event requires alterations to Emmanuel College’s parking plan. For those establishing residency in Georgia, new residents in the state must register their automobile within 30 days.
- Students can obtain registration and license plates in the Tax Commissioners Office near the courthouse in Carnesville. Students must bring proof of liability insurance and title or registration card from out of state to register a car. Students must change their driver’s license within 30 days. Students can obtain a booklet of rules from the Department of Motor Vehicles in downtown Toccoa or in Elberton.

PARKING PERMIT LOCATION

See graphic for the correct display of your parking permit.

Place parking permit in one of the locations indicated to properly display so the permit is unobstructed and can be clearly seen from behind the vehicle. Pickup Trucks must not allow toolboxes or equipment to obstruct view of decal. These locations are applicable to all vehicles. All other locations are unacceptable



Place parking permit on driver's right side front or windshield
All other locations are unacceptable



PARKING VIOLATIONS

- Parking violations are assessed and posted to the student's account.
- Parking fines should be paid within 10 class days of the receipt of the ticket. Students with outstanding parking fines at the end of the semester may not be permitted to register for the following semester. Each violation will be assessed independently.
- Two or more fines may be applied if vehicle is in violation of more than one offense.

Parking Violations	Per Semester		
	1 st , 2 nd Offense Fine	3 rd -5 th Office Fine	6 th + Offense Fine
Parking in an Improper Lot for Parking Permit	\$25	\$50	\$250
Parking in a Fire Lane or Fire Zone	\$50	\$100	\$500
Blocking Access to a Fire Hydrant	\$50	\$100	\$500
Parking in a No Parking Zone	\$25	\$50	\$250
Parking in a Tow Away Zone	\$50	\$100	\$500
Parking in a Handicap Space without a Proper Permit	\$50	\$100	\$300
Parking in an Area not Marked for Parking	\$25	\$50	\$250
Parking Improperly	\$25	\$50	\$250
No Parking Permit Visible	\$50	\$100	\$500

PARKING TICKET APPEALS

Parking tickets may be appealed through the Parking Appeals Committee. The Parking Appeals Committee meets as needed, and individuals who have submitted appeals will be notified by email when the Committee plans to meet.

- Appellate applications may be submitted via email to parking@ec.edu.
- Students must include name, citation number, date, infraction, location, and the *reasoning* for the appeal, for an application to be considered.
- Filing an Appellate Application does not guarantee the ticket will be forgiven or reduced.
- Applications for appeals must be filed within ten (10) class days of the receipt of the ticket. Any appeal application received after that time will not be considered.

TITLE IX POLICY

Emmanuel College's Title IX Policy can be found on the EC website [here](#).