

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

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

Notice of Nondiscrimination

As a recipient of federal funds, Emmanuel College is required to comply with Title IX of the Higher Education Amendments of 1972, 20 U.S.C. § 1681 et seq. (“Title IX”), which prohibits discrimination on the basis of sex in educational programs or activities, admission and employment. Under certain circumstances, sexual misconduct constitutes sexual discrimination prohibited by Title IX. Inquiries concerning the application of Title IX may be referred to the College’s Title IX Coordinator or to the U.S. Department of Education’s Office for Civil Rights. Emmanuel College’s Title IX Coordinator is Joann Harper, whose office is located on the second floor of the Aaron Building. Mrs. Harper may be contacted by phone at (706) 245-2805 or by email at jharper@ec.edu.

Important Numbers

Before every number, add 706-245-

Academic Affairs (V.P.).....	2832
Admissions.....	2874
Athletic Center.....	2917
Athletic Trainer.....	2869
Campus Pastor.....	2887
Campus Life.....	2885
Office of Counseling Services for Student Success.....	2715
Career Services.....	2885
Dining Services.....	2866
Director of Student Life (Student Conduct and Title IX Deputy Coordinator).....	2925
Financial Aid.....	2844
Housing.....	2881
Human Resources.....	2805
IT.....	2822
Library.....	2848
Office of the President.....	2803
President.....	2801
Registrar.....	2818
Student Accounts.....	2807
Student Development (front desk).....	2881
Vice President of Student Development.....	2880

ACADEMIC CALENDAR

FALL SEMESTER 2016

DRIVE-IN DAYS.....	JULY 25-28
FACULTY WORKSHOP.....	AUGUST 1-3
RESIDENCE HALLS OPEN.....	AUGUST 4
NEW STUDENT/TRANSFER ORIENTATION.....	AUGUST 4-6
RETURNEE STUDENT REGISTRATION.....	AUGUST 5
CLASSES BEGIN.....	AUGUST 8
DROP-ADD PERIOD.....	AUGUST 8-12
ALPHA WEEKEND.....	AUGUST 11-14
WITHDRAWAL DEADLINE (5-WEEK CLASSES).....	AUGUST 25
LABOR DAY BREAK (NO CLASSES).....	SEPTEMBER 5
WITHDRAWAL DEADLINE (1ST 7-WEEK CLASSES).....	SEPTEMBER 6
WITHDRAWAL DEADLINE (9-WEEK CLASSES).....	SEPTEMBER 14
MID-TERM.....	SEPTEMBER 23
FALL BREAK.....	SEPTEMBER 29-OCTOBER 2
LAST DATE TO WITHDRAW.....	OCTOBER 4
FEAST OF INGATHERING.....	OCTOBER 7
E. C. BOARD MEETING.....	OCTOBER 6, 7
HOMECOMING WEEKEND.....	OCTOBER 7-9
WITHDRAWAL DEADLINE (2ND 7-WEEK CLASSES).....	OCTOBER 26
LAST DAY OF CLASS.....	NOVEMBER 16
FINAL EXAMINATIONS.....	NOVEMBER 17-22
CHRISTMAS BREAK.....	NOVEMBER 23-JANUARY 4
WINTER TERM.....	NOVEMBER 30-DECEMBER 20

SPRING SEMESTER 2017

FACULTY WORKSHOP.....	JANUARY 5, 6
NEW STUDENT ORIENTATION/REGISTRATION.....	JANUARY 9, 10
RETURNEE STUDENT REGISTRATION.....	JANUARY 10
CLASSES BEGIN.....	JANUARY 11
MLK HOLIDAY (NO CLASSES).....	JANUARY 16
DROP-ADD PERIOD.....	JANUARY 11-18
NEW BEGINNINGS WEEKEND.....	JANUARY 19-22
WITHDRAWAL DEADLINE (5-WEEK CLASSES).....	JANUARY 31
WITHDRAWAL DEADLINE (1ST 7-WEEK CLASSES).....	FEBRUARY 9
WITHDRAWAL DEADLINE (9-WEEK CLASSES).....	FEBRUARY 16
MID-TERM.....	MARCH 1
SPRING BREAK.....	MARCH 4-12
LAST DATE TO WITHDRAW.....	MARCH 15
WITHDRAWAL DEADLINE (2ND 7-WEEK CLASSES).....	APRIL 6
E.C. BOARD MEETING.....	APRIL 7-8
EASTER BREAK.....	APRIL 14-17
MONDAY CLASSES MEET ON TUESDAY.....	APRIL 18

FINAL EXAMINATIONS.....	MAY 1-4
HONORS NIGHT.....	MAY 5
GRADUATION.....	MAY 6

SUMMER SEMESTER 2017

REGISTRATION/CLASSES BEGIN MAY TERM.....	MAY 10
WITHDRAWAL DEADLINE (1ST 2-WEEK CLASSES).....	MAY 17
1ST TWO-WEEK CLASSES END.....	MAY 23
2ND TWO-WEEK CLASSES BEGIN.....	MAY 24
WITHDRAWAL DEADLINE (4-WEEK CLASSES).....	MAY 25
MEMORIAL DAY HOLIDAY (MONDAY).....	MAY 29
WITHDRAWAL DEADLINE (2ND 2-WEEK CLASSES).....	JUNE 1
MAY TERM ENDS.....	JUNE 7
REGISTRATION/CLASSES BEGIN JUNE TERM (ONLINE CLASSES ONLY).....	JUNE 8
WITHDRAWAL DEADLINE (4-WEEK CLASSES).....	JUNE 23
WITHDRAWAL DEADLINE (6-WEEK CLASSES).....	JULY 3
FOUR WEEK CLASSES END.....	JULY 6
SIX WEEK CLASSES END.....	JULY 20

Our Mission

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

Institutional Motto

Deus Nobiscum – “God With Us”

Emmanuel College Philosophy

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

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

Emmanuel College Core Values

We believe in and affirm:

Christ-Centered Individuals – (The worth of every single person)

Christ-Centered Community – (The significance of the Body of Christ)

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

Our Pentecostal/Evangelical Tradition – (Our Christian heritage)

Institutional Aims

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

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

Educational Goals

1. An educated person has competence to communicate effectively through writing, speaking, reading, and listening.
2. An educated person has computational skills necessary for effective functioning in contemporary society.
3. An educated person understands how physical fitness is needed for work and leisure activity and has knowledge of the basics necessary for health and fitness for the present and future.
4. An educated person has knowledge of civilization through the study of various traditions, history, religion, government, social institutions, and world cultures.
5. An educated person is aware of key aspects of Biblical history and literature since the Bible constitutes a significant cornerstone in Western spiritual, intellectual, and literary traditions.

6. An educated person has the ability to think critically about important matters, particularly about those fundamental issues related to personal and social moral decision-making within a contemporary world in pluralism and relativism.
7. An educated person has a knowledge of the basic Biblical principles of responsible relationships and for establishing and maintaining a home.
8. An educated person has an acquaintance with the arts and a knowledge of significant literary works.
9. An educated person has an understanding of the scientific method and the findings of scientific inquiry.
10. An educated person has knowledge of one's own personal qualities, goals, and creativeness, and the forces which have shaped these.
11. An educated person seeks personal discipline and maintains an appropriate balance between work and leisure as a productive member of society.
12. An educated person has a commitment to lifelong learning.

SENIOR MANAGEMENT

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

President

The President is the chief executive 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 Education and the faculty. The President appoints other administrative officers, subject to board approval. The President's office is located on the second floor of the Aaron Building.

Executive Vice President and Chief Financial Officer

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

Vice President for Academic Affairs

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

Vice President for Student Development

The Vice President for Student Development is the senior administrator of the Student Development Division at Emmanuel College and is responsible for coordinating all student services, programs and extra-curricular activities, and is responsible for all student disciplinary matters. Student services include: residence life, campus life, student senate, student activities, spiritual life, counseling and career services, 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 house behind the Aaron building.

Vice President for Enrollment and Marketing

The Vice President for Enrollment and Marketing is a vital part of the college leadership team. Reporting to the President of Emmanuel, and serving as a member of the Senior Management team, oversees traditional undergraduate enrollment, Financial Aid, and Marketing and Communication. The Vice President for Enrollment and Marketing's office is located in the office complex located between Pinnacle Bank and the Franklin Springs post office.

Vice President for Alumni and Development

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

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!*

Approximate Mileage to Local Cities/Towns from Campus

Anderson, SC.....	38 mi.
Athens.....	26 mi.
Buford.....	50 mi.
Commerce.....	23 mi.
Carnesville.....	8 mi.
Danielsville.....	12 mi.
Elberton.....	22 mi.
Gainesville.....	39 mi.
Hartwell.....	13 mi.

Lavonia.....11 mi.
 Royston.....2 mi.
 Vanna.....5 mi.

Banks

Northeast Georgia Bank (Royston)..... (706) 245-7384
 Pinnacle Bank (Royston)..... (706) 245-7341

Car Services

Car Point Automotive (Royston)..... (706) 245-7809
 Carroll's Quick Lube &Auto Services (Royston)..... (706) 245-6680
 Doug's Body Shop (Royston)..... (706) 245-5529
 King Auto Alignment & Wrecker Service Inc. (Royston)..... (706) 245-7228
 Mayberry Tire & Wheels (Royston)..... (706) 245-6000
 Oldham's Wrecker Paint & Body Shop (Royston)..... (706) 543-7289
 Royston Automotive..... (706) 245-4262
 Shuman Services Inc. (Royston)..... (706) 543-4349
 Tires Plus (Athens)..... (866) 404-5358
 Tri-County Chevrolet (Royston)..... (706) 245-7288

Entertainment

Carmike 12 (Athens)..... (706) 354-0016
 Catechee Golf Club (Hartwell)..... (706) 856-4653
 Funopolis Family Fun Center (Commerce)..... (706) 335-3866
 Stadium Cinemas (Commerce)..... (706) 335-4366
 Victoria Bryant State Park (Royston)..... (706) 245-9513

Florist

Hall's Florist (Royston)..... (706) 245-8466
 Tina Designs-Flowers (Royston)..... (706) 245-0142

Groceries/Markets

BI-LO (Royston)..... (706) 245-6345
 Dill's Food City (Royston)..... (706) 245-6400
 Dollar General (Royston)..... (706) 245-5238
 Fred's Super Dollar (Royston)..... (706) 245-8685
 Target (Athens)..... (706) 208-9379
 Wal-Mart (Hartwell)..... (706) 376-5400

Medical/Health/Dental Offices

Athens Regional Medical Center (1199 Prince Ave, Athens, GA 30606)..... (706) 475-7000
 Athens Orthopedic – Royston Office (901 Franklin Springs St, Royston GA 30662)..... (706) 549-1663
 Bella Dentistry of Royston (323 Franklin Springs St, Royston, GA 30662)..... (706) 245-6132
 Don Brady DDS of Royston (2341 West Main St, Franklin Springs, GA 30639)..... (706) 245-5031

Lighthouse Family Practice (12134 Augusta Rd, Lavonia, GA 30553).....	(706) 356-1422
Medicap Pharmacy (100 Franklin Springs St, Royston, GA 30662).....	(706) 245-9959
Reddy Medical Group/Urgent Care (132 Franklin Springs St, Royston, GA 30662).....	(706) 245-7371
Rite Aid (859 Franklin Springs St, Royston, GA 30662)	(706) 245-8595
Royston Medical Associates (819 Church St, Royston, GA 30662)	(706) 245-6177
Royston Diagnostic (930 Franklin Springs St, Royston, GA 30662).....	(706) 246-9729
St. Mary's Health Care System (1230 Baxter St, Athens, GA 30606).....	(706) 389-3000
St. Mary's Sacred Heart Hospital (367 Clear Creek Drive, Lavonia, GA 30553).....	(706) 356-7800

Restaurants

Applebee's (Commerce).....	(706) 336-0069
Bar H Barbecue (Royston).....	(706) 245-0022
Belle's (Royston).....	(706) 245-9002
Bigg Daddy's Barbecue (Royston).....	(706) 245-5999
Blazers of Royston.....	(706) 245-1194
Booty's Fish House (Royston).....	(706) 245-5441
Buffalo's Wings (Athens).....	(706) 376-9464
Bulldog Wings & More (Hartwell).....	(706) 543-3837
Cafe Giovanni (Royston).....	(706) 356-1800
Chili's (Athens)	(706) 613-5405
China Palace (Commerce).....	(706) 376-2928
El Manzanillo (Royston).....	(706) 245-4725
Fox's Den Pizza (Danielsville).....	(706) 795-0086
Georgia Diner (Royston).....	(706) 246-0034
Gloria's Daily Grind (Lavonia).....	(706) 460-5143
Huddle House (Royston).....	(706) 498-9326
IHOP (Athens).....	(706) 354-1356
La Cabana Mexican Restaurant (Commerce).....	(706) 377-3959
Old Corner Hardware (Royston).....	(706) 245-4182
Olive Garden (Athens).....	(706) 227-2225
Peking Palace (Royston).....	(706) 245-0388
Pizza Hut (Royston).....	(706) 245-6686
Red Lobster (Athens).....	(706) 549-5376
Rio Mexican Café (Carnesville)	(706) 246-0463
Roystonian (Royston).....	(706) 245-7243
Taco Bell (Lavonia).....	(706) 356-5727
Vanna Barbeque (Vanna).....	(706) 246-0952
Waffle House (Lavonia).....	(706) 356-2112
White's Old South Bar-B-Q (Hartwell).....	(706) 376-9455
211 Main Street Restaurant and Bakery (Lavonia).....	(706) 356-2877

Shopping

Georgia Square Mall (Athens).....	(706) 543-7908
Mall of Georgia (Buford).....	(877) 714-3577
Tanger Outlets (Commerce).....	(706) 335-6352

Tips for Freshmen

1. Understand this important reality – God wants to be in the same room with you.
2. Manage your time – your success in college depends on it.
3. If you live on Wellons first floor, yell “fire in the hole” when flushing the toilet if someone is in the shower.
4. Commuter students: get involved.
5. Know the policies in the Student Handbook, *College Catalog*, etc. These documents are considered contractual agreements.
6. Fill out surveys – it helps us make things better.
7. Appreciate the diversity we have at Emmanuel College. You will meet people from around the world. Listen and appreciate the perspectives they bring.
8. Resident students: wear shower shoes – enough said.
9. Begin thinking resume development way before your senior year.
10. Talk with your Academic Advisor – not just when it’s time to schedule classes.
11. Manage your money and remember, Uncle Sam WILL want back the money you borrowed – with interest (this applies whether you make A’s or F’s).
12. Keep your room clean. If you don’t, bugs may carry you and/or your roommate away.
13. Resident students: take your trash to the dumpster – often.
14. Know where the dumpsters are located.
15. Get involved in campus in clubs, organizations, intramurals, etc. You will likely meet your lifelong friends there.
16. Take a break from social media every now and then.
17. READ YOUR SYLLABI - OFTEN. Success in college is mainly about clear understanding of expectations followed by consistent effort.
18. Don’t be “too cool for school” and sit in the back of the classroom. Instead, sit near the front of the class and take good notes. You are, after all, paying for this.
19. The freshman 15, sophomore 20, etc. DOES exist. Eat right and get moving.
20. Choose your friends wisely. It may not always be “a good idea.”
21. Don’t lose your Student ID Card. You’ll need for our required chapel services, to eat in the dining hall, to check books out of the Library, etc. – it cost money to replace it.
22. Learn to live with others. When things get tense, communicate calmly and clearly or seek assistance from college personnel (Counselor, Advisor, and Resident Director).
23. Don’t rely on Mom and Dad to get you out of bed. Don’t rely on Emmanuel College to get you out of bed either.
24. Ask for help as much as possible. You are, after all, paying for this.
25. Have the best Emmanuel College experience you can have.

CAMPUS SAFETY

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

The Department of Education in 34CFR Part 668 also defines “campus security authorities” as someone with “significant responsibility for student and campus activities”. Emmanuel College further defines the following as “campus security authorities”:

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

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

As a result, the following are exempt from reporting and are not defined as “campus security authorities”:

- Campus Counselor(s) for Student Success
- Campus Pastor

The Campus Counselor for Student Success assists students with their personal development. Personal information shared in counseling is kept confidential and the counselor strives to offer understanding and genuine feedback in a warm, accepting relationship. In addition to individual counseling, services include workshops, group counseling, referral, career services, and academic accommodations.

The Office of Counseling Services for Student Success is located in the Student Development building located across the street from the gymnasium. Counseling appointments can be made in person or by calling extension 2881. 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. The Director of Counseling Services for Student Success coordinates this process as well as provides short-term counseling.

The Campus Pastor coordinates all spiritual life and religious events on campus and is available to provide pastoral care and counseling to the campus community. The office of the Campus Pastor is located in the Student Development building.

Emergency Numbers

To report an emergency or campus crime:

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

Non-emergency contacts: These are administrative numbers and have varying hours of operation, but typically are available Monday-Friday from 8 a.m. to 5 p.m.

- Joel Swails, Director of Campus Safety – (918)-633-8319

Executive VP/CFO, Greg Hearn – (706) 498-2441

- Vice President for Student Development, Tracy Reynolds – (706) 245-2880 or (706) 245-2881
- Courtney Hamil, Director of Student Life (706) 680-1247
- Campus Switchboard – (706) 245-7226
- Student Development Office – (706) 245-2881
- Human Resources – (706) 245-2805
- St. Mary Sacred Heart Hospital – (706) 356-7800;
- Registrar – (706) 245-2817

Clery Act

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

Title IX and VAWA

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 without any known reason. All reports of missing students shall be directed to Campus Safety at (918) 633-8319 or campus extension 2810. Campus Safety will investigate each report and immediately notify the Franklin Springs Police Department. All students shall have the opportunity to register confidential contact information of the individual to be notified by the College in case a student is determined to be missing.

If a missing student is under 18 years of age, Campus Safety is required to notify the parent or guardian of the missing student not later than 24 hours after the determination by Campus Safety that the student is missing. 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.

Procedure

When a student is reported missing Campus Safety shall:

- Initiate an investigation to determine the validity of the missing person report.
- Notify the Franklin Springs Police Department within 24 hours after determining that the student is missing.
- Notify the Vice President for Student Development and the President.
- Make a determination as to the status of the missing student.
- Notify the individual identified by the missing student as the emergency contact within 24 hours of making the determination that the student is missing.

If the missing student is under the age of 18, notify the student's custodial parent or guardian as contained in the records of the College within 24 hours of 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 Office of Student Development may also contact the student's instructors if necessary or beneficial in the situation to the student and/or instructors.

Student 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 in furtherance of a missing person investigation may have access to this information.

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 voice message. For more information and to sign up to participate, please visit:

<http://www.ec.edu/life/campus-safety>.

Theft of Personal Property

Emmanuel College is not responsible for the theft, damage or loss of personal belongings. Residents and commuters are strongly encouraged to lock their doors to reduce the threat 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 incident report to Campus Safety and/or the Franklin Springs Police Department. If a student has evidence that another student is responsible for the theft, he/she should alert Director of Student Development. The College is not responsible or liable for any injury, loss or damage to any person or property.

Parking

All students operating or parking motor vehicles on campus must register their vehicles with the Department of Campus Safety. For student parking regulations, visit the following site: <http://www.ec.edu/life/parking>.

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 of responsible citizenship, wholesome attitudes, healthy habits, and a life of service. The Emmanuel College community is committed to maintaining an atmosphere that reflects our life in Christ and ultimately gives praise and glory to God.

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

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

Honor System

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

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

Honesty

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

Authority

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

Behavior

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

Respect

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

Community Living

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

Student Rights

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

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

CONDUCT REGULATIONS

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

Alcohol & Nonprescription and Illegal Drugs

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

No student may use or be in illegal possession of, deliver, use, dispense, distribute, administer, manufacture or wholesale any controlled substance, including marijuana, narcotics, hallucinogens, and other chemical analog or drug-related paraphernalia prohibited by State or Federal Drug Laws. (Federal law requires that students be informed that federal and state laws prohibit possession and/or use of illicit drugs. Emmanuel College complies with Federal and State laws regarding illicit drugs.)

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

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

Weapons

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

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

The possession of a valid firearms permit, or a valid license to carry a concealed weapon, does not exempt students from the provisions of this policy or provisions detailed in Georgia Code Section 16-11-127.1. Under Georgia Code Section 16-11-127.1, Law Enforcement personnel are not prohibited from carrying weapons on the Emmanuel College campus.

Sexual Misconduct

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

Illegal Activity

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

Theft, Vandalism, or Damage of Property

1. No student shall take, attempt to take, or have in his/her possession items of College property, items belonging to students, faculty, staff, or guests of the College, or items belonging to business 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 business or individuals in the community.

Interference with the Disciplinary Process

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

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.

Emmanuel College Policy on Sexual Behavior and Gender Identity

Institutional Foundation and Christian Identity

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

Policy on Sexual Behavior

Emmanuel College adheres to the biblical teaching that God had, and continues to have, a specific design for sexual behavior and marriage (Genesis 1:26-28; 2: 22-24). Specifically, the biblical standard is the expression of sexuality within a monogamous marriage between one man and one woman (Mark 10:4-12). Sexual intimacy outside of the covenant of marriage, whether it is between a man and a woman or between two persons of the same sex, is considered an illegitimate moral option based on the teaching of Scripture 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 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 (e.g., 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 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 violations of institutional policy.

College Response to Policy Infractions: Sexual Behavior and Gender Identity

The College will utilize the aforementioned policies as a guide in making decisions in areas including, but not limited to, student admission and retention, student housing placement, facilities/grounds usage and rentals, employment hiring and retention, and other decisions of a practical nature as deemed appropriate by the Board of Trustees and Senior Management Team. Students who are in violation of the Emmanuel College Policy on Sexual Behavior and Gender Identity are subject to institutional 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; or expulsion. Depending on the details of the policy violation, the College may request that a student seek general counseling services and/or pastoral care offered by the institution or receive formal psychological care from an outside licensed professional who provides therapy from the biblical perspective established in this document. If such a student engages in violations of the Emmanuel College Policy on Sexual Behavior and Gender Identity as established in this document during the counseling and/or pastoral care process, he or she will be subject to disciplinary action including the possibility of suspension. The Board of Trustees and Senior Management Team of the College reserve the right to make decisions that may or not be in writing in regards to the aforementioned policies.

Emmanuel College Policy on Sanctity of Human Life

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

Altercations/Harassment

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 visit the Emmanuel College Title IX website at <http://www.ec.edu/title-ix>

Clothing and Personal Appearance

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

1. 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. Wearing skirts, shorts, etc., that are above fingertip length when arms at one's side.
5. Wearing clothing that is revealing due to holes, cut, style, or fit.
6. Wearing clothing with inappropriate advertising, designs, and/or logos that are contrary to the mission of the College including alcohol and cigarette ads, sexually explicit and/or drug-related sayings or designs.
7. Not wearing shirts and shoes to class, chapel, convocation, and any other College facility.
8. Not wearing shirts in outdoor, on campus public areas.
9. Participating in or attending college functions in dress that is not appropriate for the occasion (CAP events, formal college functions, leading worship, etc.).

Disorderly Behavior

Disorderly behavior includes but is not limited to the following:

1. Disruption or obstruction of classroom teaching or other authorized College activities taking place on campus.
2. Behavior that disturbs the academic pursuits or infringes upon the rights, privacy, or privileges of another person.
3. Failure to comply with directions or instructions given by College officials or Law Enforcement acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
4. Behavior or actions that are considered rude or disrespectful toward faculty, staff, administration, resident advisors, 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.
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.

Hate Crimes-Clery Act Definition

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

Unauthorized Entry and Use of College Property

1. Unauthorized entry, attempted entry, or use of any College owned building or property.
2. Unauthorized use, possession, or duplication of College keys or other methods of facility access (i.e., cards, codes, etc.).

Tobacco

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

Non-Academic Dishonesty

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

Residence Halls

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

(Please view the *Residence Life* section of the *Student Handbook* for further details)

Misuse or Abuse of Computers/Network

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

Social Media Networking

The posting of inappropriate/offensive information or pictures on social networking sites, web-pages, etc. Students are reminded to use extreme caution when visiting social-networking websites such as Twitter, Snap Chat, Instagram, Facebook, etc. As a safety precaution, students are strongly discouraged from providing personally identifiable information to such Websites or blogs. In addition, please 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 student Code of Conduct and constitutes a disciplinary offense as outlined in the Student Handbook will be dealt with accordingly.

Fire Safety

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

Gambling

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

Hazing

Under Georgia Code Section 16-5-61, hazing is a criminal offense. Emmanuel College's policy on hazing conforms to this statute. Hazing is defined as any activity or situation intentionally or unintentionally created, with or without consent, whether on or off campus, which endangers the mental or physical health of an individual; produces physical discomfort; subjects the individual to embarrassment, harassment, or ridicule; or is morally degrading or humiliating in nature. For more information, please visit <http://www.ec.edu/life/campus-safety>

Multi-Media Usage and Entertainment

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

Dancing/Dance Clubs

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

Athlete and Fan Behavior

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 or actions toward referees/officials, opponents or spectators.

Social Interaction and Dating

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

Inappropriate and Offense 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 web-sites.

DISCIPLINE POLICY

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

Emmanuel College grants students the privilege of attending the institution on the condition that they accept and abide by its disciplinary policies and procedures. It is the policy of the College to internally resolve all disciplinary cases involving violations of the rules of 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 on account of disciplinary action. Since it is impossible to define all types of prohibited behavior, the College reserves the right to further establish and interpret policies and regulations that may or may not be in writing.

COLLEGE AUTHORITY

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

DISCIPLINARY PROCEDURES

FOR ALL MATTERS EXCEPT THOSE INVOLVING THE COLLEGE'S TITLE IX POLICY AND ACADEMIC INTEGRITY POLICY

Definitions

Complainant: the individual who files a complaint or reports a concern to the Director of Student Life, Title IX Coordinator, or other school official relating to a violation of the Code of Student Conduct or Title IX.

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

Student Rights in all matters EXCEPT those involving the College's Title IX Policy and Academic Integrity

Policy.

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

- A. The Respondent shall receive written notification of the requested disciplinary hearing time and date.
- B. The Respondent has a right to a copy of Emmanuel College's Student Handbook which outlines the disciplinary process and procedures.
- C. The Respondent shall receive, in the initial disciplinary hearing, notice of the alleged conduct violation.
- D. The Respondent will be provided with the opportunity to either take responsibility or not take responsibility for the alleged violation.
- E. The Respondent will be afforded the opportunity for a hearing before the Student Conduct Committee or an Administrative hearing with the Director of Student Life, should the Respondent not take responsibility for the alleged violation, in cases except where the Director of Student Life may retain a case 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. The Respondent has the right to present information, offer evidence, and offer witness testimony at the Student Conduct Committee or Administrative hearing.
- G. The Respondent has the right to be informed in writing of the hearing decision.
- H. The Respondent will be made aware of and given an opportunity to appeal a decision, if eligible.
- I. The Respondent shall be allowed to remain in housing and classes as a student until the student conduct process is complete, including appeals, EXCEPT in cases where the student may be endangered or poses a threat to others, to property, or to the normal functioning of college activities. In cases involving disciplinary probation, suspension, or expulsion as a sanction, the student will remain on disciplinary probation until the appeals process is complete, provided that the violation is eligible for appeal.

Investigation

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

The Disciplinary Process

The following procedure is generally followed on situations determined by the Director of Student Life (or his/her

designee) to merit official disciplinary action:

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

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

- A. A hearing is held in which the Respondent makes a plea and witnesses may be called to testify (See Hearing Procedures).
- B. The Director of Student Life makes a decision based, as applicable, on the Administrative hearing or the recommendation of the Student Conduct Committee. *Decisions are based on what the College would consider reasonable belief/preponderance of evidence presented without consideration of formal rules of evidence.*
- C. The Respondent receives written notification of the decision, and if applicable, sanctions. It is the student's responsibility to complete the sanction by the stated date or face additional sanctions, up to and including suspension.
- D. The Respondent is notified in writing of the right to appeal, for reasons outlined in the *Appeals Process*, but must submit the written appeal to the Director of Student Life within twenty-four (24) hours for review by the Vice President of Student Development.

Attendance at informational meetings or hearings

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

Appeals Process

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

Criteria for a written appeal

An appeal hearing shall be limited to a review of all case documents, including the student's appeal request letter and supporting case documents, for one or more of the following purposes:

- 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. These include:

- 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. An arrest for the illegal possession of a firearm or deadly weapon on or off campus.
- C. 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 and Procedures.

STUDENT CONDUCT COMMITTEE

The primary role of the Student Conduct Committee is to carry out a hearing when an investigation is needed of incidents that are more serious in nature, or when a student records that he/she is not responsible for an alleged violation and chooses to have a hearing before the Student Conduct Committee, or when the Director of Student Life automatically refers a case to the committee. The committee is made up of two staff members, one faculty member, and one student representative. The Director of Campus Life/Resident Life will serve as Chair in a non-voting capacity unless there is tie vote. Failure to appear before the Student Conduct Committee will be construed as an admission of responsibility for the violation. If the Respondent fails to attend the hearing, the Student Conduct Committee may proceed in the Respondent's absence to a determination of the matter, and if appropriate, recommend sanction to the Director of Student Life. The Student Conduct Committee does not handle alleged violations of the College's Academic Integrity policies or alleged Title IX violations. All matters concerning violations of the academic honor code should be referred to the Vice President for Academic Affairs and 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 technical rules of procedure, evidence, or judicial formality. They are designed to encourage open discussion among those involved that promotes the hearing panel's understanding of the facts, those involved, the circumstances under which the incident occurred, the nature of the conduct, and the attitudes and the experiences of those involved. Parents and/or Legal counsel is not allowed in the proceedings. A student must represent himself/herself.

The Director of Campus Life/Resident Life will initiate the process of the hearings. Each student involved should be advised in writing of the time and place of the hearing, as well as the alleged violation against him/her. The main objective of the Student Conduct Committee is to determine guilt or innocence and to recommend appropriate sanctions from the options outlined in the Student Handbook to the Director of Student Life. In all disciplinary circumstances, the student should be informed that the development of self and personal integrity are primary goals, and the corrective measures are intended to help each student become a responsible and contributing member of the Emmanuel College community.

Subject to privacy laws, including FERPA, the Respondent has the right to review, but not copy, all documentary evidence that the Director of Student Life or Student Conduct Committee intends to present at the hearing at least twenty-four (24) hours prior to commencement of the hearing. At the hearing, the Respondent will have the opportunity to present any relevant information and to invite any witnesses who have direct knowledge of the incident on his/her behalf, as well as dispute any information against him/her. A written statement may be submitted to the Director of Student Life directly from the witness, in lieu of a verbal witness statement at a hearing. Except under extenuating circumstances, the number of witnesses should be limited to five (5). A list of witnesses (or witness statements) must be submitted to the Director of Student Life twenty-four (24) hours prior to the hearing. Each witness will have the opportunity to speak before the Student Conduct Committee and answer questions by the committee members. The Respondent will also have the opportunity to speak before the Student Conduct Committee and answer questions by the committee members as well as be afforded the opportunity back to ask questions to them regarding the alleged violation.

The decision of the Student Conduct Committee will be forwarded to the Director of Student Life. The involved student(s) will receive written notification within twenty-four (24) hours (unless an extenuating circumstance exists) of decisions of the committee, sanctions (if applicable), and information regarding the appeals process. When multiple students are involved in an alleged violation, decisions may be delayed until all students have completed their hearings. If eligible, a written appeal must be submitted to the Director of Student Life within twenty-four (24) hours of the original decision for review by the Vice President of Student Development.

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. Hearings shall be conducted in private in order to protect the confidential nature of the proceedings. Omitting pertinent information or giving false information constitutes grounds for student suspension.

Involuntary Withdrawal

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

If the conduct of a student is unintentional but suggests that they may be a harm to self or others, or does not comply with the order or operation of the college, the matter will be referred to the Director of Student Life. The Director of Student Life will consult with health-care providers, counselors, professors, and other individuals as appropriate. The Director of Student Life may require interim, temporary, or permanent withdrawal of such student.

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

Re-admission after suspension

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

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 of the crime.

Student Disciplinary Records

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

DISCIPLINARY SANCTIONS

The following sanctions may be imposed against a student for the violation of the Emmanuel College Code of Student Conduct by the Director of Student Life, his/her designee, and the Student Conduct Committee. Sanctions become a part of the student's disciplinary record that is maintained in the Office of Student Development.

Although transcripts of permanent education records are normally issued to students upon request, they may be withheld when there are unpaid financial obligations or other outstanding sanctions. Additionally, students may not be permitted to enroll in subsequent classes if they have uncompleted sanctions. The Director of Student Life, or his/her, designee, may modify or impose additional sanctions for failure to complete sanctions by the assigned deadline. A student's disciplinary status is not public information. However, the disciplinary status will be provided to those with a 'need to know,' which may include coaches, residence life personnel, etc.

This following list is neither exhaustive nor in order of severity and may be added to and/or modified to meet the circumstances of a violation.

1. Expulsion

A permanent separation of the student's relationship with the College.

2. Suspension

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

Suspension and expulsion are considered a mandatory withdrawal. The student is responsible for completing the withdrawal procedure as outlined on the form supplied by the Registrar (the form includes securing signatures from the Registrar, Financial Aid office, and the Student Accounts office, among others), 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 (suspension/expulsion does not forgive financial obligations), Student Financial Aid, Athletic participation, etc. When a suspension or expulsion occurs, a student must leave the campus immediately unless otherwise instructed by the Vice President for Student Development.

3. Minimum Sanctions for Alcohol

Students found in violation, through the College's disciplinary procedure of Alcohol-related misconduct (see Conduct Regulations) will receive:

1st violation – Possession and/or Consumption

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

4. Disciplinary Probation

A student may be prohibited from participating in activities which represent the college (e.g. athletic teams, student ministry teams, etc.) and in extracurricular activities (e.g. intramural and student organizations and clubs).

Students placed on probation may lose all or a portion of awarded scholarships. Violation of school policy pertaining to conduct regulations while on probation may result in more severe disciplinary sanctions, to include suspension or expulsion from the institution.

5. Reprimand

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

6. Housing Restrictions

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

7. Counseling

Students may be required to receive counseling from an Emmanuel College counselor, local provider, or community support group (depending on the situation).

8. Assessing fines

Students may be fined for damages, both intentional and accidental. The following is a list of the monetary fines that may be assessed. This is not an exhaustive list, and the fines may be increased, reduced, or coupled with further disciplinary action as the circumstances surrounding each violation are evaluated. If fines are not paid by the end of the semester, they will be charged to the student's bill. When charged to a student's bill, the fine will be

increased as follows to cover administrative costs: the original amount plus a 25% surcharge or the original amount plus \$10.00, whichever is greater. A fine cannot be removed from a student's bill without approval from the Vice President for Finance.

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

CONDUCT

▪ Noise Violations	\$20.00
▪ Absent from mandatory meetings	\$10.00
▪ Items Taken out of Cafeteria	\$10.00 per
▪ Items in Residence Halls (fire code violations)	\$10.00 per
▪ Showing Unlicensed/non approved videos in public locations	\$20.00
▪ Throwing Food	\$25.00
▪ Failure to complete end of year check out form	\$50.00
▪ Loss of Room Key/Failure to Turn in Room Key	\$100.00
▪ Pets in the residence hall or any other building	\$100.00
▪ Reckless Operation of vehicle	\$100.00
▪ Burning Candles, incense or open flames (Fire Code Violation)	\$50.00
▪ Use of Prohibited Items in Dorms (hot plates, 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 or duplication of keys	\$100.00
▪ Possession and or use of firearms, fireworks, weapons	\$350.00
▪ Repeatedly locking oneself out of his/her room and requiring the assistance of an RD on and after the third occurrence	\$25.00
▪ Performing an unauthorized residence hall room change	\$50.00
▪ Improper garbage disposal/littering	\$50.00
▪ Throwing objects out of windows	\$50.00
▪ Theft/removal/misuse of school property	\$50.00
▪ Storing any items above ceiling tiles	\$50.00
▪ Remaining on campus additional days without specific documented permission, before or after semester has begun or ended	\$50.00
▪ Inhibiting a fire drill/refusal to evacuate when a fire alarm sounds.	\$125

The following is a non-exclusive list of common cleaning / damage issues and the associated dollar amount that could be charged to tenants. It is not a complete list; some incidents must be handled on a case-by-case basis. If charges are assessed at final move-out or occur during occupancy or between residency terms, charges will be placed on the student's account. No charges are assessed without fully considering "reasonable wear and tear".

BUILDING	DAMAGE DESCRIPTION	CHARGE
	CLEANING	
All	Roberson Only	
▪ 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		\$20 EACH OCCURRENCE
▪ toilet paper holder		\$20 EACH OCCURRENCE
▪ window glass		\$20 EACH OCCURRENCE
▪ window sills		\$20 EACH OCCURRENCE

- vanity countertops \$20 EACH OCCURRENCE
- vacuum floor \$20 EACH OCCURRENCE

DUSTING

- | | | |
|-------------------|----------------------|----------------------|
| ALL | Roberson Only | |
| ▪ bed frame/ ends | kitchen table | \$20 EACH OCCURRENCE |
| ▪ chairs | coffee table | \$20 EACH OCCURRENCE |
| ▪ 3 drawer chest | 4 drawer chest | \$20 EACH OCCURRENCE |
| ▪ Desk | end table | \$20 EACH OCCURRENCE |
| ▪ wardrobe | entertainment center | \$20 EACH OCCURRENCE |

DOORS

- closet door replacement \$125.00 and up
- entrance door replacement \$380.00 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 \$125.00 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) \$20.00-\$40.00 and up
- major wall repair (on a case by case) As assigned
- paint entire wall \$45.00 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 yds. /chair 6 yds.)	\$10/per yard
▪	

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
▪	

MISC

▪ replace room fire extinguisher	\$125.00
▪ replace glass in hall fire extinguisher case	\$40.00
▪ recharge fire extinguisher	\$75.00
▪ cable box damage	\$25.00
▪ shower over spray(where water has sprayed shower curtains and damages)	\$45.00-\$90.00
▪ damages walls and or floor	
▪ 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	\$25.00-\$75.00
▪ replace shower rod	\$10.00
▪ replace toilet paper holders	\$15.00
▪ replace toilets, water faucets or plumbing pipes	\$150.00 and up

9. Restriction(s)

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

10. Restitution

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

11. Educational Sanctions

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

12. Parent Notification

The college will reserve the right to notify parents at any time regarding violation of conduct regulations. In accordance with the Higher Education Amendments of 1998 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 when the student has been found guilty through disciplinary channels of violating any Emmanuel College policy regarding alcohol or illegal drugs. Decisions to notify parents will be based on the severity of the incident and any prior incidents involving alcohol or drugs.

FUND-RAISING and SOLICITATION ON CAMPUS

No soliciting of goods or services is permitted on campus or in any college-controlled housing without permission from the Senior Management. Students are to report to their Resident Assistant or Resident Director any door-to-door solicitation from off-campus sources. Members of the Emmanuel College community who are involved in off- or on-campus fund-raising must receive permission from the Senior Management. Fund-raising request forms may be obtained in the Aaron Building, Room 103. Private vendors of any kind will be prohibited from marketing any items on campus.

RESOLVING STUDENT GRIEVANCES

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

1. A grievance or complaint regarding student life such as residence living, student relationships or other non-academic issues shall be submitted by the student in writing to the person immediately responsible for that area of campus life.
2. Residence grievances shall be submitted to the Director of Campus Life/Residence Life.
3. Student relationship grievances should be submitted to the Director of Student Life.
4. Counseling grievances are submitted to the Director of Counseling Services for Student Success.
5. Complaints of a religious nature should be addressed to the Director of Spiritual Life/Campus Pastor.
6. Housing grievances should be submitted to the Director of Residence Life/ Campus Life.

If a satisfactory resolution cannot be reached at this level, then the grievance shall be presented in writing to the Vice President for Student Development with a written explanation of what actions have 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 with an explanation of the actions to this point to the President. No further appeals may be made.

1. A grievance regarding financial difficulties shall be reported directly to the Accounting Services. If no resolution is achieved, the grievance may be made in writing to the Vice President for Finance who shall bring it before the Senior Management.
2. A grievance that involves a faculty member should be addressed first with that faculty member. Such grievances can include (but are not limited to) the following:
 - Complaint over how the faculty member is treating the student personally
 - Grade matters
 - Assignment matters
 - Academic plagiarism issues

- Etc.

If satisfaction is not achieved there, then the grievance should be addressed (either verbally or in writing) with the faculty member's direct supervisor (usually the department chair and/or dean, and in the case of deans, the Vice President for Academic Affairs). A meeting shall then be arranged by the faculty member's supervisor to include the student, faculty member, and faculty member supervisor.

If satisfaction is not achieved at that level, the grievance is presented in writing to the Vice President of Academic Affairs, who shall then arrange a meeting with the student, faculty member, and if necessary, the faculty member's supervisor. With the exception of grade appeals, the decision of the Vice President for Academic Affairs is final.

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

3. A grievance involving Financial Aid shall be presented directly to the Financial Aid Office.
4. Intercollegiate Athletics grievances shall be presented to the coach or personnel in charge of this segment of athletics. If no resolution is reached, an appeal is made in writing to the Athletics Director. If resolution is not reached at this level, an appeal may be made to the Vice President for Finance. The decision of the Vice President for Finance is final.

HEALTH AWARENESS

Health information is available to students including resources on nutrition, exercise, stress management, disease prevention and self-care information 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. For those students who do not have health insurance coverage, a low-cost policy is available through the College. 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 appropriate health and protective measures can be implemented. Emmanuel College, through its normal administrative responsibilities, will consider each individual on a case-by-case basis.

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

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

1. Practice good hygiene by:
 - a. Washing your hands thoroughly and often, especially after using the toilet, coughing or blowing your nose.
 - b. Avoid kissing or sharing a drinking glass, eating utensil, lipstick, or other such items with sick people or with others when you are sick.
 - c. Do not share personal items such as uniforms, personal protective equipment, clothing, towels, washcloths or razors that may have had contact with the infected

wound or bandage.

2. Monitor symptoms of influenza including:
 - Fever (usually high) and headache
 - Extreme tiredness, cough and sore throat
 - Runny or stuffy nose
 - Muscle aches, nausea, vomiting, and diarrhea, (much more common among children than adults).
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
 - Nausea
 - Vomiting
 - Photophobia (sensitivity to light)
 - Altered mental status

STUDENT I.D. CARDS

During registration activities each semester, identification cards are issued to all new enrollees and transfer students. Every student attending Emmanuel College is required to have a student identification card. The photo for the ID card must be taken by the College. No supplemental and/or facetious photos are allowed ID cards should not be cut or altered in any way. If the photo section of the ID card is cut, removed, or damaged, the student will be required to get a replacement ID card at a cost of \$10.00.

ID cards are activated each semester when students finalize their account with the Accounting Services. The student ID card serves as a meal ticket, library card, and as free admission to EC athletic events. It is also activated to serve as a student's access card for his/her residence hall. The ID card is further used to post attendance at Wednesday night chapels and Friday convocations as well as CAP events. Students should not cut or deface their ID cards. Students without facial pictures on their ID card will be sent to the Campus Safety Office for a

replacement.

The replacement cost of an ID card is \$10.00; replacement of damaged cards is \$5.00. Students are discouraged from loaning their cards to anyone. If a card is lost, it should be replaced as soon as possible. In the event that scanning problems occur, a replacement card may be issued at no charge.

STUDENT ROLE: INSTITUTION DECISION-MAKING

Students have the opportunity to participate in institutional decision-making through the voice of the Student Senate. Student Senate officers, who are elected by the student body, are scheduled to meet with the Senior Management of the college once each semester and may request a meeting whenever they feel there is a need.

The Student Senate President is a member of the Strategic Planning Committee. Five students serve on the Rules and Regulations Committee. The Faculty/Student Multicultural Awareness Committee has five students who, along with selected members of the faculty, staff and administration, participate in recommending policies for the college.

The Vice President for Student Development, as well as all members of the Senior Management, has an “open door policy” through which students are encouraged to visit if they feel they are not being heard through other channels.

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 all 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 and serves as the coordinator of the Short-Term Missions program.

Student Ministries

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

Chaplains

Christian community and accountability are vital to spiritual growth and maturity. To ensure that each student is given proper pastoral care, student chaplains are carefully selected each year to serve our student population. They provide prayer support and encouragement in the residence halls, in our services and in everyday life. They are an extension of the ministry of the Campus Pastor.

WORSHIP SERVICES and ATTENDANCE POLICY

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

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

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

Alpha Weekend (Closed Weekend)

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

New Beginnings (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 usually occurs during the first full weekend of the Spring Semester.

(See the Residence Life section for details on Closed Weekends)

Chapel Services

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

at Emmanuel College. For this reason, attendance to Tuesday Morning Chapel service is mandatory to both resident students as well as commuting students. However, while attendance to Wednesday night chapel is highly encouraged and recommended, it is not mandatory.

The Director for Student Life or his designee will have the right to notify students of excessive misses and impose the appropriate disciplinary sanctions.

Continued failure to comply with chapel attendance policies may result in suspension from the college.

- **Both Resident students and Commuting Students may not miss more than four services of Tuesday Chapel a semester**

Although commuters are not required to attend Wednesday night service, they are welcome to attend to help fully develop the Emmanuel College community. Students can easily check their chapel attendance by accessing their student record through the Leo or Cris system, and clicking the “Chapel” tab.

Students who scan in for a service and then leave will be subject to disciplinary action as determined by the Vice President for Student Development or his designee. All students who are enrolled in twelve or more hours must attend Tuesday Chapel each week. If a student’s enrollment drops below 12 semester hours, it is their responsibility to notify Student Development regarding their attendance status.

- When a student exceeds three absences, he/she may be notified.
- When a student exceeds four absences, he/she will receive a notification outlining the appropriate disciplinary sanctions as listed above in the disciplinary process.

Distracting Behavior

During the worship service, students should demonstrate courtesy and respect for his/her peers and the speaker by not talking, studying, sleeping, slouching, texting, or engaging in any other

distracting behavior. Members of the Office of Student Development will confront those students who are engaging in this type of behavior and the 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.

SHORT- TERM MISSIONS

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

Oversight of the Summer Missions program is provided by the Campus Pastor in conjunction with the Short-Term Missions Committee. A qualified Emmanuel College faculty or staff member or another qualified and approved person, who is carefully selected by the Short-Term Missions Committee, leads each mission's team. Applications and information packets will be made available at Convocation and Chapel services during September and October each year. All trips must be approved by the Short-Term Missions Committee in order to be an official Emmanuel College mission trip.

Short-Term Missions Fundraising

Students are not to solicit funds for missions unless the Short-Term Missions Committee approves their trip. All funds raised for missions must be deposited in the student's name at the Emmanuel College Accounting Services and are non-refundable. Checks should be made payable to "Emmanuel College Summer Missions." 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 if the contributor requests one. All gifts must be used for missions.

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 Student Development Office.

INTRAMURALS

Each semester a program of intramural recreational activities is provided. Teams are selected by draft and include all students who wish to participate. Events are scheduled in keeping with the season. Sports include flag football, basketball, volleyball, softball, ultimate frisbee, and others. Sign-ups are announced via e-mail and campus bulletin boards.

In addition to organized sports activities, there are opportunities for informal recreation such as sand volleyball, tennis, swimming, weight lifting, racquetball, etc. Students are encouraged to include some physical activity in their schedules to help maintain healthy bodies and provide for some mental relaxation. Participation in intramural sports activities also provides opportunities for growth in social relationships, community living and maturity in Christ. Oversight and direction of the Intramural program is provided by the Intramurals Coordinator.

CAMPUS SERVICES

Athletic Center

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

- Cardiovascular machines
- Seasonal intramural programs for men and women
- Free weights

- Nautilus weight machines
- A variety of fitness classes
- 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.

Virtual Bookstore

New virtual bookstore! The college bookstore offers new and used texts for all college courses. Books are to be purchased online each semester prior to the start of classes. Bookstore transactions are separate from student account transactions in the Accounting Services office. Click [here](#) for ordering instructions.

Accounting Services

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

Office of Counseling Services for Student Success

Located in the Office of Student Development (small house behind Aaron building), the Office of Counseling Services for Student Success 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 Success coordinates this process as well as provides short-term counseling.

The mission of Emmanuel College Career Services is to assist students through all phases of

their career progress through developing and implementing programs that increase the students' knowledge of career choice, planning for career, personal responsibility, and increase job search skills and provide opportunities to link students with potential employers. Students can take advantage of career services by contacting the Office of Student Development at studentlife@ec.edu or by dialing (706) 245-2881.

College Work Study

Located on the second floor of the Aaron building, the office of Human Resources coordinates the work-study program. Most students who work on campus are employed through the Federal College Work-Study Program. All work-study employees are expected to perform his/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.

Local businesses sometimes seek to hire Emmanuel students. The Office of Counseling and Career Services posts employment notices from local businesses on the "Job Board" in the first floor of the Aaron Building. Work must not conflict with classes or other academic requirements.

Employment assistance is also provided to upcoming graduates through resume writing, career workshops, career fair, and individual tutelage. See our Office of Counseling and Career Services for more information.

Disability Services and Academic Accommodations

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

accommodations needed to provide equal opportunity to qualified individuals with disabilities.

Financial Aid

Located next to the Franklin Springs Post Office, 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/early completion of Financial Aid applications will assist in this process.

Music Lessons

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

CAMPUS LIFE

The office of Campus Life is located in the Office of Student Development (small house behind Aaron building). Campus Life at Emmanuel College includes new student orientation, campus clubs and organizations, commuter services, and student activities. Both resident and commuter students are an integral part of the livelihood of our campus community. Therefore, special initiatives and programs are developed for both. Commuter services are geared toward meeting the needs of commuters by streamlining campus information, developing commuter specific programs, and providing sufficient commons areas across campus. The Director of Campus Life/Resident Life is responsible for implementing the overall campus life program.

New Incoming Commuting Students:

- 1.) Apply through Admissions and be accepted.
- 2.) Pay your registration \$100 deposit.
- 3.) Register for classes.
- 4.) Pick up I.D. card and parking decal.

Helpful Information

- The Office of Student Development is located across the street from the gymnasium and includes the office of the Vice President for Student Development, Counseling & Career Services, Spiritual Life, Campus Life, and Service Learning.
- Computer Labs are located in the Aaron building, the Library, and the Education building. The Mac Lab is located in the Library, second floor.
- Read your EC e-mail daily.
- Job notices are posted on the “Job Board” located on the lower level of the Aaron building, near the staircase.
- All full-time students are required to attend 3 Cultural Awareness Programs (CAPS) per year for a total of 12 to graduate. Be sure to look for CAP brochures to be handed out the first few weeks of school.
- EC has a professional Counselor available. The Counseling Center is located in the office of Student Development, or you may call ext. 2881 to schedule an appointment.
- If you’ve left something behind in a classroom, gym, or elsewhere on campus be sure to check in Aaron 103 for Lost and Found.
- Learn the days and times of your classes.
- Find the location of the building and room number for each of your classes before the first day.
- Know where your professor’s office is located, their office phone number, and their e-mail address.
- Learn the name of the Department Chair for your major.
- For assistance, talk to your FS101 Instructor, your Academic Advisor, your Resident Assistant/Director, your Professors, or the Campus Counselor.

Helpful Reading

- Your EC e-mail.
- Your Student Handbook and College Catalog (Catalog is available online).
- The EC Schedule of Classes – it posts the Final Exam schedule.
- EC’s Master Calendar located on the web at www.ec.edu. Just click on ‘calendar’.
- Campus bulletin boards

CLUBS and ORGANIZATIONS

Student Organizations

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

Student organizations are a link between academics and life outside of the classroom. It is an opportunity to collaborate with faculty and staff to plan and implement programs to develop campus life. The purpose of student organizations at Emmanuel College is to:

- Participate in co-curricular activities
- Develop leadership abilities
- Develop healthy relationships with others
- Formulate ways to gain a better understanding of God, self, and others
- Work with College representatives to understand policies and procedures
- Design and implement opportunities to enhance campus life

The guidelines for clubs and organizations can be found on the Emmanuel College website under the [Life at EC tab](#).

ACADEMIC INTEGRITY POLICY

Introduction

Honesty, trust, and integrity are fundamental to all human relations. This statement on academic integrity—developed by Emmanuel College students, staff, and faculty—shows the essential place of integrity in our academic pursuits, our personal character, and our lives together in a college community. Formal academic disciplines and interpersonal relationships can only function in an atmosphere of honesty, trust, and integrity. This principle emerges from the college's core values: the emphasis on being Christ-centered with respect to the integration of faith and learning, the worth of individuals and the community, and our Pentecostal-Evangelical heritage.

Emmanuel College is committed to seeking the highest standards of academic honesty and integrity, not only in the academic community, but in all areas of our lives. While the principles, policies, and procedures described below focus on academic situations, the college expects that these same principles will inform all behavior. Every college member must remain aware that he or she is a representative of Emmanuel College, whether on or off campus, and must therefore behave with honesty and integrity so as to bring respect to himself or herself and the college. Every student who matriculates at Emmanuel College agrees to abide by the principles set forth in the following Statement of Academic Integrity

Statement of Academic Integrity

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

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

Definition of Plagiarism

"Plagiarism" is defined in the *Modern Language Association Handbook for Writers of Research Papers* (6th ed.) as "using another person's ideas, information, or expressions without acknowledging that person's work" and/or "passing off another person's ideas, information, or expressions as your own." As scholars who are part of a community of Christian intellectual integrity, it is our duty to acknowledge properly the ideas and work of others. Failure to do so, either intentionally or unintentionally constitutes plagiarism. Emmanuel College acknowledges the following forms of plagiarism:

A. BREECHING ACADEMIC TRUST

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

B. IMPROPER DOCUMENTATION

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

C. DISHONEST ACADEMIC ASSISTANCE

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

Examples of cheating include, but are not limited to:

1. Representing another person's work, or significant portion thereof, from any source, as one's own.
2. Representing one's own writing as the work of someone else (e.g., forging notes, falsifying official documents).
3. Cheating, in any form, on an exam or other work of someone else (e.g., forging notes, falsifying official documents).assignments.
4. Intentionally assisting others to cheat in any form
5. Attempting to buy, borrow, or steal another person's work with the intention of submitting that work as one's own.
6. Lying concerning academic integrity issues.

Disciplinary Procedures

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

When an instructor suspects that a student may have committed an offense, he or she shall follow these steps:

(Note: Instructors are free to consult with the VPAA or his or her designee for guidance prior to contacting a student if the instructor is unsure whether a breach of academic integrity has occurred)

1. Notify the student in writing (via College email) of the suspected offense. The student has the right to respond in writing to the instructor and defend his or her academic integrity within three business days of notification. Should the student fail to respond in writing within the three-day period, the instructor is at liberty to proceed with step two (immediately below).
2. If after three business days the student cannot satisfy the instructor he or she is innocent of the charge and if the instructor has completed his or her investigation of the facts regarding the offense and the student's response, the instructor shall provide written documentation of the offense to the Vice President for Academic Affairs or his or her designee in order to determine if the student has a record of offenses.
3. After consultation with the Vice President for Academic Affairs or his or her designee, the instructor may (a) adjudicate the offense or (b) submit the case to the Vice President for Academic Affairs or his or her designee for adjudication by the AIRC.
 - a. If the instructor chooses to adjudicate the offense, the following sanctions are open to the instructor:
 - 1) First offense:
 - (a) Give a written admonition to the student that further violation shall necessitate action taken by the AIRC.
 - (b) Give a written sanction requiring the student to participate in an activity, such as a seminar or special learning experience, to help educate and remediate the student's problem which led to plagiarism.
 - (c) Give a written sanction requiring the revision of the work to remedy the offense and establish an appropriate grade.
 - (d) Give a written sanction which lowers the grade on the work in question.
 - (e) Give a written sanction which assigns a failing grade for the paper, exam, or assignment.
 - (f) Give a written sanction which assigns a grade of "F" for the

course. (This sanction would supersede any attempt by the student to apply for a “W” in the course, even if such application is made before the withdrawal deadline.)

2) Second offense:

- (a) Give a written sanction which assigns a failing grade for the paper, exam, or assignment.
- (b) Give a written sanction which assigns a grade of "F" for the course. (This sanction would supersede any attempt by the student to apply for a “W” in the course, even if such application is made before the withdrawal deadline.)

Note: on the second offense, the instructor is encouraged, but not required, to submit the case to the AIRC.

3) Third offense:

Note: for third offenses, the AIRC will be called to hear the case.

For the record, the adjudication, sanctions, and student obligations shall be reported in writing to the Vice President for Academic Affairs or his or her designee *before* they are communicated to the student.

- b. If the instructor submits the case to the Vice President for Academic Affairs or his or her designee, the Chair of the AIRC will call a meeting to examine the evidence, give the student an opportunity to speak on his or her behalf, give the faculty member an opportunity to speak on his or her behalf, and determine what further action will be taken. If the AIRC has reason to doubt that the student is guilty of the offense, no further action is taken except that record of the accusation and the decision made will be kept in the confidential file of the Vice President for Academic Affairs or his or her designee. If further action is appropriate, the following options are available to the AIRC, depending on the severity of the offense:
 - 1) First offense: The AIRC may choose from the same options as listed above for instructors (see A.3.a.1).

- 2) Second offense: The AIRC may choose from the same options as listed above for instructors (see A.3.a.2).
- 3) Third offense:
 - (a) Suspend the student from the College.
 - (b) Expel the student from the College.

B. Appeals of an Adjudication

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

Organization, Authority, and Resources

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

affairs of the Academic Integrity Review Committee and the Academic Integrity Appeals Committee.

Acceptable Campus Computing and Web Usage

In fulfilling its educational mission, Emmanuel College is committed to providing high quality technological access to its faculty, staff, and students. While such access increases the academic potential of the college community, it also provides opportunities for users to violate basic integrity principles. Emmanuel College students, in accordance with the Emmanuel College Network Use Policies (full policy can be found at <http://web.ec.edu/cris/nup.asp>), are expected to respect the rights of others, including all copyrights and other intellectual-property rights, regardless of the medium; accept personal responsibilities associated with digital communications; and abide by all security restrictions in place on all information systems, whether associated with Emmanuel College or not. Both legal and moral considerations obligate users to avoid copyright violations and plagiarism of electronic (“online”) materials, physical materials, or material published in any other form.

Students should also use caution when using social networking sites (myspace.com, friendster.com, Facebook, etc.). Although these sites provide numerous benefits such as staying connected to classmates, professors, and friends and meeting new people, certain risks still remain. Students should avoid posting specific information on these sites including phone numbers, addresses, class schedules, and social plans.

NOTE: Students should also be aware that posting inappropriate information or pictures on their profiles that are not congruent with the Code of Student Conduct outlined in the Student Handbook could result in disciplinary action including suspension.

In addition, students should understand that future employment may be hindered if employers discover negative information on social networking sites. Inappropriate pictures or information could be seen as a reflection of personal character by employers. Here are some helpful hints to stay safe:

- Assess your account and postings. Would your parents, professors, or future employers approve?
- Do not post private information (phone numbers, addresses, class schedules, and social plans) unless you are O.K. with anyone tracking you down/finding you day or night!
- Utilize privacy settings on your account.
- Use a search engine to see how your name is being used.
- Use wisdom!

ACADEMIC RESOURCES

Student Advisors

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

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

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

Advisors can also assist by:

- Providing accurate and timely information regarding academic programs, requirements, policies, and procedures.
- Assisting in the exploration and certification of educational options (including the choice of a major).
- Providing assistance if you should experience academic difficulties and/or be placed on academic probation.
- Making referrals, when appropriate, to other support services on campus.

- Maintaining confidentiality in the advising process.

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

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

Tutoring

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

One of the main services of the center is to provide writing assistance. Writers at any stage of the writing process (from brainstorming to final draft) can bring their papers to the center for feedback and collaborative revision. Academic Resource Center writing tutors are trained students who have demonstrated excellent skills in their own writing. The tutor's job is not to proofread papers, but rather to guide and coach the writer through the writing process so that the final product fulfills its purpose while being well developed and written in grammatically Standard English. Students may bring their papers to the center for review of issues such as

development, clarity, concision, and research documentation. Writers are encouraged to bring multiple drafts to the writing center. Revision is the key to an excellent paper, and expert guidance during the revision stage is helpful.

The Academic Resource Center is located in Aaron 207. Students are encouraged to call ext. 2633 for an appointment, but walk-ins are welcome. If a tutor is available, he or she will be glad to help. Tutoring sessions are generally 30 minutes long, but can be scheduled for longer.

Shaw-Leslie Library

The Shaw-Leslie Library contains printed books, electronic books, periodicals, newspapers, and audio-visual materials for student use. Many library resources (including full-text periodical articles and e-books) are accessible through the internet. Access to some databases requires a password which may be obtained from the library website. Below are answers to frequently asked questions about the library. For complete information on the full range of library services, visit <http://libguides.ec.edu/home>

- Books are checked out for a forty-five day period.
- Reference books, periodicals, videocassette recordings, DVDs, and music CDs do not circulate outside the library.
- Students must show a current Emmanuel College picture 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 above.
- GALILEO database service is available both on and off campus. Off campus use requires a password.
- WEPA print station – <http://www.wepanow.com>
- 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.

CULTURAL AWARENESS PROGRAM (C.A.P)

Etiquette

Emmanuel College students attending Cultural Awareness Program events are expected to observe the following etiquette. (Full CAP purpose statement and policies regarding graduation are available on the CAP website.) This etiquette is part of the CAP educational experience and is designed to show respect for the performers and fellow audience members and to teach students the behavioral codes for cultural events which students may not have had an opportunity to attend in the past. Practicing these codes could prevent significant embarrassment for students when attending cultural events outside the Emmanuel College setting.

Do not bring electronic audio, photography, computer, or video equipment.

- Emergency personnel may keep pagers with them if the pagers are silenced. Any electronic devices brought to an event may be left with the faculty monitor until the conclusion of the event. Prior approval for use of photography or recording equipment by communication students, yearbook, literary magazine, or newspaper personnel may be granted by the CAP committee upon request.

Dress appropriately, according to the type of event one is attending.

- Shorts and midriff-baring tops are not appropriate attire. Remove all caps or hats. Jeans are the most casual attire worn to cultural events.

Do not do homework unless prior approval by the CAP committee has been granted.

- If taking notes on the event for a report, please notify the faculty monitor upon entering.

Do not bring food or drink.

- Please dispose of these items in the trash receptacles in the foyer.

Do not talk or whisper during a cultural event, except during appropriate pauses in the performance.

- Speaking is appropriate during applause at music events and during discussion times at other cultural events.

Do not make unnecessary and distracting noises during the performance.

- These include unfolding wrappers, rustling paper, clicking, tapping, etc.

Do not applaud at inappropriate times.

- Some musical works may have several movements, or several short musical selections may be grouped together. The audience is expected to applaud only at the conclusion of all movements or at the end of the group of pieces.

Do not enter or exit the auditorium at inappropriate times.

- Please quietly leave and return only during applause, unless an emergency occurs.

Respect the person you have come to hear and expect the best.

- The guest artist has worked countless hours to prepare this event, so respect that hard work by being attentive. Open your heart, soul, and mind to learn something new. Any faculty or staff member is authorized by the CAP committee to speak with disruptive and non-complaint audience members, and may ask the offender(s) to leave if necessary. Students who fail to comply will not receive CAP credit for the event and may be reported to the Vice-President for Student Development for disciplinary action.

RESIDENCE LIFE

Purpose

To provide an on-campus living, learning environment that facilitates personal growth and a sense of community among residents.

Residence Life Goals

1. Provide students with the opportunity to serve others and grow in Christ by developing a strong sense of community.
2. Foster a lifestyle of stewardship among the members of the Emmanuel College community.
3. Provide a living environment in which students will be challenged to increase social skills, make new and lasting relationships, and maintain an atmosphere conducive to learning.

4. Develop among the residence life community a sense of ownership for the residence hall living environment.
5. Establish accountability among the residence life community by enforcing the appropriate college policies.
6. Develop programmatic initiatives for the campus community geared towards impacting student learning and development.

Residence Life Agreement

By moving into the residence halls, the resident agrees to all rules, policies, and guidelines pertaining to on campus living, the Code of Student Conduct, and other regulations as outlined in college publications. The College reserves the right to make appropriate changes to any of the rules, policies, and guidelines and will take all reasonable measures to notify the residents of the changes.

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

THE RESIDENTIAL COMMUNITIES

Roberson Hall

Roberson Hall, constructed in 2011, is the newest residence hall on campus, featuring apartment-style living for students. Roberson has four towers – two male, two female – each set is adjoined by a commons lobby featuring a large lounge area, workout room, business center, and coffee bar. The lounge area also boasts a 52 inch flat screen television, stone fireplace and separate areas for study. Suites in Roberson have living, dining, and kitchen areas that are fully furnished, including a flat screen television, couches, refrigerator, and sink. Each suite has four rooms and four private bathrooms.

Drum Hall

Constructed in 1975, Drum Hall provides an intimate atmosphere for its 70 residents to live and form relationships. Located on the main residential quad on campus, Drum Hall consists of three floors of residential living. Each floor is separated by a lobby with couches, tables, and flat-screen televisions equipped with cable. The ground floor contains a main lobby area with a flat screen television, a kitchen, and laundry room.

Drum Hall is known for its great location close to the dining hall, the Aaron Academic building, and view of the residential quad. The quad is an outdoor area which provides a place to relax with friends, study, or participate in an educational programming event or spontaneous recreational activity. Each room has its own air conditioning and heating unit.

Jackson Hall

Known for its long history, tradition, sisterhood, and upbeat residents, Jackson Hall is often a top choice for incoming female students. Originally constructed in 1928, this historic building has character by the mile. Jackson Hall is located on main campus, facing the central quad, and has resident parking directly behind. In this 98 bed-capacity residence hall, room sizes range from small singles to a large triple-occupancy room. Each room is equipped with essential furniture and adjustable loft beds, most of which can be bunked or debunked, depending on space and resident preference. The residence hall is comprised of three floors for residents and is sectioned into four “halls,” each of which are overseen by a Resident Assistant.

Lobby areas are located throughout the building. The main and largest lobby sits at ground-level and serves as the main entrance to Jackson Hall. Another smaller lobby, lovingly nicknamed “The Max,” has full kitchen access and sits a floor below the main lobby. Other lobbies and sitting areas are located throughout the building, providing ideal lounge and study space. Students also enjoy high speed Internet access, including wireless, and an in-house laundry facility.

Hartsfield

Hartsfield is an all-female residence hall. Residents in this coveted space enjoy suite-style rooms with plenty of elbowroom. The two rooms in each suite are connected by a private bath, usually shared by four residents. Each room has its own heating and air conditioning unit. Students often take advantage of Hartsfield as a great place to study, since it is known for its quiet and serene atmosphere.

Located just a short walk away from main campus, this 30+ capacity residence hall has two floors, each with a lobby, mini-kitchen area and a laundry facility. Both lobbies are equipped with comfortable seating, tables, and flat-screen TV's with cable access. Students also have access to high speed Internet, including wireless access.

Melton Hall

Melton Hall is an all-male residence hall, known for its easy-going atmosphere. Melton Hall has 30+ beds and offers suite-style living, usually with 2 students per room, four per suite, and a bathroom between the two rooms.

Melton Hall provides two lobby areas - one on each floor, and each lobby serves as a highly communal area, since they are located just outside the resident rooms. Even with comfortable seating, cable TV's, and a fun atmosphere in the lobbies, this residence hall still provides plenty of quiet space for study.

Wellons Hall

Wellons Hall, constructed from 1958-1959, has three floors of men's rooms, each floor divided into two separate neighborhoods. Wellons is home to approximately 95 male students, the majority of which are first and second year students. Known for its tight-knit community and close proximity to central campus, upperclassmen often desire to live in Wellons Hall for the duration of their residence life experience.

Wellons offers central heating and air, wireless Internet, a comfortable lobby with cable television, a laundry room, kitchen, and a desk-chair furniture combination in every room. It is located close to two of the main academic buildings on campus and is a short walk away from the tennis courts, volleyball court, and the intramural field.

RESIDENCE LIFE STAFF

Director of Residence Life

The Director of Residence Life/Campus Life is responsible for the coordination of residence education/programming, student housing placement and facilities management with the goal of fostering a living, learning environment. The Director of Residence Life/Campus Life supervises the Residence Director's (RD's) and coordinates the selection and training of Resident Directors and Resident Assistants, implementing programmatic initiatives and enforcing policies contained in the Residence Life Guide.

Assistant Director of Residence Life

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

Residence Director (RD's)

The Residence Director is responsible for the daily operation of assigned residential facilities. Responsibilities include supervision of Residence Assistants (RAs), being available for students, implementation of developmental program initiatives, and enforcing college standards, rules and policies. The RD's report to the Director of Residence Life/Campus Life.

Senior Resident Assistant (SRA's)

Senior Resident Assistants function as the immediate assistant to their Resident Director. While they do not hold all of the authority that a full time Resident 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 RA's, implementing programmatic initiatives, responding to community needs, and enforcing college standards, rules and policies.

Residence Assistants (RA's)

Residence 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 policy, RA's play a vital role in the success of the residence life program. Residence Assistants report to their appropriate Residence Directors

RESIDENCE LIFE OFFICES

Residence Life offices are located in different locations across campus:

Jackson and Hartsfield Hall

The Residence Director's office for Jackson and Hartsfield is located on the ground floor of the dining hall side of Jackson Hall.

Roberson Hall

The Residence Director's office for the Roberson Hall women's towers is located in the West tower on the first floor, Suite 104. The Residence Director's office for the Roberson Hall male towers is located in Roberson 4th tower Suite 414.

Wellons and Melton Hall

The Residence Director's office for Wellons and Melton is located on the ground floor of the Drum side of Wellons Hall. Visitors may enter via the main lobby area of the building.

Drum Hall

The Senior RA's office for Drum Hall is located in the main Drum Lobby. The current RD overseeing Drum Hall also oversees Wellons Hall and has his office in the same location as the Wellons description.

GENERAL RESIDENCE LIFE INFORMATION

Residency Requirement

Emmanuel College supports the philosophy that education is not confined to the academic classroom. Rather, liberal learning is enhanced through community, which occurs when students live and study on campus. The College is dedicated to maintaining congruence between intellectual and residential life.

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

Residency Age Limit

College Residence halls are designed for traditional students. Students who are over 24 prior to his/her initial enrollment may apply to live in College-owned rental property.

Criteria for Residency Exemption

1. Student lives and travels to class from primary residence of their parent(s) or legal guardian(s) which is located within a sixty (60) mile driving distance of the Emmanuel College campus (the College reserves the right to require the submission of the necessary documentation to verify student residency).
2. Student will be twenty-two years of age prior to the first day of the semester classes.
3. Student is/will be married (a copy of certificate may be requested).
4. Student is a single parent with primary child-rearing responsibilities (a copy of official birth certificate(s) for child(ren) may be requested).
5. Student will be twenty-one years of age prior to the first day of the semester classes and/or has earned more than ninety credit hours (senior standing) and will be applying to live in College-owned rental property (space permitting).

Residency Exemption (Other)

A student who does not meet the above criteria must complete *Section C* of the Residency Exemption Application. However, it should be recognized that it is uncommon for Emmanuel College to grant exemptions.

Medical Needs-Based Exemptions

Students who apply for exemption on the basis of medical needs must complete *Section D* of the Exemption Application and provide the required documentation. Please note that applications citing medical needs will not automatically result in approval; the College may first attempt to accommodate the student's needs. Seasonal allergies are not considered a valid reason for exemption. ***By submitting the medical needs-based section of the application and any accompanying documentation, the student grants consent for appropriate College personnel to review the information.***

College-Owned Rental Property

Students who have earned more than ninety credit hours (senior standing), or are twenty-one years of age prior to the first day of classes for the academic year are eligible to apply to live in College-owned rental property (space permitting). These eligible students must also submit the

Residency Exemption Application, and must be approved by the Director of Residence Life/Campus Life and the Vice President for Student Development. Nontraditional students may also request spaces in College-owned rental property.

Residency Exemption Procedures

1. Retrieve the Residency Exemption Application (available online at <http://www.ec.edu/life/residence-life>)
2. Complete the form in its entirety, including any separate documentation. Please note, partial applications will not be accepted.
3. Submit the application to the Director of Residence Life/Campus Life by the following dates*:
 - a. For current students:
 - March 31 (applications for the subsequent fall semester)
 - October 31 (applications for the subsequent spring semester)
 - b. For incoming students:
 - July 15
 - December 15th (for spring semester)
 - c. Applications submitted after the deadline will not be accepted.
 - d. Typical notification of the Exemption Committee's decision will be sent via student's Emmanuel College email.

*A student may submit an application during a current semester if he/she has a change in circumstances, resulting in eligibility (based on *Exemption Criteria* 1, 2, and 3 only). The College reserves the right to modify this policy in the event of extenuating circumstances.

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

Open Residence Hall

The Department of Residence Life periodically allows open residence hall nights to support community life and positive student interaction. Specified open hours are announced, and students may visit the halls of different residential communities. Residence Life staff supervise open residence hall nights, and students are required to keep his/her door open if members of the opposite sex are in the room, have adequate lighting, and are not permitted to lie down together or underneath covers. For rooms that have individual bathrooms, residents should not be showering while a member of the opposite sex is in his/her room. Students are expected to demonstrate respect and courtesy to others and should conduct themselves appropriately during visitation hours.

Health Awareness and First-Aid

While Emmanuel College does not provide Health Services, information about and directions to fulltime, off campus emergency health facilities can be provided by The Office of Student Development or Residence Life staff. In addition, a flier is also located in the lobby of each residence hall with the appropriate phone numbers, facilities, and directions to local health services/providers. In the case of serious illness or injury, the Residence Director or Residence Assistant should be notified. However, neither RDs nor RAs are required to write "sick notes"

that vouch for student absences from class or other activities. Emmanuel College is not liable for accidents or injuries occurring anywhere on the College campus.

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:
 - Fever (usually high) and headache
 - Extreme tiredness, cough and sore throat
 - Runny or stuffy nose
 - Muscle aches, nausea, vomiting, and diarrhea, (much more common among children than adults).
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
 - Nausea
 - Vomiting
 - Photophobia (sensitivity to light)
 - Altered mental status

A first-aid kit is available in each residence hall for the treatment of minor cuts, scrapes, and ailments. Residence Life staff are not considered health care professionals, but will allow students to choose the appropriate medicine or treatment for his/her ailment. For more information regarding health awareness, please visit the Student Handbook located on the Emmanuel College website.

Fire Safety

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

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

Fire Drill/Evacuation Procedures:

1. In the event of a drill or actual fire, the smoke detectors will sound.
2. Before exiting a room, students should first feel the door handle. If it is hot, it should not be opened. Proceed to a window and call for help.
3. If the handle is not hot, open cautiously and check for smoke or fire before leaving the room (Evacuation maps are posted in each residence hall. Students should familiarize themselves with their escape route upon arrival to campus).
4. Students should then leave the room, pull the door behind them and proceed in an orderly fashion to the nearest fire exit.
5. If the fire alarm has not been activated, students should pull the fire alarm closest to them as they exit. If necessary, stay low to avoid smoke inhalation.
6. Knock on doors as you leave and yell "fire!" Do not gather personal belongings, look for other people, hesitate, or stray from your path.
7. After exiting the residence hall, student should meet in the assigned areas to be accounted for and if necessary, dial 911. Under no circumstances should a student re-enter the building after exiting.

Evacuation Sites

The following areas have been designated as the evacuation sites:

1. Wellons Hall: Students are to meet at the small gazebo next to the Office of Student Development.

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

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

Tornado Safety

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

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

Energy Conservation

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

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

1. Turn off appliances when not in use (computers, stereos, televisions, and lights)
2. Minimize the use of water

3. Report any leaks to a residence life staff member
4. Use compact fluorescent light bulbs as they last longer and use one quarter of the power

Room Entry

The College reserves the right to enter student rooms for the purposes of (this is not an exhaustive list):

1. Health and safety inspections
2. Facility improvements and routine maintenance,
3. Managing rooms in the event of an epidemic or emergency that jeopardizes the well-being of the occupant or other students,
4. Maintaining a quiet environment where residents may sleep and study.
5. Enforce College policies outlined in the Student Handbook/Code of Student Conduct and Residence Life Guide
 - a. If reasonable suspicion exists that a search will reveal Conduct or public law violations, a search may be conducted by any member(s) of the College administration or staff, including Resident Assistants, security personnel, and/or local law enforcement officers.

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

E-mail Communication

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

Student Property

The College is not responsible for the theft, damage or loss of personal belongings from any part of the residence hall, including rooms and public areas. Residents are strongly encouraged to

lock their doors to reduce the threat of theft of their belongings. Residents are responsible for obtaining personal property coverage through family homeowner's or renter's insurance. The College is not responsible or liable for any injury, loss or damage to any person or property.

Maintenance Requests

The College provides routine maintenance to the residence halls. Residents who wish to request repairs in their room should inform the Residence Assistant (RA). The College will attempt to make all repairs as quickly as possible. While there is no charge for routine maintenance, repairs for damages made by students that go beyond normal wear and tear may be assessed a fine.

Internet Connectivity

Every room is equipped with computer network connections, and each building is on the College's wireless computer network. It is the responsibility of the residents to provide and properly maintain their own computer equipment. Abuse and/or misuse of the College's computer network will be appropriately addressed by the Residence Life staff. For more information regarding network access, please visit: <http://www.ec.edu/life/information-technology>.

EC Alert Service

Every resident 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 voice message. For more information and to sign up to participate, please visit: <http://www.ec.edu/life/campus-safety>.

RESIDENTIAL LIVING STANDARDS

Introduction

The *Community Philosophy* as outlined in the *Code of Student Conduct* calls us to operate as threads of a common fabric, and it is up to each of us to encourage productive interactions and relationships that reflect the mission of Emmanuel College. Students arrive on campus with

different ideas, knowledge and understanding about people different from themselves. Choosing to be a member of Emmanuel College's residential community is choosing to live in a diverse setting that encourages all participants to engage in the living, learning process in the context of a Christ-centered environment.

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

Roommate Bill of Rights

The basic rights of a roommate and residential neighbor include the following:

- 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 expect your roommate and/or suitemate to respect one's personal belongings.
- 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 your 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 the 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 your roommate and/or suitemates.

Disciplinary Procedures

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

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

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

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

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

POLICIES AND REGULATIONS

Abandoned Items

Students must remove ALL 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/her enrollment. Unless permission has been obtained from a Residence Director and Director of Campus Operations, items left in rooms will:

1. Be disposed of in the appropriate manner
2. Become the property of the college the first Monday after graduation (or after the student is no longer enrolled).

Any personal property left in public areas (i.e. bathrooms, hallways, laundry rooms, etc.) is subject to disposal.

Decorations/Modifications

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

General 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 the room.
4. All lights or other electrical decorations must be approved by a Residence Director (RD).
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 resident room windows is prohibited.

Wall Decorations

Limitations on the types of adhesives and wall-hangers are designed to reduce possible damages. No nail-holes should be made in the walls. To hang posters, calendars, and other lightweight items on walls, use self-sticking, removable adhesive putty. ***For Roberson Hall, adhesives should not be used. Instead, students should use thumbtacks.***

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

Painting of Rooms

Students are not permitted to paint their rooms. The Department of Residence Life in conjunction with the maintenance department will determine if a room needs to be painted.

Posting of Flyers and Announcements

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.

Restricted Areas

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

Room Inspection

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

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

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

Furniture

No furniture is to be removed from rooms or used in a manner other than that for which it is intended. All room furnishings belonging to the College must remain in good condition.

Students will be financially responsible for damaged, misplaced, or missing furnishings. Fines will be assessed upon checkout.

Bicycles

Bicycles cannot be operated or stored in rooms, hallways, stairwells, or any other areas inside the hall. Bicycles may 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 damaged or lost, residents are financially responsible. 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 will be prevented from registering for classes, obtaining transcripts, or receiving grades.

Housekeeping and Cleanliness

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

Defenestration

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

Disorderly Behavior

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

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

Electrical Appliances

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

The following guidelines govern the use of electrical appliances, outlets and extension cords in residence hall rooms:

1. Electrical appliances with an exposed heating element are strictly prohibited. This includes crockpots.
2. 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.
3. Resident-owned air conditioners are not permitted.
4. Resident-owned refrigerators are allowed in residence hall rooms provided they do not

exceed the following electrical requirements:

- a. They operate at 118 volts (plus or minus 5%), 60 Hz, and do not draw more than 1.5 amps or 180 watts of power.
5. Other appliances such as radios, stereos, desk lamps, computers, and televisions are also permitted, provided the total power requirements do not overload the room's electrical system.
6. All electrical equipment and cords must be maintained in safe operating condition and must satisfy UL standards.
7. Outside antennas and satellite dishes are prohibited.
8. Irons may be used with ironing boards only.
9. Appliances in residence hall rooms are limited to microwave ovens (1.0 cubic feet maximum capacity and 700 watt maximum power) and sealed-unit coffee makers.
10. Students must not leave items unattended while cooking.
11. Use of halogen light bulbs are not permitted due to the danger of fire associated with these types of bulbs.

Fire Safety

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

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

hall property, or any place on campus

Non-Student Guest Policy

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

General Visitation Guidelines

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

Overnight Guests (Weekends Only)

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

1. Approval from their Residence Director must be obtained at least 48 hours prior to the arrival of the guest.
2. Approval will not be granted until the visitor completes the appropriate paperwork.
3. The guest must abide by all college regulations, including but not limited to the policies outlined in the Residence Life Guide pertaining to curfew, quiet hours, etc.
4. Persons under the age of 18 must have parental permission to stay in a college residence hall.
5. Children under the age of 12 are not to spend the night in the residence hall.
6. The guest must be the same sex as the resident and is the resident's relative or personal friend.
7. The student hosting the guest must be a student in the residence of the hall where the guest

will stay.

8. If the guest or student will use the bed belonging to the student's roommate, the student must obtain his or her permission.

Lofts

Students are not permitted to build lofts.

Babysitting

Students are not permitted to babysit inside residence halls.

Pets

No pets are allowed in the residence hall (this includes aquatic life and pets of visitors). Failure to adhere to this policy may result in a \$50 fine and possible disciplinary action. Service animals may be permitted with proper approval from the Director of Residence Life/Campus Life.

Quiet Hours

Quiet hours are periods when noise that is audible one door away from the source is 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 9:00 p.m. until 9:00 a.m. Any action in or around residence halls which interferes with another resident's ability to study or sleep during this time is a serious violation 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 to 24-hours a day.

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.

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 their trash in the hall's designated dumpsters outside each residence hall. To prevent the spread of litter around campus, students should not empty can directly into dumpster. Trash should be contained in a tied trash bag.

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

Room Furnishings

Residence Hall room furnishings include a bed frame and mattress, desk and 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.

Lobbies

As a general rule, lobbies serve the purpose of creating an environment suitable to student interaction. However, visiting hours will be posted for each lobby. Fifteen (15) minutes prior to campus curfew, lobbies close to visitors who are not residents of the building. Courtesy and respect should be shown to others when visiting any lobby on campus.

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

Laundry Rooms

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

Kitchens/Cooking

Kitchens are provided for students, who should use extreme caution when cooking. Clean cooking areas are essential to avoid sanitary problems (odors, insects, etc.). All appliances and counters must be cleaned by students immediately after use. Dishes should be cleaned and stored appropriately (students are responsible for any damages or clean-up charges).

Items left in the kitchen may be discarded along with any outdated items in the refrigerators. Students must not leave the kitchen unattended when using a microwave or stove. (Also see Electrical Appliances.) Never dispose of food in kitchen sinks. Residence halls that have kitchen areas are for student use. These areas 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. Failure to abide by these guidelines may result in disciplinary action.

Solicitation

Solicitation and/or selling within the residence halls is only permitted in compliance with applicable College policy (see *Student Handbook* policy: *Solicitation on Campus*).

Unauthorized Entry/Use of Facilities

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

Waterbeds

Waterbeds are not permitted in student rooms.

Windows and Screens

Residents may not remove 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 the first weekend of each semester. Students are to remain on campus for these dates in order to attend special functions. Any student who, due to a personal emergency, must go home during a closed weekend is required to obtain clearance from his/her Residence Director in advance. Violation of this policy may result in disciplinary action. The College reserves the right to restrict the number of weekends a student may leave campus when it is in the best interest of the student to do so.

Overnight and Weekends

Resident students are expected to spend Sunday through Thursday nights in their assigned residence halls. Exceptions will be made at the discretion of the Residence Director. Students may sign out to go home for the weekend immediately after their last class and must return to the campus by Sunday night (by curfew, if applicable). If a student's schedule at the beginning of the week is such that it would be to his/her advantage to return on Monday, he/she must have prior approval from their Residence Director.

When signing out for overnight weekend trips, students must submit the following information to the Residence Assistant: name, destination, dates and approximate times of departure and return, traveling companion(s), and a valid telephone number that may be used in case of emergency. The Residence Director may also request parental permission when students are visiting the home of the opposite sex.

Storage

There are no storage facilities available on campus for students' personal property. Residents must store their personal property in the room. Likewise, the College does not provide storage

for students over the summer months. All personal property must be removed at the time that the student is checking out of the residence hall.

Keys/Safety and Security

Upon checking into the residence hall, the resident will be issued a room key. Proper use and care of this key is vital to the security of personal property. Residents are responsible for returning the key upon completing the check-out procedure with the residence hall staff. Residents should not loan his/her key to anyone, nor are students permitted to duplicate their key. If a key is lost, a residence life staff member should be notified immediately. Charges may be assessed to residents who lose his/her key or fail to return the key at check-out. The fine for a lost key is \$100.

Residence Hall/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 are subject to disciplinary action (typically, a minimum \$10 fine, unless the student receives prior approval from his/her Residence Director.

Commercial Enterprises

Use of college property, such as the residence hall room, and any college resource for the conducting of commercial enterprises and/or business is prohibited.

HOUSING ASSIGNMENTS

Residence Housing Contract

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

Eligibility

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

1. Residents must be classified as full-time students as defined by the Emmanuel College Registrar's Office. Students enrolled for less than the minimum must obtain advance approval from the Department of Residence Life.
2. Residents must settle all account charges prior to move-in unless permission is granted by the appropriate college personnel. Failure to settle accounts may result in class schedule and housing assignment cancellation, and the student may be required to vacate the residence hall.
3. College Residence halls are designed for traditional students. The age limit is 24 upon initial enrollment. Nontraditional students may apply to live in College-owned rental property (space permitting).

Summer Housing

Summer housing is available for students who work for the College and are approved by the Director of Residence Life/Campus Life or who are taking classes. Students will be notified of housing assignments and moving procedures via email. Student accounts will be charged appropriately and should be settled prior to summer housing transitions.

Room Assignments

Current Resident Students:

1. Register for classes in March.
2. Pay the \$50 registration deposit in the Cashier's Office (*This is not a housing deposit and does not reserve a housing assignment. It is applied toward the student's tuition. You must have registered for classes and paid the registration fee before you can secure housing at Emmanuel College*).
3. Get a receipt of payment from the Cashier's Office and bring it to Housing Rush in April on your designated class standing day (based on the student's current CRIS class standing).
4. Choose your residence hall/room preference.
5. If you do not participate in Housing Rush in April, then you will be placed wherever space is available.

New Incoming Students:

1. Apply through Admissions and be accepted. No one will be able to fill out a housing application unless they have been *accepted*.
2. Pay your \$200 registration/Housing deposit (*This is not a housing deposit and does not reserve a housing assignment. It is applied toward the student's tuition. You must have registered for classes and paid the registration fee before you can secure housing at Emmanuel College*).
3. Register for classes via an Early Registration event or via phone (If the student meets the distance requirements set by Admissions to do so).
4. Fill out a Housing Application at an Early Registration event or bring the one that you received in your Acceptance packet. If you are registering by phone, you may fax it or email it to Student Life. In an effort to ensure that only accepted students are filling out Housing Applications, the Housing Application will no longer be located online. They will arrive in the student's acceptance packet via mail.
5. Student is then placed in housing. Residence Life will try to accommodate roommate requests. However, accommodations/requests will only be made for students who have paid their \$200 registration fee and registered for classes.

Private Rooms

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

Re-assignment of Space

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

Room Consolidation

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

Room Changes

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

The RD or Director of Residence Life/Campus Life must approve and properly document with the student any room change. Unauthorized room changes will be assessed a minimum \$50 fine and may result in the student being denied his/her desired room change.

Room Occupancy

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

Check-In and Check-Out Procedures

Check-in and check-out information will be communicated to students by Residence Life staff through campus email and/or a mandatory residence hall meeting. When a student checks into their assigned space at the start of a semester, he/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 fill out and complete the Room Inventory Form (RIF) and a Roberson Pod Inventory Form (PIF) if applicable. All RIF's and PIF's must be turned in to either the assigned Resident Assistant or Resident Director within 24 hours of move in, unless other arrangements are made by the Residence Life Staff.

All resident students are expected to check out of the dorms with a Residence Life staff member at the end of each semester. Students are expected to check out of their residence hall on the day of their 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 dorms NO LATER THAN graduation day. Keys must be turned in to Residence Life staff, rooms cleaned, damages noted, and rooms inspected by the Resident Assistant or Residence Life staff before the student leaves or fines will be assessed.

Anytime a resident moves out, whether moving off-campus, leaving Emmanuel College, or transferring to another hall, these procedures should be followed:

1. Arrange a check-out time with the Residence Assistant or Residence Life staff at least 48 hours in advance of the anticipated check-out time or follow the appropriate check out appointment guidelines distributed by Residence Life.
2. Remove all your belongings and clean your room. The resident and the Residence Assistant will then check the room against the Room Inventory Form for damages. If there are any damages, they will be noted on the Room Inventory Form. The damage charges will be assessed by Residence Life personnel. Failure to pay damage costs will result in the flagging of the resident's records and transcripts.
3. Upon check-out, turn in your room key and sign the Room Inventory Form with appropriate Residence Life staff. Failure to return the room key will result in a lost key fine in the amount of \$100 and improper check-out or failure to check-out will result in an improper check-out fine of \$50 (see Student Handbook).

End of Semester Check-Out

Two weeks before final exam week, each residence hall will hold a mandatory meeting to review check-out procedures and policies. Resident Assistants will place a check-out time sign-up sheet outside of their dorm room one week before exams begin. Residents are required to sign up for a time to be checked out of their residence hall by their respective RA. Failure to be present at scheduled check out time will result in the student having to re-schedule a check out time with their RA. Failure to properly check-out of a residence hall will result in an improper check-out fine (see Student Handbook).

At time of check-out, resident students must be present in their dorm room to turn in residence hall keys. Failure to return residence hall keys will result in a lost key fine (see Student Handbook). Upon check-out, residents must ensure that their rooms are clean and have completed the following tasks:

1. Vacuumed the floor
2. Emptied the refrigerator of its contents
3. Unplugged all appliances except for the refrigerator
4. Washed dirty dishes
5. Picked up clothing off the floor
6. Taken out all trash
7. Turned off all lights
8. Cleaned bathrooms (if applicable)
9. If alone in a double room, residents must move all personal belongings to one side of the room and leave the other side available for incoming students.

Additional check-out procedures that are specific for each semester are as follows:

Fall Semester Check-Out (Christmas Break)

Resident students are permitted to keep their residence hall room key over Christmas break but must turn in their outdoor key to Residence Life staff upon checking out of the residence hall. Failure to do so will result in a student fine (listed above).

Spring Semester Check-Out (Summer Break)

All personal belongings must be removed from residence halls. As previously stated, any belongings left in residence halls become the College's property on the first Monday after graduation.

Checkout Procedure for Graduation:

1. The resident must inform the RD if he or she is staying past the last exam and set up a check out time accordingly
2. Checkout will not occur without an appointment being made*.
3. At the time of check out, the resident must sign out with a Residence Life staff member and turn in his or her key(s).
4. If a resident is staying for graduation, he or she must be packed up and checked out by a Residence Life Staff member no later than Friday evening at 9pm and will turn his or her key in on Saturday to the appropriate RD.
5. Keys must be turned in by 4:00 pm on Saturday for those that stay for graduation. Students are responsible for remembering to turn in keys and failure to do so will result in a lost key fine of \$100.
6. All rooms and residence halls will be secured and locked by 5:00 pm on Saturday.

**Anyone who does not follow the Graduation Checkout Procedure will be assessed the \$50 improper checkout fine (see Student Handbook).*