

The Emory & Henry Student Handbook

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COLLEGE MISSION STATEMENT

"Increase in Excellence," the historic motto of Emory & Henry College, expresses our intention to be a learning community that moves toward fulfilling every student's potential. Bishop John EMORY, along with the founders of Methodism, symbolizes our belief in the union of faith and learning, while Governor Patrick HENRY symbolizes our commitment to freedom and civic virtue.

We affirm the Christian faith as our spiritual and moral heritage and encourage all our members to grow in faith as they grow in knowledge. We believe in the worth of each person's religious and cultural heritage, inasmuch as that heritage leads to service to others in our region and the larger world.

We affirm the liberal arts as our intellectual foundation and believe that excellence results when everyone actively participates in the educational process. We challenge all persons to confront historical and contemporary ideas and issues and to develop the ability to think critically about all areas of human experience.

These traditions provide the context for our pursuit of excellence, as we engage a diverse group of well-qualified men and women in educational experiences that lead to lives of service, productive careers, and global citizenship.

Revised by the Emory & Henry College Community Fall 2005. Reaffirmed by the Emory & Henry Board of Trustees November 5, 2005.

Administrative Offices and Their Services for Students

Admissions Office & Financial Aid

David Hawsey
Vice President for
Enrollment Management

Recruitment and screening of prospective students, student aid programs: scholarships, grants, loans, work-study; special payment plans for meeting College costs.

*Admissions, Emily Williams House, Ext. 6133
Financial Aid, CSA, Wiley Hall, Ext. 6105.*

Alumni Office

Monica Hoel
Director

Alumni Association, reunions, Homecoming.
J. Stewart French House, Ext. 6109.

Appalachian Center for Community Service

Tal Stanley
Director of the
Appalachian Center and
Director of the Bonner
Scholars Program

Houses the Bonner Scholars, the Appalachian Center Associates, and the Americorps Program. The Center encourages volunteerism across the campus and plans for a diversity of ways in which persons can become involved in the community.
The Appalachian Center, Ext. 6817.

Campus Activities Office

Brett Sample
Director

Campus Activities Board (CAB), campus activities, and intramural/recreational sports.
Van Dyke, Ext. 6891.

Centralized Student Assistance (CSA)

Provides Financial Aid, Registration, and Student Account services. One stop location for students to attend to business and class scheduling needs. Office Hours: Monday-Friday 8 a.m. - 5 p.m., 866-794-0010. *Wiley Hall, Ext. 6105.*

Campus Police/Security Office

Scott Poore
Director/Chief

Crime reporting, ID cards, vehicle registration, and parking permits. Located in the Classroom Building (Studio Theatre). *Ext. 6222 or direct cell phone number at 356-7783. Emergencies dial 911.*

Chaplain/Religious Life Office

Timothy Kobler
Chaplain
Beverly Robinette
Associate Chaplain

Coordinator of religious life organizations; directs *Bible* study, covenant groups, mission opportunities, pastoral care. *Memorial Chapel Room 205 Ext. 6836*

Pastor of the church, coordinator of worship, pastoral counseling, scheduling of the Chapel. *Memorial Chapel Room 202, Ext. 6842*

Dean of Faculty's Office

Dr. Chris Qualls
Dean

Director of academic programs including selection and evaluation of faculty, oversight of college curriculum and approval of course overloads. *Wiley Hall, Ext. 6128.*

Dean of Students' Office

Pamela L. Gourley
Dean

Student Government, campus organizations, Parents' Council, orientation, judicial matters, safety and security, scheduling of activities, Greek Life, parking appeals, and general student concerns. *Wiley Hall, Ext. 6122.*

Development Office

TBA
Vice President for Institutional
Advancement
Denise Asbury
Director of Annual
Giving & Stewardship

Fund-raising: annual gifts, grant proposals, phone-a-thon, contact with named scholarship donors. *J. Stewart French House, Ext. 6119.*

The Emory Mercantile/Book Services/Emory Crossing Deli

Terry Richardson
Director

Sales of supplies, grocery items, and souvenir and gift items. *Ext. 6231.* All academic text book sales through Book Services. *Ext. 6903. Deli Ext. 6790*

Financial Affairs

Sarah Beamer
Chief Financial Officer
Benita Bare
Finance Director
Angie Edmondson
Human Resources Manager
Jane Brinkman
Business Office Manager

Check cashing, check and payroll processing. Office Hours: Monday-Friday 9 a.m. - 4 p.m. *Wiley Hall, Ext. 6814.*

Food Service

Robin Walton
General Manager

Student food service. Locations include the cafeteria and Ancho Grille in Van Dyke, The Hut in Martin Brock and Cafe A La Carte in MS Hall. Main Office: *Van Dyke, Ext. 6588.*

The Emory Train Depot

Anita Coulthard
Coordinator of the Arts
Mary Haviland
Gallery Director

Administrative offices for the College's visual and performing arts series, home of The 1912 Gallery, box office for arts events requiring reserved seating. *Ext. 6866.*

Business hours for most administrative offices are 8 a.m. to 4 p.m. on weekdays except during College holidays. Faculty members set their own office hours so as not to conflict with teaching duties; most professors post schedules on their office doors at the beginning of each term.

Administrative Offices continued...

Health Center

Phyllis A. Blevins, R.N.
Director

Kelly Library & Information Technology Services

Lorraine Abraham
Director
Jane Caldwell
Assistant Director
Bart DiPietro
Network Systems Engineer

Neff Center for Teacher Education

E.H. Thompson
Director

Paul Adrian Powell III Resource Center

Meighan Sharp
Director of Powell Resource Center and Assistant Dean of Academic Affairs
TBA
Director of Academic Support Services
Jill Smeltzer
Director of Counseling Services
Amanda Gardner
Director of Career Services

General health services. *Student Health Center in Rice House. Ext. 6219.*

Kelly Library: Information resources, reference assistance in use of print, non-print, and electronic resources, bibliographic instruction, circulation, and reserve circulation of library materials, public access computers, *etc. Main Floor of Library, Ext. 6208.*

Information Services: Academic computing, including campus network administration, e-mail accounts, dial-in capabilities, web server issues and access, activities and network, campus computer labs, *etc. Ground Floor of Kelly Library, Ext. for Help Desk: 6881.*

Teacher certification programs in elementary, middle, and high school; graduate programs for teachers in American history and language arts/reading specialist. *McGlothlin-Street, room 323. Ext. 6218.*

Academic Support Services provide such services as tutoring and accommodations for students with disabilities. Provides help with study skills, time management, test-taking strategies, *etc.*

Advising Services handles first year student placement and registration, trains and supports faculty advisors, and provides intervention and support for students on academic warning or probation.

Counseling services offers assistance with problems affecting personal, social or academic areas of life.

Career Services include resume writing, interview skills, job search strategies, and help for students as they make important decisions related to careers and majors. Career Services also oversees the College's internship program. *Wiley Hall, Room 205, Ext. 6144.*

President's Office

Dr. Rosalind Reichard
President
Greg McMillan
Executive Assistant to the President

Public Relations Office

Dirk Moore
Director

Registrar's Office

Sherry Lyttle
Registrar

Student Life Offices

Rebecca Buchanan
Assistant Dean of Students

Lucy Frye
Housing Coordinator
Brett Sample
Area Coordinator
Jen Davis
Area Coordinator
Kyle Cutshaw
Area Coordinator

Student Government Offices

Nathaniel Griffith
President
Erica Hess
Vice-President

Chief executive officer; College budget and personnel; Board of Trustees. *Wiley Hall, Ext. 6107.*

Board of Trustees; Commencement; Fall Convocation; Charter Day. *Wiley Hall, Ext. 6104*

Publications, news, advertising, and marketing. *Wiley Hall, Ext. 6810.*

Registration, student academic records, enrollment verification, declaration, and change of major and advisor, grade and progress reports, transcripts, and degree audit for graduation. *CSA, Wiley Hall, Ext. 6116.*

Residence hall operations and management, resident life programming, judicial affairs, intramurals and campus activities. *Martin Brock Student Center, Ext. 6529.*

Housing assignments and management. *Martin Brock Student Center, Ext. 6240.*

Intramurals and campus activities. *Van Dyke, Ext. 6891.*

Judicial affairs, *Van Dyke Ext. 6795.*

Hall programming, switchboard, commuter students, and multi-cultural affairs. *Van Dyke, Ext. 6597.*

Student Government programs including CAB, Elections, College Honor Code, Judicial Affairs, and Student Government Treasury; govern all student organizations, including Greeks. *Martin Brock Student Center, 2nd Floor, Ext. 6927.*

Business hours for most administrative offices are 8 a.m. to 4 p.m. on weekdays except during College holidays. Faculty members set their own office hours so as not to conflict with teaching duties; most professors post schedules on their office doors at the beginning of each term.

Campus Services

Kelly Library & Information Technology Services

Lorraine Abraham, *Director*

Kelly Library & Information Services support the information and technology needs of the campus community at Emory & Henry College. The library provides materials and services which complement the College's academic curriculum; in addition, it offers a wide range of services including reference assistance, interlibrary loan, circulation and reserve circulation, and access to and use of the Internet and electronic databases. Information Technology Services assists the campus community with their computing needs, including support for campus network access, and Internet connectivity.

Kelly Library

The library's collections are easily accessible and contain over 300,000 items, including bound periodicals, government documents, videotapes, DVDs, audio recordings, cassettes, compact discs, maps, and electronic resources. The library subscribes to over 300 print journals and offers access to an additional 19,000+ in full-text format available electronically through the library's web page. When an item is not owned by Kelly Library, students may request it through Interlibrary Loan. The College is a member of SOLINET (Southeastern Library Network)/OCLC, an international bibliographic utility.

Open over 94 hours per week during the fall and spring semesters, the library has professional librarians available to provide individualized and group instruction in the use of the library and its resources. Hours are extended during exam periods. All exceptions to the regular schedule are posted on the door and on the library's web page.

A student is required to have a College ID card to check out circulating materials and reserves. Students are encouraged to return all materials promptly so that they may be used by others. The library does not charge overdue fines. All materials must be returned by the end of the semester. Those who fail to return items will be billed for those materials through the College's business office. The replacement charge for all items (books, cassettes, videos, compact discs and DVDs) is \$75.

Facilities include private study carrels, networked computers and printers, photocopying machines, microform reader-printers, Kelly Computer Lab, and the McGowan Computer Classroom.

Kelly Library houses a number of special collections including the Emory & Henry Archives and the archives of the Holston Conference of the United Methodist Church.

Kelly Library is a member of the Holston Associated Libraries, Virtual Library of Virginia, Central Library of the Appalachian College Association, and other library professional organizations and consortia.

Information Services

All Information Technology Services (both academic and administrative computing and the campus network) are located on the ground floor of Kelly Library. Personnel are available to provide assistance with all the computing needs of the College through the Help Desk. Staff support for student-owned computers is limited to assistance with network connectivity. Students experiencing problems with their personal computers

should contact a local computer vendor. You may reach the Help Desk at extension 6881 for questions or technology support needs. Hours of operation for the Help Desk will be posted at the beginning of each semester.

Access to the College requires an account, available to all registered students, through Information Technology Services. This account provides access to the Internet, the campus network, printing capabilities, and email. Many instructors require that students use email and/or Internet applications and resources in their coursework. In addition, this account is required to access many of Kelly Library's electronic resources. Data drops are also available in all student rooms. Connecting to the network requires a commitment to adhere to the College's *Security and Acceptable Use Policy*. Enrollment or employment at Emory & Henry College signifies agreement to abide by all rules, regulations, and policies of the College. Please note that all policies are subject to change. Notification of changes will be posted. This document will be reviewed and distributed regularly. All network users must adhere to the most current published revisions. E-mail accounts and access to document storage space on the campus storage servers are available to graduates for 6 months after graduation unless special arrangements are made. Emory & Henry College is implementing a campus-wide wireless network during the summer of 2007 in order to meet the future network connectivity needs of our students, faculty, staff, and campus visitors.

Emory & Henry College provides each student capability to print through the network. *Each account is provided with the equivalent of 500 printed black/white pages per year.* Additional printing may be purchased through the Circulation Desk of Kelly Library at \$.10 per page. Color printing is available at Kelly Library at an additional cost.

Emory & Henry uses standard word processing and spreadsheet packages, and the library and all other labs have access to Microsoft Office 2007. Each of the labs has specialized software specific to individual courses taught therein. Information Technology Services staff provides support to commonly used software, including the applications listed above, Internet Explorer, and Microsoft Outlook.

VANDALISM OR WILLFUL MISCONDUCT

Information Services will not be accountable for anyone who illegally copies software that is licensed for use only on Emory & Henry computers.

Intentional destruction of computing equipment is not acceptable. Destruction includes physically damaging or defacing equipment, deleting instructional software, and placing viruses or your own software on Emory & Henry computing equipment.

Any student intentionally abusing Emory & Henry computing equipment or software will be reported to the Dean of Students and/or criminally prosecuted.

Duplicating Work

Black and white photocopying of single copies may be done at the rate of 10¢/page in Kelly Library or in the duplicating room, Wiley Hall basement. Color copying may be done at the rate of 50¢/page in Kelly Library. Offset printing is available to student organizations and to individual students in the duplicating room, but requests must be made 24 hours in advance and paid for at the time of service. Rates are 50¢/master and 1¢/sheet.

Mail Services in Martin-Brock Student Center

M'Ledge Estridge, *Coordinator ext. 6241*

All students will be assigned a mailbox at the Martin-Brock Student Center. Students will be able to receive U.S. Postal Service letters and packages, (delivered Monday thru Friday by 12 noon), campus mail, and packages delivered by the commercial carriers (i.e. UPS., Fed Ex, etc.). The college offices, professors, staff and students can send mail to anyone on campus thru the mailroom without applying postage. The addressee's name, box number, and return address is needed for campus mail processing.

U.S. Mail

Name
Emory & Henry College #(your box number)
P. O. Box 9001
Emory, VA 24327-9001

Carrier Delivery Mail

Name
E&H College #(your box number)
30522 Garnand Dr.
Martin-Brock Student Center
Emory, VA 24327-9001

Martin-Brock Student Center Hours

Monday-Friday 8 a.m.-1 a.m.
Saturday 10 a.m.-1 a.m.
Sunday. 1 p.m.-1 a.m.

Mail room assistance is available only from 8 a.m.-4 p.m. Monday through Friday. Outgoing mail is picked up weekdays at 3 p.m. Stamps may be purchased from the main desk from 8 a.m.-4 p.m., Monday through Friday.

Paul Adrian Powell, III Resource Center

The Powell Resource Center was established to provide a comprehensive support network dedicated to the growth and development of every student. A variety of services are provided for students as they go through their college experience and beyond. Academic Support Services provides students with tutoring and accommodations for students with documented disabilities. Workshops are offered on the topics of time management, test-taking strategies, note-taking, and other study skills. Individual help is available for any student requesting assistance. A one-credit course (GNST 150: Strategies for Academic Success) is offered for those students desiring a more structured way to learn strategies for academic success.

Counseling services are provided by a licensed clinical social worker. The Director

of Counseling Services works with students as they manage the changes and stresses associated with the college experience. Counseling services are designed to be a part of

the student's overall growth and development and to help them meet social, personal, and academic challenges. Career Services are available to students as they face decisions about majors, internships, and careers. Whether students are trying to make decisions about a major or seek help with their resume and job search, the staff is here to assist. Workshops are held throughout the academic year and individual appointments are always available. Students who need additional academic advising are welcome to meet individually with the Director of the Powell Resource Center. The Powell Resource Center is located in *Wiley Hall, Room 205, Ext. 6144*.

Appalachian Center for Community Service

Tal Stanley, *Director*

As part of Emory & Henry College's mission to make community service and citizen activism part of the identity of the College community, the Appalachian Center for Community Service exists to help individuals and student groups with either short-term or extended service activities. While the Center is home to the Bonner Scholars, the Appalachian Center Associates, and the Americorps Program, the staff coordinates and encourages volunteerism across the campus, and plans a variety of ways in which persons can become involved in the community. Through the Center's Emory & Henry Tutoring Program, students provide tutoring in local elementary, middle and high schools to help public school students in need of individual attention. Guided by a vision of what can be accomplished when people work together, the work of the Center's staff and volunteers is defined by the conviction that everyone has the potential to make a difference in the community. The Appalachian Center is located behind Carriger & Matthews residence halls, down the hill from Wiley Hall. Call Ext. 6817 for more information.

The Emory Train Depot

Anita Coulthard, *Coordinator of the Arts*

The Emory Train Depot is the home of The 1912 Gallery, the Emory & Henry Arts Box Office, and office for the coordinator of the arts, director of the gallery, and the arts assistant. It serves as the site for showing the work of approximately eight nationally and regionally known artists each year, the ticket outlet for the E&H Arts Series, and administrative support office for the visual and performing arts. The building is located just across the train tracks beside Hillman Hall and across from the Emory Crossing Deli. *The 1912 Gallery is open Tuesday-Saturday from 12 pm-5 pm, or by appointment by calling Ext. 6866.*

Writing Center

Felicia Mitchell, *Director*

The Writing Center provides tutorial services for students and a computer lab in McGlothlin-Street Hall 233. The lab is available after 5 p.m. each weekday. Tutors are available to talk to you about your writing assignments. Check our website for schedules and/or numbers to call for appointments:

<http://www.ehcweb.ehc.edu/faculty/fmitchel/writing/announcements.html>.

Mathematics Tutoring Center

Dr. Robert Pour, *Director*

The Mathematics Tutoring Center is open to all Emory & Henry students who wish to develop their mathematical and statistical skills. The Tutoring Center is staffed by mathematics majors who have completed introductory courses and done well in those courses. Students may drop in without appointment and seek help on homework, test preparation or to address basic mathematical deficiencies.

The Emory Mercantile Company & E&H Book Services

Terry Richardson, *Director*; Randy Price, *Manager*

The Emory Mercantile and E&H Book Services, located across the tracks from the College on Oxford Avenue, carry E&H sterling silver jewelry, CDs and CD players, DVDs, telephones, ATM, postage stamps

school supplies, gift items, health and beauty aids, snacks, prepaid phone cards and a wide variety of E&H clothing. Special services include UPS shipping, special book orders, computer software, class rings, new release DVD rentals, Trac Phones, and announcements. Fax services available.

Books required for academic courses may be purchased through Emory & Henry Book Services, located in the Mercantile. In addition to traditional payment methods, students may charge their purchases at The Mercantile. All charges will be placed on the student's personal account and billed monthly by the College's Business Office. Valid identification will be required for charging. *Call Ext. 6903 or 6231 with questions.*

Emory Crossing Deli

Voted *Washington County News* Reader's Choice Award 2005- #1 Deli in Washington County, the Emory Crossing Deli in Addisons is located beside Emory Mercantile. The Deli serves a wide variety of sandwiches, Starbucks Coffee, homemade desserts, ice cream, and specials. As an added convenience, wireless internet access is available in the building and the gazebo. In addition to traditional methods of payment, students may charge their purchases at the Deli. All charges will be placed on the students' personal accounts and billed monthly by the College. Deli hours, 8 a.m.-10 p.m., Monday-Friday, 11 a.m.-5 p.m. Saturday, 4 p.m.-8 p.m. Sunday. *Call Ext. 6790 with questions.*

Emory & Henry Dining Service

Robin Walton, *General Manager*

The Van Dyke Restaurant, located in the Rufus Oscar Van Dyke Center, offers an all-you-can-eat buffet service for a set door rate. This area has an innovative service area, providing an extensive menu including such items as hand-tossed pizza, home-style pastas, fresh-baked breads and desserts, ethnic dishes prepared daily by the executive chef, a full salad bar, and much, much more. Students are required to present a valid Emory & Henry Student ID, in order to gain access to the meal plan. The dining service also provides a dining alternative at "The Hut," a food court located in the Martin-Brock Student Center, The Cafe A La Carte, a grab and go alternative, in MS Hall, and The Ancho Grille, a fresh Mexican to go option, in Van Dyke. In addition, flex dollars can be used at the Emory Crossing Deli during posted hours. Purchases can

The Emory Mercantile
Monday-Friday: 8 a.m. - 6 p.m.
Saturday: 11 a.m. - 4 p.m.
Closed Sunday

Van Dyke Student Restaurant Hours and Guest Meal Prices

(Hours are subject to change during special occasions, holidays and the summer.)

Restaurant Dining Hours		Guest Rate
Breakfast (Mon.-Fri.)	7 a.m.- 9:30 a.m.	\$ 3.50
Continental (Mon.-Fri.)	9:30 a.m.- 10:15 a.m.	\$ 2.50
Lunch (Mon.-Fri.)	11 a.m.- 1:30 p.m.	\$ 6.50
***Soup and Salad only		\$ 4.50
Brunch (Sat. & Sun.)	10:30 a.m.- 1 p.m.	\$ 6.25
Late Lunch (Sat. & Sun.)	1 p.m.- 5 p.m.	
Dinner (Mon.-Thurs.)	5 p.m.- 7:30 p.m.	\$ 8.00
(Fri.-Sun.)	5 p.m.- 6 p.m.	\$ 8.00
Steak & Gourmet		\$ 8.75
Special Events		\$ 9.00

The Hut

Monday-Friday
10:30 a.m. - Midnight
Saturday-Sunday
5 p.m. - Midnight

Ancho Grill

Monday - Thursday
11 a.m. - 10 p.m.
Friday
11 a.m. - 8 p.m.
Saturday - Sunday
Noon - 6 p.m.

Cafe A La Carte

Monday - Friday
9 a.m. - 2 p.m.

be made using cash allowance, Flex dollars, or cash. All resident meal plans are for the exclusive use of the plan participant only and are nontransferable. Food and beverages may not be removed from the Van Dyke Student Restaurant; this includes glasses, silverware, and china. You may be subjected to a fine or have your ID confiscated in the event of the unauthorized removal of food items or misuse. (Please see Food Service Policies on pages 12-13.) Student Government serves as the official channel for suggestions and comments. Students can provide feedback by contacting the Student Government.

Health Center Office Hours:

Mon.-Fri.
8 a.m.-12 noon
2 p.m.-4 p.m.

Student Health Center

Phyllis Blevins, R.N., *Director*

Emory & Henry maintains an out-patient health center and provides

medical treatment for minor illness and injury. Student fees provide for medical services with the following exceptions: laboratory needs, medicines prescribed to be filled by an off-campus pharmacist, allergy shots (if the student provides the serum, allergy shots will be administered for the cost of the disposable syringe), nonreturnable therapeutic equipment, and nonprescription (over-the-counter) drugs. There is no charge for an office visit at the Student Health Center.

Campus medical services are not intended to meet the needs of serious illness or accident. Treatment for such is the responsibility of each student, faculty/staff, and his/her family. Students will be responsible for providing their own transportation in

non-emergency situations.

Students too ill to attend class should arrange medical attention during regular health center hours by making an appointment. The student is responsible for academic work missed due to illness.

Resident students requiring emergency medical attention at hours other than the scheduled health center hours should contact the area coordinator on duty or resident advisor on duty to arrange for emergency room care. When serious injuries occur on campus which may require emergency treatment or hospitalization, the student should contact the area coordinator and/or the resident advisor who have been instructed in procedures to summon assistance.

The Director is available after hours in case of emergency. The emergency room at Johnston Memorial Hospital in Abingdon is available 24 hours daily, 7 days a week. For emergency transportation, call 911 for a rescue squad and be specific about your location.

To assist the College in providing appropriate care, all students are required to present a completed health form as provided by the College Admissions Office at the time of admission. The College physician serves as the manager of cases of students or employees who have AIDS or who test positive for HIV. (College policy concerning AIDS is published on page 46.)

The College's expectations regarding insurance are stated in this Handbook on page 17. Please be familiar with information found there. The student Health Center complies with HIPPA regulations.

Athletic/Recreational Services

King Center

The King Center serves as the focal point for campus sports and recreational activities. The building houses a playing court, which can accommodate basketball, volleyball, badminton, and other activities, racquetball courts, classrooms, a weight room, locker and shower facilities, a dance room, offices for physical education instructors, and the Porterfield Lounge.

The center is available for intramural sports, informal recreation, and varsity competition. Priorities for use have been established in the following order: classroom instruction, varsity competition, varsity practice sessions, intramural competition, and informal recreation. Use of the King Center is scheduled through the Supervisor of the King Center.

Swimming Pool

The King Center houses a junior Olympic pool which is used for instruction and recreation. The athletic department supervises the swimming pool and is responsible for the lifeguards. The pool is open to students, faculty, staff, and members of their immediate families, accompanied guests, and persons holding membership.

Rules concerning the pool are available from the athletic office. Hours for recreational swimming are posted on the announcement board in the gym near the pool door. The pool may be closed during the hours of any special activities taking place in the King Center. Community residents may purchase pool passes from the athletic department.

Tennis Courts and Golf Course

Currently-enrolled E&H students and their guests may use the Richardson Memorial tennis courts and the Lynch Links golf course on campus. These are also available to faculty, staff, and members of their immediate families. As with other recreational facilities, priorities for use are in the following order: classroom instruction, varsity competition, varsity practice, intramural competition, and informal recreation.

Van Dyke Center

The Van Dyke Center is a multi-purpose facility which includes the main dining room and features private dining rooms, meeting rooms, and courtesy telephones. Areas available for meetings and special use during facility hours include two lounges and three dining rooms. The Van Dyke Center houses various offices, including the food service, the student activities, intramurals and judicial affairs. The building is also the home of several pieces of the College's permanent art collection as well as the site of various visiting exhibits. For facility scheduling, contact Angie Werth, Conference Coordinator, in the Blakemore House, 944-5127.

Martin-Brock Student Center

The Martin-Brock Student Center serves as the focal point for campus life and recreational activities. The building houses a playing court which can accommodate basketball, volleyball, badminton, and other activities, an indoor track, shower facilities, campus mail room, the Hut snack bar, a television lounge, a game room, a photography classroom, and front desk recreational equipment checkout. The Martin-Brock Student Center also houses the Offices of Student Life, the Student Government, WEHC Radio Station, *The Whitetopper*, and *Sphinx* offices.

The Emory & Henry Outdoor Program

Jim Harrison, *Director*; Brandon Dale, *Assistant Director*

Opportunities for outdoor enjoyment abound in the region surrounding the College: mountains for cross-country skiing, tall cliffs for rappelling, and deep caves for spelunking. Other options include backpacking on the Appalachian Trail, riding bikes on the Virginia Creeper Trail, and whitewater rafting, to name a few. Housed in the Outdoor Recreation Building on campus, this program offers something for everyone. <http://outdoors.ehc.edu/>

The Outdoor Adventure Program is available to the entire E&H community. The goal of the Adventure Program is to responsibly introduce the E&H students, faculty, and staff to the wonders of silent sports: hiking, backpacking, rock climbing, caving, paddling, cross-country skiing, and biking. Silent sports avoid motorized assistance, requiring, as cross-country skiing, one to ski up the mountain in order to ski down. Silent sports are fun and exciting, but they are not extreme, and they offer much more than just entertainment. Outdoor adventure builds confident, responsible, and thoughtful individuals.

The Outdoor Leadership Program is for students who want to develop advanced skills and certification. Participants choose a discipline in climbing, caving, canoe/kayak, or long distance backpacking, and through a goal oriented process, gain the experience and competence to lead their own adventures.

Climbing Tower

The Emory & Henry Climbing Tower provides excellent opportunities for the Outdoor Program to conduct clinics in rock climbing and vertical caving in a controlled, convenient environment. The Tower also provides a fun workout option or stress reliever for the whole E & H community.

The E & H Outdoor Program (EHOP) manages and operates the Tower, and the Outdoor Program will open the Tower as often as possible for the whole E & H community. Hours of operation will be posted by email, at the Outdoor Recreation Building, and on the campus webpage.

The Climbing Tower is an exciting part of the E & H experience, but the Tower does possess some innate risks. Respecting the Tower rules and behaving appropriately in the vicinity of the Tower is essential to the effective management of EHOP staff and participant safety.

Tower Rules:

1. Everyone must complete and sign a Hold Harmless/Medical Form to participate.
2. Participants 17 years of age and younger must have their Hold Harmless/Medical form signed by a parent or legal guardian.
3. All personal equipment will be subject to approval by the EHOP staff.
4. No personal carabineers, ropes, or quickdraws may be used at the Tower for any purpose.
5. All belayers must be approved to belay by the EHOP staff.
6. All belayers must be at least 14 years of age, unless participating in an EHOP program.
7. Only belay devices designed and intended for belaying may be used to belay.
8. All participants will be subject to monitoring by the EHOP Staff in regards to safe climbing/bouldering and belaying practices.
9. Violation of any safety rule can result in the loss of climbing or belaying privileges; violations may be noted and attached to a personal file to record issues.
10. All climbers must wear closed toed, non-marking shoes to climb on the Tower; no barefoot climbing or sandals of any type.
11. All participants 17 years of age and younger must wear a helmet and may not waive the right.
12. Only UIAA climbing helmets are allowed. No bike, skateboard, or rollerblade helmets may be used.
13. Anytime a climber under 18 years of age is inside the climbing zone, he/she must have a helmet on and attached properly.
14. No one may tie into the back of his/her harness
15. No one may boulder on the Tower if climbers are on rope.

ANYONE WHO TAMPERS WITH THE TOWER OR ATTEMPTS TO CLIMB THE TOWER BEYOND THE HOURS OF OPERATION MAY LOSE TOWER AND OUTDOOR PROGRAM PRIVILEGES INDEFINITELY AND MAY BE REFERRED TO THE CAMPUS JUDICIAL SYSTEM.

Disc Golf Course

The eighteen hole Emory & Henry Disc Golf Course was built in the summer of 2006 by a coalition of student, faculty, and staff volunteers, and the course has quickly become a popular activity.

A balance of forested and open holes, the play is technical and the walk an invigorating stroll through the Emory woods and hills surrounding campus. You will enjoy the beautiful views as much as you enjoy the sound of your disc slamming into the chains.

The course begins and ends behind Martin-Brock Student Center on the traditional golf course, and Innova discs and other disc golf accessories may be purchased at the Emory Mercantile. The E&H course is registered with the Professional Disc Golf Association (PDGA).

Course Rules:

1. Danger! Call out before teeing off down blind fairways; walkers and runners frequent the course, especially fairways 16 and 17.
2. Pack out garbage! This course is maintained by volunteers, and the beauty of the course depends upon your willingness to preserve it.
3. The consumption of alcoholic beverages is prohibited; E&H is a dry campus.
4. Keep your dogs leashed. Unleashed dogs lead to troublesome conflicts.
5. Do not alter the course in any way.
6. Park vehicles behind the Martin-Brock Student Center in the upper lot near the course sign. Do not park in the very limited parking area at the Outdoor Program Building.

ANYONE WHO ALTERS THE COURSE OR DISREGARDS THE COURSE RULES MAY LOSE COURSE PRIVILEGES INDEFINITELY.

Community Services

The Emory United Methodist Church

Beverly Robinette & Timothy Kobler, *Pastors*

The Emory United Methodist Church is a local congregation serving the community and the campus. Students are welcome and invited to take part in all aspects of the church, especially Sunday worship, *Bible* studies, choir, and service projects. Many students make the Emory congregation their "church away from home."

Services Schedule

<u>Sunday</u>	<u>Wednesday</u>
Sunday School 10 a.m.	
Worship 10:55 a.m.	Sanctuary Choir 7:30 p.m.
Encounter 7:30 p.m.	

Post Office

All students are assigned an on-campus mailbox in the Martin-Brock Student Center. The Emory US Post Office is located across the street from the Emory Arts Depot. The business window at the post office is closed on Sundays and holidays, but the lobby remains open at all times. The business window is open Monday-Friday, 8 a.m.-1 p.m. & 2-4:30 p.m., and on Saturday, 9-11 a.m.

United Parcel Service (UPS) or other carriers

Packages to be shipped via UPS may be left at the Mercantile. In-coming packages for students are left by the carrier at the Martin-Brock Student Center mail room.

Campus Activities

Emory & Henry sanctions many organizations and activities for students. The governing/supervisory body to all such groups is the Student Government. Campus groups include performing groups, Greeks, honorary societies, and many others. Students interested in any of these groups may contact the President or Advisor listed in each section, or you may contact the Student Government for further information.

2007-2008 Student Government Leadership

President: Nathaniel Griffith

Vice President: Erica Hess

Advisor: Dean Pam Gourley

The Emory & Henry Student Government

Students at Emory & Henry have a long and proud history of involvement in the governance of the College. The current Student Government had as its forerunner a body called the Council on Student Affairs, which was in effect from 1974 until the passage of the current constitution in 1999.

The Student Government is composed of executive, legislative, and judicial branches. The executive branch is led by the Student Body President. The Executive Branch is charged with administering all of the functions of the Student Government. The President is assisted by a group of cabinet officers, charged with administering one of the six principle departments of Student Government. These include the Office on Judicial/Honor Affairs, the Office of the Student Body Treasurer, the Office of the Elections Commissioner, the Office of the Student Government Public Relations, Office of Administrative Affairs, and the Office on Campus Activities. Each of these departments is headed by an officer appointed by the Student Body President.

The College Senate is composed of twenty-four members of the College community: 17 students, 3 faculty, and 4 administrators. The Senate is responsible for passing all legislation necessary for the operation of the Student Government. The Senate meets once a month (see calendar). All meetings are open to the public.

The Student Government administers an annual budget of approximately \$60,000. This budget funds services provided to the student body by the Student Government, including interest groups, in addition to all types of special activities and programs.

All students have access to the decision-making process through the election of

representatives to the Senate and in the Presidential election, which elects both the Student Body President and Vice President. Students are also represented by Student Government on most faculty committees and to the Board of Trustees.

The Student Government Constitution and other important documents can be found elsewhere in this handbook. They are the official statements of the Student Government and, if consulted, will serve to give the student a detailed understanding of Student Government and point out opportunities for involvement. Persons desiring to serve as Senators or in other elected offices or wanting consideration for appointed positions should contact the Student Government Office, located on the second floor in Martin-Brock Student Center, at Ext. 6927.

College Media

Ampersand. The College literary and art magazine. Organized in 1957 as the "Prism" and renamed "Ampersand" in 1979. Published once a year. Advisor: Prof. Jim Harrison; Editor: Eric Gregory

EHC-TV. The television studio. Programming appears on Comcast Cable, Channel 2 at specified times. Advisor: Dr. Teresa Keller; Student director: Robbie Tullock.

EHCWired.com. The news web site. Advisor: Dr. Twange Kasoma; Student manager: Rachel Shenk.

Sphinx. The College yearbook, published since 1907. Issued annually in the spring, the yearbook documents college life during the academic year. A variety of staff positions are open to all students, with interest particularly in page layout, writing, photography, business management, sales, and more. Advisor: TBA; Editor: Betsy Board.

The Whitetopper. The College newspaper; first published in 1914 as *The Weekly Bulletin* and now one of the oldest student-produced newspapers in the South. Published weekly during the school year. Advisor: Prof. Kathy Porterfield; Editor: Gavin Wright.

WEHC. The college radio station; organized in 1952 as the Radio Club and station WGLG; renamed WLRC in 1966, WASP in 1982, and WEHC in 1992. WEHC is located at 90.7 mhz in the FM band and reaches a 15-mile radius with 500 watts of power. The radio station is licensed by the FCC to Emory & Henry College to serve the public interest of the Emory community and carries community news, information, and sports. WEHC also broadcasts some Radio IQ/NPR programming in a partnership with WVTF in Roanoke. General Manager: Dr. Teresa Keller; Student Manager: Richard Graves.

Interest Groups

Alpha Phi Omega. Assembles men and women in the fellowship of the Scout's Oath to develop leadership, promote friendship, and provide service to the community. Advisors: Dr. Ray Hancock, Dr. Kim Reed, and Jonathan Platt; President: Emily Cockerham

American Chemical Society. Provides students interested in the sciences opportunities to become involved in the scientific community. Sponsors speakers, attends local ACS meetings, performs science oriented demonstrations and tours graduate schools and local industry. Advisor: Dr. Jim Duchamp; co-Presidents: Karl Hayter and Tom Heath.

American Choral Directors Association. A national music education organization whose central purpose is to promote excellence in choral music through performance, composition, publication, research, and teaching, and prepare students

for careers in music education, conducting, and church music. Membership is open to all interested students, including those who are not music majors. Advisor: Dr. Stephen Sieck; President: TBA

Athletic Training Student Organization. The Athletic Training Student Organization is open to students of sophomore status or above who have been accepted into the Athletic Training Education Program. The purpose of the club is to provide athletic training students with the opportunity for interaction with Allied Health Care Professionals and the opportunity to attend academic and professional workshops and meetings. The club strives to enhance the learning experiences for all students in the Athletic Training Education Program. Advisor: Melissa Davis; President: Brittany Benefield.

Blue and Gold Society. Student volunteer organization that serves the College as ambassadors to prospective students and their families and other guests of the College. Activities are coordinated by the Office of Admissions. Advisor: Stephanie Bowman

Campus Activities Board. Responsible for planning and executing campus wide activities for students. Movies, concerts, etc. CAB is always looking for new members. If interested in what comes to campus, check The Scoop and/or flyers located on the bulletin board outside the cafeteria. If interested in helping CAB, contact Brett Sample at ex. 6891. Director: Brett Sample; President: Justin Wilson.

Circle K. Circle K is the college branch of the international service organization Kiwanis Club. A chapter was created at Emory in the spring semester of 2005. The mission of Circle K is to train college leaders by working with local Kiwanis International members to provide charitable help for youth in community and in the world. Advisors: Drs. Jack Roper and Fred Kellogg; President: Peaches Hash.

College Bowl Club. Provides an opportunity for students to compete in College bowl tournaments held on campus. The winning teams from these campus tournaments may compete in regional and national tournaments held by the College Bowl Company. Membership is open to all students and faculty; however, only students may compete in the tournaments. Advisor: Dr. Ed Davis.

Emory & Henry College Republicans. Promotes interest and involvement in the Republican party and its candidates. Advisor: Dr. Kim Reed; President: Brandon Farmer.

E&H Greens. Promotes awareness of the human role in healthy ecosystems. Provides service learning opportunities in various projects. Advisor: Dr. Ed Davis; President: TBA

Emory Arts Society. The Emory Arts Society is an organization committed to advocating for the arts on campus and in our community. The organization centers on the Theatre, Music and Visual Art departments but is open to anyone regardless of their major. The organization works closely with faculty and administration, plans various art related events, works to create a strong sense of community among the departments, participates in various community service activities, and fights diligently to improve the conditions of the arts on our campus. Membership is free. Advisor: Dr. Lisa Withers; President: TBA.

Health Professions Club. Advises students planning careers in the health professions, promotes interest through field trips and speakers, and sponsors visits to medical schools for pre-med students. Advisors: Professor Greg McConnell and Dr. Mike Duffy; President: TBA.

Multi-Cultural Student Association. Serves as a resource to advocate the

awareness of different cultures to the campus community. Welcomes students from all cultures and walks of life in order to serve as a resource and support group for students on campus. Sponsors cultural food fairs, films, and concerts depicting the diverse culture of Emory & Henry students. Provides insight, knowledge, as well as comprehension in order to successfully unite all who embody the diverse culture of Emory & Henry College. Open to all students. Contacts: Kyle Cutshaw and Lamona West.

ONE. The Emory & Henry ONE Organization is modeled after the global ONE Campaign to end poverty. Students meet bi-weekly to organize awareness-raising, action, and service events for issues such as hunger, women's rights, AIDS, environment, and other social justice issues. Advisors: Robin Grossman and Amy Ball Braswell; President: Dave Michaux.

Peer Education Program. A college and community based network focusing on comprehensive health and safety initiatives. Promotes student campus and community-wide leadership on healthy and safe lifestyle decisions. Plans and promotes programs on campus such as the Mock Cocktail and Halloween Party, Spring Break Awareness, and the Mock Trial. Certified peer educators lead workshops and often assist with peer counseling on campus. Open to all interested students. Advisors: Jill Smeltzer and Kyle Cutshaw; President: Jennifer Martin.

Phi Beta Lambda. A national business fraternity open to all students interested in accounting, business management, economics, business law and finance. Advisor: Dr. Denise Stanley; President: Jillian Lewis.

Pre-Law Society. Provides programming to enrich students' pre-professional legal skills and studies. These programs include events, such as law forums, that facilitate discussion between students and legal professionals. Also, the Society hosts guest speakers, sponsors visits to law schools, and assists in securing internships. Advisor: Dr. Joe Lane; President: Ashley Griffith.

Psychology Club. Provides support and information to E&H students who are interested in psychology-related professions through the sponsorship of events such as guest lectures and workshops on careers in psychology and how to get into graduate school. Open to all interested students. Advisor: Dr. Kim Reed, President: Lamona West.

Rainbow Connection. A social and support organization for gay, lesbian, transgendered, and bisexual persons of the campus community and for their friends and allies. Membership will remain confidential. Advisor: Dr. Kathleen Chamberlain; President: Jess Burks.

Residence Hall Association. Composed of residential students, the Association strives to improve the quality of living in residence halls and to maintain a living environment compatible with the educational goals of the College. Advisor: Kyle Cutshaw; President: Lamona West.

River's Way. Provides an opportunity for people dedicated to establishing and maintaining relationships with people with disabilities. Activities include weekend retreats to River's Way in Bluff City, Tennessee and volunteering in local schools. Advisor: Prof. Jim Harrison; Coordinators: Shalonda Carter & Joni Ritter.

Student Art Association. Serves as a vehicle for students to enhance the visual arts climate at Emory & Henry. Sponsors exhibits in the Student Works Gallery and Dining Hall. Also sponsors art field trips. Advisor: Prof. ChweeKim Koek; President: TBA

Young Democrats. Promotes interest and involvement in the Democratic party and its candidates in local, state, and national elections. Advisor: TBA; President: Samuel Leniski.

Performing Groups

Opportunities are available in dramatics, voice, and instrumental music. In all areas provisions are made to accommodate students who have had prior experience and training, as well as those individuals who may be venturing into the performing arts for the first time. All areas except dance have options for formal academic training and academic credit related to practice and/or performance.

Choral. Emory & Henry offers three choirs providing opportunities for students at many levels of ability and interest. The Concert Choir is an auditioned group of students who complete an annual Spring tour representing the College, among other performances. The Chamber Singers is a select ensemble of eight to sixteen students chosen from the Concert Choir who make additional appearances on and off campus. The Chapel Choir meets on Wednesday night and performs for Sunday morning worship services. Fractional academic credit is available through applied music courses. For information on auditions, practice sessions, and expectations, call Dr. Stephen Sieck at Ext. 6592.

Instrumental Ensembles. Brass Quintet, Brass Choir, Trumpet Ensemble, Woodwind Ensemble, Wind Ensemble, and/or small Jazz Combos are available to majors and non-majors who have prior experience on an instrument, depending upon interest and numbers. Rehearsals (possibly two hours per week) and performances at campus events. Fractional credit is possible. Director: Dr. Matt Frederick.

Opera Workshop. Interested students, faculty, and staff perform scenes from major operas under supervision of the Music Department. Director: Dr. Stephen Sieck.

Stadium Stingers Pep Band. Students with one year experience on their instrument are welcome to join the pep band at home football games in support of the team. Rehearsals are scheduled once a week, or as needed to prepare for the next game. Their music consists of popular stadium music, and the band has a great deal of influence on what is played. Director: Dr. Matt Frederick.

Theatre. The theatre department presents four major theatrical productions plus a number of student directed showcases every year. Productions offer opportunities for students to gain experience in acting, directing, design, and backstage work. Auditions for all shows are open to all E&H students. Students participating in any of the four major productions are required to enroll for at least one hour of Theatre Practicum (THRE 102, 202, 302, or 402) after receiving the instructor's permission. For more information contact Dr. Biliانا Stoytcheva-Horissian, Chair of the Theatre department.

The local chapter of Alpha Psi Omega, a national honorary theatre organization is also quite active. Auditions for plays are announced on flyers across campus and in the E&H Scoop newsletter.

Honorary Groups

Alpha Psi Omega. National society for students interested in dramatics; membership by invitation to students who have directed a one-act play, or held a major or minor role, done stage work, and are familiar with technical duties of play production.

Advisor: Prof. R.Wolf-Spencer; President: Eric Eteuati.

Beta Beta Beta. Promotes excellence and research in biology; members are biology students who rank academically in the upper one-half of the student body.

Advisor: Dr. Christine Fleet; President: TBA.

Blue Key. Junior and senior male students who have been of service to the College through extracurricular and academic achievements; membership by invitation.

Advisor: Dr. Jack Roper and Josh Wellenhoffer; President: Ryan Davenport.

Cardinal Key. Junior and senior female students who have maintained a high scholastic average and have shown leadership ability; membership by invitation.

Advisor: Dr. Jack Roper; President: Meghan Hawkins.

Gamma Theta Upsilon. Geography students exhibiting academic excellence. Promotes interest, research, and leadership in the discipline. Advisor: Dr. Ed Davis;

President: Christina Schildroth.

Pi Delta Phi. French Honor Society. The purpose of Pi Delta Phi is to recognize outstanding scholarship in the French language and its literatures, to increase the knowledge and appreciation of Americas for the cultural contributions of the French-speaking world, and to stimulate and encourage French and francophone cultural activities. Advisor: TBA; President: Jiewon Baek.

Pi Gamma Mu. Social science students who have maintained a high scholastic average and met membership requirements. Sponsors service projects and speakers from social science fields. Advisors: Drs. John Morgan and Jack Roper; President: Justin Hoover.

Pi Sigma Alpha. A national political science honor society founded in 1920 at the University of Texas for upper-level undergraduate students. Advisor: Dr. Joseph Lane; President: Gina Kelly.

Psi Chi. A national honor society whose purpose is to encourage, stimulate, and maintain excellence in scholarship of the individual members in all fields particularly in psychology, and to advance the science of psychology. Open to all students who meet the national criteria. Advisor: Dr. Celeste Gaia; President: Hollie Ramey.

Sigma Delta Pi. Spanish National Honor Society. Honors, encourages, and fosters excellence in the study of Spanish; promotes respect for the culture of Spanish-speaking peoples. Advisor: Prof. Marilyn Walker; President: TBA.

Sigma Mu. Senior students ranked academically in the upper one-tenth of their class and junior students ranked in the upper one-fifteenth of their class; membership by invitation. Advisor: Dr. Ben Letson; President: Ashley Billingsley

Religious Activities

Emory & Henry takes pride in its religious heritage and United Methodist affiliations. The College believes that growth and development in faith are fundamental to the goals and purposes of Emory & Henry. The College's mission statement affirms that students are encouraged to grow in faith as they grow in knowledge. To that end, the Religious Life program of Emory & Henry invites students to join in asking questions, seeking answers, listening carefully, living prayerfully, loving unconditionally, and acting always in hope, all in a supportive atmosphere of fellowship and friendship.

Student Religious Life programs are planned and carried out by students and are coordinated through the Chaplain. The various activities of the Religious Life program include fellowship gatherings, ecumenical worship opportunities throughout the week, prayer and Bible study groups, mission experiences, special Religious Life housing, and

speakers and concerts for the community. For those interested in involvement in an area congregation of one's own denomination, a list of nearby churches can be obtained from the Chaplain.

A number of campus groups are designed to offer religious and ethical perspectives on personal and social issues. Interested students may obtain information about these groups, including the following, through the Office of the Chaplain.

Campus Christian Fellowship. Students of all denominations gather Tuesday evenings at 6 p.m. in Mason Hall in Memorial Chapel for dinner, fellowship, singing, study, prayer, and special weekend fellowship activities for the entire campus. Campus Christian Fellowship also has two weekend retreats a year. Advisor: Rev. Tim Kobler; President: Tim Kilbourne

Covenant Discipleship Group. Covenant Discipleship Groups consist of 5-7 people who agree to meet together for about an hour once a week. Open to students, faculty, and staff, these groups provide encouragement and accountability for their members. Each group creates its own covenant designed to help members grow in their Christian faith and witness. Contact Person: Kyle Bomar.

Drama Team. The E&H Drama Team provides meaningful skits and dramas for the weekly Encounter worship service. The drama team also helps provide special drama programs for area churches and youth gatherings. Contact Person: Amanda Bentz

Encounter. A weekly alternative-style worship service designed with college students in mind. The music for this service is provided by the E&H Praise Band. The informal, intimate setting welcomes all people to come and worship. Contact Person: Robbie Tullock.

Fellowship of Christian Athletes. Athletes and coaches, and any other interested persons who are concerned with encouraging other persons "to meet the challenge and adventure of following Christ." Advisors: Joy Scruggs and Don Montgomery

Habitat for Humanity. Love. Compassion. Hope. Desire to make a difference. These are the most important tools that the E&H Habitat for Humanity chapter uses in its effort to build, improve, and repair local and regional community housing. Habitat members work on projects on campus (the playground behind Memorial Chapel), as well as in the larger community and across the country. Past Habitat experiences have taken this group to Oklahoma City, Haiti, and Marion, SC. Advisor: Rev. Tim Kobler; Student Contact: Joe Hamil

Kerygma. Students considering church-related vocations meet periodically for Christian fellowship, informative programs, exploration of vocational options, and service opportunities. Advisor: Rev. Tim Kobler; Student Contact: Jeremy McMillan.

Praise Band. The E&H Praise Band is a student-led musical group. The Praise Band provides worship music for the weekly Encounter worship service and travels to area churches and youth events to provide musical leadership as an outreach ministry. If you play a musical instrument, love to sing, or enjoy operating sound equipment, contact Robbie Tullock, Praise Band coordinator.

Religious Life Housing. Two small resident houses (1 for men and 1 for women) are set aside as Religious Life Housing. The residents live together in a covenant relationship; they share a common meal at least once a week, have daily worship or devotions, and offer a ministry to the larger community. Selection is made in the spring before regular room draw. Interested persons may apply to the Chaplain. Open to sophomore level and above.

Other opportunities. Additional opportunities for service, worship, study, and fellowship groups, midweek worship, as well as periodic interest groups. Contact the Chaplain for information regarding any of the above.

Greeks

Governed by the Greek Council, the six fraternities for men and six sororities for women offer students opportunities for recreation, service, and social activities. All Greek organizations are local, meaning that they are unique to the Emory & Henry campus. College policy does not permit the chartering of chapters of national Greek organizations. The Office of the Dean of Students serves as the official College liaison with the fraternities and the sororities. Greek organizations, like all other student organizations, are governed by the College through the Student Government. According to policy established by the Student Government, membership in approved social organizations is open to students, sophomore level and above, who have earned at least 12 credit hours at Emory & Henry, maintained a cumulative GPA of 2.0, and are free of academic or social probation. First-year students are also eligible for membership after earning 12 credit hours at the College, maintaining a GPA of 2.75, and remaining free of academic or social probation. Individual organizations may establish standards for membership which are higher than these minimums.

Fraternity and sorority members have an opportunity to gain leadership experience by representing their organizations on the Greek Council. Each fraternity and sorority has two representatives on the governing body. From fraternity and sorority representatives, a president, a vice president, a secretary, a treasurer, and a sergeant-at-arms are elected. Council responsibilities include: coordinating rush and induction periods, leadership development, council-wide community projects, and campus events. Advisor: Dean Pam Gourley; Greek Council President: Amanda Chaplin.

Emory & Henry Fraternities: Beta Lambda Zeta, Dom-I-Nechers, Phi Gamma Phi, Phi Pi Alpha, Pi Delta Chi, Sigma Iota, and Theta Chi Epsilon.

Emory & Henry Sororities: Alpha Beta Chi, Delta Omicron Pi, Delta Rho Delta, Kappa Phi Alpha, Pi Sigma Kappa, and Sigma Upsilon Nu.

Athletics

Approximately 70% of all boarding students at E&H participate in some form of athletics at one of three levels of competition: varsity sports, club sports, and intramurals. Varsity sports involve official intercollegiate competition in a regular schedule. Schedules for varsity sports, as they are confirmed, are available from the King Center Athletic Office. Club sports are sponsored by the Student Government and offer intercollegiate competition on a limited and informal basis. Intramurals are devoted to competition within the Emory & Henry campus, providing recreational competition for students against each other or against interested faculty and staff members.

Varsity Sports. Intercollegiate competition at Emory & Henry is under the jurisdiction of a faculty athletic committee. The College holds membership in the National Collegiate Athletic Association (Division III). E&H offers no athletic scholarships and is a member of the Old Dominion Athletic Conference (ODAC), providing competition to compete against other schools of similar size and with similar policies in athletics. Varsity teams are fielded for men in football, soccer, baseball, basketball, tennis, golf, and cross-country; women compete in basketball, cross country, volleyball, softball,

tennis, soccer, and swimming.

Club Sports. Club sports vary from year to year, according to student interest, and the availability of funding from the Student Government. New clubs may be formed via the procedures outlined in this handbook. Club sports organizations must clear the use of College facilities with the Director of Intramurals.

Intramurals. A comprehensive program of intramurals is offered for the physical well-being and enjoyment of students, faculty, and staff. The intramural program is under the supervision of the Office of the Dean of Students. Students are encouraged to support and become involved in intramurals as participants, officials, and spectators. To be eligible for competition, teams must submit a roster of players to the Director of Intramurals by the deadline for each sport. A handbook on intramurals is available from the Intramurals Office. Among the intramural events planned are flag football, walleyball, volleyball, basketball, ultimate frisbee, golf, table tennis, horseshoes, rook, fooseball, softball, billiards. The intramural office also hires student officials; if interested, contact the Director of Intramurals. Director: Brett Sample.

Cheerleading. The cheerleaders are selected by the coach in addition to a panel of one or more judges in tryouts. There are two tryouts, one for football and the other for basketball. Coach: Stephanie Watson.



Campus Policy & Student Conduct

The following statement has been endorsed by the governing board of Emory & Henry College, setting the framework for the College's expectations of students.

Emory & Henry believes that both freedom and responsibility are necessary to the life of an intellectual and Christian community. Continued membership in the Emory & Henry student body is contingent upon responsible conduct and effective participation in the life and purposes of the institution. Students who violate this privilege or neglect this responsibility are subject to disciplinary action, including suspension or dismissal. Definitions of these penalties and an outline for procedures for appeal are found in the Judicial Code section of the Student Handbook. Appropriate procedures are provided for hearings and review and every student has the right of appeal.

The College rejects any interference with the legitimate rights of others, the use of threat or violence, the destruction of property, and the disruption of the normal order of the College. Lying, stealing, cheating, and plagiarism violate the College's principles. All forms of gambling and hazing are prohibited. Secret fraternities or other organizations not chartered and approved by the faculty are forbidden.

The College recognizes the right of students to dissent and disagree with the faculty, the administration, and the governors. Free exchange of ideas is encouraged and channels of communication are provided. Dissent and disagreement must be exercised in an orderly fashion which does not infringe on the rights of others, jeopardize public order or safety, or disrupt the normal order of the College. Student conduct which violates these standards will lead to disciplinary action which may include suspension or dismissal. Other persons who violate these standards are subject to legal action.

The College maintains that the use of alcoholic beverages or illicit drugs in no way contributes to the institutional ideals or to the fulfillment of the persons who comprise the academic community. The disruption of human lives and the attendant waste in human and economic resources frequently related to these practices have created critical social problems in our time. The College affirms the historic position of The United Methodist Church and expects its students to abstain from the use of alcoholic beverages and illicit drugs.

Both drinking and possession of alcoholic beverages and/or illicit drugs on College property is prohibited. The student who violates this policy is subject to disciplinary action.

Civil Regulations

Students are expected to abide by federal, state, and local laws. In instances in which E&H students violate civil regulations, and the institution's interest as an academic community is clearly involved, the College retains the right to take appropriate disciplinary action regardless of (or in addition to) prosecution by civil authorities. See Judicial Code for further amplification.

Academic Policies

The Emory & Henry Academic Catalog contains the College's official statement of

academic policies and programs. The Code of Conduct and the Honor Code, as printed in this Student Handbook, define the College's expectations for academic integrity, as well as outline procedures to be followed in instances of academic misconduct. Students are expected to inform themselves regarding these policies and procedures and to fulfill all academic requirements. Questions regarding academic policies may be directed to the student's academic advisor, the Dean of Faculty, the Registrar, or the Student Government.

Student Records: Confidentiality and Access

The College assures the confidentiality of student records in accordance with the Family Educational Rights and Privacy Act, as amended. The law provides for interchange of student records between faculty members and administrators within Emory & Henry as necessitated by the educational program, but it prohibits the College from releasing the records to persons outside the College unless consent is first obtained from the student or it is court-ordered.

Records are classified into two main categories: directory and educational. Directory records contain only general information; included in this category are any lists which may have a student's name, address, phone number, date and place of birth, field of study, dates of attendance, and height/weight, if an athlete. This information is circulated freely within the College. It is not made readily available to off-campus persons or groups for purposes of solicitation. If a student wants to have their directory information withheld from publication, it is the student's responsibility to notify the Dean of Student's Office.

It is the student's responsibility to notify the Office of the Dean of Students of any change or error in name, address, social security number, or factors relevant to status. One opportunity to do this is at fall registration, but changes within the year must be reported **immediately** to the Office of the Dean of Students.

Educational records include transcripts, evaluation forms such as student teaching reports, letters of reference, and correspondence on judicial matters. These records are shared among the College faculty and staff only for bona fide reasons related to the educational program. In regard to off-campus persons or groups, the student controls the release of these records, usually through written permission to the office which maintains the records of particular interest. Each student has access to his/her own records unless access is waived. As a general policy, non-transcript records are maintained for 5 years.

Academic Records are released regularly to each student's faculty advisor who helps the student interpret the educational program and meet its requirements, interpret the course schedule and register for each semester, and deal with academic problems as they arise. It is the student's responsibility to meet all academic requirements.

Following is a list of offices which maintain the educational records:

Academic records, transcripts and progress reports — Registrar

Letters of reference and resumes — Academic Support & Career Services

Housing contracts — Student Life

Judicial matters — Dean of Students

Financial needs - CSA Office

WebAdvisor and Academic Records

The Registrar's Office provides student access to information about their academic record through an online student system called WebAdvisor. WebAdvisor provides accurate, up-to-the-minute answers to commonly-asked questions through a standard web browser. WebAdvisor provides real-time information about the coursemaster, class schedule, and an unofficial transcript view that can be used for advising. WebAdvisor can be accessed via <http://ehwalive.iceschools.org>. The Registrar's Office mails progress reports to the student's campus address for first year students, transfers, and students not in good academic standing. End of semester grade reports are made available via WebAdvisor. If a student wishes to receive a grade report a request must be made in writing to the Registrar's Office.

Inclusive Language

Emory & Henry College expects the use of inclusive language in all College publications, in the conduct of College business, in the classroom, and in all academic communications.

Copyright Policy

Examples of works covered by copyright include, but are not limited to, the following: (1) books, journal articles, texts, glossaries, bibliographies, study guides, laboratory manuals, syllabi, tests, and survey instruments; (2) lectures and unpublished lecture notes; (3) films, slide programs, filmstrips, charts, transparencies, pictorials, graphics and broadcasts; (6) programmed instruction materials; and (7) computer programs and documentation. Copyrighted material may be produced through individual efforts, College-assisted individual efforts, extramural sponsored efforts, or College-assigned efforts. Students are expected to abide by copyright laws.

Lyceum Requirement

Emory & Henry schedules a wide range of cultural events each year, including speakers, films, art exhibits, musical programs, and theatrical presentations. As part of College graduation requirements, students must attend, each semester, a certain number of those events specifically designated as a part of the Lyceum program. Lyceum procedures and policies are listed in detail in the *Academic Catalog*.

Payment of Fees

All regularly enrolled students at Emory & Henry are charged tuition and, where applicable, room and board. On July 1, 2007, all students will receive an estimated statement of these charges and anticipated financial aid for the fall semester. The total balance due should be paid in full before August 1, 2007. For the spring semester, students will receive estimated statements in December 2007; the total balance due should be paid in full before January 1, 2008. Checks should be made payable to Emory & Henry College. Should a student desire to pay educational expenses in monthly installments during the semester, a minimum of one-fourth of the amount due must be paid before August 1, 2007, for the fall semester and January 1, 2008, for the spring semester. The remaining balance must be paid in three monthly installments during the semester with interest assessed at the rate of one percent per month, twelve percent per

annum, subject to change from year to year. Installments are due September 15, October 15, and November 15 for the fall semester, and February 15, March 15, and April 15 for the spring semester.

Any student whose account is not current will be ineligible to participate in preregistration or room draw. Any student whose account is not paid in full by the conclusion of the semester will be ineligible to obtain (or maintain if pre-registered) a schedule for the subsequent semester. During each semester, neither transcripts nor diplomas will be issued to any student whose account is not paid in full or monthly installments are not up-to-date. Should a period of 120 days pass without any activity on an account with an unpaid balance, the College will refer the account to a collection agency. Major credit bureaus will be notified of the delinquency, and a finance charge of 12% will continue to be assessed to the account. The student will be responsible for any attorney's fees and /or other costs associated with the collection of the unpaid balance.

When damage occurs in the residence halls or other College buildings, the student or students responsible for that damage must pay the cost of all repair. If damage occurs in common residence hall areas and cannot be attributed to an individual or responsible group, the cost of repair will be pro-rated among all currently registered students of that hall. All property damage charges will be added to the students' accounts.

Students who pre-register for summer internships and directed studies must make payment in full to the Business Office on or before summer matriculation. These students will be registered upon receipt of payment. The *Academic Catalog* provides additional information regarding fees, including payment and refund policies.

****Please note that a medical withdrawal does not remove the charges the student has incurred. Final billing decisions are made on the basis of the date of the exit interview.***

Food Service Policies

College policy requires that all resident students participate in the College Meal Plan. Students with special dietary needs must consult the food service director, who will make every effort to satisfy specialized, individual diet requirements. Exemption from the policy will be considered only with the presentation of a well-documented physician's report clearly indicating the illness and demonstrating that the student's special diet cannot be met by our food service. The report must also clearly state that the physician recommends that the student be released from the prospect of availability of three nutritious and regularly scheduled meals per day.

Boarding students who register for off-campus internships, whether part-time or full-time, are expected to continue on the College meal plan. If the hours of the internship cause that student to miss meals on a regular basis, he/she may consult with the Dean of Students and the food service director to arrange for carry-out meals or vouchers for use in The Hut.

- The food service director may prohibit uncooperative students from using the cafeteria.
- Admission to the cafeteria is by College ID or meal payment at the door.
- Non-resident students may purchase the Commuter Meal Plan or Flex only plans. Both non-resident and boarding students may add to the account in increments of \$25.
- Sick trays are available and can be requested.

Scheduling Events on the College Calendar

Every campus event should be scheduled through the Office of the Dean of Students. Activities are divided into the following categories and placed on the calendar accordingly:

I. College-wide activities, during which no other meetings will be scheduled. These include: College-wide convocations, Sunday worship services, designated Lyceum events, major Campus Activities Board events, and special annual or biennial events such as the Literary Festival, and the Bays Blackwell, Staley, Reynolds and Leidig Lectures.

II. Limited groups, during which other activities may be scheduled. These include: fraternity and sorority meetings or functions, club meetings, intramurals, entertainment, movies, and off-campus or repeat Lyceum events.

III. Multiple-sequence events, during which other activities may be scheduled. These include plays, films and art exhibits.

The Dean of Students has the power of decision in cases of conflict of interest or for categorization of activities not specifically listed above. The faculty has agreed to avoid scheduling academic events during College-wide activities. No judicial hearings, social or athletic events are to be scheduled during review day or final exam week.

Scheduling Activities & Social Functions

Planning and scheduling of activities and social functions should be planned well in advance. Proposed social functions must be approved by the Dean of Students and properly scheduled on the official College calendar. The following steps are necessary in scheduling functions:

- A. Select a tentative date on the campus calendar in the Office of the Dean of Students.
- B. Confirm availability of facility being used.
- C. Confirm calendar date with the Dean of Students Office.
- D. Plan accordingly with advisor(s): set-up, security, and other event needs.
- E. Make arrangements for clean-up and follow-up required after the event.

Bulletin boards are provided in appropriate places so that all groups may have an opportunity to post announcements. Fire and safety regulations prohibit the posting of signs on doors or adjacent to any entrance or exit. All posters are to be dated and then removed by the day following the event advertised.

Selling or Soliciting

Any College organization engaged in a money-making project on campus must clear the project with the Dean of Students. College organizations soliciting funds or advertisements from persons or businesses off campus may do so only with approval from the Dean of Students, in conjunction with the Development Office.

No person or group may sell on College property without displaying a letter of permission from the Dean of Students. Door-to-door soliciting or selling in the residence halls is prohibited. If such activity is observed, please contact a staff member as soon as possible.

Lost and Found

The "lost and found" headquarters for the campus are in the switchboard in the lobby of Wiley Hall, the front desk in Martin Brock Student Center, and the Campus Security Office.

Identification Cards

Every student, upon registration, receives his/her identification card. The ID card is required to borrow materials from the library and serves as an admission ticket to all intercollegiate athletic events, cultural programs, and other specified College sponsored activities. Boarding students must present the ID card for admission to the cafeteria serving area. The ID card is required for cashing checks in the business office. Intentional misrepresentation or misuse of the ID card is considered a violation of College principles. Failure to present the ID card when requested by a campus security officer or other College official is a violation of College regulations. Replacement cost of an ID is \$30.00; replacement cards are available in the Campus Police/Security Office, located next to the Studio Theatre.

Damage to College Property

When a student is responsible for damage to College property, the cost of repair must be paid to the College Business Office to clear the student's account. Damage to common areas of residence halls, not attributed to an individual or responsible group, will be divided among residents of the facility at the end of each semester.

As a member of the community, students should report any damage or vandalism they observe to Campus Police/Security or a Student Life staff member.

Safety and Security

Campus Police/Security Officers. The campus police/security officers are College employees who report to the Dean of Students, and they also are duly authorized law enforcement officers of the Commonwealth of Virginia. These officers have jurisdiction on the main campus, on all College property owned or leased, and on public streets and roads. The major responsibility of the police/security officers is to give attention to every situation which might involve the safety and welfare of students and faculty. When there are infractions of federal, state, or local laws and/or College regulations, the police/security officer is authorized to take appropriate action, including arrest, issuing a warrant and/or referring the student to an appropriate College official for internal action.

Campus Alert System. Emory & Henry offers a notification system for campus that is capable of sending notifications instantly and simultaneously to all registered mobile phones, wireless PDAs, pagers, and everyone's email address. Please go to www.ehc.edu and click on Campus Alert System, located on the bottom left of the webpage, and complete the registration process. This is the surest way for you to receive notifications critical to your safety and well being. You must register in order to receive the alerts.

Parental Contact. The College reserves the right to contact a student's parent(s) or guardian(s) in the event of any accident, illness, or mental distress; or for disruptive behavior.

Student Safety. A student is urged to report to the appropriate College official any incident which may threaten his or her person or cause damage or loss of property.

Campus security officers have jurisdictional authority. College academic buildings are locked at night, on weekends, and during school holidays. For the purpose of health and fire safety, there is to be no smoking in any campus building. The annual campus crimes report is available in the Dean of Students Office.

Insurance. The College does not provide general medical insurance coverage for students and encourages students to seek coverage through family policies. However, students are required to have minimal coverage for personal injury, accident, and health care and may purchase such insurance at the time of pre-billing for other College expenses. If this is the student's only coverage, the student is strongly encouraged to purchase the optional supplemental plan to better meet individual needs. The cost of the insurance is automatically added to the student's account unless he/she returns an insurance waiver card enclosed with pre-billing.

The College cannot assume liability for the personal articles of students which are damaged or destroyed by fire and/or any other cause, or which are stolen. Appropriate insurance coverage should be obtained by the student or parents.

Fireworks and Firearms. Fireworks, firearms, ammunition, and other weapons or materials which endanger student health or safety are strictly prohibited. The possession or use of such on College property is sufficient cause for disciplinary action.

College Duck Pond. Students are prohibited, on penalty of dismissal, from going into the College duck pond or creek or causing others to do so.

College Cemetery. The cemetery at Emory is College property and all College policies are applicable to this area. Also, the Code of Virginia includes a state law making it a misdemeanor to enter a cemetery at night.

Pets. For reasons of health, maintenance, pest control, and general convenience, no pets are permitted in College residence halls (except fish) or classrooms. Persons violating this policy are subject to action by an appropriate College official.

Railroad. The railroad crossing adjacent to Hillman Hall is limited to pedestrian traffic. Motorcycles and other vehicles are prohibited from using this crossing. Impeding or interfering with the progress of trains is a federal offense and will result in College disciplinary action.

Campfires and Camping. Permission must be obtained from the Dean of Students and the Director of the Physical Plant before a fire may be set on the campus. Unauthorized camping on the campus is prohibited.

Inclement Weather. Due to the residential nature of our campus community, Emory & Henry College will rarely alter its class schedule because of inclement weather. However, when poor weather conditions exist, the College will follow these procedures:

1. A text message will be sent via the E-Alert System to those who have registered for inclement weather notification. To register, go to the www.ehc.edu and click on Campus Alert System, located at the bottom left of the webpage, and complete the registration process.

2. An announcement of any alteration in the class schedule will be made on WCYB-TV 5 (Bristol), WJHL-TV 11 (Johnson City), WKPT-TV 19 (Kingsport), WDBJ-TV 7 (Roanoke), WOLD-FM 102.5 (Marion), and WEHC-FM 90.7 (Emory), WXBQ-FM 97 (Tri-Cities), WAEZ-FM 99.3 (Tri-Cities), and WZVA-FM 103.5 (Marion). The message on the College's switchboard number (944-4121) will also be changed to notify callers of an altered schedule.

3. If Emory & Henry College is open, but Washington County Schools are closed, the faculty are asked to employ a lenient attendance policy for commuter students.

Inclement Weather Plan - Delayed Schedule

Monday, Wednesday, Friday Regular Time---Inclement Day

8 a.m.-----10 a.m.
9 a.m.-----10:30 a.m.
10 a.m.-----11 a.m.
11 a.m.-----11:30 a.m.

Tuesday, Thursday Regular Time ---Inclement Day

8 a.m.-----10 a.m.
9:30 a.m.-----10:50 a.m.
11 a.m.-----11:40 a.m.

Afternoon class times will not change.

Traffic Regulations

Vehicle registration and traffic regulations at Emory & Henry are necessary to ensure safety and order on campus and to provide supervision and management of the limited parking facilities.

Vehicle and traffic regulations are administered through the Campus Police/Security Department. (The Traffic Committee, composed of persons appointed by the Student Government, assists with interpreting these policies and hearing cases).

The campus police/security officers have responsibility for investigating all situations involving vehicles that are speeding, illegally parked, improperly parked, improperly registered, or otherwise in violation of state or campus regulations. The officers are available to help motorists with lockouts, battery jump starts, and other forms of assistance. A student who brings a vehicle to campus has responsibility for the presence as well as the operation of the vehicle on campus. The student who owns or

**HANDICAPPED,
VISITOR PARKING,
AND FIRE LANES
(INCLUDING WILEY JACKSON
CIRCLE)
WILL BE ENFORCED
24 HOURS/DAY, 7 DAYS/WEEK.**

PERMITS

Fac./Staff "A" - Non-students employed by the College.

Resident "Resident" - See List: Parking Decals and Lots.

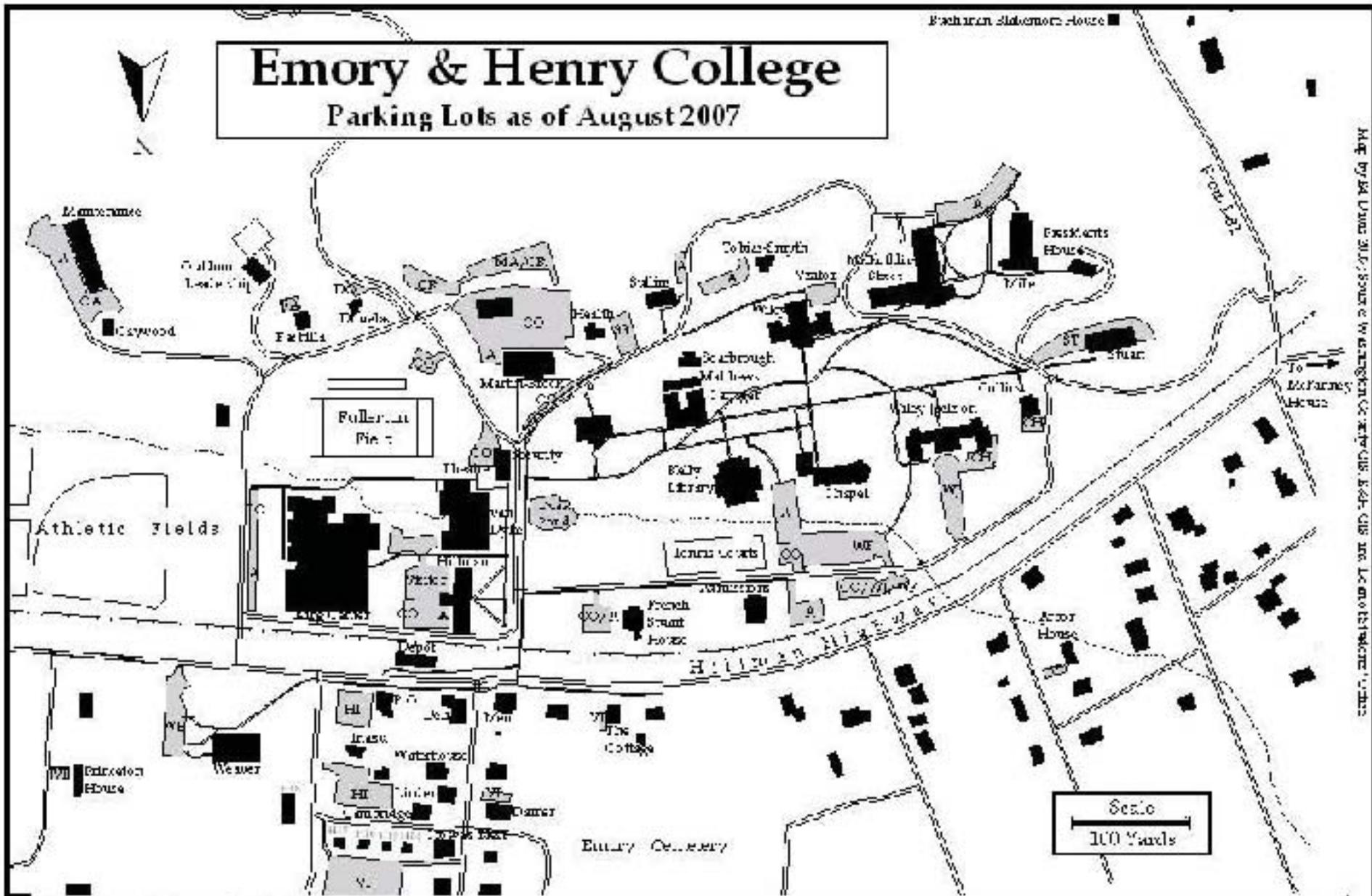
Commuter "C" - Students who reside off-campus and who commute.

Medical - Issued to students who require the use of a vehicle for access to classroom buildings and other College facilities. This permit may be temporary or permanent, dependent upon the needs of the individual. It does not entitle a student to park in fire lanes or handicapped/15-minute/visitor parking. Temporary medical permits needed for other than 3 days require medical documentation.

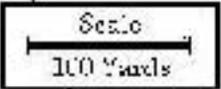
Temporary - Issued for brief periods of time (not exceeding two weeks). This permit must be placed in the front dash of vehicle where it is visible.

Emory & Henry College

Parking Lots as of August 2007



Map by Ed Davis 2007. Source: Washington County GIS. All GIS are Leica/Trimble Units



Parking lots and their symbols:

- | | | | |
|-------------------|--------------------|---------------|--------------------------------|
| A = Faculty Staff | CA = Caywood | H = Hillman | VI = The Village |
| CO = Computer | CH = Collins House | MA = Matthews | WJ = Weaver |
| CF = Campus | DO = Douglas House | ST = Stuart | WJ = Wiley Jackson |
| | VA = Vanalla House | SS = Sullins | WJ = Wiley-Jackson, First-Year |

- Emergency Phone Locations
 WJ Parking Lot Porch
 Carrier on the library side
 Above Front Porch
 Security/Theatre Bldg
 Metatile Front Porch

PARKING PERMITS AND LOTS

Decals	Designations	Parking Areas
CO	Commuters (Includes Arbor House)	Alumni House, Martin-Brock, and behind the Studio Theatre (Old Bookstore). Overflow lots are the area west of the home stands of the football field and the tailgate field.
CA	Caywood	Gravel lot behind house.
CR	Carriger, Carriger RA's, and Matthews RA's.	Two gravel CAR/M lots behind Martin-Brock.
CH	Collins House	Collins House. Overflow Lot is behind Wiley Jackson (specific spaces designated by signs only).
DO	Douglas House	Douglas House lot.
FA	Fachilla House	Fachilla House lot.
HI	Hillman	Hillman lot on the East side of the Post Office and gravel lot beside Inzau.
MA	Matthews	The CAR/M lot behind Martin-Brock.
SS	Sullins	Sullins lot located between Sullins and Rice House. Overflow lots are the two lots far behind Martin-Brock.
ST	Stuart	Lot around Stuart.
VI	Damer, Crowe's Nest, Waterhouse, House 14, 15, 16, 17, 18 & Apt, Inazu House & Apt, Princeton House, The Cottage, Arbor House, Linden House and Cambridge House,	Village lot located behind House's 14-17. Lots located at Arbor, the College, and Princeton House. <i>Note:</i> Parking will not be allowed on the West side of Linden street beginning Fall 2007.
WE	Weaver	Weaver lot.
WJ	Wiley-Jackson	Parking behind Wiley-Jackson (for upper class students only).
WF	Wiley-Jackson First-Years	The Chapel lot and the overflow lot across the street and next to the Emily Williams House. First-years may not park behind Wiley Jackson at any time (24 hours, 7 days a week).

All above parking lots will be marked by signs for student parking. There is no resident student parking behind the Studio Theatre Building. This is a Commuters Only lot. There is no student parking allowed beside the Emory Train Depot, behind Wiley Hall, or behind Hillman Hall.

uses the vehicle or has it in his/her custody has responsibility for complying with all College vehicle and traffic regulations. The student is responsible for providing accurate information required for registration of the vehicle. The person in whose name the vehicle is registered with the College is responsible for any violation placed on it. Both owner and operator of a vehicle may be cited for a moving violation, such as speeding, reckless driving, failure to stop for a police/security vehicle or designated signs, and driving under the influence. In the event that your parking permit is lost or stolen, you must report it immediately to Campus Security. All parking permits must be displayed properly and in clear view at all times while on campus.

Registration Fee

The vehicle registration fee is paid at the time a vehicle is registered. Following is the schedule of fees. (The Fall fee actually covers the entire year. The Spring fee covers spring semester and summer session.)

	Cars, Vans, Trucks	Motorcycles, Scooters
Fall Fee	\$70.00	\$30.00
Spring Fee	\$35.00	\$15.00

Vehicle Registration

A resident student who brings a vehicle to campus must register it during opening registration. The College's definition of campus extends to all facilities owned or controlled by the College and used to house students. If a student brings a car to campus, it must be registered.

A commuter student residing in non-College facilities who intends to drive to classes or other College functions must register that vehicle with the College during opening registration. Issuance of a citation for failure to register a vehicle imposes a fine of \$50.00. A student should also be aware that this automatically includes being assessed the appropriate registration fee commensurate with the term in which the citation was issued.

If a vehicle is brought to campus after the time of opening registration, the student must register it in the Campus Police/Security Office during the first academic day after it is brought to campus. Vehicle registration includes immediate and proper display of the decal or temporary permit.

Vehicle registration is also required of any faculty or staff member whose vehicle is to be operated and/or parked in areas under the jurisdiction of these regulations.

An E&H parking permit, when issued, must be visibly displayed on the rearview mirror of the vehicle. Failure to display the permit can result in a parking violation. In addition, altering a parking permit can result in judicial action for falsifying a College document.

Conditions for Registration. To register a vehicle, the student must give the state license plate number of the vehicle, present a valid operator's license for the current year, certify that the insurance on the vehicle meets the legal minimum required by the state of registration, and provide proof that the car is titled to the student or a member of his/her family. A student bringing a vehicle on campus displaying dealership license tags must show proof of having met all state registration requirements, including

inspections and insurance. A change in vehicles will require either a temporary parking permit or normal registration.

Refunds. Refunds may be granted for fall and/or spring semester vehicle registration fees. No refunds are made for the summer session. Application for refund must be made in the Campus Police/Security Office. The permit must be returned or the student must submit a signed statement indicating that the decal has been destroyed and cannot be used by another person.

Permits. The classifications for identifying parking permits is defined in the accompanying chart. When a student changes status from Commuter to Resident or vice-versa, it is the student's responsibility to return the old permits and request issuance of a new one. When a vehicle bearing a current College parking permit is traded or sold, the registrant should remove the permit before releasing the vehicle and report the vehicle change to Campus Security. Registration of any vehicle includes the proper display of the parking permit issued by the Campus Police/Security Department. Students may register an additional vehicle at a cost of \$1.

Temporary Parking Permits. A student bringing a vehicle on campus that is not his/her registered vehicle and meeting requirements listed under "Conditions for Registration," may obtain a temporary parking permit if the need is for two weeks or less. Otherwise, the vehicle must be registered during the first academic day on campus. Students must sign for the numbered temporary permits in the Campus Police/Security Office before issue. The temporary permit must be visible on the front dash of the vehicle.

Motorcycles, Mopeds, Scooters

All motorcycles must have a valid state license plate and state inspection sticker and must be registered in the Campus Security Office. The College registration decal must be visibly displayed on the rear fender of the motorcycle. All operators and riders must wear the appropriate safety equipment required by the Virginia Division of Motor Vehicles. Motorcycles with altered exhaust systems or exhaust systems which are excessively loud may not be operated on campus. Motorcycles must not be parked in College buildings or areas not intended for motor vehicles. Requests for special parking provisions should be made in the Campus Police/Security Office.

Safety

The speed limit on campus is 20 m.p.h. at all times. All vehicles must be maintained in a safe, operable condition and must display a current state license plate. A state inspection sticker also must be displayed if the vehicle is registered in a state which requires inspection. Persons believed to be driving while intoxicated will be detained and a blood/alcohol test given.

Campus police/security officers are to be notified in the event of an on-campus accident. A written report by the police/security officer of any on-campus accident involving a student and/or his or her vehicle must be made to the Campus Police/Security Department within one business day of the accident.

Parking

With so many students, faculty, and staff using vehicles on campus, it is necessary to have guidelines covering approved and prohibited parking areas. Parking lots are designated by letter, and lettered permits are issued to match the lot designations.

Vehicles parked in lots without the matching lettered permits will be issued citations for illegal parking. Resident students are expected to park vehicles in the lot(s) assigned for their residence hall, and commuters are expected to park in commuter lots.

First year resident students will be issued identifying parking decals. Their vehicles are to be parked in specific lots while on campus. These vehicles will be subject to illegal parking citations when observed parked anywhere else on campus. Zone parking requirements are in effect from 7:30 a.m. to 4:30 p.m. Monday through Friday for all students. **These parking guidelines will be strictly enforced.** Students requesting handicapped parking privileges will be required to show medical documentation.

Hillman Hall — Students residing in Hillman should park in the lot north of the building, located on the East side of the Post Office or in the Hillman lot in the Village.

Wiley Jackson Hall — Upperclass students may park behind the residence hall. ***First-year students must park in the lot behind the Chapel or in overflow. First-year students may not park behind Wiley Jackson at any time.***

Commuter Student Parking — Commuter students may park in lots at the Studio Theatre, Alumni House, and behind Martin Brock Center.

Parking is prohibited at certain locations on campus. It is impossible to mark with signs all such areas where parking is prohibited, and drivers are expected to use good judgment and courtesy about parking locations. Some of the areas where parking definitely is prohibited are: entrances to buildings, any location which blocks another parked vehicle, on or across walkways, on the old Cambridge Street in front of Houses 14, 15, 16, and 17, in drives in such a way that normal traffic flow is hindered, **on grass or in any location which damages the campus landscape**, and in any location which will inconvenience anyone, endanger anyone, create a safety hazard, or interfere with the use of College facilities or equipment. Roadside parking is prohibited on campus except on the east side of Garnand Drive and in front of the Martin-Brock Center. ***Any vehicle which is parked in violation of these regulations may be towed away at the owner's expense.*** Parking at the President's House is not permitted and violators will be towed. The responsibility for finding legal parking space rests with the vehicle operator. ***Lack of space at a particular location is not considered a valid reason for violation of regulations.***

Vehicles stopped for loading or unloading behind Wiley Hall must use the special fifteen minute parking space to avoid being ticketed for illegal parking. A special parking permit authorizes a student to park in resident or commuter student parking lots and faculty/staff reserved parking spaces. This permit does not authorize parking in the thirty minute space or in "No Parking" zones anywhere on campus.

Motorist Assistance Program

Campus police/security officers will assist motorists who may experience vehicle problems while on College property. Assistance is provided without cost to the motorist. Types of services provided are:

Lockouts. This assistance is provided to gain access to the interior of the vehicle and is limited due to electronic locks and airbags on newer model cars. Trunk lockouts will require the services of a qualified locksmith. The owner/operator of the vehicle must sign a waiver/release form prior to the officer attempting this service.

Jumper Starting. Jumper cables will be provided to the vehicle owner/operator of the stalled vehicle. Cable connections with an auxiliary power source (APS) is the responsibility of the operator. When no APS is available to the operator, the officer will

assist and provide APS once the owner/operator signs a waiver/release form.

Fuel Containers. The officer will provide a fuel container for stalled vehicles and when necessary, transport the operator to the nearest commercial fuel source.

Other Services. When services required are beyond the officer's capabilities, the officer will assist by referring the operator to a local garage.

Please note that if you are having car problems and are parked in an unauthorized lot, you can receive a ticket. Please notify Campus Police/Security as soon as possible if this occurs and make arrangements to move your vehicle.

Violations and Penalties

Any student found to violate these regulations is subject to penalties deemed necessary by the Traffic Committee. Flagrant violators are referred to the Dean of Students for disciplinary action. Flagrant violations are considered hazardous to the health and well-being of students, faculty, staff, and visitors to the campus. Anyone identified as having committed a flagrant violation will have his/her on-campus driving privileges suspended for the remainder of the current school year, including summer school, regardless of infraction date. The following constitute flagrant violations: any one act of reckless driving so as to endanger the safety of others; any one act of driving while intoxicated; and any two speeding violations during one academic year.

In addition to the flagrant violations cited above, a student receiving in excess of five (5) parking violations during a school year, will be added to the flagrant violator category. On receipt of a sixth citation, a student will be given notice that if he/she receives any additional citations, they will carry an automatic penalty of \$100 each. Upon receipt of the 10th citation, the automobile may be towed away from the campus at the owner's expense. In addition, the student may have his/her driving privileges on campus suspended for the remainder of the current school year, including summer school, regardless of the infraction date. Any act of driving or gaining use of any vehicle by a student not eligible to register a vehicle will constitute a violation of these regulations.

Paying Traffic Fines

All traffic fines are to be paid in the CSA Office. Unpaid tickets may constitute a College obligation which can prevent the student from registering for classes or from obtaining copies of the College transcript.

All tickets should be paid within ten academic days from the date of issuance. After ten academic days, the amount of the fine will be applied to the student's College account.

Fines should be paid immediately. If a ticket is overturned by the Traffic Committee, the amount of the fine will be refunded to the student.

Appeals

If a violator feels that he/she is due consideration because of unusual circumstances, a written appeal to the Traffic Committee may be filed in the Office of the Dean of Students within 15 academic days of the date of the ticket. ***The ticket must be paid prior to the appeal.*** For proper consideration, the appeal should include the citation and a complete statement of the situation and grounds for appeal. A fine may be reduced and/or refunded by action of the Traffic Committee.

Traffic Violation Penalties

- Parking in no parking, reserved area, or 15 minute area: \$25 fine.
- Improperly parked in a lot or space: \$10 fine
- Improperly parked in a Faculty and Staff space: \$25 fine.
- Blocking drives, walks, doors, etc.: \$100 fine.
- Non-display of decal: \$25 fine.
- Improper display of decal: \$25 fine.
- Use or presence of unregistered vehicle: \$100 fine.
- Unauthorized driving on campus grounds, other than designated parking lots or roadways: \$50 fine + damages.
- Parking in handicapped spaces: \$100
- Visitor parking or fire lanes: \$50
- Improper driving on campus (speeding, failure to yield for pedestrians, e.g.): \$50 fine.

Note: The Dean of Students may increase the fine assessed by a traffic citation depending on the severity of the motor vehicle infraction. Driving under the influence will result in a state summons and College disciplinary action.

Residence Life

Throughout its history, Emory & Henry College has been a predominantly residential campus. The College has sought to make residence hall life an essential part of the total educational experience.

Today, approximately two-thirds of all Emory & Henry College students live on campus. The College has professional and student staff members who work to provide a positive living experience in the residence halls. Also, the College has developed residence hall rules and regulations aimed at insuring the health, safety, and comfort of all residents. All policies and regulations are listed in the following section.

The essential quality of life in these halls depends upon the residents themselves. Residents must join together in a community that supports the rights and responsibilities of each member. The Student Life staff strives to provide students with a residential environment where they feel safe and comfortable, and where they can learn. Everyone plays a role in fostering such an environment. Each semester, staff members offer hall programs for residents to help build this environment. Please take the time to read this section, as it will answer many questions, stating policies all students are responsible for adhering to and knowing. Please also refer to your Academic Catalog and Housing Contract for additional information pertinent to residence life. Resident Advisors and the other members of the Student Life team may also serve as valuable resources to assist you.

Student Life Staff

Supervision of residence halls at Emory & Henry is the responsibility of the Office of Student Life. This office is located in the Martin-Brock Student Center. Staff members include the Assistant Dean of Students, Housing Coordinator, Administrative Assistant, and three Area Coordinators, who reside on campus. These full-time staff members are

supported by student members of the housing staff. A Resident Advisor is located on each floor or every wing of large residence halls. Resident Advisors (RAs) are student staff members who are available to answer questions or help students with problems, or refer them to others at the College who might be of assistance. Head Resident Advisors (HRAs) assist with the supervision of RAs and can also help with problems or concerns.

Housing Assignments

New Students. Every prospective student who has been admitted to Emory & Henry will receive an application for housing with their acceptance letter. Upon receipt of the \$400 admissions deposit and the completed housing application, the student is confirmed for a space in a residence hall (not for a specific room or roommate). Students who complete this step should receive notification of a room assignment and roommate by mid-July. A housing contract must be signed and returned to the Office of Student Life before occupying the assigned room. The Student Life staff makes room assignments with consideration given to information each student provides on the housing application. Information on the application is especially helpful as the staff tries to match up individuals who are compatible in terms of study habits, personal habits, academic pursuits, as well as extracurricular interests and activities.

Returning Students. In order to be eligible for Room Draw each spring semester, students must be cleared by the Business Office and pre-registered for the fall semester. In addition, they are asked to complete a Housing Contract and return that contract along with a \$100 advance payment prior to Room Draw. If the student decides not to re-enroll for the upcoming fall semester, the advance payment can be refunded during the current spring semester or until **June 1**. This payment is applied to room charges at the end of the upcoming fall semester drop-add period, approximately four weeks after fall registration. Upperclass students may express preferences on housing assignments, with highest priority given to students with the most seniority. Room assignments are done for returning students in the spring through the annual Room Draw.

General Rules. Efforts are made to respond to each student's preference for a particular room or hall. Roommate requests are given consideration whenever possible. The College reserves the right to change or cancel an assignment in the interest of order, health, discipline, or if the particular space requested by the student is already reserved. Emory & Henry has a policy of total integration of all facilities and programs; race, creed, or national origin are not considered in making housing assignments. Members of social fraternities or sororities do not have separate or designated housing on campus. Capacity restrictions, designating the number of fraternity or sorority members living in one house, apply to all small houses (exception: religious life housing). If, during the school year, a student wishes to change rooms or roommates, the student must secure advance approval from the Office of Student Life. The College reserves the right to consolidate rooms after the first two weeks into each semester. Room consolidation means that the resident may choose a roommate, declare the room a single and pay the single room rate (if space is available), or be moved to another room by Student Life.

Housing Contract

Every student who lives in a College-owned residence **must** sign a Housing Contract and return it to the Office of Student Life before taking occupancy. The contract outlines the responsibilities of the student and the College, residence hall rules, and general

terms governing the assignment of residence hall space. By signing the contract, the student agrees to become familiar with all College policies pertinent to residential living as well as any other policies which may be listed in other official document notices. ***The contract is binding for all College policies and regulations.*** Contracts are signed and binding for the academic year, or the portion thereof, in which the student is enrolled.

Community Covenant

As an integral part of the Emory community, students residing in residential neighborhoods are expected to be courteous to their neighbors. As a good neighbor, students should respect property lines, park only in designated areas, maintain reasonable noise levels at all times, and be mindful of the outside appearance of their residences. Students will be held accountable for their actions and can face College sanctions for inappropriate behavior. This covenant applies to both residential and commuter students.

General Regulations

The following policies and regulations apply to residence hall living and are applicable to both residential students and their guests. ***The purpose of these policies is to ensure the safety and comfort of residents in the halls and to protect the property of the College.*** The College reserves the right to change policies and regulations. Such changes shall be effective when announced by an appropriate College official.

A. Residency Requirements. Emory & Henry College requires that all students live in College-owned residence halls unless they are: residing with their parents, guardians, or spouses; 22 years of age or older; part-time students with eight or fewer semester hours; or those students who have special medical or personal considerations which must be accommodated (documentation is required).

A Residence Requirement Waiver must be signed and approved in the Office of Student Life for every student living off-campus. Residence Requirement Waivers are due February 1 of each year for consideration by Student Life. Reviews and notification will be completed by February 28. Any student who wants to appeal the residence requirement decision to the Off-Campus Appeals Committee must do so in writing by April 1 of each year. Appeals are reviewed in April and notification will be sent by April 30. All decisions of the Off-Campus Appeals Committee are final. The authorization to live off campus will be granted for that particular academic year only. If the Residence Requirement Waiver is not completed, the student will be billed for room and board as a resident student. Part-time students, special students, and fifth-year seniors who wish to reside in College-owned residence halls may apply and be granted approval to live in College facilities if space is available.

B. Boarding Requirements. Every residential student is required to participate in the College meal plan. The Office of the Dean of Students will review requests for medical and/or financial exceptions (with appropriate documentation). Please refer to the "Food Service Policies" section on page 12 for further information.

C. Liability and Insurance. The College is not liable for property that may be damaged, destroyed, stolen, or lost while on College premises. It is the student's responsibility to insure his/her personal property.

D. Room Keys. Each resident student living in College housing, including the College-owned small houses, will be issued a room key and a main entrance key/card to the residence hall. If a student loses a room key, he or she will be charged the cost of a replacement and a new key will be ordered through the Office of Student Life. If an entrance key is lost, in addition to paying to replace the key, the student will be required to pay the cost of a new lock cylinder and key for all residents. If a student does not return the issued keys at the time of checkout, he or she will be charged for replacement of the key(s) and for a new lock cylinder if an entrance key is not returned.

Students should regard their residence hall keys as special personal property and should protect them accordingly. These keys are **not** to be duplicated.

E. Furnishings.

1. Room Furniture. The College provides each resident student with a twin bed, window dressing, chest of drawers, desk, and chair. ***Furniture belonging to the College may not be moved or disassembled and the College Maintenance staff will not be responsible for moving unwanted furniture from student residence halls.*** A \$50 charge will be assessed for removing furniture. Exceptions to this policy may only be considered by the Housing Coordinator. No individually owned mattresses (including futons) may be used because the College must provide mattresses that meet federal flammability codes.

Students may bring additional furniture as long as they do not crowd the room. Any repairs or modifications to College property should be made only by the College Maintenance staff. Repair requests may be submitted to the Resident Advisor or the Student Life Office at *Ext. 6529*.

Students are cautioned against the use of adhesive tape, masking tape, adhesive picture holders, thumb tacks, decals, etc., as these may cause damage to the walls resulting in assessments to the students.

Window screens may not be removed or damaged, and nothing should be placed in, written on, or placed outside of the residence hall windows. Students will be charged for furniture or other items missing from their room upon checkout (i.e. desk, chairs, mattress cover, trashcan, etc.).

2. Lounge Furniture. Lounge furniture or furniture in common areas is provided for the use of all students in the residence hall and may not be taken to individual rooms for private use. A student may be referred for theft of College property and charges will be assessed to those involved in unauthorized use of such furniture.

3. Telecommunications Outlets. All residence hall rooms are equipped with local telephone service. Most residence hall rooms are also wired for video and data. Most rooms offer access to the Internet and the campus network. For more information, please see the *Information Services* section of the *Student Handbook*. Most rooms also offer a connection for cable television. The cable television hookup provides a package of broadcast television stations, including some premium channels. More information concerning the telecommunications network may be obtained from Kelly Library and Information Technology Services.

4. Video/Audio Systems. Due to the community living environment, students should be considerate of others on their hall by listening to their TVs and audio systems at a reasonable level or by utilizing headsets. This helps protect the privacy of residents and the academic environment of the College. The College observes 24-

hour courtesy hours to maintain this academic environment. Failure to follow this policy may result in removal of personal video/audio systems from the residence hall.

5. Refrigerators. Students are permitted to use refrigerators in their rooms up to 3.2 cu. ft.

6. Other appliances. Students may use the following electrical appliances in their rooms: clock, fan, study lamp (no halogen types are permitted), radio, shaver, hair dryer, stereo, VCR/DVD player, television, and a small microwave (.8 cubic foot or smaller). Hot plates, popcorn poppers, toaster ovens, George Foreman type grills, electric skillets, and other heat producing units are not permitted. Air conditioners and ceiling fans are not allowed. Illegal appliances such as those listed may be confiscated and/or fine imposed for violating this policy. Power strips with built-in circuit breakers are the only approved option for use as multiple outlets. Electrical appliances must bear the seal of Fire Underwriters Approval or an equivalent nationally recognized testing organization.

F. Room Care. Individual room care is the responsibility of each student. The College provides a cleaning staff, but they clean public areas only. Regularly scheduled room inspections are made for reasons of health and safety. Room inspections may be conducted at any time deemed necessary; they may be announced or unannounced. If items are found during a room inspection which are in violation of college policy and/or pose a safety risk, then those items may be removed by college or state officials, such as the state fire marshal. If a room condition (cleanliness, furniture arrangement, etc.) is such that it poses a safety or health risk, the Student Life Staff can require the student to clean, rearrange, etc., to an acceptable condition. This is for the safety and well-being of all residents.

G. Damage and Vandalism.

1. Room Damage/Vandalism. As specified in the Housing Contract, the occupants of each room are held responsible for damage to the room and its furniture. Assessment will be made for damages and vandalism. Remember not to use nails, pins, or scotch tape in or on walls. Please use masking tape instead. Do not hang anything from the ceiling, windows, or from a fire/smoke detector.

2. Residence Hall Damage/Vandalism. If damages or vandalism occur in the residence halls, charges will be assessed to the person(s) responsible. In the event of overtly willful or malicious property damage, additional disciplinary action may be taken. ***In a residence hall where damage responsibility cannot be determined, costs will be prorated to all occupants of the hall where the damage occurred.*** Students are encouraged to report those person(s) responsible for damage to the Office of Student Life. A minimum charge of \$5 will be assessed to every occupant for each incident.

H. Check-In and Check-Out.

1. Semester. To properly monitor the condition of rooms, the College uses Room Inventory Reports. When a student prepares to move into a room, the RA will complete a Room Inventory Report. This report describes the physical condition of the room and inventories all items the College provides for the room. The student will review the completed inventory with the RA present. If the student agrees with the report, he/she will sign it and return it to the RA. If the student does not agree with the report, they will adjust it with the RA and then sign it. The RA returns the report to the Office of Student Life.

The Office of Student Life must be notified 24 hours in advance whenever a student vacates a room so a proper check-out of the room can be completed immediately prior to departure. If the student is not present during the check-out procedure, the Room Inventory Report completed by the staff member will be final. Vacated rooms should be cleaned of all debris. Assessments will be made in rooms that require special cleaning, and a fine will be included. In the event of withdrawal or dismissal, the student must vacate the room within twenty-four hours. An improper check-out assessment can be made for students who fail to follow the proper check-out procedures. Information regarding regular check-out times are posted or distributed to resident students with check-out procedure details prior to the close of each semester.

2. Breaks. For scheduled breaks (Fall, Thanksgiving, Winter, Spring, Easter), information regarding check-out times and procedures will be posted for or distributed to all resident students. All students must sign-up for a departure time with their RA and may not return to the residence halls earlier than the posted opening time. Students leaving for breaks must also complete the check out agreement form available through ANGEL. Any student who may need to stay in the halls during a regular break **must** be approved in advance by the Office of Student Life. An assessment may be made and a fine imposed for students who fail to follow proper break check-out procedures. Please note that campus services (i.e. food, health, etc.) are not provided during regular breaks.

I. Occupancy of Rooms. The Housing Contract signed by every resident student covers one academic year or any portion of that year for which a student is enrolled. Official opening and closing times and dates are designated by the College. Students may not occupy or place belongings in rooms before official opening dates unless they are participating in an approved College-sponsored program. Students anticipating problems leaving by the designated closing times must make special arrangements in advance with the Office of Student Life. Failure to do so may result in disciplinary action and/or a fine.

J. Use of Rooms by the College. The College reserves the right to use facilities for housing persons attending College-sponsored meetings between terms or during recess periods. The College will notify students whose rooms will be utilized at least one week in advance. The College will hold guests responsible for any damage to the room and its contents during occupancy.

K. Authorized Room Entry. In the interest of health and safety, it is at times necessary for the College to exercise its contractual right to have authorized staff members enter residence hall rooms. Rooms are entered pursuant to guidelines published in the Housing Contract, Article V.

L. Fire Safety. In case of a fire, the RA or other staff member should be contacted immediately to notify the proper authorities. In the event that neither is available, call 911 or Washington County Central Dispatch at 676-6277.

1. Fire Extinguishers and Safety Equipment. Fire extinguishers are located in accessible positions throughout all residence halls. Fire safety equipment is for the protection of life and property. The use of fire extinguishers at times other than emergency situations is a violation of fire regulations and is subject to disciplinary action and/or a fine. Discharged fire extinguishers are to be reported to the appropriate staff person. Tampering with a fire alarm and/or smoke detector (i.e. hanging items from it, covering it up, etc.) is a violation of state law and will

cause a student to be subjected to disciplinary action and/or a fine.

2. Fire Escapes. Fire escapes are to be used only in the event of an emergency. Charges may be assessed and disciplinary action will be taken for unauthorized use of fire escapes.

3. Fire Drills. Fire drills will be conducted on a periodic basis (at least one per semester) in the residence halls. Failure to cooperate with staff conducting the fire drill will result in an assessment of charges and/or disciplinary action against the person(s) involved. See Fire Drill Procedures below for additional information.

4. Fire Drill Procedures

A. Before leaving the building (as time and safety permits):

1. Wear appropriate clothing, including shoes
2. Close windows
3. Turn off lights
4. Close and lock door

B. Exit Procedures

1. Walk quickly-do not run-to the nearest and safest exit
2. Do not return to the building for any reason until the announcement is made that the building is clear for re-entry by the Fire Department, Campus Police/Security, or College Official. The Resident Advisors will provide all residents with the specific exit pathways and procedures for individual residence halls. Diagrams outlining safe exits are posted in the residence halls.

M. Guests. Emory & Henry alumni (graduates and non-graduates), members of the immediate family of students, and guests of students may stay overnight in the residence halls free of charge when space is available. **They must be preregistered with the Office of Student Life.** Failure to register a guest will result in a \$10 assessment for the host. A guest may not stay more than two consecutive nights in the residence hall without prior approval from the Office of Student Life; staying more than two nights by changing hosts is not permitted. Abuse of the overnight guest policy can result in the loss of guest privileges. **The College may hold hosts responsible for the actions of their guests on campus, including any violation of College policies and regulations.**

N. Inter-Residence Hall Visitation. The College visitation policy provides a weekly maximum of 81 hours of visitation by members of the opposite sex. Occupants of a residence hall may vote to have fewer hours; the vote must carry by a two-thirds majority. The hours are Sunday through Thursday, 12 p.m.-11 p.m.; Friday and Saturday, 12 p.m.-1 a.m.

It is recommended that students lock their individual room doors at all times. When residence hall entrance doors are locked, they should not be propped open. Residents who do so can face disciplinary charges. As a matter of safety and convenience each resident is issued an entrance door key to his/her residence hall. In the event a resident loses one or both keys, he/she must notify Student Life immediately.

O. Residence Hall Lounges. Most residence halls have a designated lounge open daily on a 24-hour basis. Exceptions may apply to small houses. The lounges are supervised by the Student Life staff, with the College Security exercising primary supervision from 1 a.m. to 7 a.m. Any person in a lounge who is not a resident of that hall must be accompanied by a host/hostess who resides in that hall. **Residents are**

responsible for the actions of their non-resident guests. Security and/or college personnel will request guests and/or residents to leave the lounge if policies or security provisions are being violated. Residents who are hosting guests are responsible for securing the main entrance upon their guest's entry to or exit from the building. Lounges and furnishings are to be treated with respect and care. Furnishings are not to be moved. Each residence hall may set specific reduced lounge hours with the 24-hour schedule upon a two-thirds vote of all students residing in the facility. Evaluations of the 24-hour program are made periodically by the Student Life Staff, Student Government, and the Dean of Students. Misuse or abuse of the 24-hour privilege will result in disciplinary action against the individual(s) or group(s) responsible. This may include warning, restitution, fines, probation, or cancellation of the 24-hour lounge schedule for specific facilities. Guests of residents are not permitted to sleep in lounges.

P. Quiet Hours. Quiet hours will be in effect from 9 p.m. to 7 a.m. Sunday through Thursday and 11 p.m. to 7 a.m. on Friday and Saturday. During these hours, it is expected that students will be quiet in and around the residence halls. Any time excessive noise is audible outside a student's room, a quiet hours violation has occurred. Each student is expected to assume responsibility for confronting another student if there is a violation of quiet hours. If this attempt fails, the student should contact the RA for assistance.

Quiet hours are in effect 24 hours a day during exams. This begins the day before exams start and continues until the residence halls close at the end of the semester. Anyone found in violation of this policy may be asked to vacate the residence hall early.

Q. Drug and Alcohol Policy. The possession, consumption, or distribution of alcohol or illegal drugs on campus is strictly prohibited. Absolutely no alcoholic beverage containers (whether empty or full) and/or drug paraphernalia are allowed on campus.

Important: When alcohol or drug use is discovered in a residence hall room, lobby area, etc., **everyone** in that immediate environment can be held accountable for an alcohol or drug violation. Please refer to the Code of Conduct in the *Student Handbook* for further information regarding the alcohol and drug policies and disciplinary action.

R. Smoking. Smoking is prohibited in any area of the residence halls. Please use the containers provided outside the halls for the disposal of cigarette butts.

S. Fireworks and Weapons. Fireworks, firearms, ammunition, and weapons or materials that may endanger student health or safety are strictly prohibited in the residence halls. Items found in violation of this regulation will be confiscated and turned over to the Office of Student Life and/or Campus Police and Security. The possession and/or use of such items on campus will result in disciplinary action.

T. Open Flame Articles. No candles or incense are permitted in the residence halls. Also, potpourri pots that are heated by an open flame may not be used in the residence halls.

U. Roofs, Ledges, and Designated Balconies. Students are prohibited from going onto the roofs, ledges, and designated balconies of campus buildings. Unauthorized use of these areas may result in disciplinary action.

V. Food. All food kept in a residence hall room must be properly stored in metal, glass or plastic containers to aid in controlling pests.

W. Pets. For reasons of health, building maintenance, pest control, and general convenience, no pets are permitted in the residence halls. Fish are permitted. A fine may be assessed for non compliance or violation of the pet policy.

X. Parking. Residents are approved to park only in designated residence hall area.

Please observe NO PARKING, RESERVED PARKING, and HANDICAPPED PARKING signs. Failure to comply with parking regulations may result in fines or disciplinary action. Please refer to the "Traffic Regulations" section on page 16 for further information.

Y. Specialized Areas.

1. Laundry Facilities. Coin-operated washers and dryers are located in most halls. These facilities are open to residents of the respective halls twenty-four hours a day. The operating costs of these machines are \$1.25 per load for the washer and \$1.00 per load for the dryer. If you lose money in these or other residence hall vending machines, please contact the Office of Student Life between 8 a.m. and 4 p.m. at *Ext. 6529*.

2. Cooking Facilities. Microwave ovens are located in the kitchens of most residence halls. Some facilities have refrigerators, stoves and ovens that are available for student use as well. Because of the frequent use of cooking appliances and kitchens, it is imperative that they be cleaned after each use. Dishes should not be left unwashed in the sinks. Please wash all dishes used and return them to your room. Failure to keep these kitchen areas clean may result in loss of privileges for these areas for all residents.

3. Storage. Storage space in all campus residence halls is extremely limited. Students are encouraged to leave items that cannot be accommodated in their residence hall rooms at home or make personal arrangements to store these items off-campus.

Z. Outdoor Cooking. In many cases students may be approved to use a barbecue grill or other outdoor cooking device. However, permission must be obtained in advance from the Office of Student Life before any such activities begin. All such cooking devices must be used **outside** and not in any area of the residence hall. Storage of these devices are not permitted within the residence halls or on porches, balconies, etc.

AA. Campfires and Camping. Permission must be obtained from the Dean of Students Office to set an open fire on campus. Permission must be obtained in advance from the Dean of Students Office to camp on College property.

BB. College Cemetery. The Cemetery in Emory is College property and all College policies are applicable to this area. The State Code of Virginia does include a prohibition against entering a cemetery at night.

CC. College Duck Pond. Students are prohibited from going into the College duck pond or creek or causing other to do so. Putting or throwing items into the duck pond (i.e. trash, furniture, etc.) is also prohibited.



Code of Conduct

College Governance

It is the responsibility of the Emory & Henry Board of Trustees to establish standards of conduct and regulations for the use of facilities which further the educational purpose of the College, guarantee the health and safety of the community, protect its property, and preserve its good name among its several constituencies. The Trustees do so in the conviction that individual student actions determine or affect the general reputation of all students and public attitudes toward them and the College. The credibility of an Emory & Henry diploma rests not only on the academic reputation of the College, but also on the quality of the total life of the College community. The authority and responsibility for measures to implement acceptable standards for student conduct and procedures of insuring compliance with the accompanying regulations rest directly with the President and other officers of the College specifically designated by the President to fulfill these responsibilities.

This statement of College expectations for students is not an all inclusive document, and the ultimate authority for the statements herein is to be found in the traditions of the College and in various official actions and policy statements of the Board of Trustees, the administration, and the faculty, acting either collectively or through their various committees.

The Code

General guidelines. Emory & Henry believes that both freedom to pursue one's goals and responsibility for one's actions are necessary to the life of an intellectual and Christian community.

As a college of liberal arts committed to the Christian faith, Emory & Henry seeks to liberate men and women socially, mentally, and spiritually. Emory & Henry College believes that its purpose is promoted or hindered by the quality of the life of the educational community. The promotion of an appropriate quality of life is the reason for the development of this Code of Conduct.

Specific rules exist for the purpose of protecting the academic and personal well-being as well as the rights and property of members of the College community.

Students who violate their privileges or neglect their responsibilities as members of the College community are subject to disciplinary action, including suspension or dismissal. Appropriate procedures are provided for hearings and review, and every student has the right to appeal.

The College recognizes the right of students to dissent and disagree with the faculty, the administration, and the trustees. Free exchange of ideas is encouraged and channels of communication are provided. Dissent and disagreement should be exercised in an orderly and respectful fashion which does not infringe on the rights of others, jeopardize public order or safety, or disrupt the normal order of the College.

Jurisdiction of the College sanctions will include 1) all areas on campus and 2) off campus when a police or campus security report or complaint or information concerning the incident is obtained by or furnished to the College. Photos displaying illegal activity (as defined by local, state, and federal law and/or the College Code of Conduct) can result in judicial action.

The College rejects as acceptable conduct the interference with the legitimate rights of others, the use of threat or violence, the destruction of property, and the disruption of the normal order of the College. Lying, stealing, cheating, and plagiarism violate the general principles of the College, as well as the Emory & Henry Honor Code.

Application of Conduct Expectations

Citizenship. College students are citizens of the state, local, and national

governments, and are, therefore, expected to conduct themselves as law abiding members of the community at all times. If a student's violation of local, state, or federal laws or ordinances also adversely affects the College's pursuit of its educational objectives, the College may enforce its own regulations, regardless of any proceedings instituted by other authorities.

Referral. Any student, faculty member, administrative officer, or employee of the College may charge a student with violation of the Code. These charges are made to the Dean of Students. The dean may require the charge to be signed. If the dean determines that further action is warranted, formal judicial proceedings may be invoked under provisions of the Judicial Code.

Minor offenses. Any infraction of College regulations as specified in this Code of Conduct may be referred to the appropriate administrator, committee, or board for a hearing. However the administrator dealing with a particular infraction may deem it to be a minor offense and may opt to utilize advising, counseling, and/or admonition to confront the student(s). Such an approach is in keeping with the College's educational mission and serves to inform and place students on notice. Information on the offense and subsequent administrative action will be recorded and maintained as an official record for the College and the student.

College Offenses

Individual or organizational misconduct which is subject to disciplinary sanction shall include but not be limited to the following examples:

1. Academic misconduct: Any act of cheating, plagiarism, or the misrepresenting of another person's work as one's own, or the aiding of such actions. This section includes the use of unauthorized electronic devices for tests. Such misconduct will be referred to the Honor Council as an Honor Code violation (see pages 31-32). If found responsible, sanctions range from academic probation to expulsion.

2. Campus Sexual Misconduct Policy: Emory & Henry College is a community of trust whose existence depends upon strict adherence to standards of conduct set by its members. Sexual misconduct is a serious violation of these standards and will not be tolerated.

The College encourages all members of the Emory & Henry College community to be aware of both the consequences of sexual misconduct and the options available

to survivors. The College urges survivors to seek assistance using any appropriate resources. More information on sexual assault is available in *Sexual Violence Can Happen to Anyone...What You Need to Know* available in the Dean of Students Office.

A student charged with sexual misconduct can be disciplined under the College's conduct code and may be prosecuted under Virginia criminal statutes. Even if the criminal justice authorities choose not to prosecute, the campus can pursue disciplinary action. This disciplinary action can result in temporary or permanent dismissal from the College. In the event it is deemed necessary to remove the accused student from College property during the initial investigation, the accused student can be restricted from being on College property at his/her expense.

Sexual misconduct is defined as sexual contact without consent and includes: intentional touching, either of the victim or when the victim is forced to touch, directly or through clothing, another person's genitals, breasts, thighs, or buttocks; rape (sexual intercourse without consent whether by acquaintance or a stranger); attempted rape; sodomy (oral sex or anal intercourse) without consent; or sexual penetration with an object without consent. To constitute lack of consent, the acts must be committed either by force, intimidation, or through use of the victim's mental incapacity or physical helplessness.

Verbal misconduct, without accompanying physical contact as described above, is not defined as sexual misconduct. Verbal misconduct may constitute sexual harassment, which is also prohibited under College regulations and is specifically addressed elsewhere in this policy.

Emory & Henry College has an obligation to uphold the laws of the community of which it is a part. While activities covered by the laws of the community and those covered by the College's rules may overlap, the community's laws and the College's rules operate independently and do not substitute for each other. The College may pursue enforcement of its own rules whether or not legal proceedings are underway or in prospect, and may use information from third party sources, such as law enforcement agencies and the courts, to determine whether College rules have been broken. Emory & Henry College will make no attempt to shield members in the College community from the law, nor will it intervene in legal proceedings on behalf of a member of the community. Membership in the Emory & Henry College community does not exempt anyone from local, state, or federal laws, but rather imposes the additional obligation to abide by all of the College's regulations.

Emory & Henry College will encourage the survivor of a sexual assault to pursue appropriate remedies in the College and state judicial systems. After consultation with the survivor and the accused, the Dean of Students will select the manner in which the case will be heard.

There are three campus options.

- a. An administrative hearing. This option allows the Dean of Students' Office to collect the evidence. The Dean of Students will make a decision on the case and the penalty. If found responsible, minimum sanction: 3 semesters of suspension.
- b. The case may be heard by the Judicial Board. The Judicial Board is composed of students, faculty, and staff. The case will be heard by the board members. All investigative findings from the Dean of Students Office will be presented at the hearing. Both the survivor and the accused will be given an opportunity to make a statement and be questioned by the board members. These proceedings are not adversarial actions. If found responsible, minimum sanction: 3 semesters of

suspension.

c. Mediation is another option available. In mediation, the accuser and the accused will meet with two members of the College community, who will act as mediators. The purpose of mediation is to improve communication and to clear up possible misunderstandings, not to decide responsibility. The result of the mediation proceedings will be a signed agreement by both parties. Each mediation agreement includes ways to deal with any violation of the agreement by either party.

Mediation will only occur if both parties agree to this option. If in the course of a mediation hearing it becomes clear that agreement will not be reached, either party or the mediators may end the mediation and refer the case to the Judicial Board, or the Dean of Students.

Civil options include:

a. The survivor may report the incident to the Commonwealth Attorney who will consider the case and decide whether or not to prosecute. In this option, the state accuses the alleged perpetrator and the survivor may serve as a witness for the state.

b. The survivor may sue the accused for monetary damages through a civil suit.

3. Sexual Harassment Policy: Emory & Henry College is committed to an atmosphere of human dignity in which effective collegial relationships are based on mutual respect. When an individual's gender or sexuality falls victim to lack of respect, the collegial nature of the institution is threatened. Emory & Henry College recognizes Title VII of the Civil Rights Act, which guarantees individuals the right to freedom from harassment for race, ethnicity, religious preference and gender or sexuality, and will, therefore, not tolerate violations of the Act.

A brochure containing information on the College's sexual harassment policies and reporting procedures, *Sexual Violence Can Happen to Anyone...What you Need to Know*, is available in the Dean of Students Office.

4. Conduct dangerous to self or others: Conduct which constitutes or may constitute a significant, unreasonable or serious danger or threat to any person's health, safety, or personal well-being, including but not limited to physical and psychological abuse, stalking or hazing. If found responsible, minimum disciplinary sanction: Two semesters disciplinary probation or suspension.

5. Disruptive or disorderly conduct: Behavior which is abusive, obscene, lewd, indecent, excessively noisy, disorderly, harassing, intimidating, or which unreasonably disturbs other groups or individuals. If found responsible, minimum disciplinary sanction: One semester disciplinary probation. Persons found to be rude and/or disrespectful may be referred with a minimum sanction of disciplinary warning.

6. Obstruction of or interference with institutional activities or facilities: Intentional interference with and/or obstruction of any institutional activity, program, event, or facility, including but not limited to the following:

- a. Unauthorized occupancy of College facilities or institutionally controlled facilities, or blocking access to such facilities.
- b. Intentional interference with an authorized person's access to any institutional activity, program, event or facility.
- c. Intentional obstruction or delay of a campus security officer, fire fighter, or an institutional official in the performance of his or her duty.

If found responsible, minimum disciplinary sanction: One semester suspension.

7. Destruction of property: Any act of vandalism, malicious or deliberate damage,

destruction or defacing of property belonging to the College, faculty, staff, students, guests or visitors of the College including, but not limited to, library materials. If found responsible, minimum disciplinary sanction: Restitution and two semesters disciplinary probation. Parents will receive notification of vandalism and amount of restitution. Proven accidental destruction of property results in restitution by the student without sanction.

8. Theft, misappropriation, misuse or unauthorized sale: Any act of theft, misappropriation, unauthorized possession, use, misuse or sale of property belonging to others indirectly or directly. If found responsible, minimum disciplinary sanction: Restitution and two semesters probation.

9. Misuse of documents: Any forgery, alteration of or unauthorized use of institutional documents, forms, records or identification cards, including the giving of false information, or withholding of necessary information, in connection with a student's admission, enrollment, or status in the institution. If found responsible, minimum disciplinary sanction: Two semesters disciplinary probation.

10. Firearms and other dangerous weapons: The unauthorized or illegal possession and/or use of firearms, ammunition, or dangerous weapons of any kind. If found responsible, minimum disciplinary sanction: Two semesters of disciplinary probation or suspension.

11. Explosives, fireworks, and flammable materials: The unauthorized possession, ignition, and/or detonation of any object or article which could cause damage by fire, explosion or other means to persons and/or property or possession of any substance which could be considered to be fireworks/explosives or could be used as such. If found responsible, minimum disciplinary sanction: One semester disciplinary probation.

12. Alcoholic beverages:

a. Selling, transfer, possession or use: possessing, distributing, or consuming alcoholic beverages on the campus is prohibited. If found responsible, minimum disciplinary sanctions are as follows: First violation: Disciplinary warning, \$50.00 fine and referral for a harm reduction program, and a copy of the written sanction sent to parents. Second violation: One semester disciplinary probation, \$75.00 fine, referral to on-campus counseling, community restitution, and copy of written sanction to parents. Third violation: Two semesters disciplinary probation, \$100.00 fine, community restitution, referral to mandatory off-campus substance abuse counseling at student's expense, and a copy of written sanction to parents.

Fourth Violation: Subsequent sanctions for violations can include removal from housing program or suspension for a stated period of time and a copy of the discipline letter to parents. All fines collected for violations involving alcohol will be placed in a fund to assist educational programming in substance abuse prevention.

b. Drunken behavior: Being on campus or in College facilities or at off-campus College-sponsored events under the influence of an intoxicant so as to be noticeably affected in walking, speech, or manner. If found responsible, minimum disciplinary sanction: same sanctions as stated under 12-a above will apply. Note: Violations of any policy occurring near the end of a semester can have sanctions extending through the next semester.

c. Driving while impaired: Operating a motor vehicle on campus while under the influence of an intoxicant as determined by campus security or other law officer is prohibited. Minimum disciplinary sanction: Three semesters restriction of operating

a motor vehicle on campus; may be referred to civil authorities. All sanctions found under #10 of this Code of Conduct are applicable.

d. Keg policy: Any keg or beer ball on College owned property, whether or not it contains beer, will be confiscated. If found responsible, minimum disciplinary sanction: \$100 fine, loss of keg deposit, and one semester disciplinary probation.

e. Alcoholic beverage containers: Alcoholic beverage containers are prohibited whether or not they contain any beverage. Minimum disciplinary sanction: 1 semester disciplinary warning.

Should any member of the campus community feel that any student appears to have an alcohol problem, he or she should speak to the Student Health Center staff, or a Student Life staff member to express concern. Follow-up to obtain counseling if needed will be completed by the Health Center Director or Campus Counselor. In an intervention program, no disciplinary sanctions would be applicable unless the student has violated No. 12 a, b, c, or d of the Code and has been referred for sanctioning. Alcohol abuse is recognized as the number one problem on college campuses. Emory & Henry wishes to intervene in any situation requiring counseling or help as soon as possible.

13. Drugs:

a. The unlawful possession of and/or use of any drug or controlled substance (including any stimulant, depressant, narcotic, hallucinogenic drug or substance, or marijuana) or the sale and/or distribution of any such drug or controlled substance. If found responsible, minimum disciplinary sanction: One semester disciplinary suspension. Evidence of substance abuse counseling will be required for consideration for readmission.

b. Paraphernalia: The possession and/or use of any drug paraphernalia or any object as such which contains drug-related residue. If found responsible, minimum disciplinary sanction: One semester disciplinary suspension. Evidence of substance abuse counseling may be required for consideration for readmission.

14. Gambling: Unlawful gambling in any form. If found responsible, minimum disciplinary sanction: Official reprimand (written warning).

15. Tampering with fire safety equipment: Individuals identified as tampering with fire safety equipment (discharging extinguishers) will be assessed a minimum fine of \$350.00 and placed on a minimum of disciplinary probation for two semesters. Tampering with any fire alarm device is a violation of state law and will subject a student to disciplinary action.

16. Financial irresponsibility: Failure to meet financial responsibilities to the institution promptly, including, but not limited to, knowingly passing a worthless check or money order in payment to the institution or to a member of the institution acting in an official capacity. If found responsible, minimum disciplinary sanction: Restitution and one semester disciplinary probation. Repeated offenses may be referred to civil resolution.

17. Unacceptable conduct at hearing: Conduct at a College or related hearing which is contemptuous, disrespectful, and/or disorderly or the giving of false testimony or other evidence. If found responsible, minimum disciplinary sanction: Two semesters disciplinary probation with Honor Court referral.

18. Failure to cooperate with or abuse of college personnel: Failure to comply with directions of College personnel acting in the performance of their duties, or abuse of such personnel, including offensive gestures, language, threats and/or providing

false information. If found responsible, minimum disciplinary sanction: One semester probation.

19. Violation of rules and regulations: Any violation of the rules and regulations of the institution as published in an official institutional publication, including the failure to perform any required action/sanction or the performance of any prohibited action. Entire range of sanctions applicable at discretion of College judicial agent.

20. Violation of local, state and federal laws: Any violation of local, state or federal laws or regulations proscribing conduct or establishing offenses, which laws and regulations are incorporated herein by reference. The entire range of sanctions is available at discretion of the College and such conduct may be referred to the civil authorities.

21. Racial discrimination or social harassment are deemed disruptive to the community and are against the values expressed by the mission of the College. Any and all are deemed serious offenses by the College. If found responsible, minimum disciplinary sanction: One semester disciplinary probation.

22. Violation of the Community Covenant: any violation of the community covenant as published in an official institution publication. Entire range of sanctions is available at the discretion of the College judicial agent.

Sanctions

Minimum disciplinary sanctions applicable for infractions of College regulations are cited in the Code of Conduct. The purpose of College disciplinary assignments is to promote an educational approach to the adjudication of disciplinary matters within the College community.

Sanctions are assigned when it is believed that students have failed to adhere to the standards and expectations of the College. All adjudicating bodies are required to meet minimum sanction requirements. Failure to do so can result in a case review by the Dean of Students.

Sanctions can be assigned by the appropriate adjudicatory body, singly or in combination, to an individual student, or to a student organization recognized by the Student Government. Depending on the seriousness of the offense, the full range of sanctions may be considered in any case. Repeated violations of rules of conduct, even though each violation in itself may not be a major infraction, may warrant more serious disciplinary action including suspension or expulsion. Reimbursement for all damages or misappropriation of property is assumed in all cases.

I. Organizations

a. Recognized student organizations found responsible will be referred to the Dean of Students.

b. Infractions by Groups: An organizational offense is any infraction of College regulations, organizational standards, or original objectives by an officially recognized campus organization or by a member acting on behalf of an organization. Organizations as well as individuals can be held responsible for damages done to College property or other offenses.

II. Individuals

a. Infractions by Individuals: An individual infraction is one in which a College rule, regulation or standard of conduct has been violated by an individual student acting on his/her own initiatives.

b. Warning: Official notice to the offender in writing that he/she has violated

College regulations and the continuation of or repetition of such violation(s) or other violations may be cause for more severe disciplinary action.

c. Fines: Fines will be assessed on a sliding scale depending on the seriousness of the offense. Fines may range up to \$200.00. Fines not paid within one month of notification may result in further disciplinary action and/or the withholding of transcripts, grades, and the ability to register for classes and/or housing. Fines sanctioned by the individual judicial councils shall be deposited into the College general fund (Exception: alcohol offense fines.) A notice of warning shall accompany all fines.

d. Community Restitution: Personal work or service for the campus and/or local community without payment. Failure to complete restitution by an assigned deadline can result in an additional and separate Code of Conduct violation.

e. Disciplinary Probation: A very serious warning which may include the following: exclusion, for a designated period of time, from the holding of any specific elective or appointive office(s), may include exclusion from participation in campus government, student publications, intramurals, intercollegiate or club sports, or any other extracurricular campus activity or organization which represents the College or student body in any public or official capacity. The student may be required to seek professional counseling and periodic review of overall campus citizenship may be required.

f. Suspension: Dismissal from the College for a definite period of time. Students may apply for readmission, and the conditions for readmission shall be stated in the order of suspension.

g. Expulsion: Permanent dismissal from the College.

Note: Students who are expelled from the College are banned from all College properties and will not receive a financial reimbursement of any kind. Grades for the semester will be W, WF or WP in accordance with the College catalog.

h. Referral To Civil Authorities: Referral of the case to civil authorities.

Note: Students are advised that copies of letters pertaining to disciplinary sanctions will be sent to parents or guardians.

Administrative Suspension

Policy and Procedures for Summary Administrative Suspension. Any student whose conduct endangers or may endanger himself or herself, or the health, safety or rights of other members of the College community, or is disruptive to the educational processes or mission of the College shall be reported to the College officials and may be immediately suspended from the College and may be removed from the campus. In this event, a Student Life staff member will inform the student of his or her right to a hearing with the Dean of Students or designee. The only appeal at this level is to the President or her designee. In appropriate cases, parents and/or law enforcement authorities will be notified. Readmission to the College may be granted, subject to appropriate conditions, which may include an evaluation and recommendation by medical authorities.

Any student who is suspended or expelled from the College will be denied academic credit and/or financial reimbursement of any kind for the academic term in which the suspension is invoked. Suspensions from the housing program for any reason require the forfeiture of room and board fees. Refunds for any portion thereof are not permitted.

Personal Property – Search and Seizure

Emory & Henry College is not responsible for loss or damage to personal property due to the interruption of water, heat, or power services. However, the College will use its best efforts to restore utilities.

The College reserves the right to do the following:

1. To enter any room (by authorized personnel) for maintenance, safety inspections, emergencies, and if violation of College policy and/or laws is suspected;
2. To change or cancel room assignments in the interest of health, discipline or other reasons;
3. To levy and collect fines and charges;
4. To allow rooms to be used by other persons during vacation periods;
5. To assign any reasonable number of students to a room without adjustment in room rent.

The College has the right to inspect or search student rooms and their contents for suspected damages, non-compliance with college standards and regulations, and/or to protect the health and welfare of the student and college community. Searches may be conducted by college officials, campus security, and head resident advisors. Advance notice of a room entry will be given when possible or prudent to the situation; however, such notice is not required. Students residing in the room need not be present for an entry or search to take place. In the event of excessive damage to residence hall property in certain student rooms, the College may inspect rooms on a regular basis. Offenses will be dealt with through the college discipline process and, in all cases, the students' right to continue living on campus can be seriously jeopardized.

Hazing Policy

Emory & Henry College defines hazing as any mental or physical requirement, request or obligation placed or imposed on a pledge or any other person which could cause discomfort, pain, fright, disgrace, injury, or which is personally degrading or which violates any federal, state or local statutes or College regulations.

Charges of violation of the policy may be brought to the attention of the President of the Greek Council, the Student Government Department of Judicial and Honor Affairs or the Dean of Students. In all such cases, all parties will be notified and involved. The Dean of Students or Student Government Department of Judicial and Honor Affairs, in concert with the Greek Council, may elect to refer such cases to the Judicial Board.

According to Virginia State Law 18.2-56,

It shall be unlawful to haze, so as to cause bodily injury, any student at any school, college, or university. Any person found guilty thereof shall be guilty of a Class 1 misdemeanor, unless the injury would be such as to constitute a felony, and in that event the punishment shall be inflicted as is otherwise provided by law for the punishment of such felony. Any person receiving bodily injury by hazing shall have a right to sue, civilly, the person or persons guilty thereof, whether adults or infants. The president, or other presiding official of any school, college or university, receiving appropriations from the state treasury shall, upon satisfactory proof of the guilt of any student found guilty of hazing another student so as to cause bodily injury, expel such student so found guilty, and shall make report thereof to the attorney for the Commonwealth of the county or city in which such school, college or university is, who shall present the same to the grand jury of such city or county convened next after such

report is made to him.

Note: Voluntary or willful participation in hazing activities by the victim is not a defense against a College hazing policy violation.

Judicial Code

Emory & Henry College Student Government seeks to provide an atmosphere in which intellectual, religious, moral, and social growth may take place and thus assist the student toward personal fulfillment and responsible participation in the modern world. To this end, the College seeks to insure freedom of inquiry and expression in teaching and learning. Since experience in total community is a part of the teaching-learning process, this freedom depends upon the appropriate opportunities and conditions in the classroom, on the campus, and throughout the College community. The administration, faculty, and student body therefore, have basic responsibilities toward realizing the purposes of Emory & Henry College through establishing programs and policies and setting standards of scholarship and conduct which are appropriate to these objectives.

Expectations of student conduct are defined in various College publications as well as communicated through groups and organizations of the College community by meetings, publications, and contracts. It is the student's obligation to conduct him/herself as a responsible citizen, to abide by the stated rules and regulations of the College and to express him/herself in an orderly manner.

Since the responsibility to secure and to respect general conditions conducive to the freedom to teach and to learn is shared by all members of the academic community, the statement of the judicial policies and procedures outlined below has been developed jointly by the students, faculty, and administration of Emory & Henry College. It is assumed that if these procedures are followed, the student will be protected from any unfair imposition of penalties and the purposes of the College will be more nearly realized.

The Judicial Structure

I. Initial Jurisdiction

A. The Judicial Board

- i. The Judicial Board shall be charged with initial jurisdiction over cases where Code of Conduct violations and Honor Code violations have occurred.
- ii. The Judicial Board shall be composed of a pool of no fewer than ten councilors: at least six students, two faculty members, and two administrative members.
The President of the Student Body with Senate approval shall appoint the Student Councilors for a term of one academic year. The Faculty Councilors shall be elected by the faculty to serve a term that the faculty shall determine. The President of the College shall appoint the Administrative Councilors to serve a term that the College President shall determine.
- iii. For cases involving social discipline where a Code of Conduct violation has occurred, the following shall apply:
 1. If the possible sanctions are less than suspension or expulsion, only

three of the student councilors shall serve for the proceeding.

2. If the possible sanctions include suspension or expulsion, only three student councilors, one faculty member, and one administrator shall serve for the proceeding.
 3. If the offense involves a traffic violation where an appeal has been submitted, each student councilor shall alternate as traffic hearing councilor for the monthly proceeding.
- iv. For cases involving an Honor Code violation, only three student councilors, one faculty member, and one administrator shall serve for the proceeding.
 - v. If one or more student councilors is/are unable to serve for a particular case so that the number available is less than three, the President of the Student Body shall appoint a temporary replacement for that case with the consent of the Dean of Students. There shall be at least one alternate faculty councilor elected by the faculty who shall serve if the primary faculty councilors are unable to hear the case. There shall be at least one alternate administrative councilor appointed by the President of the College who shall serve if the primary administrative councilors are unable to hear the case.
 - vi. The Dean of Students shall appoint an administrative Hearing Officer to advise the Board according to the nature of a specific case. This person's role shall be to advise each hearing council on hearing procedure; to meet with all accused students before the hearing and explain the charges, their rights, and their options; to schedule cases for hearing; and to maintain records of all Council proceedings. The Hearing Officer shall also be responsible for ensuring that the developmental needs of the accused students are being met through the judicial process, and if necessary, petition for an administrative hearing in cases where it is developmentally appropriate.
 - vii. Student Councilors must be full time degree-seeking students who are not first year students or first-term transfer students. No student may serve who is currently on probation. No student may serve on the Judicial Board if they are a Resident Advisor or a member of the Executive Cabinet. Every effort should be made to ensure that Councilors at all levels of the judicial process are exceptional students and upstanding members of the community.

B. Administrative Hearing Option

- i. The Student Government recognizes that, as a community of learning, the developmental interests of Emory & Henry Students is a primary concern. Therefore, in social discipline instances where an administrative hearing is developmentally appropriate, or necessitated by the absence of a quorum of the Judicial Board, an administrative hearing may be conducted.
- ii. If, in the opinion of the Hearing Officer, it is developmentally crucial to an involved student, s/he may petition for an administrative hearing in the following manner:
 1. The Hearing Officer shall contact the Dean of Students and present the pertinent information about the case to the Dean.
 2. If the Dean of Students agrees that an administrative hearing is essential, the hearing shall be scheduled administratively. It shall

be emphasized, however, that administrative hearings shall only be conducted when it is essential to the developmental interests of the student or during special times when it is not possible to convene a student board such as final exams, summer session, or in the event that no student alternates can be found.

3. A Hearing Officer appointed by the Dean of Students shall conduct the administrative hearing.
- iii. There shall be no option for administrative hearings in Honor Cases, except during the summer session. During this time, the Dean of Faculty or his/her authorized representative(s) shall hear the case and provide for a just and expedient appeals process.

II. Appellate Jurisdiction

A. The Appellate Council

- i. The Appellate Council shall be charged with initial appellate jurisdiction over matters adjudicated by the Judicial Board and any administrative hearings other than summary administrative hearings.
- ii. The Appellate Council shall be composed of three councilors: two student councilors appointed for a term of one academic year by the President of the Student Body and one faculty councilor selected by the faculty for a term that the faculty shall determine.
- iii. In the event that one of the Councilors is unable to hear a case, then the appointing/electing body shall be responsible for selecting a suitable alternate.
- iv. Student Councilors must be full time degree-seeking students who are not first year students or first-term transfer students. No student may serve who is currently on probation. Every effort should be made to ensure that Councilors at all levels of the judicial process are exceptional students and upstanding members of the community.
- v. In the event that an appeal must be heard during the summer session, the appeal shall be presented to the Dean of Faculty. In the case of appeals during the summer session, the Dean of Faculty or his/her authorized representative(s) shall provide for a just and expedient appeals process.

B. Central Judicial Council

- i. The Constitutional Central Judicial Council shall be the final appellate jurisdiction within the Student Government's Judicial System. It shall be the second and final appeal within said system afforded to accused students.
- ii. The Central Judicial Council shall be constituted as provided in Article VIII of the Student Government Constitution.

III. Procedures

- A. All judicial procedures shall take care to protect the rights of students, provide due process, and ensure swift and just judicial action.
- B. The Executive in collaboration with the Dean of Students shall establish procedures for Social and Academic Discipline Cases upon approval of the College Senate. Additionally, Academic Discipline Cases shall remain consistent with the original procedures passed by the faculty, unless the faculty approves the pertinent changes.

IV. Administrative/Faculty Review

In Social and Academic Discipline cases, the President of the College, or his/her authorized representative shall have the authority to review decisions of the Student Judicial System at any time.

Appendices

I. General Student Rights

A. All students have the right to an impartial hearing in all proceedings as outlined in the Code of Conduct section.

B. Any student subpoenaed to participate in any investigative procedure or hearing shall be informed of the proceedings and the general student rights as outlined in this Judicial Code prior to such participation.

C. In all proceedings the student shall have the right to the assistance of an advisor of his/her choice from within the College community. However, only one such advisor may participate in formal proceedings.

D. The student shall have the right to request and receive a copy of all the rules and procedures governing judicial actions and upon such request shall be furnished with such at least twenty-four hours before a hearing. If a case is appealed, the student shall have the right to request and receive copies of pertinent materials, but these materials shall be returned upon completion of the judicial proceedings.

E. No student shall be compelled to give testimony which might tend to incriminate himself/herself; refusal to do so shall not be considered evidence of responsibility.

F. During the official judicial proceedings, no statements or evidence shall be used against the student unless he/she is advised of their content and the identity of those who made them, and unless he/she is given an opportunity to rebut unfavorable inferences which might otherwise be drawn.

G. The fact of previous rule violations will not be admissible to prove whether or not the offense being considered was in fact committed and if such fact is accidentally disclosed, shall not be considered. The fact of previous rule violations may be introduced and considered in determining the appropriate sanction to impose if found responsible.

H. No entries shall be made on the student's permanent records until all judicial procedures pertaining to the case are closed, and these records shall be maintained in the files in the Office of the Dean of Students.

I. The record of the judicial proceeding related to each case shall be kept on file no longer than five years but at no time shall information concerning the record of these proceedings be made available to unauthorized persons, except under legal compulsion, without the consent of the student.

II. Campus Disorder

A. The College rejects the interference with the legitimate rights of others, the use of violence, and/or the destruction of College property as an acceptable means of solving problems or of expressing points of view. It affirms that problems can best be solved by methods which lead to constructive solutions and differences resolved by the method of persuasion in a context of openness on the part of all those involved.

B. The College, therefore, is committed to participate in a discussion of any issue of serious concern to any of its constituents, in an effort to bring about a settlement which is satisfactory to all those parties who are affected by College policies and who are interested in maintaining the educational purposes and programs of the institution.

C. However, the principal commitment of the College is to its educational purposes. In the event that any constituent of the community, in an effort to force its will upon the community, threatens to engage in violence and destruction, occupies College property by force, interferes with the normal educational processes, or infringes upon the legitimate rights of others, the College will make every effort to settle the dispute by its internal resources. However, if those efforts fail, it will request whatever external assistance may be necessary in order to maintain its program, including the securing of court injunctions.

D. In a case in which there is clear and present danger to the physical health or property of any constituent of the College community, or critical disruption of normal educational processes of the College, an administrative officer of the College may impose such restraints as are reasonably necessary, including requests for assistance from civil authorities.

E. However, those who engage in and contribute to the disruption of the academic program of the College or infringe upon the legitimate rights of others will be dealt with through the appropriate judicial procedures as outlined in the Code.

F. All campus hearings are based upon a preponderance of the evidence. This means that it is at least 51 percent more likely that the student violated the Code of Conduct standard.

III. Civil Authorities

A. In a case where a student's action is or may be a violation of county, state, or federal laws (or derived to be contrary to the mission or purposes of the College) especially, but not limited to, when there is apparent imminent danger to the physical well-being of any constituent of the College community or when there is disruption of normal education processes of the College, or when the violation may be considered to be of a serious nature, an administrative officer of the College may immediately refer such cases to civil authorities.

B. While the College expects all members of the community to show compliance with county, state, and federal laws, it does not intend to duplicate any civil penalties imposed upon its students. However, where the institution's interests as an academic community are distinctly and clearly involved, the College, through the proceedings as outlined in this Judicial Code, retains the right to take appropriate disciplinary action against a student whose conduct not only violates civil law but also violates these distinctive interests of the College.

IV. Summer School and Holidays

When a quorum of the members of the appropriate judicial or appeals council are present during the summer, between semesters, and during holidays, those members shall continue to carry out the functions of these boards. Otherwise, the Dean of Students shall have the authority to hear all social judicial cases and to appoint substitutes for absent members of the appropriate appeals council. Honor code violations will be heard by the Dean of Faculty at these times.

V. Amendments

Revisions of or amendments to this Code may be suggested to the Student Government. Any revisions of the Code must be approved by a majority vote of the College Senate and by the President of the College.

Emory & Henry Honor Code

Adopted March 16, 1999

I. The Emory & Henry Honor Code

As members of the Emory & Henry College Community, we recognize Honor to include, among other things, the following:

- A commitment to tell the truth
- A commitment to maintain the sanctity of other's property, including computer data/access
- A commitment to abstain from all forms of cheating and plagiarism
- A commitment to uphold the integrity and confidentiality of College documents, including computer records
- A commitment to deal responsibly with observed infractions of this code
- A commitment to honesty and integrity in all academic settings

II. The Pledge

The Honor Pledge is a statement made by each student, affirming that student's responsibility to uphold the Honor Code. Upon matriculation, each student commits to abide by the honor system. Further, each student recognizes his or her duty to uphold the Honor Code in academic matters by signing each examination, quiz, paper, or other written assignment with the written pledge:

"I understand that Emory & Henry is a community built on trust. Therefore, as a member of this community, I am committed to tell the truth and to maintain the sanctity of other people's property, including computer data/access. I will abstain from all fraud and dishonesty in academic work. I will neither give nor receive aid on any form of test or assigned work where such aid is prohibited, nor tolerate this conduct in any member of the Emory & Henry Community. I will deal responsibly with such acts when I observe them. By my conduct and influence, I will endeavor to build a high standard of honesty and truthfulness in all academic work."

(Signed)

The abbreviation "Pledged," followed by the student's signature will have the same meaning and is acceptable on most assignments, at the discretion of the class instructor.

III. Honor System Procedures (Amended March 24, 2003)

A professor always retains the prerogative to assign a grade, subject to possible appeal to the Academic Standards Committee.

Violations

If a student observes another student violating the Honor Code, the observer should:

1. Confront the student who violated the Honor Code and request that the student turn him/herself in to the professor. In cases of voluntary confession, the defendant may receive a more lenient sentence.
2. If the defendant does not turn him/herself in, the observer should inform the professor of the Honor Code violation. In such cases, the defendant may receive a stricter penalty.

If a professor observes a violation of the Honor Code, s/he shall confront the student. A student who admits to the offense may receive a more lenient sentence.

After a professor learns of or observes a violation, s/he must inform the Dean of Faculty in writing.

If the violation is a first offense and the student admits responsibility, the professor can choose:

- A. to deal with the problem individually, subject to appeal to Academic Standards; or
- B. to refer the case to the Dean of Students Office for investigation.

If the violation is not a first offense or the case is in dispute, then the case will be referred to the Dean of Students Office and investigated by Student Investigators.

In the event the student is judged to be responsible, the Dean of Faculty's Office will keep a record of the infraction on file.

Investigation

The Dean of Students and/or an appointed faculty representative will serve as chief investigator. The chief investigator will investigate the allegations and may utilize the help of the student investigators, appointed by the Student Government President. Investigative procedures are the same as those outlined in the Judicial Code. At this point, the accused student may select an advocate or have an advocate appointed from the E&H campus community. If the evidence indicates that a hearing is necessary, the case will be referred to the Hearing Officer of the Honor Council, who will arrange the hearing date, time, and location.

Hearing

Generally, no hearing will take place during the exam period. In certain cases, however, the Hearing Officer can make an exception.

Part I—Presentation of Case

At the hearing, the accused student will have the right to hear all testimony. Witnesses may be questioned only by members of the Honor Council. The hearing will proceed in the following order:

1. Case against the accused—The chief investigator will present the results of the investigation, including evidence from witnesses.
2. Defendant's case—The accused student will present his/her evidence and witnesses
3. Final Statement—After all witnesses have spoken and been questioned, the accused student may make a final statement.

Part II—Deliberation / Verdict

At this point, the accused student and advocate, will leave the room. In confidential session, the Judicial Board will make the decision through a majority vote based upon the standard of preponderance of evidence. Preponderance of evidence means that it is more likely that it did happen than it is likely that it did not happen. Upon reaching a decision of responsible or not responsible, the Honor Council will call the involved parties back into the room and announce their decision.

Part III—Sanctioning

Before passing sentence, the Judicial Board will:

1. learn from the Hearing Officer of any prior academic or social violations committed by the accused student;
2. hear a final statement from the accused student, if the student so chooses;
3. hear a final statement from the Hearing Officer, if the Hearing Officer so chooses.

Penalties

The minimum penalty for a violation of the academic Honor Code will be one semester of academic probation; the maximum penalty will be permanent expulsion from Emory & Henry College. Generally, no hearing will take place during the exam period. In certain cases, however, the Hearing Officer can make an exception.

Appeals

The appeal must be in writing and submitted within three academic days of the hearing. Appeals can be made based upon: 1) violation of hearing procedures; 2) violation of the Accused Student's rights; 3) excessive penalty; and/or 4) introduction of significant new evidence that was not available at the original hearing. Mere dissatisfaction with the finding or sanctions is not sufficient grounds for appeal.

Within four academic days of receiving the appeal, the Judicial Board must notify the accused student of one of the following decisions:

- A. The Council has found no grounds upon which the appeal can be granted and it is denied.
- B. The Council has found grounds to grant an appeal. In which case the Council may:
 1. Rule on the appeal immediately, without hearing additional testimony or evidence.
 2. Call for the accused student and the Hearing Officer to attend a hearing for clarification purposes and/or new evidence, and then enter a ruling.

If the Council rules on an appeal it may:

- A. overturn the finding of the hearing body;
- B. uphold the finding of the hearing body, in which case it may:
 1. keep the assigned sanction(s); or
 2. reduce the assigned sanction(s).
- C. The Judicial Board may not increase sanctions

Second Appeal

The student may appeal the decision of the Honor Appellate Council to the Central Judicial Council, using the same guidelines as listed for the first appeal. It must be in writing and submitted within three academic days of the hearing. The finding of the Central Judicial Council shall be the final formal appeal within the student judicial system. All student judicial proceedings are subject to review by the President of the College or her designee.

Academic Code

Emory & Henry College, as a community of persons mutually united in a quest for truth, supports the principles of academic freedom and academic due process for both students and instructors. Such rights imply a parallel responsibility for academic integrity. Students are expected to do their own work on individual assignments and to acknowledge the sources of information summarized or quoted in papers. Instructors should state course expectations clearly, evaluate work fairly and promptly, and deal honestly with intellectual positions. Instructors should be alert in attending to violations of academic standards and following up on individual cases with the appropriate officials of the college. Any violations of academic integrity, weakening of academic standards, or impairment of educationally sound practices threatens the very foundations of the College. Procedures for due process provide a necessary corrective to such threats.

I. Code of Academic Rights and Responsibilities**A. Students****1. Rights**

- a. Freedom of expression. Students are responsible for learning thoroughly the content of any course of study, but are free to take exception to the data or views presented and to reserve judgment about matters of opinion.
- b. Fair evaluation of academic performance.
- c. Confidentiality and access to personal records.
- d. Due process for complaints against students.

2. Responsibilities

- a. Seek clarification where course objectives and procedures are unclear.
- b. Participate responsibly in the course through attendance and study.
- c. Work independently on tests, quizzes, examinations, or any other assignments used in determining the final grade, except as indicated by the instructor. (See Honor Code)
- d. State accurately intellectual positions which are used or related in course assignments, and give proper credit to sources of ideas which are not common knowledge or are not originated by the student, or wording that is not fully original with the student. (See Honor Code)
- e. Receive permission from both instructors before developing a paper or project for more than one course. Receive permission from the current instructor before using a previously prepared paper or project. (See Honor Code)

B. Instructors**1. Rights**

- a. Academic freedom. (See Faculty Handbook)
- b. Fair evaluation of academic performance.
- c. Due process for complaints against faculty.

2. Responsibilities

- a. State basic course requirements and objectives.
- b. State grade scale and procedures of evaluation.
- c. Create a climate conducive to learning.

d. State accurately intellectual positions which are used or refuted in course work, and give references to specific authors.

e. Evaluate objectively student work in a reasonable period of time so that the student may grow in understanding and ability.

f. Protect against improper disclosure of information about students. Information about student views, beliefs, and associations which is privately acquired by instructors, advisors, and counselors, should be considered confidential. Judgments of ability and character may be provided under appropriate circumstances, normally with the knowledge or consent of the student.

C. When a breach of the above rights and responsibilities is recognized by a member of the community, the following procedures should be implemented.

II. Informal Resolution Procedures

A. Whenever possible, individual instructors and students should seek to resolve an issue themselves.

B. If approach A fails, another appropriate person from the College community (e.g., faculty advisor, department chairperson) may be consulted to serve as an informal mediator.

C. If approaches A and B are unsuccessful, either a student or an instructor may request mediation by the Dean of Faculty or his or her designee.

III. Formal Resolution Procedures

A. If informal resolutions fail, any request for formal resolutions will be directed within twenty academic days, to the Committee on Academic Standards, which will serve as a final review board. Such requests will be submitted in writing. At least five academic days before a hearing, all the parties will be notified, in writing, of the complaint and the time and place of the hearing.

B. The committee will seek information from appropriate persons. Each party will be permitted to provide names of such persons. The committee has the prerogative to determine a reasonable number of persons who may appear before the committee.

C. Voting will be by secret ballot with a majority vote of the full committee required for decisions. The chairperson will, in writing, inform the accused and the plaintiff of the committee's decision and any possible appeals procedure.

D. The committee will keep in confidence minutes of all its proceedings. The committee may review these minutes in deciding appropriate resolutions.

E. Summer School

1. If informal resolutions fail, any requests for formal resolution will be presented to the Dean of Faculty or designee.

2. A hearing will take place no earlier than three academic days after receipt of the request by the Dean of Faculty or designee. At least three academic days before the hearing, all parties will be notified, in writing, of the charges and the time and place of the hearing.

3. The Dean of Faculty or designee will keep in confidence minutes of the appeals hearing and will submit these minutes to the Academic Standards Committee.

4. For all problems arising during the summer sessions, the Dean of Faculty or designee will serve as arbitrator. The accused or plaintiff may request that the hearing of the complaint be delayed until the resumption of the fall session when the normal procedures would be followed. This request by the accused or plaintiff must be made before the Dean of Faculty or designee has begun to hear the case. The Dean of Faculty or designee's resolution of the charges by the Dean of Faculty or designee consistent with the policies of this document will be final.

F. Means of resolution will be chosen after review of records from previous hearings involving the accused and in light of the present circumstances. A means of resolution will be chosen from the list from Part IV below and will be communicated in writing by the chairperson of the Academic Standards Committee or the Dean of Faculty or designee to the accused and to the plaintiff.

IV. Resolutions

A. Informal and Formal Resolutions of Complaints Against a Student

1. Dismissal of complaint
2. Private directive to student.
3. Repetition of the work.
4. Repetition of the work and a lower grade.
5. F on the work.
6. Withdrawal from the course.
7. Finish the course.
8. Suspension from the College.
9. Dismissal from the College.

B. Informal and Formal Resolution of a Complaint Against an Instructor

1. Dismissal of complaint
2. Private directive to instructor.
3. Recommendation to Dean of Faculty.
4. Recommendation that instructor's actions be considered in determining rank and/or salary.
5. Dismissal recommendation to the President and the Dean of Faculty.

V. Amendment

Any proposed amendment will be submitted to the Committee on Academic Standards. After reviewing the proposal, the committee may submit it to the faculty and to the Student Government for consideration and recommendation. A majority vote by the faculty will adopt the amendment.

Policy for Student Organizations

The Student Government is the governing body over all student organizations at Emory & Henry College, including fraternities and sororities on campus. Thus, the Student Government is responsible for the actions of these groups and is the appropriate body to take any disciplinary action that may be necessary. In light of this responsibility, the Student Government has adopted the procedure listed below.

I. Jurisdiction and means for resolving grievances arising from the activities of student organizations on campus.

A. Grievances involving individual violations of the Code of Conduct, which arise out of student organization activities, should be submitted in writing (anonymously, if preferred) to the Judicial Board or Dean of Students for consideration and possible referral to the judicial process under procedures specified in the Code of Conduct and the Judicial Code.

B. Grievances involving violation of the Code of Conduct by student organizations should be submitted in writing [see Judicial Code, pages 28 to 31] (anonymously, if preferred) to the Judicial Board or Dean of Students for jurisdiction.

C. Grievances arising from social intra-Greek activities that bear primarily upon Greek Life should be submitted in writing (anonymously, if preferred) to the Student Government Office of Judicial and Honor Affairs, the Dean of Students, or the Greek Council President to be handled in the manner prescribed by the Greek Council Constitution.

D. Grievances involving individual academic deficiency resulting from student organization activities should be resolved according to the procedures provided in the Academic Code. Informal faculty-student resolutions of such problems, as per the Academic Code, are encouraged.

II. Regulations governing pledging.

A. All students with sophomore standing who have earned at least 12 credit hours at Emory & Henry College, and maintained a cumulative GPA of at least 2.0 shall be eligible for Greek Rush.

B. All first-year students who have accumulated at least 12 credit hours at Emory & Henry College, and maintained a cumulative GPA of at least 2.75 shall be eligible for Greek Rush.

C. Any student who chooses to rush during their sophomore, junior, or senior years may rush no more than twice.

D. Any student who chooses to rush during the second semester of their first year will be afforded no more than three opportunities to rush.

E. The subject of inviting first-year students to participate in rush activities and/or pledging will be left to the discretion of each organization. No organization may be forced to accept first-year students. First-years should be made aware that not all Greek Organizations will accept them.

F. The Greek Council shall develop pledge/rush schedules in consultation with the Executive Branch of the Student Government. Approved pledge periods shall not exceed seven calendar days, excluding weekends.

G. The names of all pledging coordinators shall be available to the administration and the Student Government.

H. Greek organizations may schedule college facilities for use by pledges for study

hall or pledging activities.

I. Pledging must not interfere with the academic progress of pledges or members. Pledges must have access to the library without interference of pledge activities.

J. All pledge activities must be registered with and approved by the Dean of Students prior to pledge week.

III. Responsibility of the Student Government. Judicial Committee for rush and pledging.

The Executive Branch of the Student Government shall be responsible for the oversight of rush and pledging regulations and shall report any violation thereof to the appropriate judicial officials.

IV. Regulations for Establishing a New Campus Organization

A. All student organizations operating on the Emory & Henry College campus must be approved by the College Senate. Students wishing to form new organizations must submit a written request and a copy of the organization's constitution along with a list of officers, charter members, and the advisors to the College Senate. This documentation may be submitted through the Presiding Officer of the Senate.

B. Students wishing to form or reinstate a Greek social organization must submit a written request and a copy of the organizations constitution along with a list of officers, charter members, and advisors to the Greek Council or governing body of Greek organizations. This documentation may be presented through the Office of the Dean of Students. The Greek Council or governing body of Greek organizations shall act upon such requests and submit recommendations to the College Senate for consideration within four weeks of receiving the request.

V. Scheduling Organization Activities

Meeting places for recognized student organizations should be requested from the Office of the Dean of Students and should be cleared with that office before public announcement of the meeting is made. Regular and special meetings, social events, and other public activities of all organizations shall be put on the official college calendar.

Note: Pursuant Senate Bill #108, passed by the College Senate on October 29, 2003, the Student Organization Committee will be given discretion on whether to accept an updated constitution or a constitutional change for an already chartered constitution. If the Student Organization Committee feels that a change in the constitution of an organization is significant enough to create a problem or change that organization from its original intent, the Committee will bring the change before the entire Senate for a veto. This bill in no way changes the way new organizations are approved by the Senate.

Hazing Policy at Emory & Henry

Hazing Policy

Emory & Henry College shall define hazing as any mental or physical requirement, request or obligation placed on a pledge or any other person which could cause discomfort, pain, fright, disgrace, injury or which is personally degrading or which violates any federal, state, or local statutes or College regulations. Presidents of all Greek organizations shall affirm yearly that they neither participate in nor tolerate hazing activities. Prior to pledging each year, Greek leadership must meet with the Dean of Students to discuss hazing policies, positive methods of orientation, and pledging calendars. The officers of Judicial/Honor Affairs present hazing information to all Rushees at the Rush Meeting.

Examples of Hazing

Depending upon circumstances, these activities have at one time or another been construed as hazing by the courts and/or institutions of higher education. Such actions are often required or implied as conditions of inclusion in or exclusion from a group, formal or informal, and may be perpetrated by individual(s) against individual(s), individual against group, group against individual, group against group.

- a. Requiring calisthenics such as sit-ups, push-ups, runs or any form of physically abusive exercise.
- b. Forcing, requiring, or endorsing consumption of alcoholic beverages or any other drug.
- c. Requiring the ingestion of any undesirable, unwanted substance (ie, spoiled food, etc.)
- d. Requiring the carrying of items such as rocks, helmets, shields, swords, coconuts, musical instruments, bricks, paddles, etc.
- e. Scavenger hunts, treasure hunts, road trips, or any other such activities when not done for information gathering purposes consistent with the educational purposes of the organization. "Kidnaps" and "ditches" are specifically prohibited.
- f. Morally degrading or humiliating games and activities such as requiring members to count bricks, to act like animals or other beings, to scrub floors with toothbrushes, to be nude at any time, or to be exposed to others' nudity.
- g. Assigning or endorsing "pranks" such as "borrow" (stealing) items, panty raids, painting property and objects, composite raids, or harassing other groups.
- h. Deprivation of sleep.
- i. Blindfolding members at any time.
- j. Verbal harassment including yelling or screaming at members.
- k. Individual interrogations not consistent with legitimate testing for information about the history, purpose or direction of the organization (such as line-ups or Kangaroo Courts).
- l. Wearing apparel which is conspicuous and/or not "normally" in good taste.
- m. Requiring members to walk or "march" in formation
- n. Requiring members to be branded.
- o. Requiring members to answer phones or doors with chants, riddles, songs, or rhymes.
- p. Deception or threats contrived to convince the new member that he/she won't be

able to join the organization or group.

- q. Conducting activities which do not allow adequate time for study.
- r. Expecting participation in an activity that the full membership would not do
- s. Any type of personal servitude such as running errands.
- t. Expecting participation in an activity that the full membership would not do.
- u. Requiring new members to enter the house or building through a side door or entrance not "normally" used to enter.
- v. Requiring new members to yell when entering or leaving the house or building
- w. Work parties without the participation of the full organizational membership.
- x. Any action which could be perceived as inflicting physical abuse/harm to an individual (ie, paddling, application of foreign substances, etc.)
- y. "Goat rooms" are prohibited.

NOTE: VOLUNTARY OR WILLFUL PARTICIPATION IN HAZING ACTIVITIES BY THE VICTIM IS NOT A DEFENSE AGAINST THESE REGULATIONS. To reiterate, this list by no means covers all activities and actions which can be considered hazing. If you have any questions, please contact the Dean of Students or the officers of Judicial/Honor Affairs.

Code of Virginia

18.2-56. *It shall be unlawful to haze, or otherwise mistreat so as to cause bodily injury, any student at any school, college, or university.*

Any person found guilty thereof shall be guilty of a Class 1 misdemeanor, unless the injury would be such as to constitute a felony, and in that event the punishment shall be inflicted as is otherwise provided by law for the punishment of such felony.

Any person receiving bodily injury by hazing or shall have a right to sue, civilly, the person or persons guilty thereof, whether adults or infants.

For the purpose of this section, "hazing" means to recklessly or intentionally endanger the health or safety of a student or students or to inflict bodily injury on a student or students in connection with or for the purpose of initiation, admission into or affiliation with or as a condition for continued membership in a club, organization, association, fraternity, sorority, or student body regardless of whether the student or students so endangered or injured participated voluntarily in the relevant activity.

(Code 1950, 18.1-17; 1960, c. 358; 1975, cc. 14, 15; 2003, cc.62, 67)

Student Government Constitution

Preamble

In order to provide for the orderly and representative governance of out-of-classroom student affairs at Emory & Henry College, with a view to creating a vital community in which students, with the aid of faculty and administration, take responsibility for supporting the goals and purposes of the College, we hereby establish this Constitution of the Student Government of Emory & Henry College, Emory, Virginia, on this sixteenth day of March, Nineteen-hundred and ninety-nine.

Article I. Name

The name of this body shall be the Student Government of Emory & Henry College, Emory, Virginia.

Article II. Functions and Responsibilities

The Student Government shall collaborate with the Student Life Committee of the Board of Trustees, the President of Emory & Henry College, the Dean of Faculty, and the Dean of Students, and the faculty in the formulation and implementation of regulations and programs related to student life. This is meant to include general student regulations, student housing, social/recreational activities, student media, student organizations, intramural activities, and judicial/honor affairs. All prior regulations or policies from the previous body shall remain in effect unless duly altered.

Further, the Student Government shall serve as an advocate for the interests of the student body and shall represent the student body in all campus matters. These interests may include areas such as religious life, cultural life, food services, health services, academic interests, intercollegiate athletics, vehicle and safety regulations, community relations, and any other area of student interest.

Article III. The College Senate

A. Membership

The College Senate shall be composed of sixteen students representing sixteen evenly divided "districts" of the student body; three representatives of the administration: Assistant Dean of Students or his/her designee, one administrator appointed by the President of the College, and one additional administrator appointed by the Presiding Officer of the College Senate; and three faculty representatives elected by the faculty. The Student Body President or his/her designee shall serve as an ex officio member of the Senate. The Dean of Students may be called upon by the Senate for advice and counsel as needed, but shall not be a voting member of the body (amended by Senate Bill #99 on April 28, 2003).

B. Officers

1. The Vice President of the Student Body shall serve as the Presiding Officer of the College Senate, performing all duties listed in Article IV, Part B. The responsibilities of the Presiding Officer shall include conducting all meetings of the Senate in accordance with parliamentary procedure and Senate rules, serving as the official representative of the Senate when called upon, appointing all employees of the Senate (i.e. secretarial staff, etc.) with the approval of a majority of the Senate, and communicating with the appropriate officers of the executive about all legislation. The Presiding Officer shall have no vote except in case of a tie.
2. The Senate shall elect an alternate to serve in the place of the Presiding Officer should the need arise.

3. The Presiding Officer shall appoint a Senate Chaplain to provide spiritual guidance to the body by offering prayer at the opening and close of any Senate proceeding.

C. Responsibilities of the Senate

The College Senate shall be the principle legislative body of the Student Government. It shall be responsible for considering, formulating, and enacting all legislation appropriate for the conduct of the business of the Student Government. All Senate proceedings will be conducted in accordance with the rules that the Senate shall adopt or establish. In order for the Senate to conduct business, a quorum must be present. For the purposes of this body, a quorum shall consist of a majority of the voting members of the Senate, of whom at least one half must be Student Senators. While officers of the executive may be called upon to submit legislation appropriate to their expertise, the Senate shall retain all responsibility for the legislative function of the Student Government. Specifically, the Senate must: 1) create or adopt a system of rules of procedure, 2) establish districting for the elections of the coming year, 3) approve an operating budget for the Student Government, 4) review and approve the appointments of the executive officers by the Student Body President, 5) and any or all other legislation necessary to provide for the operation of the Student Government and the best interests of the Student Body.

D. Meetings

1. The Senate must meet at least once a month during the academic term. The schedule of meetings of the Senate shall be proposed by the Presiding Officer, and shall be approved by a majority of the Senate.
2. Special meetings of the Senate may be called by the Presiding Officer, the Student Body President, the President of the College, or by a signed petition containing the signatures of two-thirds of the Senate membership.

E. Legislative Process

The Senate may opt to consider legislation while assembled as a whole body, or the Presiding Officer may appoint committees to study legislation and report to the body as a whole. No legislation may be passed by the Senate without discussion by the members. Outside speakers may be called in to the discussion at the discretion of the Presiding Officer, but no person who is not a member of the Senate may address the Senate assembled unless duly recognized by the Presiding Officer. Passage of legislation shall require a simple majority unless specifically noted elsewhere in this Constitution. Once an item of legislation has been passed by the Senate, it is delivered to the Student Body President by the end of the next academic day. The Student Body President shall consider the legislation for a period of ten academic days. At any time before this period is over, the President may choose to sign it into effect, or may veto the legislation and

return it with a written reply to the Senate. The veto of the Student Body President may be overridden by a two-thirds majority of the entire Senate. At any time during the ten day consideration period, the Student Body President, Dean of Students, Provost, or appropriate committee of the faculty may recommend that the President of the College consider the legislation. The President of the College may, at his/her discretion, (1) allow the legislation to move forward without any action on her/his part, (2) veto the legislation for specific reasons, or (3) refer the legislation to the Student Life Committee of the Board of Trustees for consideration. If the legislation is referred to the Board of Trustees then the consideration period shall be suspended until the Board can take action on the legislation. The Board of Trustees may, at their discretion (1) remand the legislation to the Student Government (with or without instructions) or (2) nullify the legislation for specific reasons. A veto by the President of the College or nullification by the Board of Trustees may not be overturned.

Note: Pursuant to Bill #116, as passed by the E&H Senate on February 11, 2004, the guidelines for communication of a veto between the President of the Student Body and the College Senate shall be as follows:

- I. Should the President of the Student Body choose to veto legislation in constitutionally allotted time, he/she is required by the Student Government constitution to return the vetoed legislation with a written reply to the Senate. The Student Government constitution also gives the Student Body President, among others, the power to call a special meeting of the College Senate.
- II. The vetoed legislation in question and the written reply should be returned to the Senate within 24 hours of the veto. This allows the Senate adequate time to reevaluate the legislation, and call a special meeting in a manner prescribed by the Constitution if this body chooses to do so.

Article IV. The Executive

A. The Student Body President

The Student Body President shall be elected by the student body as a whole. The Student Body President shall be the principle executive officer of the Student Government. With the assistance and counsel of the Dean of Students, the Student Body President shall be responsible for execution of policies, regulations and programs legislated by the College Senate. He/She shall present a report to the assembled Senate each semester, detailing the progress of the Student Government for that semester. The President shall also have the authority to veto legislation of the Senate, subject to a two-thirds majority override vote. The President, or his/her designee shall serve as the official representative of the Student Body and Student Government. In addition, the President or his/her designee shall serve as the representative of the interests of the student body in all bodies responsible for the governance of the various aspects of the College when such representation is requested. The President shall appoint executive officers to administer the different individual functions of the executive. These executive officers must be approved by the Senate before taking office.

B. The Student Body Vice President

The Student Body Vice President shall be elected by the student body as a whole. He or she will serve as an assistant to the President in formulating policy and legislation, as well as in representing the student body. The Vice President shall serve as Presiding Officer of the Senate, performing all the duties listed in Article III, Part B. Other specific

duties of the Vice President shall be determined by the President. The Vice President will be called upon to act on the behalf of the President in the event that he/she is not available. The Vice President will become the President should the President resign, be removed from office, or be otherwise permanently unable to discharge the duties of the office.

C. The Student Body Treasurer

The Student Body President shall appoint a student to serve as the Student Body Treasurer. The Treasurer, under the direction of the President and with the assistance of the Dean of Students, shall be responsible for the fiscal management of the Student Government, including the formulation of a proposed budget including the operating budget for the Student Government and all student organizations. The Treasurer shall formulate the budget in consultation with an advisory committee composed of the him/herself, the Student Body President, the Student Body Vice President, the Dean of Students, and not fewer than three other students, one of whom must be a First Year Student. The Treasurer shall submit this proposed budget to the Senate for approval within four weeks of the beginning of each academic term. Throughout the term, the Treasurer shall track all expenditures, and with the Dean of Students, authorize payment on all Student Government expenditures.

D. Other Executive Officers

The Student Body President may appoint persons to serve as administrative officers in other areas as need indicates, requiring only the approval of the Senate to do so. These areas may include student/resident/commuter life, constituent services/advocacy, judicial/honor affairs, food service, public relations/media, elections, religious life, health/safety matters, student activities, academic affairs, etc.

E. Advisors

Each of the Executive Officers should have an advisor. The Advisor to the President, Vice President, and Treasurer is the Dean of Students. Other officers should be assisted by a faculty or administration advisor appropriate to their office. Officers and their advisors should meet regularly so that they may keep each other well informed. Advisors will be selected by the applicable officer and shall have the approval of the Student Body President.

F. Executive Committees

Each of the Executive Officers shall require periodic consultation and advice from a Special Executive Committee designed for that purpose. It is the responsibility of the Executive Committees to serve as a forum for policy making and discussion in the respective area of their expertise. Executive Committees shall convene at the discretion of the Executive Officer in charge of that particular area. Only in cases of the Finance and Media Committees will the decisions of the committees be binding upon the officer.

Appointments to Executive Committees are made by the Student Body President, in consultation with the Executive Officers. The advisors to the Executive Officers shall represent the interests of the Faculty/Administration on each Executive Committee. The Student Body President shall serve as an ex officio member of all executive committees. The Student Body Vice President may serve on any or all of these committees.

G. The Executive Cabinet

This body shall be composed of the Student Body President, Vice President, Dean of Students, and each of the Executive Officers. The Student Body President shall serve as chair of this group. The board exists in order to advise the Student Body President, and to help set executive policy and agenda. This body shall also have the full authority to act on behalf of the entire Student Government during the summer session or during the academic term before the Senate is convened in situations where immediate action is crucial.

Article V. Elections

A. Student Senators

1. Within two academic weeks of the beginning of the Fall term, elections shall be held for the positions of Student Senators from each of the districts composed of upperclass students.
2. First-Year Districts shall elect representatives by the end of the fourth academic week of the Fall term.
3. Student Senators may be re-elected.

B. Faculty Senators

1. Three Faculty Senators will be elected by the Faculty in a rotating fashion to serve three-year terms.
2. Faculty Senators may be re-elected.

C. Student Body President and Vice President

The Student Body President and Vice President shall be elected during the April of the Spring term, for the following year. Since it is critical that the Student Body President and Vice President be able to work together, they will be elected together. The Presidential Candidate must select a Vice Presidential Candidate with whom he/she will stand for election. When balloting is conducted, the student body will vote for the pair of candidates that they favor, rather than electing the posts separately. The new President and Vice President shall work in conjunction with the outgoing officers for the remainder of the term, and formally take office at convocation.

D. General

1. In order to be eligible for the office of an electible student position, any person wishing to run for and retain that office must at all times during his/her term be a degree-seeking student of Emory & Henry College.
2. Any person wishing to run for the office of Senator must live in his/her respective district at the time of elections.
3. Any student elected official who is placed on any type of probation during his/her term of office would become ineligible for his/her position.
4. In the event that a Senator should become ineligible, this fact should be reported to the presiding officer and the Elections officer. The seat shall be declared vacant, and a special election shall occur as outline in Article V, section D, subsection 2.
5. In the case of vacancy in the Senate, a special election will be held within two academic weeks.
6. In the case of vacancy in the office of President, the Vice President shall become President.

7. In the case of vacancy in any other executive office, the President shall appoint a new officer to fulfill the unexpired term with the consent of the Senate.

8. Any elected official of the Student Government may be subjected to recall by a petition of two-thirds of the constituency represented. After such a recall, a new election shall be held within fifteen academic days.

9. All regularly enrolled students are eligible to vote.

10. Any Senator who is habitually absent, or negligent in performing the duties of the office may be removed from office by a two-thirds vote of the Senate, but not without being afforded the opportunity to present his/her case before the Senate assembled.

11. Any appointed executive officer who is negligent in his/her duties or is otherwise unsuitable may be removed from office at the sole discretion of the Student Body President.

12. The Vice-President may be removed from office only upon the concurrent decision of the President and the Senate.

13. The President may be removed from office by a simple majority in a special student referendum authorized by a two-thirds majority of the Senate.

14. **Note:** Pursuant to Senate Bill #119, as passed on March 3, 2004, "No person may hold an office in more than one branch of the Student Government simultaneously with the exceptions of the Student Body Vice President as the Presiding Officer of the College Senate, and the Student Body President as an ex officio member of the Senate."

Article VI. Amendments to this Constitution

Proposed amendments to this Constitution must be presented to the Senate for discussion and deliberation. If passed, and not vetoed by the Student Body President, then the amendment will proceed to a vote of the faculty, where it must be approved by a majority of the faculty voting. Then the measure must be put to a student referendum, where it must be approved by a majority of the students voting, and then sent to the President of the College for written approval.

Article VII. Ratification Procedure

This Constitution shall become operative after approval by a majority of the students voting in a referendum, by a majority of the faculty voting in an official faculty meeting, by the President of the College, and by a majority of the Board of Trustees.

Article VIII. The Judicial Structure (Authorized by Senate Bill #96, March 24, 2003)

A. Central Judicial Council

1. Structure

a. The Central Judicial Council shall be the final student authority in all campus judicial/honor matters, within the jurisdiction established by this Student Government Code and applicable College Policy. It shall also be the final authority on interpretation of the Student Government Constitution.

b. This body shall be composed of five student councilors appointed by the President of the Student Body with the advice and consent of the Senate, one faculty councilor elected by the faculty and one administrative councilor appointed by the President of the College. Terms for all Student Councilors shall be for the academic year. Terms for the Faculty Councilor shall be determined

by the faculty. Terms for the Administrative Councilor shall be determined by the President of the College. The President and Vice President of the Student Body shall serve as ex-officio members of the Council, with all rights of members, except that of vote. One of the student members of the body shall be appointed by the Student Body President with the consent of the Senate, to serve as the Chief Councilor, who shall be responsible for formally convening the Council, and to moderate the proceedings of any hearings or deliberations of the Council.

c. No less than two Alternate Student Councilors shall also be appointed by the President of the Student Body, with the consent of the Senate, to serve as substitutes any time a regular Councilor must be absent. When Councilor must be excused from a hearing, the Chief Councilor shall determine which alternate will serve as the replacement. The entire membership of the Council must be present for any hearing to take place.

d. First-year students and first-term transfer students shall be ineligible for membership on the Council. No student may serve who is currently under any form of probation or whose grade point ratio falls below 2.00. The Student Government shall make every effort to appoint Councilors who have a GPA of at least 3.00.

e. Members may be re-appointed.

f. In case of a vacancy in a Student or Administrative Councilor position, the appointing body shall act within 10 working days to effect a replacement. In the case of a faculty vacancy, the faculty shall elect a replacement at the next scheduled faculty meeting. In the interim period, the Dean of Faculty may appoint a faculty alternate to serve until a replacement is duly elected by the faculty.

g. The Board shall elect a secretary from among its members, who shall be responsible for keeping records of all Council proceedings in collaboration with the Dean of Students Office

2. Jurisdiction

a. The Central Judicial Council shall have the final jurisdiction within the Student Government's Judicial System. The scope and practice of the original and/or appellate jurisdiction of the Council shall be determined from time to time by the College Senate. This authority shall extend to all matters of student discipline, including the Code of Conduct established by the College and any other systems of regulations created or implemented by the Student Government (i.e. Honor Code) as defined by the Senate.

b. The Central Judicial Council shall have jurisdiction to rule on any question of interpretation of the Student Government Constitution that may be presented to it by any elected official of the Student Government. Such official rulings of the Council shall be binding upon any/all officials of the Student Government. No other body within the Student Government shall have this authority.

B. Subordinate Judicial Bodies

All subordinate judicial bodies shall be established by the Senate through regular legislation. As part of this authority, the Senate is required to establish both the structure of the subordinate judicial system, and the procedures for all hearings and appeals.



Appropriate Use Policy for E&H Computers & Network

Being a Good Citizen of the Network

All students, faculty, and staff receiving a network access account must read and agree to the following policies and guidelines. Enrollment or employment at Emory & Henry College signifies agreement to abide by all rules, regulations, and policies of the College. Please note that all policies are subject to change. Notification of changes will be posted. This document will be reviewed and distributed regularly. All network users must adhere to the most current published revision.

All students, faculty, staff, and administrators have a network account assigned to them for their individual use while at Emory & Henry College. Emory & Henry College computerized information systems exist to promote shared access to computing, communication, and information necessary to serve the teaching, research, and administrative needs of the entire campus community. These systems and the data they contain are vital resources of considerable monetary and intellectual value, in addition to important personal information which must be handled in a secure and confidential manner. Access to computer systems and networks, including e-mail and web material placed on or distributed through the systems and networks owned or operated by Emory & Henry College is a privilege, not a right, and requires adherence to college policies and to federal, state, and local laws. Thus, all account holders of the College's information facilities have a responsibility to use these systems in a respectful, ethical, professional, and legal manner.

The purpose of the network is to support the teaching, research, and administrative needs of the college. The network is not designed nor intended to support the downloading of copyrighted material such as unlawfully obtained music, videos, and software. Such activities are not permitted at any time. On-line gaming is strongly discouraged as it requires a major portion of the College's available internet bandwidth for the use of a single individual, which can disrupt the research and other legitimate activities of the College community of network users.

The policy pertains to all college owned or leased computers, printers, scanners, networks, Internet connections, and communication systems transmitting voice, data, or video information. Appropriate use is always ethical, reflects academic honesty, the security and confidentiality of personal information, and shows restraint in the consumption of shared resources.

All users of college information facilities are required to demonstrate respect for intellectual property, ownership of data, system security mechanisms, and the individual's right to privacy and freedom from intimidation, harassment, and unwarranted annoyance. While recognizing the respect for privacy, the college cannot guarantee confidentiality in the use of any college information system. Electronic records retained on college systems are subject to state and federal Privacy Acts as well as Freedom of Information Acts. World Wide Web information located in designated web directories will be considered public information if read access is granted.

Appropriate Use Guidelines

In making appropriate use of resources Emory & Henry students, faculty, and staff must:

- Be consistent with the purposes of the network. It is designed to support research, education, and administrative needs of students, faculty, staff, and administrative personnel.
- Assume responsibility for material on personal web pages.
- Comply with local, state, and federal laws for materials made available on the Internet.
- Use copyrighted materials only with the prior approval by the copyright holder.
- Use resources only for appropriate purposes, such as, but not limited to, assignments given by instructors, college related work, and communication. Inappropriate use is described in the section below.
- Discontinue your use of a College computer for personal or recreational activities if no other resources are available for students to use for class assignments.
- Protect the individual's user id (user account) from unauthorized use. The individual is responsible for all activities on his or her user id.
- Access only files and data that belong to the individual user, that are publicly available, or to which the individual has been given authorized access.
- Use only legal versions of copyrighted software in full compliance with vendor license requirements. Do not make copies of copyrighted software for personal use.
- Be considerate in the use of shared resources. Refrain from monopolizing systems, overloading networks with excessive data, or wasting computer time, connect time, disk space, printer paper, bandwidth, or other resources.

In making appropriate use of resources Emory & Henry students, faculty, and staff must NOT:

- Use another person's user id and password at any time.
- Allow another person other than the actual user to access a user account.
- Use another person's files or data without permission.
- Use computer programs to decode passwords or access control information.
- Attempt to circumvent or subvert system security measures.
- Engage in any activity that might be harmful to computers or to any information stored thereon, such as creating or propagating viruses, disrupting services, or damaging files.
- Use College systems for partisan political purposes, such as using electronic mail to circulate advertising for political candidates.
- Make or use illegal copies of copyrighted software or information, store or transmit illegal software using Emory & Henry College's computer systems, or transmit them over College networks.
- Use College resources to harass, intimidate, or otherwise annoy another

person, for example, by broadcasting unsolicited messages, sending unwanted mail. (Chain letters via electronic mail are prohibited).

- Use College resources to create personal web pages containing (1) pornography or (2) abusive and/or profane language.
- Use the College network to broadcast any video-streaming or digital still photographic material which is illegal or includes nudity or pornographic subject matter.
- Place digital photographic or recording equipment of any kind in any public space on campus without the prior written permission of the Dean of Students.
- Waste computing resources, for example, by intentionally placing a program in an endless loop or by printing excessive amounts of paper.
- Use the College's resources for moneymaking activities as these can jeopardize Emory & Henry's non-profit status. The network may not be used to advertise a commercial business, or to support a personal business interest. Neither may electronic mail be utilized to circulate advertising for products.
- Engage in any other activity that does not comply with the General Principles presented above.

Enforcement

Emory & Henry College considers any violation of appropriate use principles or guidelines to be a serious offense and reserves the right to copy, examine, and remove any files or information resident on College systems allegedly related to unacceptable use and behavior. Violation of these rules will be reported to the appropriate campus office/judicial body. Students found in violation of these principles or guidelines may have some or all of their computer privileges revoked. Faculty and staff found in violation of these principles or guidelines will be reported to the appropriate campus authority for further action. Punishments may include temporary or permanent suspension of user privileges on the network and/or disconnection from the campus network, or other sanctions as described in the student Code of Conduct, the Faculty and Faculty Status handbooks, or the Staff handbook.

The privilege of presenting material on the college web site can be revoked, with or without cause, at the College's discretion. Web pages found to be in non-compliance may be removed immediately by the Web Administrator or upon failure to revise web pages and conform to these guidelines.

Violations are also subject to disciplinary action or other sanctions as prescribed in the Student Handbook, the Faculty and Faculty Status handbooks, or the Staff handbook. Offenders may be prosecuted under laws including (but not limited to) the Privacy Protections Act of 1974, The Computer Fraud and Abuse Act of 1986, The Computer Virus Eradication Act of 1989, Interstate Transportation of Stolen Property, The Virginia Computer Crimes Act, Electronic Communications Privacy Act, and the Telecommunications Act of 1996.

The Campus Network

EHCNet, the campus network, provides data connections in faculty and staff offices, Kelly Library, the academic departments, and in the computer labs on campus. Data drops are available in all student rooms. Students are assigned a network account upon acceptance of admission to the College. Connecting to the EHC network requires a commitment to adhere to the College's network access policy: *Security and Acceptable Use Policy for Emory & Henry College Information Service*. Staff and student assistants are available to provide network support to those in the residence halls.

A campus network account provides access to the Internet, which includes the campus network and email. Many instructors require that students use email and/or Internet applications and resources for coursework. The college functions better as a whole if all students use their E&H email accounts while on campus. Of course, they may still utilize any other accounts they may have, however, policy dictates that they use their college accounts for college work. Any student unfamiliar with the use of these services should visit Kelly Library and schedule training. Library and IT staff will gladly provide assistance with these resources, and offer training classes throughout the academic year and individual training by appointment. The Helpdesk is available on the ground floor of Kelly Library and students may call extension 6881 for support. Hours of operation will be posted at the beginning of each semester.



E&H Campus Media Board

I. STATEMENT OF OWNERSHIP

Responsibility and authority for all campus media outlets at Emory & Henry College is vested in the Board of Trustees which delegates such authority to the President of the College. The President, in turn, delegates responsibility and authority to the Dean of Students and a Campus Media Board. The policies and regulations of the College regarding campus media have been established to support the educational mission of the College. While attempting to grant maximum freedom of expression, the College reserves the right to control content, change editors and staff, and terminate any or all campus media.

II. STATEMENT OF POLICY

It is the policy of Emory & Henry College that the official college-sponsored campus media of Emory & Henry College, *The Whitetopper*, the *Sphinx*, the *Ampersand*, and campus media outlets under the supervision of the Emory & Henry College Mass Communications Department, EHC-TV and ehcwired!, have been established as forums for student expression. As such, each media outlet should provide a full opportunity for students to inquire, question, and exchange ideas. Content should reflect all areas of student interest, including topics about which there may be dissent or controversy.

III. THE CAMPUS MEDIA BOARD

A. Composition

The Campus Media Board shall be comprised of seven members, appointed as follows: one student appointed by the President of the Student Government; one student appointed by the President of the College; one student appointed by the Chair of the Mass Communications Department; one student senator selected by the Student Senate; one faculty member selected by the faculty; one member of the community at large selected by the President of the College; and the Assistant Dean of Students. The Dean of Students shall serve as an adviser to the Board, without a vote. Further, apart from the student senator selected by the Student Senate, no member of the Board shall be a student senator, editor/manager/director of a campus media outlet, or student staff member of a campus media outlet. No member of the Board shall be a faculty or staff adviser to a campus media outlet.

Each person selected to serve on the Board shall be selected for a two-year term. During the first year of operation, three members of the Board shall be selected for a one-year term. The initial one year terms shall be the student selected by the President of the Student Senate, the student selected by the Chair of the Mass Communications Department, and the faculty member appointed by the faculty. Any member of the Board may be reappointed to additional terms.

Persons/bodies responsible for making selections of the seven members of the Board shall do so on or before the 15th day of April, each year.

The Campus Media Board shall select a chair from among the appointed student members. The chair shall serve for one year.

B. Responsibilities

1. The Campus Media Board will act in a regulatory and advisory capacity for the official college-sponsored campus media of Emory & Henry College: *The Whitetopper*, the *Sphinx*, and the *Ampersand*.
2. The Campus Media Board shall serve in an advisory capacity to the campus media outlets under the supervision of the Emory & Henry College Mass Communications Department: EHC-TV and ehcwired!
3. The Campus Media Board will be in charge of administering the funds provided to the Campus Media Board by the College by allocating monies to the various media based on their budget requests. All funds provided to the Campus Media Board shall be allocated each year.
4. The Campus Media Board will select the editor of *The Whitetopper*, the editor of the *Sphinx*, and the editor of the *Ampersand*, on an annual basis.
5. The Campus Media Board may remove the editor of *The Whitetopper*, the *Sphinx*, or the *Ampersand* only for just and stated causes wherein an editor or station manager fails to adhere to the highest journalistic or broadcast standards as set forth by the profession and expected by the College Mission Statement and policies.
 - a. Process for Removal
 - i. If an adviser, faculty member, member of the administration, or staff member believes an editor has violated the spirit or letter of the media policy, the violation should be reported in writing to the Campus Media Board and the Dean of Students.
 - ii. The editor will be given a formal opportunity to present his/her case to a charge of misconduct.
 - iii. By majority vote, the Campus Media Board may remove an editor whose performance is determined to be unprofessional.
 - b. Appeal
 - i. An editor removed by the Campus Media Board will have one final appeal to the President of the College. This appeal must be in writing and should clearly state the reason for the appeal.

IV. GOALS AND OBJECTIVES OF CAMPUS MEDIA

The goal of campus media outlets shall be professionalism in all aspects of operations; in news coverage, editorial comment, and in conduct of staffs.

A. Objectives: The Whitetopper

1. To report fairly and objectively appropriate community and campus news;
2. To establish and maintain a climate for free and responsible exchange of ideas about current issues and events;
3. To provide a vehicle for the exploration of intellectual concerns on campus;

4. To provide an outlet for representative sampling of student thinking;
 5. To provide an opportunity for student experimentation with written expression of new and original ideas;
 6. To provide a vehicle for the exchange and formulation of student opinion on current issues on the campus and in the world at large; and
 7. To bring representative concerns of students to the attention of the faculty and institutional authorities.
- B. Objectives: The Sphinx
1. To provide a pictorial and text record of the history of one year in the lives of students, professors, and administrators at Emory & Henry College;
 2. To provide a vehicle for the experimentation of written expression, photographic techniques, and artistic arrangements;
 3. To provide an opportunity for students to learn orderly development of information and ideas;
 4. To provide an opportunity for students to learn the problems and techniques of publishing; and
 5. To create a product that will be a source of reference for future generations.
- C. Objectives: The Ampersand
1. To provide a forum for creative expression by members of the Emory & Henry College community;
 2. To provide an opportunity for students to learn the problems and techniques of publishing; and
 3. To provide a vehicle to showcase student writing.

V. **RESPONSIBILITIES OF STUDENT JOURNALISTS AND BROADCASTERS**

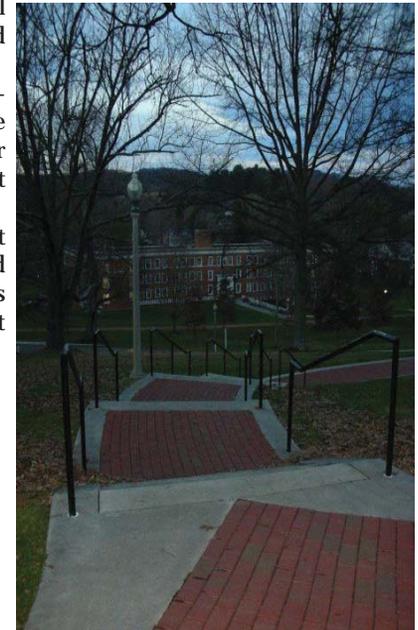
- A. Student journalists and broadcasters shall:
1. Determine the content of publications and broadcasts, keeping in mind that ideas can be conveyed and news can be reported accurately and honestly without the use of pictures, words, or descriptions that a significant portion of the readership or listeners finds offensive. Tastefulness is part of the trust a journalist or broadcaster holds and applies to all contents of a publication or broadcast, including advertising and reader contribution.
 2. Rewrite material, if necessary, to improve sentence structure, grammar, spelling, and punctuation.
 3. Check and verify all facts and verify the accuracy of all quotations;
 4. In the case of editorials or letters to the editor concerning controversial issues, provide space or time for rebuttal comments and opinions.
 5. Make a clear distinction between news accounts and editorial comment or any other kind of writer or broadcaster opinion.
 6. Make every effort to correct significant mistakes with reasonable prominence.
- B. Editorial freedom.
1. The campus media shall be free of censorship and advance approval of copy.
 2. Editors shall be free to develop their own editorial policies and news coverage.

3. Editors shall be protected from arbitrary suspension or removal because of student, faculty, administrative, or public disapproval of editorial policy or content. Only for proper and stated causes shall the editors or station managers be subject to removal.
- C. Legal responsibilities of student editors, journalists, and broadcasters. The editorial freedom of student editors, journalists, and broadcasters entails adherence to the canons of responsible journalism and broadcasting:
1. Students shall not publish, broadcast, or distribute material that is obscene, libelous, an invasion of privacy, or which would cause a substantial disruption in college activities.
 2. Students shall not publish or broadcast undocumented allegations, attacks on personal integrity, or use the techniques of harassment and innuendo.
 3. Students shall publish and adhere to the annual publication schedule as approved by the Campus Media Board.
- D. Financial responsibilities of student editors.
1. Editors shall prepare a budget for the publication they edit.
 2. Editors shall stay within their allocated budgets.

VI. **RESPONSIBILITIES OF CAMPUS MEDIA ADVISERS.**

Each official college-sponsored campus media shall have an adviser from the faculty or staff. The adviser's responsibilities include the following:

- A. As supervisors the advisers shall guide rather than censor.
- B. Advisers shall let it be known they are willing to give guidance, provide counseling, and be there when needed.
- C. Advisers shall share their knowledge of journalism and broadcasting with the staff, stressing that professional standards and ethics be followed at all times.
- D. Advisers shall offer pre-publications/pre-broadcast advice when it is sought and shall offer post-publication/post-broadcast criticism.
- E. Advisers shall approve payment of bills, student payroll, and other necessary expenditures and provide general budget supervision.



Emory & Henry College Policy

Acquired Immunodeficiency Syndrome (AIDS)

General Statement on Response to Acquired Immunodeficiency Syndrome (AIDS).

The College nurse practitioner has been designated by Emory & Henry College to assume the managerial role in cases of this nature. As an institution, we are committed to providing an analysis of the particular facts which are consistent, timely and reasonable. The following guidelines are derived from the most current medical information available concerning AIDS and HIV.

Recommendations apply to all Emory & Henry College students or employees who are known to be infected with the virus thought to cause AIDS; this includes all those who test positive to the HIV antibody

Institutional guidelines are based on the following facts and have been formulated accordingly: Current knowledge indicates that students or employees with AIDS or a positive HIV antibody test do not pose a health risk to other students or employees in an academic setting. AIDS is transmitted by intimate sexual contact or by exposure to contaminated blood. Although HIV can be found in many body secretions of those who are infected, its presence there is not necessarily correlated with disease transmission by those fluids. There has been no confirmed case of transmission of AIDS by any household, school, or other casual contact. The Public Health Service states that there is no risk created by living in the same house as an infected person; caring for an AIDS patient; eating food handled by an infected person; being coughed or sneezed upon by an infected person; casual kissing; or swimming in a pool with an infected person.

It should be noted that the above facts are derived from the best epidemiological data currently available and contribute to the following guidelines which are recommended by the American College Health Association.

1. Emory & Henry College students who have AIDS or a positive HIV antibody test, whether they are symptomatic or not, will be allowed regular classroom attendance in an unrestricted manner as long as they are physically able to attend classes. See also Recommendation #9.

2. Emory & Henry College does not restrict the access of students with AIDS or a positive HIV antibody test to the student center, auditorium, cafeteria, snack bar, gymnasium, swimming pool, recreational facilities, or other common areas.

3. Consideration of the existence of AIDS or a positive HIV antibody test will not be part of the initial admission decision for those applying to attend Emory & Henry College.

4. Based on recommendations of the American College Health Association, Emory & Henry College does not require that students be asked to respond to questions about the existence of AIDS or a positive HIV antibody test. We do, however, encourage students to inform campus health authorities if they have AIDS or a positive HIV antibody test in order for the College to provide these students with proper medical care and education. This, like all other medical information, will be handled in a strictly confidential manner in accordance with the procedures and requirements which are already in effect.

5. Emory & Henry College officials will not undertake programs of screening

newly admitted or current students for antibody to HIV.

6. Decisions about residential housing of students with AIDS or a positive HIV antibody test will be made on a case-by-case basis. The Assistant Dean of Students and Dean of Students in conjunction with the College nurse practitioner will make this decision. It is noted that the most current medical information does not support the existence of a risk to those sharing residence halls with infected individuals; however, there may be, in some circumstances, reasonable concern for the health of those with AIDS who might be exposed to certain contagious diseases (e.g., measles or chicken pox) in a close living situation. As we have the flexibility to provide private rooms, we may recommend that students with AIDS be assigned these accommodations in the interest of protecting the health of these students.

7. The guidelines concerning the handling of confidential medical information about students with AIDS or a positive HIV antibody test follow the general standards included in the American College Health Association's Recommended Standards and Practices for a College Health Program, Fourth Edition, 1984:

In general, it is recommended that no specific or detailed information concerning complaints or diagnosis be provided to faculty, administrators, or even parents, without the expressed written permission of the patient in each case. This position with respect to health records is supported by amendment to the Family Education Rights and Privacy Act of 1974.

No person, group agency insurer, employer, or institution will be provided any medical information without the prior specific written consent of the patient. Given the possibility of unintended or accidental compromise of the confidentiality of information, any specific information regarding the existence of AIDS or a positive HIV antibody test will not be included in the medical record except in circumstances of medical necessity created by the evaluation of an illness. Prior to ID entry, the inclusion of any such information in the medical record will be discussed with the patient.

8. As there is no medical necessity for Emory & Henry College to advise others living in the residence hall with students who have AIDS or a positive HIV antibody test, this information will not be shared.

9. Emory & Henry College strongly encourages regular medical follow-up for those who have AIDS or a positive HIV antibody test. Special precautions to protect the health of immunologically compromised individuals will be considered during periods of prevalence of such contagious diseases as chicken pox and measles.

10. Those who are known to be immunologically compromised will be excused from institutional requirements for certain vaccinations, notably measles and rubella vaccines, as those vaccinations may lead to serious consequences in those individuals with poorly functioning immune systems.

11. Emory & Henry College will strictly observe public health reporting requirements for AIDS. Patients who meet criteria for the revised surveillance definition of AIDS will be reported to the local public health authorities by the College nurse practitioner.