

# **EMMANUEL COLLEGE**

**2009 - 2010**

**Student Handbook**

# **EMMANUEL COLLEGE**

## **Code of Student Conduct**

### **I. Introduction**

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.

### **II. 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 to 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 is 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.

### **III. The 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).

### **IV. Student Rights**

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

1. The right to receive quality educational instruction.

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

## **V. 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 any 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

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.

## **Tobacco**

Tobacco use or possession in any form is prohibited.

## **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.

## **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.

## **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 election of any College-recognized student organization or position.

### **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.).

### **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>.

### **Illegal Activity**

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

### **Fire Safety**

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

### **Gambling**

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

### **Hazing**

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.

### **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 extramarital 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 will also receive information on local Crisis pregnancy assistance.)

### **Inappropriate and Offensive Language**

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

### **Social Networking Websites**

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

### **Clothing and Personal Appearance**

1. Presenting oneself in dress and appearance that are not modest, appropriate, or conducive to a Christian living, learning environment.
2. Drawing inappropriate or undue attention to oneself or any part of one's anatomy.
3. Wearing skirts, shorts, etc., that are above fingertip length when arms are 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.).

### **Multimedia 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 are not limited to excessive kissing, inappropriate touching, lying down on couches, etc.

### **Sexual Harassment and Sexual Assault**

(See full policy and procedure on the Campus Safety Website)

### **Pornography**

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

## **VI. 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.

## **VII. 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.

## **VIII. 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:

1. Refer the violation to the appropriate staff person.
2. Address the violation himself and assign whatever corrective and/or punitive measures may be appropriate.
3. Refer the problem to the Student Conduct Committee.

## **IX. 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.

*Note: Suspension and expulsion are considered a mandatory withdrawal. The student is responsible for following the withdrawal process, including the Registrar, Financial Aid and Student Accounts. Refunds, if any, will be made in accordance with withdrawal guidelines and the REFUND POLICY as printed in the college catalog. A grade of "W" or "F" will be assigned in each of the student's courses, and no credit is earned. 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 – For possession (not consumption) of alcohol only:
  - Alcohol awareness class (at student's own expense if applicable)

- Probation for six (6) months from the date of resolution
  - Probation may include loss of privileges where applicable (Athletic game suspension, Intramurals, Short-Term Missions, etc.)
- Written parental notification
- 1st violation – For consumption, use, distribution, and possession of alcohol:
  - Alcohol awareness class (at student’s own expense if applicable)
  - Probation for twelve (12) months from the date of resolution
    - Probation may include loss of privileges where applicable (Athletic game suspension, Intramurals, Short-Term Missions, etc.)
  - Written parental notification
- 2nd violation -
  - Suspension from institution for current semester and 1 subsequent semester (Fall or Spring semesters only).
  - Written parental 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.

#### 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 (fire-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 campusing, 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.

### **X. 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 the 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 be examined:



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.

### **IX. Parental Notification**

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











































































































































