



Emmanuel

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C O L L E G E

*Georgia • 1919*

Student Handbook  
2011-2012



***THE STUDENT IS RESPONSIBLE TO KNOW THE POLICIES, REGULATIONS, AND EXPECTATIONS CONTAINED IN THIS HANDBOOK. A COPY OF THIS HANDBOOK CAN BE OBTAINED FROM THE OFFICE OF STUDENT LIFE. THE STUDENT HANDBOOK IS PUBLISHED ON THE EMMANUEL COLLEGE WEBSITE:***

***[www.ec.edu](http://www.ec.edu)***

***THE 2011-2012 EMMANUEL COLLEGE STUDENT HANDBOOK WAS APPROVED BY THE ADMINISTRATIVE COUNCIL ON AUGUST 2<sup>nd</sup>, 2011.***

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## **CODE OF STUDENT CONDUCT**

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

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

### **Community Life Philosophy**

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

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

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

with and adhering to College policy.

### **Honor System**

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

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

### **Honesty**

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

### **Authority**

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

### **Behavior**

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

### **Respect**

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

### **Community Living**

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

### **Student Rights**

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

- The right to receive quality educational instruction.

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

## **CONDUCT REGULATIONS**

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

### **Alcohol**

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

### **Nonprescription and Illegal 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. (Federal law requires that students be informed that federal and state laws prohibit possession and/or use of illicit drugs. Emmanuel College complies with Federal and State laws regarding illicit drugs.)

The college reserves the right to investigate any suspicious activity regarding nonprescription and illegal drugs. Investigation may include but is not limited to room and/or vehicle inspection, canine drug scan or drug 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.)

## **Weapons**

Emmanuel College conforms to Georgia statutes which address the possession of weapons on or within 1,000 feet of a school safety zone. Violation of this policy will result in appropriate action, including but not limited to expulsion, dismissal, and/or criminal prosecution, if a student or visitor to campus engages in any of the following:

1. Using, possessing, distributing manufacturing, maintaining, transporting or receiving, in a residence hall, any location on College property or at any College sponsored event, any of the following weapons as defined in Georgia Code Section 16-11-127.1 ([OCGA 16-11-127.1](#)):
  - a. Firearm or weapon whether operable or inoperable as defined in or any object of like character, including but not limited to paintball guns, BB/pellet guns, potato guns, air soft guns or nay device which propels a projectile of any kind;
  - b. Knife having a blade of two or more inches
  - c. Straight edge razor or razor blade
  - d. Spring stick
  - e. Bat, club, or other bludgeon type weapon
  - f. Nun Chahka, nun chuck, nunchaku, or shuirken
  - g. Throwing star or oriental dart
  - h. Stun gun or taser
  - i. Any destructive device, detonator, explosive, incendiary, over-pressure device or any explosive materials
  - j. defined in Georgia Code Section 16-11-127.1; or

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

### **Sexual Assault**

Violation of College policy regarding sexual assault is a serious offense and may result in criminal prosecution, suspension, or expulsion. *The full policy and procedure regarding sexual assault is contained in the Student Handbook and in the Annual Clery Act and Fire Safety Report located on the Campus Safety website.*

### **Sexual Harassment**

Violation of college policy pertaining to sexual harassment is a serious offense and may result in student suspension or expulsion. *The full policy and procedure regarding sexual harassment is contained in the Student Handbook and in the Annual Clery Act and Fire Safety Report located on the Campus Safety website.*

### **Illegal Activity**

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

### **Theft, Vandalism, or Damage of Property**

1. No student shall take, attempt to take, or have in his/her possession items of College property, items belonging to students, faculty, staff, or guests of the College, or items belonging to business or individuals in the community without proper authorization.
2. Taking, attempting to take, or keeping any items that belong in a classroom, office, Library, or any other facility on campus.
3. Selling or attempting to sell textbooks unless the seller is the owner of the textbook.

4. Malicious or unwarranted damage or destruction of College property, items belonging to students, faculty, staff, or guests of the College, or items belonging to business or individuals in the community.

### **Interference with the Disciplinary Process**

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

### **Shared Participation for Violations**

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

### **Sexual Immorality and Pregnancy**

1. Engaging in sexual acts that are not in congruence with Biblical teaching including pre-marital and extra marital sex, homosexual relationships/acts/practices, and adultery.
2. Members of the opposite sex who spend the night, regardless of the location, in the same bed and/or sleep together.
3. Conception out of wedlock.
4. Engaging in acts that violate the Christian principles of the sanctity of human life. (The Director of Counseling Services and Campus Pastor are available for counseling and consultation in this area. Students can also receive information on local Crisis pregnancy assistance)

## **Harassment**

1. Hostile or intimidating conduct or behavior that negatively affects the mental or emotional health of an individual.
2. Physical abuse, verbal abuse, threatening behavior, intimidation, coercion, or any type of action that threatens or endangers the safety of another person.
3. Acts that are intended to humiliate, insult, or stigmatize a person or group on the basis of perceived or actual individual characteristics.

## **Clothing and Personal Appearance**

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

## **Disorderly Behavior**

Disorderly behavior includes but is not limited to the following:

1. Disruption or obstruction of classroom teaching or other authorized College activities taking place on campus.
2. Behavior that disturbs the academic pursuits or infringes upon the rights, privacy, or privileges of another person.

3. Failure to comply with directions or instructions given by College officials or the Emmanuel College Safety Resource Officer acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
4. Behavior or actions that are considered rude or disrespectful toward faculty, staff, administration, resident advisors, guests and other students.
5. Involvement in a campus demonstration that disrupts the normal operations of the College and/or infringes upon the rights of others.
6. Circulating any advertisement (paper or electronic) without approval from the proper College official.
7. Operating a motor vehicle in a manner that jeopardizes the safety and well-being of others.
8. Maintaining inappropriate volume levels of residence hall electronics or motor vehicle stereos.

#### **Unauthorized Entry and Use of College Property**

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

#### **Tobacco**

Tobacco use or possession in any form is prohibited.

#### **Non-Academic Dishonesty**

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

## **Residence Halls**

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

(See *The Residence Life Guide*, published by the Office of Residence Life)

## **Misuse or Abuse of Computers/Network**

Violation of College policy pertaining to computer and network usage. Computer use and network policies can be found online at <http://www.ec.edu/cris/computerusage.asp>.

## **Fire Safety**

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

## **Gambling**

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

## **Hazing**

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.

### **Social Networking Websites**

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

### **Multi-Media Usage and Entertainment**

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

### **Dancing/Dance Clubs**

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

### **Athlete and Fan Behavior**

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

### **Social Interaction and Dating**

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

### **Inappropriate and Offense Language**

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

### **Pornography**

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

## **DISCIPLINE POLICY**

Student discipline is the responsibility of the 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 may take into account the temperament of the student/s involved, attitude, previous discipline history and other specific circumstances. Ultimately, student discipline has the end goal of benefiting the student in a positive manner and is not intended to be merely punitive.

Emmanuel College grants students the privilege of attending the institution on the condition that they accept and abide by its disciplinary policies and procedures. It is the policy of the College to internally resolve all disciplinary cases involving violations of the rules of conduct. A disciplinary decision is not subject to judicial review or collateral attack in court. By accepting the privileges of attending Emmanuel College, students agree to abide by any College disciplinary decision against them, subject only to the prescribed appeal outlined in the Student Handbook. Students waive any right to redress in court and agree and covenant not to sue the College on account of disciplinary action. Since it is impossible to define all types of prohibited behavior, the College reserves the right to further establish and interpret policies and regulations that may or may not be in writing.

## **COLLEGE AUTHORITY**

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

## **DISCIPLINARY PROCEDURES**

Alleged violations of the Emmanuel College Code of Student Conduct should be reported to the Vice President for Student Life. Alleged violations may be filed as a complaint, referral, or through a police report. The Vice President for Student Life reviews alleged violations to determine if an investigation is warranted. 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:

- Refer the violation to the appropriate Emmanuel College employee.
- Address the violation himself and assign whatever corrective and/or punitive measures which may be appropriate.
- Refer the violation to the Student Conduct Committee.

## DISCIPLINARY SANCTIONS

The following sanctions may be imposed against a student for the violation of the Emmanuel College Code of Student Conduct by the Vice President for Student Life, his designee, and the Student Conduct Committee. This list is neither exhaustive nor in order of severity and may be added to and/or modified to meet the circumstances of a violation.

### 1. Expulsion

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

### 2. Suspension

Temporary separation of the student's relationship with the College. The period of time and any requirements that must be satisfied prior to readmission may be specified by the appropriate college authority imposing suspension.

#### Automatic Suspension:

- Distribution of Alcohol - Any student who purchases, serves or supplies alcohol to a minor will be subject to immediate suspension from the College.
- DUI/DWI Arrest - Automatic suspension for current semester and 1 subsequent semester.
- Drug possession – Automatic suspension for current semester and 1 subsequent semester.

*Suspension and expulsion are considered a mandatory withdrawal. The student is responsible for completing the withdrawal procedure as outlined on the form supplied by the Registrar (the form includes securing signatures from the Registrar, Financial Aid office, and the Student Accounts office, among others), unless otherwise directed by the Vice President for Student Life. Refunds, if any, will be made in accordance with withdrawal guidelines and the REFUND POLICY as printed in the college catalog. A grade of "W" or "F" will be assigned at the sole discretion of the Vice President for Student Life in each of the student's courses, and no credit is earned. Students who are*

*suspended from Emmanuel College for any length of time should be aware that this action may impact tuition costs and fees (suspension/expulsion does not forgive financial obligations), Student Financial Aid, Athletic participation, etc. When a suspension or expulsion occurs, a student must leave the campus immediately unless otherwise instructed by the Vice President for Student Life.*

### **3. Minimum Sanctions for Alcohol**

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

#### 1st violation – Possession (not consumption)

- Alcohol awareness class (at students own expense)
- Probation for six (6) months from the date of resolution. Probation may include loss of privileges were applicable (Athletic game suspension, Intramurals, Short Term Missions, etc.)
- Written parent notification

#### 1st violation – Consumption

- Alcohol awareness class (at students own expense if applicable)
- Probation for twelve (12) months from the date of resolution
  - Probation may include loss of privileges were applicable (Athletic game suspension, Intramurals, Short Term Missions, etc.)
- Written parent notification

#### 2nd violation - For possession and/or consumption

- Suspension from institution for current semester and 1 subsequent semester (does not include summer school).
- Written parent notification

#### **4. Disciplinary Probation**

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

#### **5. Reprimand**

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

#### **6. 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. Students who receive Community Work hours will be assigned a Community Work Supervisor (CWS). The CWS will notify the student of the time, date, and the work location the student is to report. Reporting for Community Work is mandatory and will take precedent over non-academic activities. Failure to report for Community Work is a serious offense and could result in suspension.

#### **7. Housing Restrictions**

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

#### **8. Counseling**

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

## 9. 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

### **10. Restriction(s)**

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

### **11. Restitution**

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

### **12. Educational Sanctions**

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

## **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.

## **PARENT NOTIFICATION**

The college will reserve the right to notify parents at any time regarding violation of conduct regulations.

## **STUDENT DISCIPLINARY RECORDS**

Student disciplinary records, with the exception of those records involving a suspension and/or expulsion, will be destroyed seven years after the date a student graduated or was last enrolled.

## **ADMINISTRATIVE COUNCIL**

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 the senior administrator of the Student Life Division at Emmanuel College and is responsible for coordinating all student services, programs and extra-curricular activities, and is responsible for all student disciplinary matters. Student services include: residence life, campus life, student government, student activities, spiritual life, counseling and career services, 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 Accounting Services, Campus Operations, and Athletics.

### **Vice President for Enrollment and Marketing**

The Vice President for Enrollment and Marketing is a vital part of the college leadership team. Reporting to the President of Emmanuel, and serving as a member of the Administrative Council oversees traditional undergraduate enrollment, Financial Aid,

and Marketing and Communication.

### **Vice President for Alumni and Development**

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

## **STUDENT GOVERNMENT ASSOCIATION**

### **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 anyone 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 SGA Sponsor and Vice President for Student Life. Their interpretation is subject to review by the College Administrative Council.

### **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 Emmanuel College Code of Student Conduct)

### **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.

## 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.

## SEXUAL HARASSMENT

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: 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.

**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.

**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.

### **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.

### **Disciplinary Action**

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

### **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 Cottage Sexual Assault Hotline toll free at 1-877-363-1912 or 706-353-1912 (operates 24 hours a day, 7 days a week) or
- The Harmony House at 706-245-8700

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.

### **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.

### **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.

### **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.

### **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.

### **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.

### **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**

### **Sexual Assault: Policy Statement**

Emanuel 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.

### **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.

### **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 Cottage Sexual Assault Hotline toll free at 1-877-363-1912 or 706-353-1912 (operates 24 hours a day, 7 days a week) or
- The Harmony House at 706-245-8700

These organizations 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) 498-0265 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.

### **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.

### **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 Cottage Sexual Assault Hotline (1-877-363-1912 or 706-353-1912 or the Harmony House at 706-245-8700.

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.

### **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 Cottage Sexual Assault Hotline (1-877-363-1912 or 706-353-1912 or the Harmony House at 706-245-8700. 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.

### **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.

### **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

**Campus Resources:**

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
- The Cottage Sexual Assault Hotline: 1-877-363-1912 or 706-353-1912
- The Harmony House at 706-245-8700

**FUND-RAISING and SOLICITATION ON CAMPUS**

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

**RESOLVING STUDENT GRIEVANCES**

Students who have complaints or grievances shall have the following guidelines at their disposal for resolving 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 Director of Residence Life.
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 Director of Spiritual Life/Campus Pastor.
6. Housing grievances should be submitted to the Director of Residence Life.

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

1. A grievance regarding financial difficulties shall be reported directly to the Accounting Services. If no resolution is achieved, the grievance may be made in writing to the Vice President for Finance who shall bring it before the Administrative Council.
2. 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.
3. A grievance involving Financial Aid shall be presented directly to the Financial Aid Office.
4. Intercollegiate Athletics grievances shall be presented to the coach or personnel in charge of this segment of athletics. If no resolution is reached, an appeal is made in writing to the Athletics Director. If resolution is not reached at this level, an appeal may be made to the Vice President for Finance. The decision of the Vice President for Finance is final.

## **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 four students, two faculty members, two Resident Area Directors and the Vice President for Student Life. The committee meets annually 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.

## **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. 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.

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

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

2. Monitor symptoms of influenza including:
  - fever (usually high) and headache
  - extreme tiredness, cough and sore throat
  - runny or stuffy nose
  - muscle aches, nausea, vomiting, and diarrhea, (much more common among children than adults).
3. Monitor symptoms of serious illness like meningitis. Meningitis infection is characterized by a sudden onset of fever, headache, and stiff neck. It is often accompanied by other symptoms, such as
  - Nausea
  - Vomiting
  - Photophobia (sensitivity to light)
  - Altered mental status

## **STUDENT I.D. CARDS**

During registration activities each semester, identification cards are issued to all new enrollees and transfer students. Every student attending Emmanuel College is required to have a student identification card. The cost is \$10.00 and is paid when issued. ID cards are activated each semester when students finalize their account with the Accounting Services. The student ID card serves as a meal ticket, library card, and as free admission to EC athletic events. It is also activated to serve as a student's access card for his/her residence hall. The ID card is further used to post attendance at Wednesday night chapels and Friday convocations as well as CAP events. Students should not cut or deface their ID cards. Students without facial pictures on their ID card will be sent to the Campus Safety Office for a replacement.

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

## **STUDENT ROLE: INSTITUTION DECISION-MAKING**

Students have the opportunity to participate in institutional decision-making through the voice of the Student 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.

## **WORSHIP SERVICES and ATTENDANCE POLICY**

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

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

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

### **Alpha Weekend (Closed Weekend)**

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

### **New Beginnings (Closed Weekend)**

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

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

### **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 campusing, early curfew, changes in housing location, etc.
  4. **Research Essays**
  5. **Accountability Workshops**
  6. **Combined Sanctions** – a combination of disciplinary consequences.

**Distracting Behavior**

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

**Sunday Worship Services**

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

**ACADEMIC POLICIES and RESOURCES**

The primary goal of academic policies at Emmanuel College is to help students love God with their whole heart, soul, mind and strength. Many of the policies governing the academic life of the college may be found in the College *Catalog*. However, two key policies are written below:

**Academic Integrity Policy**

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. BREACHING ACADEMIC TRUST

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

B. IMPROPER DOCUMENTATION

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

than a grade markdown for not following stylistic guidelines. The source must be attributed in an appropriate scholarly documentation style. In addition, the boundaries between what you wrote and what was written by others must be clear.

### C. DISHONEST ACADEMIC ASSISTANCE

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

Examples of cheating include, but are not limited to:

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

## Disciplinary Procedures

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

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

1. Notify the student in writing (via College email) of the suspected offense. The student has the right to respond in writing to the instructor and defend his or her academic integrity within three business days of notification. Should the student fail to respond in writing within the three-day period, the instructor is at liberty to proceed with step two (immediately below).
2. If after three business days the student cannot satisfy the instructor he or she is innocent of the charge and if the instructor has completed his or her investigation of the facts regarding the offense and the student's response, the instructor shall provide written documentation of the offense to the Vice President for Academic Affairs or his or her designee in order to determine if the student has a record of offenses.
3. After consultation with the Vice President for Academic Affairs or his or her designee, the instructor may (a) adjudicate the offense or (b) submit the case to the Vice President for Academic Affairs, or his or her designee, for adjudication by the AIRC.
  - a. If the instructor chooses to adjudicate the offense, the following sanctions are open to the instructor:
    - 1) First offense:
      - (a) Give a written admonition to the student that further violation shall necessitate action taken by the AIRC.

- (b) Give a written sanction requiring the student to participate in an activity, such as a seminar or special learning experience, to help educate and remediate the student's problem which led to plagiarism.
- (c) Give a written sanction requiring the revision of the work to remedy the offense and establish an appropriate grade.
- (d) Give a written sanction which lowers the grade on the work in question.
- (e) Give a written sanction which assigns a failing grade for the paper, exam, or assignment.
- (f) Give a written sanction which assigns a grade of "F" for the course. (This sanction would supersede any attempt by the student to apply for a "W" in the course, even if such application is made before the withdrawal deadline.)

2) Second offense:

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

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

3) Third offense:

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

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

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

- 1) First offense: The AIRC may choose from the same options as listed above for instructors (see A.3.a.1).
- 2) Second offense: The AIRC may choose from the same options as listed above for instructors (see A.3.a.2).
- 3) Third offense:
  - (a) Suspend the student from the College.
  - (b) Expel the student from the College.

B. Appeals of an Adjudication

The student shall have the right to appeal the validity of the procedure(s) undertaken by the instructor and/or the AIRC. The appeal shall be made in

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

### **Organization, Authority, and Resources**

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

### **Acceptable Campus Computing and Web Usage**

In fulfilling its educational mission, Emmanuel College is committed to providing high quality technological access to its faculty, staff, and students. While such access

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

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

**NOTE: Students should also be aware that posting inappropriate information or pictures on their profiles that are not congruent with the 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!

## **ACADEMIC RESOURCES**

### **Student Advisors**

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

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

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

Advisors can also assist by:

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

- Maintaining confidentiality in the advising process.

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

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

### **Tutoring**

The Student Success Center is an academic lab that provides free tutoring to all currently enrolled students for many of the classes offered at Emmanuel. Students are encouraged to seek assistance in understanding course lectures, discussions, and readings as well as assistance in completing course assignments. Subjects offered include math, science, English, history, education, business, communication, music, Spanish, French, and Christian ministries.

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

developed and written in grammatically standard English. Students may bring their papers to the center for review of issues such as development, clarity, concision, and research documentation. Writers are encouraged to bring multiple drafts to the writing center. Revision is the key to an excellent paper, and expert guidance during the revision stage is helpful.

The 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.

### **Shaw-Leslie Library**

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

<http://destiny.ec.edu/common/welcome.jsp?site=100>

- Books are checked out for a fourteen-day period. A student may create an account on the library website and may renew books up to two times if another patron has not requested use of the books. Fines accumulate at the rate of 10 cents per day per item.
- Reference books, periodicals, videocassette recordings, DVDs, and music CDs do not circulate outside the library.
- Students must show a current Emmanuel College picture ID card to check out library materials.
- Materials placed on reserve by an instructor may be obtained from the circulation desk. Most reserve materials may not be taken from the library.

- A DVD/VHS player for student use is provided on the second floor. DVDs may also be viewed on library computers.
- Computers with Microsoft Office and web-browsing software are available for student use on both floors. The second floor library computer lab is designated as a quiet study area.
- No food or drinks may be brought into the building.
- Librarians are available for individual research instruction.
- Library hours are posted on the library website link above.
- Some offices for math professors are located on the second floor of the library. Check the professor's doors for office hours. A math classroom is also located in room 201 on the second floor of the library.

## **CAP PROGRAMS**

### **Etiquette**

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

- **Do not bring electronic audio, photography, computer, or video equipment.** Emergency personnel may keep pagers with them if the pagers are silenced. Any electronic devices brought to an event may be left with the faculty monitor until the conclusion of the event. Prior approval for use of photography or recording equipment by communication students, yearbook, literary magazine, or newspaper personnel may be granted by the CAP committee upon request.
- **Dress appropriately, according to the type of event one is attending.**

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

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

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

- **Do not bring food or drink.**

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

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

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

- **Do not make unnecessary and distracting noises during the performance.**

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

- **Do not applaud at inappropriate times.**

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

- **Do not enter or exit the auditorium at inappropriate times.**

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

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

The guest artist has worked countless hours to prepare this event, so respect that hard work by being attentive. Open your heart, soul, and mind to learn something new.

Any faculty or staff member is authorized by the CAP committee to speak with disruptive and non-complaint audience members, and may ask the offender(s) to leave if necessary. Students who fail to comply will not receive CAP credit for the event and may be reported to the Vice-President for Student Life for disciplinary action.

## ATHLETICS

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 Finance who reports directly to the President of the college. 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. 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.

Intercollegiate athletics must be supportive of the philosophy of Emmanuel College as stated in the College Catalog and Faculty Handbook should encourage discipline, healthy competition, and exemplary Christian principles. 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.

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, attendance at weekly convocation and chapel service, residency requirements, and all other requirements as stated in the Emmanuel College Student Handbook. Athletes are fully integrated into the general residence life program and are encouraged to participate in all areas of campus life.

Emmanuel College's athletic programs are members of the National Association of Intercollegiate Athletics (NAIA) and the National Christian College Athletic Association, Division I (NCCAA). Eligibility requirements established by the NAIA and NCCAA are to be strictly enforced.

Students interested in participating in intercollegiate sports should contact the coaching staff. Team sports include: baseball, softball, women's volleyball, cheer, and men's and women's basketball, tennis, golf, cross country, track/field, and soccer.

Emmanuel College students are admitted free of charge to all home games by presenting student ID cards.

## **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.

### **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 Accounting Services and are non-refundable. Checks should be made payable to "Emmanuel College Summer Missions." Funds received for this purpose cannot be used for personal college accounts or personal expenses. A contribution receipt can be issued for income tax purposes if the contributor requests one. All gifts must be used for missions.

## **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

## **INTRAMURALS**

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.

## **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 Accounting Services office.

### **Accounting Services**

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

### **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.

### **College Work Study**

Most students who work on campus are employed through the Federal College Work-Study Program. Students must apply through the Human Resources Office in Financial Aid Office in order to determine eligibility. Once eligibility has been determined, work-study positions are then processed through the Office of Human Resources. All work-study employees are expected to perform his/her assigned tasks efficiently and responsibly. Failure to do so could result in being released from one's job assignment and subsequent loss of that portion of the student's financial aid package. All work-study funds must be earned through work. No exceptions are made to this federal policy.

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

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

## **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.

### **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.

- 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.

### **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

## **CLUBS and ORGANIZATIONS**

### **Student Organizations**

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

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 approve 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 – 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.