

# EMMANUEL COLLEGE

Student Handbook  
2008-2009

EMMANUEL COLLEGE  
181 SPRING STREET  
FRANKLIN SPRINGS, GEORGIA 30639

Emmanuel College is accredited by  
The Commission on Colleges  
of the Southern Association of Colleges and Schools  
to award the associate and baccalaureate degrees.  
1866 Southern Lane, Decatur, Georgia 30033-4097:  
Telephone number 404-679-4501  
Website: [www.sacscoc.org](http://www.sacscoc.org)

## Table of Contents

Mission Statement.....	7
Biblical Foundation for Emmanuel College.....	8
Student Life Mission Statement .....	8
Welcome Letter .....	9
A-Z Guide to Emmanuel College.....	10
Academic Calendar .....	12
Orientation to Emmanuel College .....	13
Helpful Information .....	13
Student Organizations.....	14
Student Guidelines.....	15
Charter Requirements .....	15
Starting a New Organization.....	16
Policies for Student Organizations .....	16
Advisor Guidelines .....	17
Funding Guidelines.....	18
Requesting Funding .....	18
Fund Raising Guidelines.....	18
Facilities Usage Guidelines .....	19
Posters/Announcements .....	19
Campus Life .....	19
Service Learning .....	20
Athletics.....	20
Intramural Athletics .....	21
Inclement Weather .....	21
Dining Hall.....	21
Library Hours.....	22
Helpful Reading .....	23
ID Cards .....	23
Motor Vehicles.....	24
Fire Safety .....	24
Campus Parking .....	24
Student Advisors.....	24
Academic Life.....	25
Academic Resources: Tutoring .....	25
Academic Advisors .....	26
Shaw-Leslie Library .....	26
Academic Policies .....	27
Academic Integrity Policy.....	27
Statement of Academic Integrity .....	28
Definition of Plagiarism.....	28
Disciplinary Procedures.....	30
Organization, Authority, and Resources.....	31

Acceptable Campus Computing and Web Usage.....	32
Etiquette for Cultural Awareness Programs (CAP).....	33
Spiritual Life.....	34
Pastoral Care.....	35
Student Ministries .....	35
Chaplains .....	35
Discipleship Groups .....	35
Short-Term Missions.....	36
Short-Term Missions Fundraising .....	36
Worship Services and Attendance Policy.....	36
Alpha Weekend (Closed Weekend).....	36
New Beginnings (Closed Weekend).....	37
Convocation/Chapel .....	37
School of Christian Ministries (SCM) Chapel.....	38
Sunday Worship Services .....	38
Community Life .....	39
Our Philosophy.....	39
The Honor System.....	40
Emmanuel College Honor Creed as Established by the Student Government Association .....	40
Lifestyle Standards.....	41
Alcohol .....	41
Nonprescription and Illegal Drugs .....	41
Tobacco.....	42
Altercations .....	42
Illegal Activity .....	42
Language .....	42
Harassment .....	42
Social Networking Websites .....	43
Dress Statement.....	43
Weapons and Fireworks.....	44
Entertainment.....	44
Dancing.....	45
Dance Clubs.....	45
Fan Behavior .....	45
Social Interaction and Dating.....	45
Sanctity of Human Life .....	45
Gambling .....	46
Hazing.....	46
Disrespect .....	46
Theft.....	46
Sexual Morality .....	46
Sexual Harassment and Sexual Assault.....	46
Pornography .....	47

Vandalism.....	47
Discipline Policy.....	47
General Disciplinary Procedures.....	48
Student Conduct Committee.....	48
Hearing Procedures.....	49
Appeals.....	49
Disciplinary Consequences.....	50
Suspension and Expulsion.....	52
Sexual Harassment and Assault.....	53
Sexual Harassment.....	53
Sexual Assault.....	56
Health Awareness.....	59
Communicable Diseases.....	60
Involuntary Withdrawal.....	60
Student Rights.....	61
Resolving Student Grievances.....	61
Solicitation on Campus.....	62
Student Regulations Committee.....	62
Residence Life.....	63
Residency Requirements.....	63
Residence Life Agreement.....	64
Student Conduct.....	64
Residence Halls.....	64
Resident Area Director (RAD).....	64
Resident Area Coordinator (RAC).....	64
Resident Assistant (RA).....	64
Reservation of Rooms and Rental Property.....	65
Restricted Areas.....	65
Room Occupancy.....	65
Furniture.....	66
Room Inspection.....	66
Repairs.....	66
Room Changes.....	66
Year-End Check Out.....	66
Quiet Hours.....	67
Room Consolidation.....	67
Computers.....	67
Fire and Tornado Alarms/Drills.....	68
Curfew.....	68
Closed Weekends.....	68
Non-Student Guest Policy.....	68
Overnight and Weekends.....	69
Storage.....	69
Keys/Safety and Security.....	69

Personal Property .....	70
Residence Hall/Floor Meetings.....	70
Commercial Enterprises .....	70
Room Safety.....	70
Housekeeping and Cleanliness.....	70
Facilities .....	70
Student Appliances .....	71
First Aid .....	72
Painting of Rooms .....	72
Telephone Service .....	72
Summer Housing .....	73
Student Services .....	73
President .....	74
Vice President for Academic Affairs.....	74
Vice President for Student Life .....	74
Vice President for Financing .....	74
Campus Services.....	74
LifeSprings Bookstore.....	74
Business Office.....	75
Counseling and Career Services.....	75
Employment .....	75
Financial Aid .....	76
Music Lessons .....	76
Campus Safety .....	76
Student Activity Center.....	76
Student I.D. Cards .....	76
Student Role/Participation in Institution Decision-Making .....	77
Student Government Association Constitution and Bylaws .....	77
Article I – Name.....	77
Article II – Membership.....	78
Article III – Administrative Organizations .....	78
Article IV – Rules and Regulations .....	85
Article V – Interpretation .....	86
Article VI – The Honor System .....	86
The Emmanuel College Honor Creed.....	86
Article VII – Ratification and Amendment.....	87

## MISSION STATEMENT

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

## CORE VALUES

We believe in and affirm—

1. Christ-centered Individuals – (The worth of every single person)
  - As a community we will respect the individual differences of other Christians.
  - As a community we will respectfully listen to the opinions of students and colleagues.
  - As a community we will work to help each individual obtain the calling that God has placed on his or her heart.
  - As a community we will seek to listen first and speak secondly.
  - As a community we will be honest with each individual and confront rumors, disagreements and controversy with openness and compassion.
2. Christ-centered Community – (The significance of the body of Christ)
  - As a community we will work toward excellence in education and never settle for mediocrity.
  - As a community we will be punctual to our appointments and fulfill our responsibilities.
  - As a community we will mentor others through our character, actions and speech.
  - As a community we will endeavor to learn and expand our own development.
  - As a community we will seek what is true, noble, right, and praiseworthy as our service to God.
3. Christ-centered Higher Education – (The integration of faith and learning)
  - As a community we will challenge each other to reach our full intellectual potential.
  - As a community we will expect quality and integrity in all of our studies.
  - As a community we will acknowledge Jesus Christ as the ultimate truth in all things and all knowledge.
  - As a community we will value teaching and learning as our commitment to God's calling in our lives.
4. Our Pentecostal/Evangelical Tradition – (Our Christian heritage)
  - As a community we will celebrate the blessings of God to the Forefathers of this community.
  - As a community we will train and mentor the future leadership of the International Pentecostal Holiness Church and our brothers and sisters from other traditions.
  - As a community we will always seek to strengthen the cords that bind us together in Christian fellowship.

## **THE BIBLICAL FOUNDATION FOR EMMANUEL COLLEGE**

Emmanuel College was established and continues to operate on the basis of several fundamental tenets of the Christian faith. All that we do is driven by what we believe about God, His Son, the Holy Spirit, and His Word. Throughout our campus we would expect you to see the evidence of these beliefs lived out in our classrooms, in our relationships, and in our service.

**WE BELIEVE** ... the books of the Old and New Testaments to constitute the Holy Scriptures which are the inspired and inerrant Word of God and are the supreme authority for faith and practice.

**WE BELIEVE** ... in one self-existent and eternal God of infinite love, holiness, wisdom, and power, who created and preserves all things. In the unity of this one God are three Persons, the Father, the Son, and the Holy Spirit.

**WE BELIEVE** ... in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His atoning death on the cross, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.

**WE BELIEVE** ... that all persons may believe unto salvation, being justified by faith and regenerated in nature, so that they become new creatures in Christ Jesus. A regenerated believer may live free from condemnation by walking in the light of God's Word.

**WE BELIEVE** ... in the Holy Spirit as the Person of the Godhead who presently indwells us, enabling us to live holy lives, and guiding us into truth.

**WE BELIEVE** ... in the spiritual unity of believers in our Lord Jesus Christ.

## **STUDENT LIFE MISSION STATEMENT**

Student Life furthers the learning process by providing co-curricular experiences to enable the holistic development of students. Together with students, faculty, and staff we seek to challenge and support one another in the pursuit of mature relationships with God, self, and others.

August, 2008

Welcome to Emmanuel College!

We have been looking forward to your arrival on campus and the beginning of a new school term. As you begin the school year great opportunities await.

Emmanuel is a special place where we work hard to provide our students with:

**Quality Academics** – Our graduates attest to the outstanding academic foundation that they received while enrolled. Academics are at the core of the college and we want you to shine.

**Spiritual Formation** – Our classes, chapels, and special events are designed to provide students with a stimulating place to form their beliefs and discover how those beliefs affect their actions and thinking.

**Christian Environment** – We are committed to being a Christ-centered and Spirit-led campus. Our commitment to community allows you to grow as a whole person.

Again, welcome. This is a special time and place and my prayer is that you will take full advantage of what is before you. Our prayers are with you.

Sincerely,

A handwritten signature in black ink that reads "Michael S. Stewart". The signature is written in a cursive style with a large initial 'M' and 'S'.

Michael S. Stewart

## A to Z Guide to Emmanuel College

Academic Affairs, Vice President for	Craig Edwards	Aaron Building
Academic Probation	Craig Edwards	Aaron Building
Admissions, Director of	Wade Mawdesley	Admissions/Financial Aid Bldg.
Athletics - Intercollegiate	Mike Bona	Gym
Auditing Classes	Registrar's Office	Aaron Building
Bookkeeping/Accounting	Business Office	Aaron Building
Bookstore		LifeSprings Resources
Business Office	Suite 200	Aaron Building
Campus Life	Philip Cortese	Student Life Office
Campus Pastor	Chris Maxwell	Student Life Office
Campus Safety/Parking	Dorothy Powell	Swails Center
Caps/Gowns	Registrar's Office	Aaron Building
Career Counseling	Sean Williamson	Student Life Center
Changes/Information	Business Office	Aaron Building
Clubs/Organizations	Phil Cortese	Student Life
Commencement/Graduation	Registrar's Office	Aaron Building
Communications Department	Jennifer Benson	Swails Center
Computer Labs	David Jordan	Aaron Building
Copy Machines/Student Use		Aaron Bldg & Library
Counseling, Director for	Sean Williamson	Student Life Office
Custodial Services	Dorothy Powell	Swails Center
Dropping/Adding Classes	Registrar's Office	Aaron Building
Employment/Student	Student Life	Student Life Building
English Department	Barbara Goodwin	Aaron Building
Evaluation of Transcripts	Registrar's Office	Aaron Building
Fax Machine	Room 103	Aaron Building
Fees and Fines (Payment)	Business Office	Aaron Building
Financial Aid	Vince Welch	Admissions/Financial Aid
Food Services	Aramark	Cafeteria
On-Campus Housing	Student Life	Student Life Office
ID Cards	Dorothy Powell	Swails Center
Information Systems	Glenn Toney	Aaron Building
Institutional Advancement, Director of	Shanterrinn Harland	Taylor Building
Intramural Sports	Dennis Duncan	SAC Building
Kinesiology Department	T.J. Rosene	SAC Building
Late Registration	Registrar's Office	Aaron Building
Loans/Grants/HOPE/Pell/Scholarships	Financial Aid	Taylor Building

Lost and Found	Room 103	Aaron Building
Maintenance (Facilities & Grounds)	Wayne Crider	Maintenance Shop
Meal Plans	Ron McCullar	Aaron Building
Miss Emmanuel	Phil Cortese	Student Life Office
Missions	Campus Pastor	Student Life Office
Music Department	Leslie Boucher	Taylor Building
Natural Sciences Department	Sherry Story	Wellons Science Center
President	Michael Stewart	Aaron Building
Registrar	Debra Grizzle	Aaron Building
Rental Property	Dorothy Powell	Swails Center
Reservation of Taylor Chapel	Dorothy Powell	Taylor Building
Resident Area		
Directors/Assistants	Student Life	Student Life Office
School of Business	John Henzel, Dean	Taylor Building
School of Christian Ministries	Tracy Reynolds, Dean	School of Christian Ministries
School of Education	Vicki Hollinshead, Dean	Education Building
School of Arts & Sciences	Leslie Boucher, Dean	Taylor Building
Social Sciences Department	Beverly Oxley	Aaron Building
Spring Musical Information	Charlie Sanders	Swails Center
Student Activities	Phil Cortese	Student Life Office
Student Activities Center (SAC)	Dennis Duncan	SAC
Student Success Center	Karen Compton	Aaron Building
Student Records	Registrar's Office	Aaron Building
Student Life, Vice President for	Jason Croy	Student Life Office
Summer School	Registrar's Office	Aaron Building
Telephone Services	Leo Satara	Aaron Building
Transcripts	Registrar's Office	Aaron Building
Vehicle Registration	Dorothy Powell	Swails Center
Withdrawal/Transfers	Registrar's Office	Aaron Building
Work Study Program	Joann Harper	Student Life Building
Yearbook	Paula Dixon	Swails Center

## 2008-2009 ACADEMIC CALENDAR

### FALL SEMESTER (4/1/2008)

**2008**

FACULTY WORKSHOP	AUGUST 4-8
RESIDENCE HALLS OPEN	AUGUST 9
NEW STUDENT/TRANSFER ORIENTATION	AUGUST 11, 12
RETURNEE STUDENT REGISTRATION	AUGUST 11, 12
CLASSES BEGIN	AUGUST 13
ALPHA WEEKEND	AUGUST 14-17
DROP-ADD PERIOD	AUGUST 13-19
LABOR DAY BREAK (NO CLASSES)	SEPTEMBER 1
FEAST OF INGATHERING	OCTOBER 3
E. C. BOARD MEETING	OCTOBER 3, 4
HOMECOMING WEEKEND	OCTOBER 3, 4
MID-TERM	OCTOBER 6
FALL BREAK (NO CLASSES)	OCTOBER 11-14
LAST DATE TO WITHDRAW	OCTOBER 15
PREVIEW WEEKEND	OCTOBER 17, 18
THANKSGIVING BREAK (NO CLASSES)	NOVEMBER 26-30
FINAL EXAMINATIONS	DECEMBER 4-9
CHRISTMAS BREAK	DECEMBER 10-JANUARY 4

### SPRING SEMESTER

**2009**

NEW STUDENT ORIENTATION/REGISTRATION	JANUARY 5, 6
RETURNEE STUDENT REGISTRATION	JANUARY 5, 6
CLASSES BEGIN	JANUARY 7
DROP-ADD PERIOD	JANUARY 7-13
NEW BEGINNINGS WEEKEND	JANUARY 9, 10
MLK MEMORIAL HOLIDAY (NO CLASSES)	JANUARY 19
MONDAY CLASSES MEET ON TUESDAY	JANUARY 20
WINTER BREAK	FEBRUARY 20-22
MID-TERM	MARCH 3
E.C. BOARD MEETING	MARCH 6, 7
LAST DATE TO WITHDRAW	MARCH 10
SPRING/EASTER BREAK	APRIL 4-13
EARLY REGISTRATION	APRIL 18
FINAL EXAMINATIONS	MAY 4-7
HONORS NIGHT	MAY 8
GRADUATION	MAY 9

### SUMMER SEMESTER

**2009**

REGISTRATION/CLASSES BEGIN MAY TERM	MAY 18
MEMORIAL DAY HOLIDAY (NO CLASSES)	MAY 25
MAY TERM ENDS	JUNE 5
REGISTRATION/CLASSES BEGIN JUNE TERM	JUNE 8
FOUR WEEK CLASSES END	JULY 3
INDEPENDENCE DAY HOLIDAY (SATURDAY)	JULY 4
SIX WEEK CLASSES END	JULY 17

## ORIENTATION TO EMMANUEL COLLEGE

### Helpful Information

- The Student Life office is located across the street from the gymnasium and includes the office of the Vice President for Student Life, Counseling & Career Services, Spiritual Life, Campus Life, and Service Learning.
- Medicine vending machines are located throughout campus including residence hall lobbies and the snack area in the Aaron Building.
- The Student Activity Center (otherwise known as the SAC): there you will find weight equipment, a swimming pool, racquetball, cardio-fitness area and pool tables.
- Computer Labs are located in the Aaron Building, the Library, and the Education Building.
- Read your EC e-mail at least three times a week!
- 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 Life, 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.

## **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.

As a division of the Student Life Department at Emmanuel College, student organizations seek to fulfill the mission of Student Life:

Student Life furthers the learning process by providing out-of-class experiences to enable the holistic development of students. Together with students, faculty, and staff, we seek to challenge and support one another in the pursuit of mature relationships with God, self, and others.

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

There are three different categories of organizations on which to get involved:

1. Honor societies. Membership is limited and by invitation only. Selection for an honor society is usually based on academic grades, majors and leadership.
2. Common Interest Organizations. These organizations exist to meet the needs of those who have similar social interests and goals. Membership is open to all interested students and operates within the student organization guidelines.
3. Academic organizations. Academic organizations are student groups associated with a particular major and are selective in nature.

Student organizations may receive funding from the allotted club account administered by the Club Council. The Club Council is made up of the Director of Campus Life, Student Government Executive President, and the Member at Large. All organizations are required to abide by the requirements listed in this handbook.

## **Student Guidelines**

Membership in student organizations should be open to all students, with the exception of honor societies and departmental clubs. Compliance of each member with the College's co-curricular organization requirements and guidelines is expected.

The purpose, activities, and name of the organization should align with the overall objectives of Emmanuel College. Each person must be currently enrolled at Emmanuel College to participate in co-curricular and extra-curricular activities and maintain at least a cumulative GPA of 2.0.

To participate in a club or organization the student cannot be on Student Life or Academic probation unless approved by the Vice President of Academics or Vice President for Student Life. Each student involved in a club or organization must adhere to all Emmanuel College policies and guidelines.

## **Charter Requirements**

The following is the process required to charter a student organization through the Office of Campus Life:

- Each student organization must have at least five (5) active members.
- Draft a constitution and by-laws or rules of order for your organization. Included should be titles, duties of officers, and time and frequency of meeting.
- Charters must be renewed annually in the fall semester, stating a clear purpose and set of goals for the year.
- Submit a full roster to the Director of Campus Life by the first Tuesday in September which include the names, phone numbers, and e-mail address of all elected officials, current members, and the faculty/staff advisor.
- All student organizations must have an active advisor.
- Student organization presidents must attend Student Senate meetings.

- Student Senate meetings are set at the beginning of each semester and can be found on the master calendar. Failure to have representation may lead to funds being frozen until further notice.
- All charters will be submitted to the Club Council. The council will submit recommendations to Vice President for Student Life for final approval.

Failure to comply with these guidelines will constitute the removal of charter and any money received.

### **Starting a New Organization**

Below are the guidelines for starting a new organization:

- Submit a charter to the Office of Campus Life.
- The Club Council will vote on the approval of the organization. A simple majority will carry the vote.
- The approved organization has until the beginning of the following semester to submit a completed constitution and by-laws to the Office of Campus Life.
- Final approval of any new organization is made by the Vice President for Student Life.

### **Policies for Student Organizations**

The Club Council has adopted the following policies regarding clubs and organizations in order to ensure the communication between the students, faculty, staff, and administration of Emmanuel College. The Director of Campus Life reserves the right to cancel or review the charter of any student organization under his/her jurisdiction that does not adhere to the following policies:

- Each student organization must have a charter completed and turned in by the first Tuesday in September.
- All clubs must have an approved faculty/staff advisor in order to qualify for charter.
- All student organizations must submit their charter for renewal at the beginning of each fall semester to the Director of Campus Life.

- Student organization presidents are required to attend monthly Student Senate meetings to discuss activities and other pertinent business. They are required to attend at least six (6) meetings. In the absence of the President, the Vice-President may represent. However, this still constitutes an absence by the President. After the second absence any president may be asked to step down as that organization's leader.
- All student organizations must schedule one service project each semester to receive money from the club council.
- All advertisements must be approved by the Director of Campus Life BEFORE they are posted.

### **Advisor Guidelines**

- All student organizations must have an advisor who is a member of the College's faculty, staff, or administration. Organizations will not be able to sponsor any activities without the approval of the advisor.
- Advisors must assist the organization in identifying its goals and aid the members and officers by clarifying their responsibilities within the group.
- Advisors must be familiar with the College's policies that are found within this publication and in the Student Handbook.
- All advisors must regularly attend scheduled meetings and be informed of all plans of action by the organization.
- Advisors must actively participate in the planning of all on and off campus activities.
- Advisors must attend any organization sponsored off-campus activities that are located outside of a 50 minute radius or involve overnight lodging/camping when using Emmanuel vehicles.
- Advisors must review and sign all purchase orders, fund-raising request forms, check requests, and any other related financial documents. \*Contracts must be signed by authorized college officials only who include the College President and Vice President for Finance.
- Advisors are to aid and advise officers and members of the clubs and organizations and shall promote positive relationships between college representatives and students.

- Advisors serve as a source of input and encouragement as well as a resource for problem solving.

## **Funding Guidelines**

All funds are administered by the Club Council. In order to access these funds, any student organization must complete the following:

- Have an approved charter on record with the Office of Campus Life.
- Have an approved faculty or staff advisor.
- Have elected organization officials.
- Submit a calendar of events for the semester. Included in the calendar must be the service project for each semester in order for funding to be requested.
- Complete the respective online form for each activity with costs and how the money will be used. Submit the form to the Office of Campus Life.
- Present activity proposal during Student Senate.

## **Requesting Funds**

Funds may be requested after the activity has been approved by the Office of Campus Life. To withdrawal funds for the approved funds a Purchase Order Request form must be filled out with the exact items and cost. At that time an event request form must also be turned in with the PO. The PO Request form must have the signatures of the organization president and advisor to be submitted.

All Event Requests and PO Request forms must be turned in to the Director of Campus Life by 4 p.m. a week in advance of the purchasing date. Reimbursement of purchases will not be redeemed. Early planning is essential. All transactions, including deposits, withdrawals, check requests, and purchase orders must follow the guidelines set forth by the institution.

## **Fund Raising Guidelines**

Members of the Emmanuel College community who are involved in off- or on-campus fund-raising for the College must receive prior approval from the Administrative Council. Permission forms may be obtained in the Aaron Building, Room 103.

## **Facilities Usage Guidelines**

Student Organizations have access to school facilities for meetings and events through reservation requests. In order to reserve a facility on campus, organization advisors must make reservation request via the College web site. The individual overseeing the facility reserves the right to reject any reservation request. Note: Any facility used by any campus organization must be cleaned and appropriately arranged for normal usage.

The facilities available and the contact person are the following:

- John W. Swails Center – Director of the Swails Center
- Pavilion – Direct of the Swails Center
- Taylor Memorial Auditorium – Designated Music Faculty
- Hutchinson Room – Executive Secretary to the President
- The Lions Den (Café) – Bonnie Holland
- Classrooms are available without reservation but are only open when classes are not in progress. A weekly availability calendar is located outside each classroom.

## **POSTERS AND ANNOUNCEMENTS**

All students are encouraged to review the various bulletin boards on campus. Notices regarding activities and events are posted on centralized boards, at Chapel/Convocation, and via campus e-mails. To keep abreast of campus life, students should become accustomed to checking the bulletin boards regularly. Any group or organization may post announcements on any of these boards unless the boards are designated for special subjects or groups. All announcements are to be approved by the Office of Campus Life prior to posting and should be neat and in good taste. If these guidelines are not followed, postings may be removed without notice.

## **CAMPUS LIFE**

Campus Life at Emmanuel College includes 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 is responsible for implementing the overall campus life program. The office of Campus Life is located in the Student Life building across from the gym.

## **SERVICE LEARNING**

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 Service Learning 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 Life Office.

## **ATHLETICS**

Emmanuel College's athletic programs are members of the National Association of Intercollegiate Athletics and the National Christian College Athletic Association, Division I. Students interested in participating in intercollegiate sports should contact the coaching staff. Team sports include: baseball, softball, and men's and women's basketball, tennis, and soccer. Emmanuel College students are admitted free of charge to all home games by presenting student ID cards.

The intercollegiate athletics program is an integral part of the total college program and is ultimately under the control of the President (Chief Executive Officer) of the College. Administrative oversight for the program is, however, delegated to the Vice President for Student Life who reports directly to the President of the college.

Further, matters pertaining to budget, athletic scholarships, personnel, fundraising, policy implementation, etc. are carried out only with the approval of the President in consultation with the Administrative Council of the College, as needed. Intercollegiate athletics should encourage discipline, healthy competition, and exemplary Christian principles.

Furthermore, it must be supportive of the philosophy of Emmanuel College as stated in the College Catalog and Faculty Handbook. Intercollegiate athletes are expected to be students first and are to be governed by the same standards and criteria as are other students regarding academics, church and chapel attendance, residence requirements, and all other requirements as stated in this Handbook.

They are fully integrated into the general residence life program and are encouraged to participate in all areas of campus life. Eligibility requirements established by the National Christian College Athletic Association and the National Association of Intercollegiate Athletics are to be strictly enforced.

An intercollegiate program is to provide an opportunity for a limited and select number of students to actively participate while enabling the student body at large,

through a spectator role, to develop school spirit and to identify with and encourage loyalty to the College.

The Athletic Director and coaches are Christians who are committed to the philosophy of Emmanuel College. They are to exemplify what team participants under their care may model in order to become productive citizens beyond the arena of athletics.

## **INTRAMURAL ATHLETICS**

Each semester a program of intramural athletic 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. Forms may be picked up at the Student Activities Center (SAC).

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 Athletics program is provided by the Intramurals Coordinator.

## **INCLEMENT WEATHER**

Due to the high percentage of resident students, classes are normally in session regardless of the weather. However, if snow is heavy and roads are icy so that instructors and commuting students may encounter hazardous driving conditions, classes may be called off or delayed. If such severe weather occurs, the Vice President for Academic Affairs will inform WRAF (90.9 FM) Toccoa and WNGC (106.1 FM) Athens for advisory announcements before 7 a.m. A message will also be placed on the College's switchboard at 1-800-860-8800, as well as the College's Web site home page at [www.ec.edu](http://www.ec.edu).

## **DINNING HALL**

### **ID Card/Meal Ticket**

Students (Freshmen, Sophomores, and Juniors) living in college residence halls are required to purchase a 10, 14, or 20-meal plan. Off-campus students and students in college apartments or houses may purchase any meal plan. Students may choose any plan above their class requirement.

Plans include:

20-meal plan-full board	Freshmen 0-30 hours
14-meal plan-any 14 of the 20 meals offered per week	Sophomore 31-59 hours
10-meal plan-any 10 of the 20 meals offered per week	Juniors 60-89 hours

Seniors (90+ hours) have the option to choose one of the above if so desired. The student ID card is required to eat in the Emmanuel College dining hall.

Please bring your student ID to all meals for quick access to the dining hall. You may enter more than once per meal period, as long as you scan your card each time you enter. Remember that your meal plan is for your own use only, no sharing or banking meals.

Those not on the meal plan may pay at the door, or purchase a meal ticket for greater savings. For your convenience, the honor system is in place for those not on the meal plan who do not wish to eat. To order a birthday cake or gift box, see the Food Service Director, John Skinner. Please check the Food Services link on the EC web page for a list of weekly menus, nutritional information, and other Aramark services.

### **Dinning Hall Hours of Operation**

Monday - Friday:	Breakfast (Hot)	7:00 a.m. – 9:00 a.m.
	Continental Breakfast	9:00 a.m. – 11:00 a.m.
	Lunch (Hot)	11:00 a.m. – 2:00 p.m.
	Lunch (Deli)	2:00 p.m. – 5:00 p.m.
	Dinner	5:00 p.m. – 7:00 p.m.
Saturday:	Brunch	11:00 a.m. – 1:10 p.m.
	Dinner	5:00 p.m. – 7:00 p.m.
Sunday:	Continental Breakfast	<b>Not Available</b>
	Lunch	12:00 p.m. – 1:30 p.m.
	Dinner	5:00 p.m. – 7:00 p.m.

*Hours vary during Holiday and School breaks*

### **LIBRARY HOURS**

- Monday, Tuesday, and Thursday 8:00 a.m. – 10:00 p.m.
- Wednesday 8:00 a.m. – 7:00 p.m.

- Friday 8:00 a.m. – 4:00 p.m.
- Saturday 11:00 a.m. – 5:00 p.m.

### **HELPFUL READING**

- Your EC e-mail. You can get instructions from the computer lab assistant on how to “pop” it into your hotmail.
- Your Student Handbook and College Catalog – both are online!
- The EC Schedule of Classes – it posts the Final Exam schedule.
- EC’s Master Calendar, located on the web at [www.ec.edu](http://www.ec.edu). Just click on ‘calendar’.
- Campus bulletin boards

### **ID CARDS**

- You must have your EC ID card scanned at ALL convocations, chapels, and CAP events.
- Your EC ID card allows you admission to all home athletic events, authorizes you to check materials out of the Library, and is your key to discounts at local businesses.
- Your EC ID card is also your meal card in the Cafeteria (if you are on the meal plan).
- A modified meal plan is available to commuting students. Visit the Business Office for more information.
- Replacement ID’s are \$10. Payment should first be made at Aaron 103.
- The receipt should be presented to the Facilities Use Coordinator to verify purchase of ID. Once receipt is presented, the replacement ID will be made. The Facilities Use Coordinator’s office is located at the Swails Center.

## **MOTOR VEHICLES**

For information concerning motor vehicles on the Emmanuel College campus, please refer to the Campus Safety website.

## **FIRE SAFETY**

Please refer to the Campus Safety website for information about fire safety.

## **CAMPUS PARKING**

For a complete listing, check out Campus parking map located on the college website. You should be able to avoid a parking ticket by:

- Having a clearly displayed, up-to-date parking permit.
- Never parking in the Faculty/Staff Parking areas.
- Never parking in a delivery zone, fire lane or in front of a fire hydrant.
- Never parking in a handicap designated parking spot. (Unless you have a permit.)
- Remember, if you don't live there, don't park there.

## **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. They can also assist in 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.

## **ACADEMIC LIFE**

### **Academic Resources: Tutoring**

Student Success Center is an academic lab which 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.

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.

Student Success Center 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 Student Success 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.

### **Academic Advisors**

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.

### **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. Below are answers to frequently asked questions about the library. For complete information on the full range of library services, visit [www.ec.edu/library](http://www.ec.edu/library).

- Books are checked out for a fourteen-day period. A book may be renewed if another patron has not requested it. 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. Fines accumulate at the rate of 10 cents per day.
- Materials placed on reserve by an instructor may be obtained from the circulation desk. Most reserve materials may not be taken from the library. Listening/viewing stations are provided on the second floor.
- Computers with Microsoft Office and web-browsing software are available for student use on both floors.
- No food or drinks may be brought into the building.

- Librarians are available for individual instruction.

## **Academic Policies**

The primary goal of the academic policies at Emmanuel College is to help students love God with their whole minds. With the exception of the Academic Integrity Policy (which follows), most policies governing the academic life of the college may be found in the College Catalog.

## **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 result in disciplinary action. The source must be attributed in an appropriate scholarly documentation style. In addition, the boundaries between what one wrote and what was written by others must be clear.

## C. DISHONEST ACADEMIC ASSISTANCE

1. Knowingly allowing another student to turn in one's work, in whole or in part, for his or her own.
2. Knowingly aiding others to cheat by allowing them to use, or try to use, one's information or information from another unauthorized source on tests and other assignments.
3. Knowingly revealing or discussing the contents of a previously taken exam with a student who is scheduled to take the same exam.
4. 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 plagiarism 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 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.

## Disciplinary Procedures

### A. Proceedings for Offenses

1. Options and Sanctions for the Instructor and Academic Integrity Review Board: (AIRB):
  - a. When an instructor suspects that a student may have committed an offense, he or she shall follow these steps:
    1. Notify the student in writing (either print or 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 in order to determine if the student has a record of offenses.
    3. After consultation with the Vice President for Academic Affairs, the instructor may (a) adjudicate the offense or (b) submit the case to the Vice President for Academic Affairs for adjudication by the AIRB.
      - a. If the instructor chooses to adjudicate the offense, the following sanctions are open to the instructor:
        - i. Give a written admonition to the student that further violation shall necessitate action taken by the AIRB.
        - ii. 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.
        - iii. Give a written sanction requiring the revision of the work to remedy the offense and establish an appropriate grade.
        - iv. Give a written sanction which lowers the grade on the work in question.
        - v. 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.)

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

- b. If the instructor submits the case to the Vice President for Academic Affairs, the Chair of the AIRB 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. The following options are available to the AIRB, depending on the severity of the offence:
  - a. If the AIRB has reason to doubt that the student is guilty of the offence, 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.
  - b. If the AIRB finds that there is clear and convincing evidence that the student is guilty, the Board's options include, but are not limited to the following:
    - i. Assign a failing grade for the paper, exam, or assignment.
    - ii. Assign a failing grade for the entire course.
    - iii. Suspend the student from the College.
    - iv. Expel the student from the College.

## 2. Appeals of an Adjudication

The student shall have the right to appeal a decision of the instructor and/or the AIRB. The appeal shall be made in writing to the VPAA within five instructional days of the instructor's or AIRB'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 AIRB, and two faculty members and one student selected at large. Selections will be made by the VPAA. The student and the instructor have the right to a hearing before the AIAC to make statements and respond to interrogatories. A student who exercises the right to appeal to an AIAC shall waive the original disciplinary adjudication. (This means the AIAC's adjudication may be even more severe than the original adjudication of the professor or the AIRB.) The disciplinary options available to the AIAC shall include the disciplinary options enumerated above for the professor and the AIRB. 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. 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 shall have the authority to appoint each year the Academic Integrity Review Board, 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 Board and the Academic Integrity Appeals Committee. (Revised 4/30/08)

### 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 [www.ec.edu/cris/nup.asp](http://www.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 Lifestyle Standards 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!

## **ETIQUETTE FOR CAP PROGRAMS**

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 Life for disciplinary action.

## **SPIRITUAL LIFE**

Campus religious life at Emmanuel College affords students many spiritual experiences. Since Emmanuel College is concerned with the total development of a 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.

### **Discipleship Groups**

Each semester a variety of Bible study and discipleship groups are offered at various times and locations on campus. These groups exist to strengthen faith and build spiritual leadership skills. Groups vary in duration and meet weekly at the convenience of the participants. A variety of residence assistants, residence directors, faculty members and staff members may lead these groups.

## **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 missions 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 Business Office 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.

## **Worship Services & 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)

### **Convocation and Chapel**

Attendance at weekly services (Tuesday Convocation/Wednesday 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 is mandatory. The Vice President for Student Life or his designee will have the right notify students of excessive misses and impose the appropriate disciplinary sanctions.

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

- **Resident students may not miss more than four services of Chapel or four Convocations in one semester.**
- **Commuting students may not miss more than four Convocation services in one semester.**

Although commuters are not required to attend 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 via <https://cris.ec.edu/login/>.

Students who scan in for a service and then leave will be subject to disciplinary action as determined by the Vice-President for Student Life or his designee. All students who are enrolled in twelve or more hours must attend Convocation each week. If a student's enrollment drops below 12 semester hours, it is their responsibility to notify Student Life 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 actions including but not limited to:
  1. **Convocation/Chapel Probation** – a student placed on Convocation/Chapel Probation may lose privileges in participating in activities which represent the college (e.g. athletic teams, student ministry teams, Singers, etc.) and extracurricular activities (intramural sports, student organizations, short-term missions).
  2. **Mandatory Community Work** – required service to a particular person, or group of persons, within the College community or to members of the community served by the College. Work hours may take the form of educational activities, community service, or manual labor.
  3. **Restrictions** – such as camping, early curfew, changes in housing location, etc.
  4. **Research Essays**
  5. **Accountability Workshops**
  6. **Combined Sanctions** – a combination of disciplinary consequences.

### **School of Christian Ministries (SCM) Chapel**

Each Thursday at 10:00 a.m. in the Taylor Chapel. This service is required for all SCM majors, but all students are encouraged to attend.

### **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.

## COMMUNITY LIFE

### Our Philosophy

Emmanuel College is dedicated to preparing students to become servants of Christ to make a difference in today's world. The Community Life section of this Handbook communicates the lifestyle standards which support this purpose and community life here at Emmanuel, as well as the Honor Creed set forth by the Student Government Association. In the development of these guidelines, the College seeks to assist in the personal growth and development of students by creating an environment that emphasizes wholesome attitudes, healthy habits, responsible citizenship, and the development of constructive interests and skills.

The policies of Emmanuel College are determined by our Christian mission, not our culture. We make no apology for the constant vigil we keep for our students' welfare. Students, faculty and staff have a combined obligation to be sentinels for each other.

The Emmanuel College community is committed to maintaining an atmosphere that reflects our life in Christ and ultimately gives praise and glory to God. In an effort to maintain an atmosphere conducive to this commitment, certain community living standards have been established. While this set of standards may not be the preference of each individual, those who choose to join the Emmanuel College community do so voluntarily and therefore, willingly take upon themselves the responsibility to abide by these guidelines.

We believe that the 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 is offensive to others. The College has chosen to adopt certain rules that will contribute to the promotion of a Christ-centered community. The Community Life section of this Handbook will guide you in functioning in various aspects of college life. Please become familiar with the entire book.

**A student's enrollment at Emmanuel constitutes an agreement that you will accept your responsibilities as a member of the College community and that you will abide by its standards with a spirit of cooperation.**

While any set of community standards may contain elements with which some of its members disagree, it is expected that those who join the Emmanuel College community have evaluated its standards and made a conscious decision to live by

them. These guidelines allow students to affirm their community and to grow in integrity by maintaining congruence between their lifestyle and these guidelines. The standards of Emmanuel College reflect our mission.

## **The 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 Student Handbook and whose behavior is inconsistent with Institution policy.

## **Emmanuel College Honor Creed as Established by the Student Government Association**

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: Instead, speaking the truth in love, we will in all things grow up into him who is the Head, that is, Christ.*

### **Authority - We will honor those who have been placed in authority over us.**

*1 Peter 2:13-14: Submit yourselves for the Lord's sake to every authority instituted among men: whether to the king, as the supreme authority, or to governors, who are sent by him to punish those who do wrong and to commend those who do right.*

### **Behavior – We will play the role of a Good Samaritan, striving to help those in need.**

*Luke 10:30-37: In reply Jesus said: "A man was going down from Jerusalem to Jericho, when he fell into the hands of robbers. They stripped him of his clothes, beat him and went away, leaving him half dead. A priest happened to be going down the same road, and when he saw the man; he passed by on the other side. So too, a Levite, when he came to the place and saw him, passed by on the other side. But a Samaritan, as he traveled, came where the man was; and when he saw him, he took pity on him. He went to him and bandaged his wounds, pouring on oil and wine. Then he put the man on his own donkey, took him to an inn and took care of him. The next day he took out two silver coins and gave them to the innkeeper. 'Look after him,' he said,*

*‘and when I return; I will reimburse you for any extra expense you may have.’ hands of the robbers?” The expert in the law replied, “The one who had mercy on him.” Jesus told him, “Go and do likewise.”*

**Respect - We will respect others’ individual rights and personal belongings.**

*Matthew 7:12: So in everything, do to others what you would have them do to you, for this sums up the Law and the Prophets.*

**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 guidelines of community as stated in the Emmanuel College Handbook.**

*1 Timothy 4:12: Don’t let anyone look down on you because you are young, but set an example for the believers in speech, in life, in love, in faith and in purity.*

*Philippians 4:8: Finally, brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable – if anything is excellent or praiseworthy – think about such things.*

## **Lifestyle Standards**

### **Alcohol**

An Emmanuel College student must not participate or associate with the purchase, possession, or use of alcoholic beverages. In the state of Georgia, it is illegal for persons under 21 years of age to purchase, possess, or consume alcoholic products. Violation of school policy dealing with alcohol is a serious offense and may result in suspension.

### **Nonprescription and Illegal Drugs**

Emmanuel College is designated as a Drug-free Environment. The possession or use of any illegal drug is prohibited. 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. No student may be in illegal possession of, deliver, 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. The college reserves the right to investigate any suspicious activity. Investigation may include room and/or vehicle inspection, canine drug scan or drug screening in cases of strong suspicion of drug use. (Refusal

to submit to these measures at time of request may be viewed as strong evidence which may result in suspension.) Violation of school policy pertaining to non-prescription and illegal drugs may result in immediate suspension or expulsion from Emmanuel College.

### **Tobacco**

According to the Center for Disease Control, tobacco use, including cigarette smoking, cigar smoking, and smokeless tobacco use, is the single leading preventable cause of death in the United States. Tobacco use or possession in any form is not permitted. Violation of school policy dealing with tobacco use and will result in disciplinary action.

### **Altercations**

Violent, aggressive, and/or threatening behavior will not be tolerated. Students who engage in such behavior will face disciplinary actions including the possibility of suspension.

### **Illegal Activity**

Students who are involved in activities that violate federal or state, or local laws will be subject to disciplinary measures by the college which may include suspension.

### **Language**

Taking God's name in vain or the blatant use of abusive, profane, racist, obscene, or sexist language is prohibited. This also includes using abusive language on the internet.

### **Harassment**

Harassment stands in direct opposition to the mission and values of Emmanuel College and will not be tolerated. Harassment of students or employees by other students or employees is not permitted regardless of the working relationship or supervisory status. Harassment includes hostile or intimidating conduct or behavior that negatively affects the mental or emotional health of the individual.

Harassment could also interfere with a person's ability to function in a successful manner in his or her academic and/or social life at Emmanuel College and will be dealt with accordingly. It also includes acts that are intended to humiliate, insult, or stigmatize a person or group on the basis of perceived or actual individual characteristics.

Complaints of any harassment outside the classroom setting should be reported promptly to the Vice President for Student Life. Complaints of any harassment inside the classroom setting should be reported promptly to the Vice President for Academic Affairs. An investigation of any complaint will be undertaken immediately and members of the Emmanuel College community found in violation will be subject to appropriate disciplinary actions. The college will not tolerate retaliation of any kind against students or employees based upon their allegations regarding discrimination or harassment.

### **Social Networking Websites**

Students who post inappropriate information or pictures on social networking sites, web-pages, etc. that is not congruent with the Lifestyle Standards outlined in the Student Handbook could face disciplinary action including suspension.

### **Dress Statement**

Members of the Emmanuel College community are expected to present themselves in dress and appearance in a modest and appropriate manner at all times. Modesty can be defined as anything that does not draw inappropriate or undue attention to one's self or any part of one's anatomy. While there is an allowance for personal choice and comfort in dress, the environment should reflect the fact that students at Emmanuel College are Christian adults.

Shirts and shoes are required for class, chapel and any public buildings. Shirts must be worn in all public places inside and outside. Students may not wear skirts or shorts that are above finger tip length, when arms are at their side. Clothing that is revealing due to holes, cut, style, or fit is not appropriate.

Clothing with inappropriate advertising, designs, and, or logos that are contrary to the mission and values of Emmanuel College is not permitted. The term "inappropriate" includes, but is not limited to, alcohol or cigarette ads, sexually explicit sayings or designs, and drug-related sayings or designs.

Students who are leading worship or similar services or are attending CAP events or other formal college functions should dress in a manner appropriate for the occasion (no shorts, sandals, etc.).

Students who do not dress appropriately should expect to be confronted verbally or in writing by Emmanuel College employees and will in some cases be expected to change into appropriate attire before being able to participate in college activities.

## **Weapons and Fireworks**

Any weapons (including guns, B.B. or pellet pistols, paint ball, machetes, long-blade knives – 4 inches and over) are prohibited on the Emmanuel College campus including storage in vehicles parked on campus. City ordinances forbid the possession or discharge of fireworks of any kind. Persons who violate this law will be subject to civil action, as well as serious disciplinary action by the College. Any student carelessly endangering the safety of others will face serious disciplinary action including the possibility of suspension.

## **Entertainment**

Members of the Emmanuel College community must critically evaluate all forms of entertainment so as to avoid evil and enhance a pure life. As a College, we recognize that there is a wide variety of opinion within the Christian community regarding what is appropriate. Therefore, students are expected to use discretion in all viewing choices. Students are not to view, or have in their possession, movies that appeal to prurient interests, contain excessive violence or include objectionable material. Resident Area Directors have the authority to determine if a movie is appropriate to be viewed in the residence hall.

Personal preferences in musical styles vary widely among individuals. Students are asked to use wise discernment in choosing music. Music with vulgar or explicit lyrics is not permitted on campus.

For the benefit of others in the College community and to create the proper atmosphere for relaxation, study, rest and informal interaction, volume should be kept low or headphones should be used. Residence Life staff will have the authority to make judgments on the appropriate level of music in the dorms.

As with movie viewing, students must evaluate their television viewing choices with mature discretion. Choices should be made with the goal of avoiding evil and enhancing a pure life.

Private use of video tapes, movies, films, videotaped television programs, etc. should also be governed by the same discretionary guidelines listed above for movies. Any video tape or movie shown by a student or student organization anywhere on campus (other than a student's room) must be approved by the Resident Area Director or organization sponsor under the direction of the Vice President for Student Life. Students who fail to abide by this policy are subject to disciplinary action. All copyright laws must be followed.

## **Dancing**

Provocative and suggestive dancing is not permitted on campus or at college functions. However, acceptable forms of expression may be sanctioned.

## **Dance Clubs**

Students are prohibited from attending taverns, bars, dance clubs, and other such places, which are not consistent with a Christian lifestyle. Students who violate this policy will be subject to disciplinary action.

## **Fan Behavior**

In congruence with our mission, Emmanuel College encourages good sportsmanship by student-athletes, coaches and spectators, and expects all individuals to cooperate by supporting the participants and the officials in a positive manner.

The use of obscene gestures, profanity, as well as racist, sexist, or unduly provocative language or actions, intimidating action or actions not of the highest standards toward officials, opponents or spectators will not be tolerated and will be grounds for removal from all athletic facilities. In addition, currently enrolled students who violate this policy will be subject to disciplinary action.

## **Social Interaction and Dating**

The Emmanuel College experience provides many excellent opportunities to develop relationships. It is important to remember that in all interaction, whether between friends or dating couples, respect and courtesy should be shown. The principles of morality and propriety must guide our behavior. In application of these principles, public displays of affection are deemed inappropriate and questionable verbal and physical familiarities are not permitted.

## **Sanctity of Human Life**

The Bible is clear in its teaching on the sanctity of human life. Life begins at conception. We view the destruction of innocent life through abortion-on-demand as incongruent with a Christ-centered community. The Director of Counseling and Career Services and Campus Pastor are available for counseling and consultation in this area. Students will also receive information on local Crisis pregnancy assistance.

## **Gambling**

Students are not permitted to participate in gambling of any kind.

## **Hazing**

Hazing is strictly prohibited and will not be tolerated by the College under any circumstance. "Hazing" means 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. Violation of school policy dealing with hazing will result in disciplinary action.

## **Disrespect**

Emmanuel College students are expected to be courteous, polite and respectful toward faculty, staff, administration, resident advisors, guests and other students. When a student is reported for being disrespectful, rude or discourteous, severe disciplinary action will be initiated.

## **Theft**

Stealing from and/or possessing without authorization, any property or services from the college or another person is strictly prohibited.

## **Sexual Morality**

Emmanuel College supports wholesome interaction between the sexes but stands in opposition to the societal standards that condone pre-marital and extra-marital sexual relations, homosexual practices and other sexual acts that are not in congruence with Scripture. Individuals who engage in sexual acts that Scripture condemns (pre-marital sex, adultery, and homosexual practices) will result in severe disciplinary action including possible suspension. Members of the opposite sex who spend the night in the same bed or in the same room will also face severe disciplinary action, regardless of the location.

## **Sexual Harassment and Sexual Assault**

(See full policy and procedure below)

## **Pornography**

Pornographic material of any kind is strictly prohibited on the Emmanuel College campus. Examples of pornographic material include magazines, books, posters, photos, videos, computer games, and internet web-sites. The college reserves the right to confiscate all such materials and search personal compute files and web-sites should it be necessary. Students that are in violation of this policy will face disciplinary action.

## **Vandalism**

Students will face disciplinary action if misuse or vandalism of college property occurs. This includes unauthorized use of property belonging to the institution including, but not limited to, fire alarms, fire equipment, telephones, keys, and/or safety devices.

## **DISCIPLINE POLICY**

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.

Student discipline is the responsibility of the Vice President for Student Life. All 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 Vice President for Student Life and those decisions will 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. **The college will reserve the right to notify parents at any time regarding disciplinary action.**

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.

### **General Disciplinary Procedures**

The Vice President for Student Life is the chief disciplinarian. Reports of alleged violations are sent to the Student Life Office. Complaints of alleged violations of the Student Handbook may be filed against any student by any member of the college community. Unless otherwise stated, the complaint shall be a brief, written statement, citing the provisions of the policy allegedly violated and providing a summary of the facts deemed to constitute a violation.

Complaints shall be filled with the Vice President for Student Life where an investigation may occur. The investigation may include but is not limited to interviewing those involved in the alleged violation, witnesses of the violation, college employees, reviewing Safety Resource Officer Reports, requesting law enforcement records, and requesting information from members outside of the campus community.

The Vice President for Student Life has the choice to handle violations in one of several ways:

1. Refer the problem to the appropriate staff person.
2. Handle the problem himself - assigning whatever corrective and/or punitive measures which may be appropriate.
3. Refer the problem to the Student Conduct Committee.

### **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 that may result in disciplinary probation or the possibility of suspension or expulsion. The committee is made up of two faculty members, Residence Life staff, and the Student Government Association President (the Vice-President will serve in the President's absence).

The Director of Campus Life will serve as Chair in a non-voting capacity unless there is tie vote. Failure to appear before the Student Conduct Committee will result in disciplinary action as determined by the Vice President for Student Life.

The Student Conduct Committee does not handle alleged violations of the College's Academic Integrity policies. All matters concerning violations of the academic honor code should be referred to the Vice President for Academic Affairs. 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 or Legal counsel is not allowed in the proceedings.

The Director of Campus 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 nature of the charges against him/her. The main objective of the Student Conduct Committee is to determine guilt or innocence and to assign the appropriate consequences. 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.

The decision of the Student Conduct Committee will be forwarded to the Vice President for Student Life. The involved student(s) will be notified within twenty-four (24) hours of decisions of the committee. If a suspension or expulsion occurs, he/she will also be informed of their right to appeal. A written appeal must be submitted to the Vice President for Student Life's office within twenty-four (24) hours of the original decision.

The appeal, unless extraordinary circumstances exist, will be heard within five (5) working days from receipt of the written request for an appeal. 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.

### **Appeals**

The Dismissal Appeals Committee will hear students who wish to appeal a dismissal made by the Student Conduct Committee. The committee will include

three faculty members, two staff members, and a member at large from the student body. This committee will examine the dismissal of the student and three issues will examine:

1. Were Emmanuel College policies followed as outlined in the Student Handbook?
2. Is there sufficient evidence to support dismissal?
3. Does the infraction warrant dismissal?

If the Dismissal Appeals Committee believes that these issues have been satisfied, then the Committee will vote to affirm the suspension. If the Committee does not believe all of these issues are resolved, the student will be referred back to the Student Conduct Committee for disciplinary action other than dismissal. The decision of the Dismissal Appeals Committee will be final.

## **Disciplinary Consequences**

The Vice President for Student Life, or his designee, and the Student Conduct Committee have a number of options available in rendering a decision in relation to student conduct violations. These decisions include but are not limited to the following:

### **1. Disciplinary Probation**

A student is prohibited from participating in activities which represent the college (e.g. athletic teams, student ministry teams, etc.) and in all 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 student conduct while on probation may result in more severe disciplinary sanctions, to include suspension or expulsion from the institution.

### **2. Warning**

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

### **3. Mandatory Community Work**

Required service to a particular person, or group of persons, within the College community or to members of the community served by the College. Work hours may take the form of educational activities, community service, or manual labor.

#### 4. Counseling

Students may be required to meet with the Director of Counseling and Career Services.

#### 5. 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.

• Absence from mandatory meetings	\$10.00
• Items taken out of cafeteria	\$10.00/per
• Items in residence hallways (fire-code violations)	\$10.00/per
• Showing unlicensed/non-approved Videos in public areas	\$20.00
• Throwing food	\$25.00
• Failure to complete end of year check out form	\$25.00
• Loss of room key/failure to turn key in	\$50.00
• Pets in the residence hall or any other building	\$25.00
• Reckless operation of vehicle (such as driving on grassy areas, sidewalks, or with someone on the exterior of vehicle)	\$25.00
• Burning candles, incense or other open flames (fir-code violation)	\$50.00
• Use of prohibited items in residence hall rooms (hot plates/ hot/pots, toaster ovens, oil popcorn poppers, halogen lamps, any appliances with exposed coils)	\$50.00
• Roof walking or wall climbing on any campus building or awning or structure	\$50.00
• Unauthorized possession or duplication of keys	\$100.00
• Possession and/or use of firearms, fireworks, weapons	\$350.00
• Unauthorized entry or exit	\$350.00
• Tampering with fire alarms, smoke detectors, emergency doors, fire extinguishers, emergency exit lights, security alarms, secured doors/windows, security vehicles, etc.	\$100.00
• Vandalism	Restitution

**6. Restriction(s)**

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

**7. Restitution**

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

**8. Research Essays**

This may include writing essays on assigned books or articles.

**9. Accountability Workshops**

Attendance at workshops as deemed necessary.

**10. Combined Sanctions**

A combination of disciplinary consequences.

**11. Suspension**

**12. Expulsion**

**Suspension and Expulsion**

Suspension and expulsion are considered a mandatory withdrawal. The student is responsible for following the withdrawal process, including the Registrar, Financial Aid and Student Accounts. 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 in each of the student’s courses, and no credit is earned.

If suspended, the student is separated from the institution for a stated period of time, with conditions of readmission stated in the notice of suspension. When a suspension or expulsion occurs, a student must leave the campus immediately unless otherwise instructed by the Vice President for Student Life. Expulsion entails a permanent separation from the institution.

## **Sexual Harassment and Assault**

Violation of school policy pertaining to sexual harassment and sexual assault is a serious offense and will be dealt with accordingly. The Vice President for Student Life and other College Officials shall utilize the following procedures:

### **Sexual Harassment**

#### **A. Policy Statement**

Emmanuel College will not tolerate any sexual harassment and will make every effort to prevent and eliminate sexual harassment from the campus community. A foundational goal of Emmanuel College is to provide a living, learning and working environment where individuals are free to realize their full potential. Sexual harassment is fundamentally at odds with these goals, and violates human dignity. Sexual harassment harms students, faculty, and staff, as well as the academic community as a whole. This policy applies to all members of the Emmanuel College community in both on- and off-campus settings.

#### **B. Definition**

Sexual harassment is distinguished from voluntary sexual relationships in that it introduces such elements as coercion, threat, and unwanted sexual attention. The following shall be considered sexual harassment as stated in Section 703 of Title VII {42 U.S.C. [2000e-2(a)]}:

*Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.*

#### **C. Reporting Sexual Harassment**

Students should report sexual harassment to the Vice President for Student Life. As outlined in the Emmanuel College Employee Handbook, "an employee who is the object of sexual harassment in the workplace shall report the alleged sexual harassment incident to the alleged offender's supervisor. The supervisor, upon receiving the report, shall notify the President's office of the allegation. The President will evaluate the situation and assign the investigation of the incident as deemed appropriate."

In cases where harassment constitutes sexual assault, students, staff and faculty should report the conduct to the Vice President for Student Life. The Vice President for Student Life reserves the right to involve the Office of Campus Safety and local law enforcement in cases of sexual assault.

#### D. Investigation of Complaint

To the extent possible, the College will investigate every allegation of sexual harassment in a timely manner. The investigation shall be appropriate to the allegation, taking into consideration its seriousness, the extent to which it is or can be substantiated, and the nature of the resolution the complainant desires.

Information gathered during the investigation process may include but is not limited to the time, place, actual or potential witnesses, any actions or other responses to the alleged harassment already taken by the complainant, identification of the alleged harasser, and other pertinent facts or allegations. The accused will have the right to be accompanied by a friend, family member, or other individual of the accused's choice.

#### E. Disciplinary Action

Violation of college policy pertaining to sexual harassment is a serious offense and may result in student suspension or expulsion.

#### F. Counseling Options

Members of the Emmanuel Community who would like information or confidential counseling about sexual harassment should contact the Director of Counseling and Career Services at (706) 245-2715. They may also contact the Sexual Assault Center of Northeast Georgia at 1-888-363-1912 (operates 24 hours a day, 7 days a week). Discussions with representatives of these offices will not be considered complaints of harassment to the College and will not necessarily, without additional action by the complainant, result in intervention or corrective action.

#### G. Timeframe for Reporting

All reports of sexual harassment will be investigated. Sexual harassment should be reported as soon as possible after its occurrence. Prompt filing of complaints enables the College to investigate complaints more effectively and resolve problems in an expeditious manner. Delays in reporting, however, will not relieve the College from its responsibility to investigate.

## H. Retaliation Prohibited

Retaliation or threats of retaliation against a person making a sexual harassment complaint or against a person who participates in an investigation concerning sexual harassment will be considered a serious violation of this policy and will be subject to immediate disciplinary action.

## I. Confidentiality

The Campus Counselor and Campus Pastor give complainants the highest level of confidentiality. Such conversations are not disclosed to anyone (unless there is a clear threat of suicide or harm to another, or if a minor is involved) without the express permission of the person seeking advice. Members of the College community who wish only to discuss their experience should first seek the advice of a confidential counselor if they wish to ensure their conversations receive the maximum degree of protection from disclosure.

Conversations with the college officials give complainants private but less confidential communication. The College responds promptly and fairly to complaints of sexual harassment while taking the appropriate actions as outlined in College policy.

Unlike a confidential counselor, campus officials with knowledge of actions of harassment have an institutional responsibility to take prompt and appropriate steps to resolve complaints. When investigating a complaint of sexual harassment, the College will proceed in such a manner as to maintain confidentiality and to protect the identity of the individuals involved to the extent practicable under the circumstances.

All parties to the complaint and witnesses interviewed during an investigation will be asked to keep the complaint and investigation confidential. The College's obligation to stop sexual harassment, however, means that it must take appropriate action to stop harassment. Therefore, the College cannot always guarantee confidentiality.

## J. Protection of Complainant

When the college receives a complaint of sexual harassment, immediate steps will be taken to prevent further harassment of the complainant. Such special arrangements may include, but are not limited to, the removal of a student from class as feasible or the temporary reassignment of an employee to another supervisor until a determination of fact and a resolution can be concluded.

Complainants may request changes in their work, academic, or living situations. Requests for such changes will be considered on the basis of their appropriateness

and whether the requested change is reasonably available.

#### K. False Reports of Sexual Harassment

Making a false report of sexual harassment is a violation of College policy and is a serious offense. Any person who willfully makes or participates in making a false or frivolous report of sexual harassment will be subject to disciplinary action up to and including dismissal.

#### L. Record Keeping

The Vice President for Student Life will maintain records of all sexual harassment complaints involving students. Sexual harassment complaints involving faculty and staff will be kept by the Human Resource Officer. Record information may contain the receipt of the complaint, the notification of the accused and his or her response, the steps taken to investigate the complaint, and whether the complaint was substantiated.

### **Sexual Assault**

#### 1. Policy Statement

Emmanuel College is committed to a policy that preserves respect and dignity for all members of the campus community. Acts of sexual assault by or against students, employees, visitors to the campus, or other persons who use College facilities will not be tolerated and will be punished both under Georgia law and under Emmanuel College policy. This policy applies to all members of the Emmanuel College community in both on- and off-campus settings.

#### 2. Definition

Sexual assault is an extreme form of sexual harassment and is a crime defined by the Georgia criminal code. The following shall be considered sexual assault:

Sexual assault is any nonconsensual sexual act, including those resulting from threat, coercion, or force. Sexual assault may be committed by a stranger or an acquaintance and may occur between members of the opposite or same sex. Acts defined as sexual assault include rape, date rape, acquaintance rape, and gang rape, but may also include sexual touching of another person against his or her will, and forcing an unwilling person to touch another person sexually.

#### 3. Reporting Sexual Assault

Any student, faculty member, staff member, administrator, or visitor to the campus who has been sexually assaulted or who has witnessed a sexual assault should dial

911 immediately. Emmanuel College will assist students in notifying these authorities if requested. If the assault happened on campus (in addition to calling 911), the report should be made by calling the Campus Safety number at ext. 2911 (245-2911 from cell-phone or off-campus phone).

Those who have been sexually assaulted are also encouraged to call the Sexual Assault Center of Northeast Georgia – 1-888-363-1912 (operates 24 hours a day, 7 days a week). The Center offers advocacy services to victims of sexual assault and their families. Students who are victims of sexual assault should also report the incident of sexual assault to the Vice President for Student Life at (706) 245-0265 or (706) 245-2880. This will initiate campus disciplinary action against the alleged attacker and may prevent another assault.

College staff who are victims of sexual assault should report to the Vice President for Finance at (706) 245-2804. Faculty who are victims should report to the Vice President for Academic Affairs at (706) 245-2804. Faculty and staff who learn that a student has been sexually assaulted are required to report the alleged assault to Office of Campus Safety and/or to the Vice President for Student Life. Those who have been assaulted or who are aware of sexual assault may make an anonymous complaint to an appropriate authority. The College will record and will attempt to investigate anonymous complaints, but cannot do so with the same rigor as signed complaints.

All cases involving sexual harassment or sexual assault of a minor should be reported to the Office of Campus Safety (706) 245-2810 / (706) 498-3936 or the City of Franklin Springs Police Department at (706) 245-6957.

#### 4. Investigations of Sexual Assault

Emmanuel College Office of Campus Safety in cooperation with Vice President for Student Life, local law enforcement, and other appropriate personnel will investigate all reports of sexual assault and will update those reporting sexual assault as to the status of the investigation on a regular basis.

#### 5. Preserving of Evidence

While the College realizes an assault victim may suffer shock following an attack, he or she should make every effort to preserve evidence of the assault which may be needed as proof in a criminal prosecution of the attack. Time is a critical factor for evidence collection and preservation. Victims and others should not alter the scene of the attack. The victim should not change clothes, take a bath, brush teeth, eat, drink, smoke, urinate or defecate before calling the police or the Sexual Assault Center of Northeast Georgia.

If clothes are removed, they should be placed in a paper bag, not in a plastic bag because plastic destroys the evidence. The victim should go to a local hospital, which has kits to collect and preserve evidence of rape and sexual assault. Victims should also write down everything they can remember about the sexual assault.

## 6. Counseling and Health Services

Confidential counseling for sexual assault is available on campus at the Counseling Center (706) 245-2715 and off campus at the Sexual Assault Center of Northeast Georgia 1-888-363-1912. Health services are not provided on campus. Victims should report to Cobb Memorial hospital or call (706) 245-5034. Health services are also available in the Franklin County Health Department (706) 384-5575 and from counselors, psychotherapists, and doctors practicing privately in the area.

## 7. Accommodations

Individuals who have been sexually assaulted may request changes in their work, academic, or living situations from the Vice President for Student Life, Vice President for Academic Affairs, or Vice President for Finance.

Requests for such changes will be considered on the basis of their appropriateness and whether the requested change is reasonably available. The Office of Campus Safety can assist students in obtaining other relief, including a police escort, a protective order directing the accused not to have any further contact with the complainant, and a ban from campus of non-students alleged to have committed sexual assault on campus.

On a regular basis, the Vice President for Student Life will notify complainants of the status of their cases or the implementation of disciplinary action and follow up with victims of sexual assault.

## 8. College Disciplinary Proceedings

In addition to criminal prosecution, students and employees accused of sexual assault are subject to College disciplinary action. Both the accuser and the accused are entitled to the same opportunities to have a friend, family member, or other individual of choice present during disciplinary proceedings.

According to the circumstances of the case, possible sanctions may range from a formal reprimand, suspension, or expulsion from the College. Both the accuser and the accused will be informed of the outcome of any institutional disciplinary proceeding. The outcome of a disciplinary proceeding means only the College's final determination with respect to the alleged violation and any sanction imposed against the accused.

Whether a case results in a criminal conviction or not, the accused may still be disciplined using the guidelines outlined in Emmanuel College policy. The Office of Campus Safety will refer all reported incidents of sexual assault to the Vice President for Student Life or other Administrators, who in consultation with the complainant may initiate disciplinary action. The accused and the accuser are entitled to all procedural protections due under these complaint procedures.

Once again, any student, faculty member, staff member, administrator or visitor to the campus who has experienced or witnessed sexual assault should seek help and contact one of the following individuals:

- Franklin County Emergency Dispatch – 911
- Campus Safety – 2911 (245-2911 if calling from cell-phone or off-campus phone)
- Franklin Springs Police Department – (706) 245-6957
- Vice President for Student Life – (706) 245-0265 or 245-2881
- Director of Campus Operations, Ron McCullar – (706) 245-2810

The following on campus resources are available:

- Director of Counseling and Career Services - Sean Williamson (706) 245-2715
- Director of Spiritual Life and Campus Pastor – Chris Maxwell (706) 245-2887

Other Resources:

- Cobb Memorial Hospital – (706) 245-5034
- Sexual Assault Center of Northeast Georgia Hotline – 1-888-363-1912 (operates 24 hours a day, 7 days a week).

## **Health Awareness**

Health information is available to students including resources on nutrition, exercise, stress management, disease prevention and self care information at the Student Life Office. Medicine vending machines are located throughout campus including residence halls. 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 Life 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, either through deliberate action or carelessness, will be held responsible and will be handled in an appropriate manner.

## **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 Vice President for Student Life. The Vice President for Student Life will consult with health-care providers, counselors, professors, and other individuals as appropriate. The Vice President for 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 Vice President for 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.

## **Student Rights**

As a student at Emmanuel College, your rights include, but are not limited to, the following:

1. The right to receive quality educational instruction.
2. The right to inquire about institutional policy-making.
3. The right to be treated with dignity and respect.
4. The right to know the regulations and policies for which you are accountable.
5. The right to be treated fairly if charged for violating college policies.
6. 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.
7. The right of confidentiality of your educational records according to the Family Educational Rights and Privacy Act.
8. The right of access to your educational records.

## **Resolving Student Grievances**

Students who have complaints or grievances shall have the following guidelines at their disposal for resolving them:

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 Resident Area Director.
3. Student relationship grievances should be submitted to the Director of Campus Life.
4. Counseling grievances are submitted to the Director of Counseling and Career Services.
5. Complaints of a religious nature should be addressed to the Campus Pastor.
6. Housing grievances should be submitted to the appropriate Resident Area Director.

If a satisfactory resolution cannot be reached at this level, then the grievance shall be presented in writing to the Vice President for Student Life 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 Life. 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.

7. A grievance regarding financial difficulties shall be reported directly to the Business Office. If no resolution is achieved, the grievance may be made in writing to the Vice President for Finance who shall bring it before the Administrative Council.
8. A grievance that involves a faculty member, grades, academic assignments, plagiarism, etc. should be reported directly to the faculty member involved. If satisfaction is not achieved there, the grievance is presented in writing to the Vice President of Academic Affairs. All persons involved must be present at that meeting. If a resolution is not reached, the student may submit a written copy of the grievance to the Faculty Senate. If the Faculty Senate cannot resolve the matter, a final appeal may be made to the Academic Appeal Committee, which is composed of the President of the College and two faculty members appointed by him. The decision of the Academic Appeals Committee is final.
9. A grievance involving Financial Aid shall be presented directly to the Financial Aid Office.
10. 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 Athletic Director. If resolution is not reached at this level, an appeal may be made to the Vice President for Student Life. The decision of the Vice President for Student Life is final.

### **Solicitation on Campus**

No soliciting of goods or services is permitted on campus or in any college-controlled housing without written permission from the Business Administrator. Students are to report to their Resident Assistant 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 written permission from the Business Administrator. Permission forms may be obtained in the Aaron Building, Room 103. Private vendors of any kind will be prohibited from marketing any items on campus.

### **Student Regulations Committee**

As an individual or institution grows, changes are often needed to facilitate that growth. Many of the regulations at Emmanuel College are clearly stated in the Bible as standards for all persons. These will not change. However, other regulations are open to discussion and are within the realm of possible change or revision. The Student Regulations Committee is the medium through which students may express themselves regarding College regulations. The committee is composed of six students, two faculty members, two Resident Area Directors and

the Vice President for Student Life. The committee meets during the spring semester of each year to consider regulations for the following year. The committee does not have the authority to actually change regulations but may recommend changes and revisions to the Administrative Council, which is the body by whom these decisions are finalized.

## **RESIDENCE LIFE**

The residence life program involves on-campus residence living that includes programmatic initiatives and special events open to all students. Residence Life plays a major role in the educational process by providing key encounters that challenge students to fuse classroom learning with real life experience. The residence halls provide a living environment in which students will be challenged to increase social skills, make new and lasting relationships, examine new ideas, learn new skills, and adjust to new and different situations and people. Each student will be given the opportunity to serve others and grow in Christ by developing a strong sense of community, receiving encouragement, support, and guidance.

### **Residency requirements**

**All single, full-time students who do not reside locally in the primary residence of their parents or a legal guardian are expected to live in a college residence hall.** Students who have an extenuating circumstance or are 22 years of age (before the first day of classes for the fall term) and wish to appeal to live off campus must submit an application for exception to the Vice President for Student Life (applications can be obtained at [www.ec.edu](http://www.ec.edu)).

Applications for exceptions must be submitted to the Vice President for Student Life. In addition, written parent or guardian permission must be submitted with the request. Other references may be requested by the Vice President for Student Life.

Emmanuel College students living off-campus are required to abide by all moral and ethical standards as outlined in this Handbook. Alcohol and/or drugs are not allowed in the possession of Emmanuel College students. Failure to follow this policy may result in automatic suspension. Students who move off-campus without permission may not be activated or attend classes until their housing status is approved by the Vice President for Student Life. The decision of the Vice President for Student Life is final.

## **Residence Life Agreement**

By moving into the residence halls, the resident agrees to all rules, policies, and guidelines pertaining to on campus living 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.

## **Student Conduct**

Should a resident student be charged with violating any residence life policy and/or directive of a residence life staff member, appropriate disciplinary action as outlined in the Community Life section of the Student Handbook will apply.

## **Residence Halls**

- Drum Hall – Coed by floor
- King Street – Upper class Women (60 hours or more)
- Jackson Hall – Women’s Hall
- Melton Hall - Upper class Men (60 hours or more)
- Wellons Hall – Men’s Hall

## **Resident Area Directors (RAD)**

The Resident Area Director is responsible for the daily operation of assigned residential facilities. Responsibilities include supervision of a Resident Coordinator, Resident Assistant (RA’s), being available for students, implementation of developmental program initiatives, and enforcing college standards, rules and policies. The RAD’s report to the Vice President for Student Life.

## **Residence Coordinators (RC’s)**

Resident Coordinator’s assist the Resident Area Director’s in carrying out the operational functions of their assigned residence area. Responsibilities include but are not limited to supervising Resident Assistants, maintaining facilities, and carrying out the appropriate programmatic initiatives.

## **Resident Assistants (RA’s)**

Each residence hall is staffed with a student RA. Resident Assistants are responsible for helping establish a positive environment within their residence halls through offering programming activities, assisting resident needs, and appropriate

enforcement of college policy. Resident Assistants who serve in a facility staffed with an RC will report directly to that position. Otherwise, the RA reports to a RAD.

### **Reservation of Rooms and Rental Property**

A housing application/contract is required for both residence hall living and off-campus student rental property. Current resident students will be given first choice (during Spring Semester) to request rooms for the upcoming school year. A housing application and deposit must be submitted to the appropriate Resident Area Director before requested housing will be assigned. Students should contact their Resident Area Director for this information. However, students who are placed on academic or disciplinary suspension will lose this privilege. Their names will be placed behind the incoming freshman and transfer students. Incoming freshman and transfer students' room reservations will be considered in order of date of receipt of their room deposit.

In addition to making a request to the Resident Area Director, students wishing to apply for a space in Emmanuel College rental property units should contact the Facilities Use Coordinator. A waiting list is maintained and guidelines are available through the Facilities Use Coordinator.

### **Restricted Areas**

Outside of move-in/year end check-out, students are not permitted on the residence hall floors/in the residence hall rooms of members of the opposite sex unless directed otherwise by the appropriate college personnel. Violation of this policy may result in severe disciplinary action including possible suspension.

### **Room Occupancy**

Prior to each semester, all students are notified as to the opening date of the residence halls. Students are asked not to return before these dates unless special permission has been obtained from the Office of Student 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.

Students are expected to take their belongings with them at the time they are going home for the summer, or if they are no longer enrolled. Unless permission has been obtained from the Resident Area Director and Director of Campus Operations, items left in rooms will become the property of the college ten (10) days after graduation (or after the student is no longer enrolled). Students must bring their own supplies for cleaning their rooms.

## **Furniture**

No furniture is to be removed from rooms or used in a manner other than that for which it is intended. All room furnishings belonging to the College must remain in good condition. Students will be financially responsible for damaged, misplaced, or missing furnishings. If a student should damage their room or furnishings they must make arrangement for payment for the breakage before final exams may be taken.

## **Room Inspection**

Regular inspections will be conducted by residence life personnel to ensure the overall cleanliness of the room. Dishes are expected to be clean, dirty clothes placed in a laundry basket, and floors vacuumed. Failure to do so could attract insects and/or rodents. 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.

Literature, pictures, posters or advertisements that are obscene or otherwise distasteful are not permitted in the residence halls. Fireworks, firearms, pets, tobacco products, intoxicating beverages, and illegal drugs are not permitted in the residence halls, on campus, or vehicles parked on college property. Possession may result in disciplinary action including possible suspension.

## **Repairs**

Needed repairs to rooms should be reported to the Resident Assistant. The College will attempt to make all repairs as quickly as possible.

## **Room Changes**

Residents may request a room change through the appropriate Resident Area Director. As a general rule, no room changes are permitted during the first 2 weeks of the semester. During the 3rd week of the semester, room changes within the same may be requested. After the 3rd week, no room changes will occur unless under extenuating circumstances.

## **Year-End Check Out**

Students not graduating are expected to check out of their residence hall on the day of their final exam. Special permission to stay after that date must be obtained from the appropriate Resident Area Director. All resident students are required to be out of their dorms NO LATER THAN graduation day. Keys must be turned in,

rooms cleaned, damages noted, and rooms inspected by the Resident Area Director before the student leaves or fines may be assessed.

## **Quiet Hours**

Residence halls must be places where people live cooperatively. Residents should care about those around them and be sensitive to the needs of others. Students must always view the residence halls as neighborhoods where common courtesies should be extended to all residents.

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.

In order to preserve a peaceful atmosphere conducive to study and relaxation, quiet hours are in effect from 9:00 each evening until 9:00 the next morning. Any action which interferes with another residents' ability to study or sleep during this time is a serious violation and may result in disciplinary action.

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.

## **Room Consolidation**

The Office 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.

## **Computers**

Every room is equipped with comport network connections and each building is on the college's wireless computer network. It is the responsibility of the residents to provide their own computer equipment, plus to properly maintain the equipment. Abuse and/or misuse of the college's compute network will be appropriately addressed by the residence life staff.

## **Fire and Tornado Alarms/Drills**

Each residence hall is equipped with fire alarms. These alarms are designed to help save lives and must never be tampered with or ignored. 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 and tornado drills.

## **Curfew**

Curfew times have been established to assist and protect our students. Because Emmanuel College is an educational institution adequate sleep and study times are essential. Curfew is from 12:00 a.m. to 6:00 a.m. Sunday – Thursday. Friday and Saturday evenings it is from 1:00 a.m. to 6:00 a.m. Failure to be in one's residence hall during curfew is a serious matter and will be treated accordingly. Entering or exiting from the residence hall through windows or unauthorized entrances during curfew is forbidden.

## **Closed Weekends**

In order to build community, create new relationships, and provide a time of spiritual renewal for the campus community, the College feels it is necessary 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 Resident Area 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.

The following are closed weekends: Alpha Weekend and New Beginnings Weekend. (Please see the Spiritual Life section of this Handbook for further information on these weekends.)

## **Non-Student Guest Policy**

Students who wish to have visitors spend the night in the residence hall must secure approval from their Resident Area Director 48 hours prior to the arrival of the guest. Approval will not be granted until the visitor completes the appropriate paperwork.

- Students who entertain guests are responsible for acquainting them with college regulations. Guests are expected to comply with college regulations and are

expected to limit their visits to weekends in order to avoid disruption of study schedules.

- Students who have been dismissed from the college must have prior approval from the Vice President for Student Life to visit the residence hall.
- Persons under the age of 18 must have parental permission to stay in a college residence hall. Children under the age of 12 are not to spend the night in the residence hall.

### **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 Resident Area Director. Students may sign out to go home for the weekend immediately after their last class and must return to the campus by 12:00 a.m. on Sunday. 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, they must have prior approval from their Resident Area Director.

When signing out for overnight weekend trips, students must submit the following information to the Resident 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 Resident Area 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 student's personal property. Residents must store their personal property in the room. Likewise, the College does not provide storage for student's 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 your and your property's security. You are responsible for returning the key upon completing the check-out procedure with the residence hall staff. Do not loan your key to anyone, nor are students permitted to try to duplicate their key. If you lose your key, notify the residence life staff

immediately. Charges may be assessed should you lose your key or fail to return your key at check-out.

### **Personal 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. We encourage students to carry personal property insurance. Students must remove ALL property from their residence hall rooms on the day the residence halls close at the end of the spring semester. Any items left at that time will be discarded. Any personal property left in public areas (i.e. bathrooms, hallways, laundry rooms, etc.) is subject to being disposed of.

### **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.

### **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.

### **Room Safety**

Students are responsible for their own possessions. While the College takes reasonable measures to prevent theft and vandalism, individual students must take responsibility for keeping their room doors locked at all times. College insurance does not cover loss of personal possessions, and the college does not assume responsibility for lost or stolen items.

### **Housekeeping and Cleanliness**

It is each resident's responsibility to maintain the cleanliness of both the personal room space and the public area space (i.e. lobbies, bathrooms, hallways, etc.) of each building. The Housekeeping staff provides general cleaning services to common areas. Rooms/Suites with private bathrooms are to be maintained by the residents.

### **Facilities**

- Lobbies - As a general rule, lobbies serve the purpose of creating an environment suitable to student interaction. However, certain visiting hours

will be posted for each lobby that is conducive to the schedules of the residents living in that facility. 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. Students/couples are not permitted to 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 – Residence halls that have kitchen areas are for student use. These areas should be kept clean at all times. All appliances and counters must be cleaned by students immediately after use. Dishes should be cleaned and stored appropriately. 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. Failure to cooperate with these guidelines may result in disciplinary action.
- Bathrooms – Students should help keep residence hall bathrooms clean by taking shower belongings to their rooms and throwing paper towels in the trash cans. Failure to abide by these guidelines may result in disciplinary action.

## **Student Appliances**

Students may have the following appliances in their room:

- Television (cable services are not available)
- DVD player (See Media Standards and Policies stated in the Community Life section of this Handbook)
- Microwave oven
- Coffee pot
- Small refrigerator
- Computer

Because of fire regulations, appliances must have enclosed heating coils. Students

will be responsible for providing a surge protector if they have more than three appliances. If the total ampere demand is more than 16 AMPS, the college electrician must inspect the installation. Students who remove smoke detectors or tamper with fire equipment in the residence halls will be fined a minimum of one hundred dollars (\$100.00) and further disciplinary action may be taken.

### **First-Aid**

In case of illness or injury, the Resident Area Director or Resident Assistant should be notified. A first-aid kit is available in each residence hall for the treatment of minor cuts and scrapes. Medicine vending machines are also located in each residence hall lobby. In the event of more serious illness or injury, the Resident Assistant or Resident Area Director will contact the appropriate emergency personnel. Local emergency rooms are available.

### **Painting of Rooms**

If the Resident Area Director determines that a room needs to be painted, the maintenance department will paint the room. Students are not permitted to paint their rooms.

### **Telephone Service**

Emmanuel College (EC) provides local and long distance dial tone to each dorm room. You must provide your own telephone instrument. We suggest a decent 900 MHz cordless available across the counter at just about any Wal-Mart type store or the local Radio Shack. Any type of standard analog telephone will work. The EC Bookstore carries a low-price telephone that seems to fit the lifestyle of college dorms. Do not waste your money on an expensive telephone that has a built-in telephone answering system. Personal telephone answering machines are not permitted on EC Campus as they frequently interfere with the EC Campus telephone system and other on-campus communications devices.

We also provide one voice mailbox per dorm room that is easy to use and allows you to set up your own security code. Your residence hall RAD and RA have the easy to follow instructions for setting-up and using your personal voicemail box.

There is a notice posted on each dorm central bulletin board that identifies the EC Campus extension number for each specific dorm room. This list also provides instructions on making local and long distance calls, and is also available on the [www.ec.edu](http://www.ec.edu) web page.

Please direct all incoming calls to 1-706-245-7227. Once the voice mail system responds the caller may dial your room extension number and the call will automatically transfer to your room. If you are on-line or out of your room the caller will be directed to your voice mailbox after four (4) rings and prompted to leave a message.

Of course you may also purchase and use the standard commercial pre-paid calling card or use a calling card that your family may have as part of their private residential service. We have blocked the 10-10-333 or 10-10-220 type of long distance calls.

It is important to note that EC records specific data of all incoming and outgoing calls. This data includes but is not limited to the date and time of the call, the caller's number, the number called and the length of the call. We do not record the verbal communications. We reserve the right to use this data internally as needed to identify individual(s) that may be committing fraud. We will also assist local law enforcement authorities in the pursuit of their official and court-authorized investigations.

If you experience any type of telephone or voice mail system problems your first point of contact is your Resident Area Director (RAD). The RAD will help make sure that the problem is not a human error on your part. The Resident Area Director will initiate the appropriate work order if the problem needs to be reported to the Information Systems Department.

For emergency phone numbers, please refer to the Campus Safety website.

### **Summer Housing**

Students requiring summer housing will not be permitted to move in until the weekend before the start of summer classes. Arrangements for the time period between graduation day and the beginning of summer session are the responsibility of the student and not that of Emmanuel College.

## **STUDENT SERVICES**

Students have open access to the member of the Administrative Council. The following descriptions of the duties of these individuals may assist students in selecting the proper individual to whom they could go for assistance. They welcome student visits regarding any interest or 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.

## **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, he appoints faculty members and academic department chairmen. He also has the responsibility for registration of students, applications for graduation, preparation of diplomas and certificates, class schedules, and the assignment of classroom space. With all these duties, the Vice President of Academic Affairs assists the President in planning, policymaking, and administration of the total college operation.

## **Vice President for Student Life**

The Vice President for Student Life is responsible for coordinating all student services, programs and extra-curricular activities, and is responsible for all student disciplinary matters. Student services include: the campus life program, student government, student activities, spiritual life, counseling and career services, intercollegiate athletics, intramural sports, as well as various extra-curricular activities. Assisting the Vice President for Student Life are the directors of all Student Life departments and programs.

## **Vice President for Finance**

The Vice President for Finance is responsible for the overall business and financial operation of the College. Included in this operation is the supervision of the Business Office, Campus Operations, Financial Aid, and Admissions.

## **CAMPUS SERVICES**

### **LifeSprings Bookstore**

The college bookstore offers new and used texts for all college courses. Books are to be purchased each semester prior to the start of classes. Bookstore transactions are separate from student account transactions in the Business Office.

## **Business Office**

This office is responsible for all college accounting and record keeping. Included are financial transactions of the College and of student accounts, providing permanent records, receipting, and security. Supervision includes maintaining systematic reports and collections of student accounts. All individual campus clubs and campus organizations conduct their financial activities through this office.

## **Counseling and Career Services**

The philosophy Emmanuel College Counseling Services is 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. The Director of Counseling 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. The office of the Director of Counseling and Career Service is located in the Student Life building. Appointments can be scheduled by contacting Joann Harper at [jharper@ec.edu](mailto:jharper@ec.edu) or dialing her ext. 2881.

## **Employment**

Most students who work on campus are employed through the Federal College Work-Study Program. Students must apply through the Financial Aid Office in order to determine eligibility. Once eligibility has been determined, work-study positions are then assigned through the Work-study Placement Office. All work-study employees are expected to perform their 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 Career Services Center posts employment notices from local businesses on the "Job Board" in 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, a career fair and individual tutelage. See our Career Services Center for more information.

## **Financial Aid**

Student employment, loans, and grants are available to 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 Safety**

See the Campus Safety website.

## **Student Activity Center**

The Student Activity Center provides an area for student leisure and recreational activities and includes the following: weight room, racquetball courts, swimming pool, spa, sauna, locker rooms, game room, and student lounge. When using this facility, students and visitors are asked to be considerate of others and to take proper care of all equipment and furniture. The pool will remain open from August until November 1, weather permitting. It will reopen after Spring Break each year. Rules applying to the pool schedule are enforced from the opening of Fall Semester until the close of the Spring Semester.

## **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 cost is \$10.00 and is paid when issued. ID cards are activated each semester when students finalize their account with the Business office. 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.

Access cards are incorporated onto your student ID card. Accessibility to dormitories is limited by gender. The replacement cost of an ID/Access card is \$10.00; replacement of damaged cards is \$5.00. Students are discouraged from loaning their cards to anyone. If you lose your ID/Access card, it is essential that this be reported to Campus Safety immediately so that the access card can be deactivated and a new card can be issued. In the event that you experience scanning problems with your current card, a replacement card may be issued at no charge.

### **Student Role/Participation in Institution Decision-Making**

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

The SGA 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 Life, as well as all members of the Administrative Council, has an “open door policy” through which students are encouraged to visit if they feel they are not being heard through other channels.

## **STUDENT GOVERNMENT ASSOCIATION OF EMMANUEL COLLEGE CONSTITUTION AND BYLAWS**

### **Purpose**

The purpose of the Student Government Association of Emmanuel College is to develop student responsibility, leadership and initiative, to establish a spirit of cooperation among students, faculty, and administration, and to uphold a high standard of character, achievement, and appreciation for the policies and goals of this institution.

### **Article I – Name**

The name of this organization shall be the Student Government Association of

Emmanuel College.

## **Article II – Membership**

The Student Government Association shall consist of students enrolled full-time at Emmanuel College.

## **Article III – Administrative Organization**

The Administrative structure of the Student Government Association shall consist of the officers of the Executive Council, each Class Council, the Student Judiciary Committee and appointed committees.

### **Section A – Officers**

1. The Student Government Association Officers are:
  - President
  - Vice President
  - Member at Large
  - Secretary
  - Treasurer
  - Miss Emmanuel
2. Term
  - All officers shall serve a term of one year.
3. Qualifications
  - a. All full-time Emmanuel College students who have a scholastic average of 2.75 or better are eligible for application.
  - b. All applicants running for Executive President or Executive Vice President must be a rising junior or senior who has served at least 1 year on Emmanuel College's SGA or 1 year at another college's SGA. In the event that there are not at least two applicants that meet the qualifications above, any persons who prove capable of fulfilling the duties required for these positions during the election interview will be granted the opportunity to run for election.
4. Application for Candidacy
  - a. All applicants must plan to be enrolled as students of Emmanuel College for the term of office they seek.
  - b. A thoroughly completed application form must be submitted on or before the established deadline. Applications must be submitted either by the student who desires the office, a group of 10 or more students on behalf of a student, or by the Executive Council as a form of nomination for a student.
  - c. Application may be made for only one office.

- d. The Executive Council will screen all applications. The screening process may consist of a review of the application and an interview of the applicant. The interview is mandatory. However, exceptions will be allowed for extenuating circumstances deemed excusable by the Executive Council President. Approval of an application will be determined on the basis of the applicant's ability, initiative, availability to meeting times, and general student acceptance. Special attention will also be given to the applicants' Christian commitment and attitude toward the College and S.G.A. Those who are scheduled to student teach as required by the School of Education or participate in the SCM internship as required by the School of Christian Ministries must notify the SGA Executive Council. The applicant must demonstrate that duties pertaining to SGA can be carried out while student teaching/interning. A 2/3 majority vote of the SGA Executive Council must take place to approve the applicants potential participation.
- e. A maximum of four applicants may be qualified by the Executive Council as official candidates for each office.

#### 5. Election

Elections for all SGA officers shall be held prior to the end of the school year preceding the term.

#### 6. Campaigns

- a. Must be at least one week between announcement of candidacy and the day of the forum and election.
- b. Each candidate shall present his or her platform in a forum scheduled by SGA. The Executive Council reserves the right to limit the presentations as necessary to comply with time constraints. Each presentation should be ethical, responsible, and a reflection of the candidate's ability and attitude toward the office being sought.
- c. Posters and promotional devices shall be consistent with the policies and procedures of Emmanuel College and shall be placed only in areas designated by the SGA Executive Council.
- d. Posters and promotional devices shall be removed by the candidate by the day following the elections. Failure to comply will result in a fine to be levied by the Vice President for Student Life.
- e. Maximum campaign expenses shall be established by the Executive Council, and no candidate shall exceed that amount.
- f. Other campaign regulations may be determined by the Executive Council. These shall be stated prior to the election campaign.

#### 7. Duties of Officers

- a. President

- 1) To preside over meetings and functions of the Executive Council.
- 2) To propose the following items to the Executive Council for approval and implementation: the annual SGA budget, the formation of committees, appointment of chairmen to the committees, student activities and projects and methods for accomplishing those.
- 3) To be the official representative of the student body at all times.
- 4) To supervise the progress of all SGA and class officers who work to fulfill the administration provided by the SGA President, and to exercise all other power and authority vested in and necessary to the office.
- 5) To meet with Faculty/Administration no less than once per month and to represent the Student Government Association at Faculty/Administration meetings.
- 6) To work an average of 20 hours per week with set office hours based upon his or her semester schedule.
- 7) To serve as a Club Counsel Member.
- 8) To determine whether any absence is excused or unexcused by calling upon the SGA Executive Council to vote no later than one week after an absence occurs.
- 9) To review the Constitution, in its entirety, with all SGA members at least twice a semester.

b. Vice President

- 1) To fulfill the duties of the President in his or her absence.
- 2) To assist the President in the creation of proposals for projects and methods of accomplishing those projects.
- 3) To assist the Executive Council in implementing the projects.
- 4) To act as liaison between students, the SGA Executive Council, and the faculty.
- 5) To represent the student body at scheduled faculty meetings.
- 6) Chair the Constitution Committee and appoint committee members.  
Careful review of the constitution must begin no later than 30 days before the last day of classes.

c. Member at Large

- 1) To fulfill the duties of the Vice President in his or her absence.
- 2) To act as general representative of the Student body.
- 3) To assist the Director of Campus Life with any project of activity and serve as an active member of the Campus Activities Board as the liaison between SGA and C.A.B.
- 4) To assist the SGA President in the creation and accomplishment of student activities, forums, and various campus wide programs.

- d. Secretary
  - 1) To record attendance, take minutes, and process all clerical tasks and correspondence of the Executive Council.
  - 2) To employ the help of class council secretaries in the processing of clerical tasks and correspondence of the Executive Council.
  - 3) To post Executive Meeting Minutes on public bulletin boards and on the website.
  - 4) To oversee the inclusion of articles – which extend invitation to students – in weekly publications for the student body.
  - 5) To notify all SGA members when a meeting is called in a timely manner.
  - 6) To send a written warning to any one who has received 3 or more absences. To chair the Communications Committee (responsible for web site update, all advertisement for events, forums, and SGA activity, etc.) and appoint members to serve on the committee.

- e. Treasurer
  - 1) To keep an accurate record of all finances of the Student Government Association.
  - 2) To assist the SGA President in the creation of the proposed annual SGA budget.
  - 3) To supervise the expending of budgeted funds.
  - 4) To facilitate and recommend fundraising requests and projects to the SGA Executive Council.

8. Miss Emmanuel

- a. Miss Emmanuel is amenable to the Student Government Association of Emmanuel College. All of Miss Emmanuel's events will be coordinated through the Executive SGA President.
- b. Miss Emmanuel will serve 20 hours of community service each semester (Service project must be presented and approved by the SGA Executive council and the SGA advisor before October 1). Miss Emmanuel will speak at events; i.e. Alumni or Admissions events. All requests for Miss Emmanuel's participation must be submitted to the SGA President 4 weeks in advance or at the discretion of Miss Emmanuel's schedule. Miss Emmanuel shall provide the SGA President with a written copy of any speech she shall give one week before the speaking engagement.
- c. Acts as chair of a committee made up of chosen female students who plan and execute at least one event/forum per semester.
- d. Assist the Member at Large with duties. Assist all SGA events.
- e. Lead a weekly small group on campus

- f. Fall Semester Duties: Coordinate Mr. Emmanuel, help coordinate and speak at the Women's Breakfast for Homecoming weekend, and aid in Preview Weekend.
- g. Spring Semester Duties: Coordinate Miss Emmanuel and provide for the nominees, as acceptance for nomination, a document outlining the duties of Miss Emmanuel along with other application requirements as outlined in this Constitution.  
Meet with the elected Miss Emmanuel before the school year ends to provide her with information regarding the job, the election process, and proper procedures.

## **Section B – SGA Executive Council**

### **1. Membership**

The SGA Executive Council shall consist of the SGA President, Vice President, Member at Large, Secretary, Treasurer, each class President, and the SGA faculty advisor.

### **2. Duties and Powers**

- a. To supervise the election and induction of all Student Government Association positions.
- b. To budget student activity fees.
- c. To hear proposals brought forth by the SGA President and to approve or disapprove those proposals.
- d. To implement an adequate system for receiving and processing any concerns, issues or business which are brought to its attention by students, faculty, or administration.
- e. To develop solutions for concerns, issues or business and to determine the means of implementing those solutions whether by committee or project.
- f. To create necessary Issues Committees to resolve and meet student needs and issues.
- g. To make recommendations to the Emmanuel College Administrative Council pertaining to student issues.
- h. To recommend to the Director of Campus Life and the Vice President for Student Life the chartering of any group or club organization by the students.
- i. To make recommendations to the student body and to bring to the attention of the students any infractions of college regulations.
- j. To promote student participation in student government by such means as student forums.

### **3. Meetings**

- a. The Executive Board shall meet once a week with the flexibility of postponing a meeting if circumstances deem doing so necessary. The Board shall set meeting

times at the beginning of each semester. General session meetings will always be open to students.

- b. Attendance is required of all Executive Council members, with the exception of extenuating circumstances. SGA Executive Council holds the right to determine whether the cause of an absence is extenuating by a 2/3 majority vote.
  - i. No more than 2 unexcused absences per semester are allowed for the Executive Council. No more than 5 unexcused absences for all other SGA members. A warning will be given after the third absence. This warning will be placed in the minutes of the meeting during which it is given. If the attendance policy is violated, this is grounds for dismissal at the judgment of the Executive Council. SGA member must notify SGA Executive president in the case of an absence (excused or unexcused). SGA Executive Council holds the right to determine whether the absence is excused or unexcused by a 2/3 majority vote.
  - ii. All Executive Council members are required to attend all SGA events.

#### 4. Forum

The Executive Council members hold the option to organize a forum at least once a semester for the student body to be informed about as well as discuss pertinent issues.

### **Section C – Class Councils**

#### 1. Membership

The Senior, Junior, Sophomore and Freshman Class Councils shall consist of the President, Vice President and Secretary/Treasurer, and faculty advisor of their respective classes.

#### 2. Term

All Officers shall serve a term, which begins upon election and is complete at the end of Spring semester each school year.

#### 3. Qualifications

All full-time Emmanuel College students who have a scholastic average of 2.75 or better are eligible for application.

#### 4. Application for Candidacy

- a. All applicants must plan to be enrolled as students of Emmanuel College for the term of office they seek.
- b. An application form must be submitted on or before the stated deadline. An application may be submitted either by the student who desires the office, a group of 10 or more students on behalf of a student, or by the Executive council as a form of nomination for a student.
- c. Application may be made for only one office.

- d. The Executive Council will screen all applications. The screening process will consist of a review of the application and an interview of the applicant. The interview is mandatory. However, exceptions will be allowed for extenuating circumstances deemed excusable by the Executive Council President. Approval of an application will be determined on the basis of the student's ability, initiative, availability to meeting times and general student acceptance. Special attention will also be given to the applicant's Christian commitment and attitude toward the College and SGA.
      - e. A maximum of four applicants may be qualified by the Executive council as official candidates for each office.
5. Election

Elections for all class officers shall be held no later than four weeks after the beginning of fall semester each school year.
6. Campaign
  - a. There must be at least one week between announcement of candidacy and the day of the campaign speeches and election.
  - b. Each candidate shall present his or her platform in a forum scheduled by the SGA. The Executive Council reserves the right to limit the presentations as necessary to comply with time constraints. Each presentation shall be ethical, responsible, and a reflection of the candidate's ability and attitude toward the office being sought.
  - c. Posters and promotional devices shall be ethical and shall be placed only in designated areas.
  - d. Posters and promotional devices shall be removed by the candidate by the day following the elections. Failure to comply will result in a fine to be levied by the Vice President for Student Life.
  - e. Maximum campaign expenses shall be established by the Executive Council, and no candidate shall exceed that amount.
  - f. Other campaign regulations may be determined by the Executive Council. These shall be stated prior to the election campaign.
7. Duties of Class Councils
  - a. To implement any projects or actions which are appropriated by the Executive Council to the respective Class Councils and to work in conjunction with other Class Councils as required by the Executive Council.
  - b. To consider any concerns, issues, or business brought to its attention by respective class members.
  - c. Class Council must meet with their advisor once per week.
8. Duties of Class Officers
  - a. President
    - 1) To preside over all business of his respective Class Council.
    - 2) To serve as a member of the Class Council.

- 3) To supervise the implementation of any projects or actions which are appropriated to his/her respective Class Council by the Executive Council and work with the Council in completing the event.
- b. Vice President
    - 1) To fulfill the duties of the President in his absence.
    - 2) To assist the Class President in the implementation of all class responsibilities.
  - c. Secretary/Treasurer
    - 1) To assist the Class President in the implementation of all class responsibilities.
    - 2) To assist the SGA Secretary in the processing of clerical tasks and correspondence of the Executive Council.
    - 3) To assist the SGA Treasurer in recording and expending budgeted funds for projects implemented by his respective Class Council.

## **Section E – Student Senate**

### **1. Membership**

The Student Senate shall consist of the Director of Campus Life, the SGA Executive Council and the President of each chartered student club or organization at Emmanuel College.

### **2. Duties**

- a. To propose new events for campus enrichment.
- b. These events must meet the approval of the Director of Campus Life.
- c. These events must be scheduled on the Master Calendar.
- d. To meet once per month with the Executive Council to discuss issues and allow for open communication among the leaders of each club or organization.
- e. To serve as voting members of called meetings.

### **3. Meetings**

Meeting times will be announced by the Director of Campus Life. There will be a meeting once a month. Clubs must have representation at all meetings. Failure to attend the meetings will result in cutting of funds and removal of recognition of a club.

## **Article IV – Rules and Regulations**

### **Section A – Removals**

1. Any member of the Student Government Association who fails to earn at least a 2.75 GPA during any semester shall automatically lose their position.

2. Any member of the Student Government Association whose attitude or behavior is inconsistent with the goals of the College and the Student Government Association shall be dismissed from their position. at the discretion of Vice President for Student Life or as recommended by the SGA Executive Council.
3. Written charges made by students and/or faculty members against SGA administrative members will be reviewed by the Executive Council. A Student Government Association member may be removed by a two-thirds (2/3) majority vote of the Executive Council.
4. Any removal made by the SGA Executive Council may be appealed to the Office of the Vice President for Student Life.

### **Section B – Filling of Vacancies**

In the event of a vacancy, the entire student body must be informed within two weeks of the opened position(s). Applications will be accepted from those who meet the requirements although campaigning is not necessary. Interviews will then be conducted by the executive council in the same manner as the standard election process. Executive Council will then appoint the new SGA member by a two-thirds majority vote.

### **Section C – Procedure in the Executive Council**

1. A simple majority is needed to pass legislation in the Executive Council. A quorum consists of two-thirds (2/3) of its membership.
2. The presiding officer shall not vote except in the case of a tie.

### **Article V – Interpretation**

The SGA Executive Council shall interpret this constitution under the supervision of the Vice President for Student Life and the Director of Campus Life. Their interpretation is subject to review by the Executive Council of the college.

### **Article VI – The 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 Student Handbook and whose behavior is inconsistent with Institution policy.

### **Emmanuel College Honor Creed**

(See the Community Life Section of this Handbook)

## **Article VII – Ratification and Amendment**

This constitution shall go into effect upon approval by the College Administrative Council and by ratification by a two-thirds (2/3) majority vote of the voting student body. The SGA Executive Council may propose amendments to the constitution of the College Executive Council. Amendments shall be valid only when ratified by a two-thirds (2/3) majority vote of the voting student body.