

# Student Handbook

## 2017-2018



## 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 their 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.

## Vision Statement

Emory & Henry College will be a national leader in providing the highest quality liberal arts, graduate, and professional education that combines tradition and innovation as it fulfills our historic commitment to transform lives and to create positive social change in our region, our nation, and the world.

## Core Values

**Civic Engagement.** We expect ourselves to act individually and collectively to identify and address issues of public concern through active engagement and leadership in civic life and through professions that contribute to the public good, such as teaching and health care. We encourage participation in community conversations, advocacy, service and public life at the local, national, and international levels.

**Vitality of Faith.** We value our relationship with The United Methodist Church, even as we welcome and respect persons with other faith views and commitments. We affirm the Christian faith as a guiding force in people’s lives and encourage the expression of faith in service to others.

**Academic Excellence.** We cultivate the highest academic quality with innovative teaching, active learning, intensive mentoring, meaningful scholarship, and intellectual challenge. We value the many relationships that allow faculty and staff to meet students on their various paths and journey with them as we all increase in excellence.

**Freedom of Inquiry.** We affirm our academic freedom to pursue knowledge and to question ways of thinking and doing. Because we know that learning is a lifelong journey, we ask difficult questions and seek answers wherever they may lead.

**Integrity.** We accept the human necessity of making difficult choices as we uphold a high standard of truth and honor. Affirming the value of ethical reasoning, we recognize our responsibility to evaluate and respond to the consequences of decisions and actions.

**Community and Diversity.** We appreciate individuality and treat each other with respect and fairness. We nurture a caring community that focuses on the needs of its students, faculty, and staff. We believe that being open to understanding others and participating in honest discourse builds tolerance and promotes diversity and acceptance.

**Place.** We value our place in the Appalachian region and affirm the importance of other places in the nation and the world. We work to preserve and nurture our environment and culture and to provide models of positive change as we consider our place in a larger world.

**History and Tradition.** We honor traditions and values that have shaped our college for more than 170 years. Civic engagement, the vitality of faith, and the transformative nature of education, among other traditions and values, will guide us as we move into the future.

## **Division of Student Life, Student Success, and Inclusion Mission Statement**

Mentoring an inclusive community of successful students through opportunities in leadership, engagement, identity development & wellness.

## **Division of Student Affairs Diversity Statement**

The Division of Student Life at Emory & Henry College affirms the belief that diversity, in an environment of educational fairness, unbounded inquiry, and celebrated differences, is a defining factor in a successful liberal arts education. Such celebrated differences include race, color, ethnicity, religion, creed, sex, sexual orientation, gender identity, age, marital status, national origin, language, political belief or affiliation, socioeconomic status, veteran status, geographic region, and more.

The Division of Student Life at Emory & Henry College seeks to provide each student with a learning environment that fosters healthy relationships, acceptance, and appreciation within the community. To this end, the Division of Student Life is committed to being free of all forms of abuse, discrimination, and harassment.

Therefore, to continue increasing in excellence, the Division of Student Life at Emory & Henry College renews a commitment to diversity through the recognition, support, and celebration of differences. The Division of Student Life also commits to the active recruitment and retention of underrepresented populations in our staffing to provide for a more inclusive multicultural community.

*Emory & Henry College does not discriminate on the basis of race, color, national origin, age, religion, sex, sexual orientation, or physical handicap in the administration of its educational policies, hiring policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. Emory & Henry College affirms the dignity and worth of every individual.*

*Emory & Henry College reserves the right to make changes to the policies and procedures contained in this handbook, including the decision to add or discontinue courses or programs. When possible, the College will attempt to minimize the inconvenience that such changes might create for students.*

# Table of Contents

Mission Statements

## Campus Information

Campus Offices and Services	4
Library & Information	
Technology Services	12
Athletics/Recreation	13
Community Services	16

## Campus Activities

Student Government	16
College Media	17
Interest Groups	17
Performing Groups	20
Honorary	20
Spiritual Life	21
Greek Life	21

Smoking on Campus	29
Student Complaint Policy	29
Discrimination and Social Harassment	30
Tailgating Policy	31
Safety and Security	32
Missing Student Notification	33
Annual Fire Safety Report	34
Campus Alert System	36
Inclement Weather	37
Vehicle Registration	37
Traffic Regulations	38
Parking Map	40
Energy Program	43
Residence Life	44

## Campus Policy & Student Conduct

Academic Records	22
Student Records	23
My E&H and Academic Records	24
Lyceum Requirements	25
General Policies	25
Food Service Policies	26
Payment of Fees	26
Refunds	27
Selling or Soliciting	28
Service and Therapy Animals	28

Student Conduct	50
Personal Property and Search & Seizure	52
Hazing Policy	52
Discrimination and Social Harassment	53
Sexual Misconduct	54
Conduct of Code Offenses	63
Honor Code	71
Academic Code	73
Policy for Student Organization	75
Student Government Constitution	76
Network and Computer Use Policy	81
Campus Media Board	86
Intellectual Properties Policy	89
Online Student Privacy Policy	90

# Campus Offices and Service

*Business hours for administrative offices are 8 a.m. to 5 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.*

## Admissions Office

Recruitment and admission services for new first-year, transfer, dual-enrollment, graduate program, and returning readmission students.

Location: Emily Williams House, 276-944-6133

Myra Sims, *Interim Vice President for Enrollment Management*

Mary Bolt, *Director of Transfer and Graduate Admissions*

## Ampersand Center

At Emory & Henry College, we encourage students to make connections—across disciplines, between the curricular and co-curricular, to personal experiences and passions, and with the world—as a pathway to productive and fulfilling careers. The Ampersand Center staff, including our Career Services personnel, help students make these connections and direct students to the people and resources they need to integrate their learning through project-based work. We advise students on a range of topics including career counseling, internships and employment, undergraduate research and artistic expression work, project planning, civic engagement activities, co-curricular opportunities, and student funding for projects and project-related travel. The center also sponsors workshops, presentations, and other programming to support students, faculty, and staff in their work as project developers and integrative learners.

Location: in front of Van Dyke Hall

Dr. Tracy Lauder, *Director of Ampersand*, 276-944-6152

Amanda Gardner, *Director of Career Services*, 276-944-6922

Joe Vess, *Ampersand Advisor and Programs Coordinator*, 276-944-6653

## Appalachian Center for Civic Life

Location: Collins House, 276-944-6817

Dr. Tal Stanley, *Director of the Appalachian Center and the Bonner Scholars Program*

As an integral part of the educational process at Emory & Henry College, the Appalachian Center for Civic Life practices a relational, place-based approach to service and education, joining classroom teaching and learning with persons' lived experiences. In addition to the educational components of this vital, place-based work, it also carries with it the obligation to bring a range of resources to serve people and places locally, regionally, nationally, and globally. The Appalachian Center houses the Bonner Scholars Program, the Appalachian Associates/AmeriCorps Program and a host of other service opportunities. The Center coordinates and provides opportunities for service across campus and in the surrounding communities. 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 all persons have the gifts and talents within them to make a difference in the world. The Appalachian Center is located in Collins House, between Wiley-Jackson Hall and Stuart Hall.

## Athletics Office

NCAA Division III Athletics and Old Dominion Athletic Conference members; for more information on varsity sports, see the "Athletics & Recreational Services" section on page 13.

Location: King Center, 276-944-6233

Anne Crutchfield, *Interim Athletics Director*

Taylor Jefferson, *Assistant Director of Athletics*

## **Campus Police/Campus Safety Office**

Crime reporting, ID cards, vehicle registration, safety concerns, and parking permits.

Location: Martin-Brock Student Center, 1<sup>st</sup> floor, 276-944-6222

Direct cell phone number: 276-356-7783; **Emergencies: DIAL 911**

Scott Poore, *Director/Chief*

## **Centralized Student Assistance (CSA) Office**

**CSA.** Provides financial aid, registration, and student account services. One-stop location for students to attend to business and class scheduling needs.

**Registrar.** Registration, student academic records, enrollment verification, declaration and change of major and advisor, grade and progress reports, transcripts, and graduation application review.

**Financial Aid.** Processes FAFSA forms and awards financial aid to students. Processes all grants, scholarships, and loans that students are awarded.

**Student Account Services.** Applies charges to student accounts and collects all payments and deposits. processes refunds for excess credit on accounts.

Location: Wiley Hall, Room 101

Tammy Sheets, *Registrar* - 276-944-6118

Shannon Patterson, *Assistant Registrar* - 276-944-6117

Scarlett Blevins, *Director of Financial Aid* - 276-944-6229

Denise Posey, *Assistant Director of Financial Aid* - 276-944-6752

Crystal Perrotta, *Financial Aid Counselor* - 276-944-6940

Sunny Crisp, *Coordinator of Student Accounts* - 276-944-6113

Angie Werth, *Student Accounts Assistant* - 276-944-6771

## **Chaplain/Spiritual Life Office**

The Office of Spiritual Life, under the direction of Chaplain and Associate Chaplain, coordinates opportunities for spiritual exploration and growth through worship, study, discussions, fellowship, and service on campus for students, faculty, and staff of all faiths. It also connects students with local faith communities.

Location: Main level of Memorial Chapel

Mary K. Briggs, *Chaplain*, 276-944-6838

Sharon Wright, *Associate Chaplain/Coordinator of Spiritual Life Student Groups*, 276-944-6197

## **Provost's Office**

Director of academic programs including selection and evaluation of faculty, oversight of college curriculum, and approval of exceptions to academic policies.

Location: Wiley Hall, Room 121, 276-944-6128

Dr. John Wells, *Provost*

Dr. Michael Puglisi, *Associate Dean for Academic Affairs*

## **Dean of Students Office**

Student Government, campus organizations, orientation, student conduct matters, safety and security, scheduling of activities, parking appeals, student complaints, and general student concerns.

Location: Wiley Hall, Room 121, 276-944-6122

Kyle Cutshaw, *Dean of Students*

## **Document Center**

Location: Wiley Hall, Room 020, 276-944-6114

Photocopying and binding machines are available via self-service to students and organizations in the Document Center located on the ground floor of Wiley Hall. Copy paper is not supplied and must be purchased and brought to the Document Center. Black and white photocopying of single copies on 8.5"x11" paper are \$.07 per sheet and \$.14 for front and back. Color copies on 8.5"x11" paper are \$.15 per sheet and \$.30 for front and back. Black and white copies on 11"x17" paper are \$.15 per sheet and \$.30 for front and back. Color copies on 11"x17" paper are \$.31 per sheet and \$.62 for front and back. A Binding machine is

available, but supplies have to be purchased from an outside source. All fees for the Document Center must be pre-paid in the business office. There are also coin operated copiers in the Library for both black and white copies as well as color copies.

## **The Emory Mercantile and Book Services**

Location: The Emory Mercantile

Terry Richardson, *Retail Manager*, 276-944-6903

Jennifer Conner, *Merchandise Manager*, 276-944-6231

The Emory Mercantile and E&H Book Services, located across the tracks from the College on Oxford Avenue, carries postage stamps, greeting cards, school and art supplies, E&H gift items, health and beauty aids, snacks, and a wide variety of E&H clothing. Special services include UPS shipping, special book orders, special Greek merchandise and clothing orders, computer software, class rings, graduation announcements and diploma frames. Fax services are also available. Books required for academic courses may be purchased or rented through Emory & Henry Book Services, located in the Mercantile. E&H Book Services also purchases used textbooks. In addition to traditional payment methods, students may pay with the E&H ONE card. Student's financial aid accounts may also be used to purchase books and school supplies. A valid identification will be required for charging. The store is open weekends for special events and may be contacted by visiting <http://bookstore.ehc.edu/home.aspx> or by emailing Terry Richardson (trichardson@ehc.edu) or Jennifer Conner (jconner@ehc.edu).

## **The Emory Train Depot**

The Emory Train Depot is now the home of the administrative and faculty offices of the Athletic Training Department.

Location: Train Depot

DC Cobler, *Program Director and Department Chair, Athletic Training*, 276-944-6589

Beth Funkhouser, *Clinical Education Coordinator, Athletic Training*, 276-944-6590

Brianne Kilbourne, *Associate Professor, Athletic Training*, 276-944-6915

## **Equestrian Center**

The Equestrian Center is located just off Exit 10 of Interstate 81. Situated on 120 acres of rolling hills and stunning landscapes, the Center offers a variety of riding environments, including three arenas and the A.J. Coyle Memorial Cross-Country Course. Emory & Henry cares for 40 quality school horses for students' use, many with impressive records including one that competed in the Olympics. A limited number of stalls are available for the boarding of private horses for a fee. Applications for a stall must be made through the Director of the Equestrian Center.

Lisa Moosmueller-Terry, *Director of the Equestrian Center* 276-669-8398

Kristen Bowen, *Office Manager*, 276-669-8398

## **Financial Affairs**

Manages Check and payroll processing, Title IX issues, and human resources.

Location: Wiley Hall, Room 131, 276-944-6814

Mr. Rick Gaumer, *Vice President for Business & Finance*

Benita Bare, *Associate Vice President for Business & Finance*

Jane Brinkman, *Business Office Manager*

## **Human Resources and Title IX Office**

Location: Kelly Library, Second Floor, 276-944-6112

Kim Steiner, *Director of Human Resources and Title IX Coordinator*

## **Food Service**

Student food service. Locations include the Van Dyke Student Restaurant, Stinger's Cafe, and Vespa Patio & Grill in Van Dyke; WOW Wingery at the Hut, and the Zone C-Store in Martin-Brock; and Simply To Go in MS Hall.

Location: Van Dyke, 276-944-6588

Sam Walker, *General Manager for Dining Services*, 276-944-6587

Dave Brinegar, *Operations Manager*, 276-944-6249

Treva Watson, *Retail Manager*, 276-944-6586

Sherry Woodward, *Executive Chef*, 276-944-6975

Monique Duncan, *Office Manager*, 276-944-6588

The Van Dyke Restaurant, located in the Rufus Oscar Van Dyke Center, offers an all-you-care-to-eat buffet service for a set door rate. This facility has an innovative service area, providing an extensive menu including such items as hand-tossed pizza, home-style pastas, sushi, tossed salad to order, vegan and vegetarian offerings, 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,” located in the Martin- Brock Student Center, featuring the WOW Wingery and The Zone convenience store. Simply To Go, a grab-and-go alternative, is located in MS Hall. Stinger’s Cafe is a Van Dyke location featuring Starbuck’s Coffee and assorted beverages, made-to-order sandwiches, fresh pastries and gourmet desserts. Stinger’s Cafe serves lunch during the week as a meal swipe for students. Vespa Patio & Grill, located just outside the Van Dyke Restaurant, is a made-to-order location with a variety of grilled menu options for guests to enjoy for an upcharge of \$.99. Purchases can be made using cash, flex dollars, E&H One Card, or Credit/Debit Cards. 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 (see Food Service Policies on page 25). Student Government serves as the official channel for suggestions and comments. Students can provide feedback by contacting the Student Government or the Dean of Students Office.

**WOW Wingery at the Hut:** Monday–Friday, 11:00 a.m.–10:30 p.m.; Saturday–Sunday, 5 p.m.–10:30 p.m.  
**Stinger’s Cafe:** Monday–Friday, 7:30am-9:30am, Monday-Thursday 3:00pm-5:00pm and 8:00pm-Midnight. Lunch at Stinger’s Cafe is served daily from 11:00am-1:30pm  
**The Zone Convenience Store Hours:** Monday-Sunday, 2 p.m.-Midnight  
**Vespa Patio & Grill:** Monday–Friday, 11:00 a.m.– 1:30 p.m.\*Weather Permitting\*  
**Simply to Go:** Monday–Friday, 7:30 am.–2 p.m.  
 Van Dyke Student Dining Hall Hours and Guest Meal Prices: (Hours are subject to change during inclement weather, special occasions, holidays, and the summer.)

Dining Hall Hours		Guest Rate
Breakfast (Mon.-Fri.)	7 a.m. - 9:30 a.m.	\$6.25
Lunch (Mon.-Fri.)	11 a.m. - 1:30 p.m.	\$9.00
Brunch (Sat. & Sun.)	10:30 a.m. - 1 p.m.	\$10.25
Late Lunch (Sat. & Sun.)	1 p.m. - 5 p.m.	
Dinner (Mon.-Thurs.)	5 p.m. - 8 p.m.	\$11.50
(Fri.-Sun.)	5 p.m. - 6:30 p.m.	\$11.50
Premium Meals		\$13.50
Fac./Staff Regular Meals		\$5.00
Fac./ Staff Specials		\$8.00
Off Campus & Fac./Staff Family		\$6.50

## Health Services

**Open August 1-May 31, Monday–Thursday, 8 a.m.–12 noon, 1 p.m.–4 p.m; Friday 8 a.m.- 12 noon**

Location: College Health Center is in the building with Emory Internal Medicine, 12180 Alder Street (across the RR tracks from the King Center, in the Village, beside the Emory US Post Office)  
 Susan Stanley, RN, BSN, *Director of Health Services*, **276-944-6219**

Emory & Henry provides medical treatment for minor illness and injury. Student fees cover office visit costs for medical services. No insurance is filed, no copays are required. Appointments with the physician and the nurse practitioner are offered during the academic year: Monday and Thursday, 1:00 – 2:30 p.m.; Tuesday and Wednesday, 9:00-10:30 a.m. Schedule changes will be in The Scoop, posted on the Student Life Facebook page and posted at the Center. Supply charges, normally under \$10, such as nonprescription (over-the-counter) medications and non-returnable therapeutic equipment are placed on the student’s CSA account. If the student provides allergy serum, shots are administered for the cost of the disposable syringe. For laboratory tests and prescription medications, insurance is filed by the outside provider or pharmacy.

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 member, and their family.

If a serious injury occurs on campus that requires emergency treatment or hospitalization, contact Campus Police, the area coordinator on duty, or the resident advisor on duty for assistance. 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.

Students are 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. Appointments are preferred, walk-ins will be seen as time allows. The student is responsible for communicating with professors regarding academic work missed due to illness.

For those needing non-emergency medical care after hours, two urgent care facilities are available in Abingdon: Wellmont Urgent Care, 24530 Falcon Place Drive, 276-619-0075, or MSHA First Assist, 603 Campus Drive, 276-739-8010.

Insurance deductibles and copays apply for private appointments scheduled with:  
Emory Internal Medicine, 276-695-0205 or Meadowview Health Clinic, 276-944-3999, option 2

To assist the College in providing appropriate care, all students are required to present a completed “Immunization Record and Medical Information” health form as provided by the College Admissions Office at the time of admission. The completed medical form should be returned before matriculation. If a completed health form is not on file, the student will not be seen during free office hours.

The College’s expectations regarding insurance are stated in this Handbook. The Health Center complies with HIPPA regulations.

## **Inclusion & Dialogue Center**

The Inclusion & Dialogue Center (I.D. Center) at Emory & Henry College is a welcoming home for dialogue about topics surrounding diversity and inclusion. The I.D. Center seeks to create, engage, encourage, and empower a community that strives to be inclusive of all. Through social and educational programming, advocacy for social change, and by providing resources and support, the I.D. Center seeks to serve as a model for inclusive excellence and to be a safe space for all people to share their perspectives and experiences.

Location: Scarborough House

## **Library & Information Technology Services**

**Kelly Library** Information resources, reference assistance in use of print, nonprint, and electronic resources, information literacy and bibliographic instruction, circulation, reserve circulation of course materials, public access computers, McGowan Lab classroom.

Location: Main floor of Kelly Library, 276-944-6208  
[www.library.ehc.edu](http://www.library.ehc.edu)

**Information Service.** Academic computing, including campus network administration, e-mail accounts, web server issues and access, network, campus computer labs, etc.

## **Mail Services in Martin-Brock Student Center**

*Front Desk, 276-944-6529*

All students are assigned an on-campus mailbox at the Martin-Brock Student Center. The mailbox number remains the same throughout continuous enrollment. Students are able to receive U.S. Postal Service letters and packages (delivered Monday through Friday by 1:00 PM), campus mail, and packages delivered by the commercial carriers (i.e. UPS, FedEx, etc.). The college offices, professors, staff, and students can send mail to anyone on campus through the mail room without applying postage. The addressee’s name, box number, and return address is needed for campus mail processing.

**Martin-Brock Student Center Hours:**

Monday–Friday: 8 a.m.– 12:00 a.m.

Saturday: 10 a.m.–12:00 a.m.

Sunday: 1 p.m.–12:00 a.m.

Mailroom assistance is available only from 8 a.m.–5p.m. Monday through Friday. Outgoing mail is picked up weekdays at 10:00 a.m. Stamps may be purchased from the main desk from 8 a.m.–5 p.m., M–F.

**U.S. Mail:**

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

**Carrier Delivery Mail:**

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

**Neff Center for Teacher Education**

Undergraduate and graduate teacher licensure programs in elementary, middle, and secondary school; post-baccalaureate programs for current teachers in American history and Reading Specialist.

Location: McGlothlin-Street Hall, Room 323, 276-944-6218

Dr. Douglas Arnold, *Director*

Laree Hinshelwood, *Education Services Coordinator*

**Paul Adrian Powell III Resource Center**

Location: Wiley Hall, Room 220, 276-944-6144

*Dr. Michael Puglisi, Ph.D., Associate Dean of Academic Affairs, Director of PRC*

*Cheryl Davenport, Administrative Assistant*

*Dr. Zetta Bowles, Psy.D., LCP, Counselor*

*Jennifer Condon, Ed.S., Director of Disability Support Services*

*Dr. Crystal Hall, Ed.D., Director of Quantitative Learning*

*Jolie Lewis, M.F.A., Director of Academic Success & Student Retention*

*Tracy Meek, M.S.W., LCSW, Counselor*

*Todd Stanley, M.S., LPC, Director of Counseling Services*

The Powell Resource Center, located in Wiley Hall, Suite 220, 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. All services are free to Emory and Henry Students.

**Academic Support Services** are available to all students as they transition from high school and throughout their college careers. Students may request help on topics such as time management, organization, textbook reading, note taking, memory strategies, test-taking strategies, writing strategies, etc. Content tutoring through peer mentors is coordinated through Academic Support Services, as are accommodations for students with documented disabilities.

**Counseling services** are provided by licensed mental health professionals who work with students as they manage the changes and stresses associated with the college experiences to be a part of the student’s overall growth and development and to help them meet social, personal, and academic challenges. Counseling services are confidential in accordance with applicable state and federal laws. After hours emergency consult and/or referral services are also available. In the event of a mental health emergency, students may contact campus police at 276-944-6222 and ask to be connected to the counselor on call.

**Student Success Services** manages the web-based early alert program; networks with faculty, coaches and staff in providing support to students who are struggling academically; meets with students about whom professor are concerned and refers them to other services when appropriate; and assists with programs for students who are admitted conditionally or who are on academic warning.

**The Quantitative Literacy Center** was established to improve the mathematical reasoning and quantitative literacy skills of Emory & Henry students. The Center is located in Wiley 214 and is home to mathematics tutoring services, professional test (Praxis, GRE, MCAT, LSAT) preparation materials and services, quantitative instructional materials, instructional software and

testing instruments. Students who require additional mathematics instructional support are encouraged to visit the Quantitative Literacy Center

## Office of Advancement

Promotes knowledge of and develops support for Emory & Henry College among its diverse constituencies in order to fulfill the College's mission

Location: J. Stewart French House, Armbrister Drive

Joseph Taylor, *Vice President for Advancement*

Contact: Rhonda Widener, 276.944.6540; [rwidener@ehc.edu](mailto:rwidener@ehc.edu)

**Alumni Engagement.** Fosters a mutually beneficial relationship between alumni and the College through events, programs and volunteer involvement.

Monica Hoel, *Director of Alumni Engagement*

Gerry Settle, *Alumni Administrative Assistant*

**Communications.** Tells the Emory & Henry story, and stewards its brand with internal and external audiences; promotes connections between the College and the greater community

Jamie Smyth, *Director of Communications*

Brent Treash, *Director of Media Relations*

**Resource Development.** Directs and oversees all College fundraising and donor stewardship

Larry Foster, *Senior Advancement Associate (Major Gifts)*

Patty Hunt, *Manager of Development Services*

Ronan King, *Director of Annual Giving*

Greg McMillan, *Senior Advancement Officer (Planned Giving and Campaign Coordination)*

Cassidy Moore, *Director of Foundation Relations and Government Grants*

Rhonda Widener, *Admin. Asst. for Resource Development*

## President's Office

Houses Chief executive officer, College budget and personnel, Board of Trustees; Supervises Fall Convocation, Founder's Day, Baccalaureate, and Commencement;

Location: Wiley Hall, Room 138

Jake B. Schrum, *President*, 276-944-6107

Mark Graham, *Executive Assistant to the President*, 276-944-6104

## School of Health Sciences - Marion Campus

The Emory & Henry College at Marion campus serves as the primary location for the School of Health Sciences graduate programs. The Marion campus sits on 14.67 acres in Marion, Virginia, and includes Smyth Hall and the Health Sciences Building (former Smyth County Community Hospital building). The School of Health Sciences currently offers three graduate programs: a Doctor of Physical Therapy (DPT), a Master of Occupational Therapy, and a Master of Physician Assistant Studies (MPAS). The School plans to launch its fourth graduate program, a Master of Science in Athletic Training, in May 2018. programs.

Location: Marion Campus- School of Health Sciences- 556 Radio Road, Marion, VA 24354

Lou Fincher, Vice President and Dean, *School of Health Sciences*, 276-944-6341

Anne Richards, *Administrative Assistant*, 276-944-6342

Jean Irion, Chair, *Department of Physical Therapy*, 276-944-6753

John Jackson, Chair, *Department of Occupational Therapy*, 276-944-6744

Judy Sweat, *Administrative Assistant, Departments of Physical and Occupational Therapy*, 276-944-6167

Scott Richards, Chair, *Department of Physician Assistant Studies*, 276-944-6851

Laura Dowell, *Administrative Assistant, Department of Physician Assistant Studies*, 276-944-6493

## **Student Government Office**

Student Government programs include the Emory Activities Board, Student Government elections, the College Honor Code, student conduct, and the Student Government treasury. Student Government also regulates all student organization and represents student interests throughout campus.

Location: Martin-Brock, 2<sup>nd</sup> Floor, 276-944-6927

Jordan Smith, *Student Government President*

Jordan Couch, *Student Government Vice-President*

## **Student Life Offices**

Residence hall operations and management, residence life programming, student conduct, Greek Life, intramurals and campus activities.

Location: Martin-Brock Student Center, 276-944-6529

Residence Hall operations, assignments and management.

Location: Martin-Brock Student Center, 276-944-6340

Lacey Southwick, *Director of Housing and Residence Life*, 276-944-6240

Campus Recreation (Intramural, Club Sports and fitness/wellness programs)

Location: Van Dyke, 276-944-6891

Peter Stevenson, *Director of Campus Recreation*

Hall programming and Student Leadership

Location: Martin Brock, 276-944-6795

Josh von Castle, *Area Coordinator and Director of Student Leadership*

Hall programming, Orientation and First Year Community

Location: Wiley Hall, Room 008, 276-944-6529

Emma Cruz, *Area Coordinator and Director of First Year Experience*

## **The Woodrow W. McGlothlin Center for the Arts**

Administrative offices for the McGlothlin Center for the Arts Guest Artist Series and box office.

Dan Van Tassell, *Gallery Curator*, 276-944-6944

Will Hankins, *Technical Director*, 276-944-6816

Lindsey Kincaid, *Arts & Marketing Coordinator*, 276-944-6866

Box Office, 276-944-6333

The McGlothlin Center for the Arts is home to the two theatres (Black Box and Main Stage), box office, art gallery, the Department of Theatre, and WEHC-FM studios. It serves as the location for the Guest Artist Series program, showcasing twelve nationally recognized visual and performing artists annually. It also provides the primary performance space for the college theatre and music department events. The building is located between Wiley Hall and Byars Hall. Regular building hours are Monday-Friday, 8 a.m.-5 p.m. and one hour before performances. The Gallery is additionally open Saturdays 12-5 p.m. The box office is open Monday-Friday, 12 – 5 p.m. Admission to all of these events are free for students, but you must secure a ticket in advance at the box office with your E&H ID.

## **Writing Center**

Dr. Felicia Mitchell, *Director*

The Writing Center, which is located in McGlothlin-Street Hall 233, provides tutorial services for students as well as a computer lab for writing tasks when classes are not in session. Peer tutors are available to talk to you about any stage of your writing process, from ideas to editing. Drop in during designated hours, or make an appointment. Plan ahead! Check our website for the current schedule and/or numbers to call for appointments: <http://ehcweb.ehc.edu/faculty/fmitchel/writing/announcements.htm>. For help setting up a plan for success or special tutoring needs, contact Dr. Mitchell for an appointment at [fmitchell@ehc.edu](mailto:fmitchell@ehc.edu) or extension 6225.

# Kelly Library

**Kelly Library** functions as the heart of the College's academic program. Library staff work with faculty and students to develop research skills, provide a wide range of support services, and enhance the teaching and learning experience. The library's print and electronic holdings are designed to support the areas of studies offered at the College and to encourage intellectual and personal growth in a liberal arts setting.

The Frederick T. Kelly Library provides easy access to more than 300,000 items including books, ebooks, periodicals, government documents, DVDs, compact discs, and electronic databases. Kelly Library subscribes to approximately 320 periodicals and newspapers in print, and over 100,000 full-text periodicals and newspapers in electronic databases available through the Library's website. These resources can be accessed on library workstations, as well as off-campus and on personal devices.

Open 89.5 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. All exceptions to the regular schedule are posted on the door, and on the library's web page (<http://library.ehc.edu/about-kelly-library/hours>) and social media.

Students may check out print materials for 30 days and DVDs and CDs for one week. Although the library does not charge overdue fines for its materials, students are encouraged to return all materials promptly so they are available for other patrons.

All materials must be returned by the end of each semester. Books borrowed from the other members of the Holston Associated Libraries consortium are subject to overdue fines from that library and must be paid at the lending library. Failure to return Kelly Library materials in a timely manner could result in items being billed to the student's College account. The replacement charge for each item (books, CDs, DVDs, etc.) is a minimum of \$75 depending on the actual replacement cost, plus processing, of the lost item.

Facilities include collaborative study space, private study carrels, networked computers and printers, Wi-Fi, photocopying machines, microform reader-printers, Kelly Computer Lab, the McGowan Computer Classroom, and the Robert D. and Rachel K. Denham Poetry Collection.

Kelly Library is a member of the Holston Associated Libraries, with whom it shares a catalog and offers reciprocal borrowing privileges. Kelly Library also belongs to the Virtual Library of Virginia, Central Library of the Appalachian College Association, and other library professional organizations and consortia.

## Information Technology Services Department

All Information Technology Services (academic and administrative computing, and the campus network) are located on the basement floor of Kelly Library. Personnel are available to provide assistance with the computing needs of the College through the IT 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 IT Help Desk at extension 6881 for questions or technology support needs. Hours of operation for the IT Help Desk will be posted in the IT Help Desk area at the beginning of each semester. Information Technology Services department supports the integration of technology into the teaching and learning process through a broad range of resources over the Emory & Henry computer network.

Access to the College network requires an account, which is automatically assigned to all registered students. This account provides access to the Internet, WebAdvisor, Moodle, printing capabilities, on-line library resources, and e-mail. Many instructors require that students use e-mail and/or Internet applications and resources in their coursework. Campus-wide wireless Internet access is available.

Connecting to the network requires a commitment to adhere to the College's Security and Acceptable Use of the Campus Network and Technology 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 published. This document will be reviewed and distributed regularly. All network users must adhere to the most current published revision. E-mail accounts and access to other College network resources are available to graduates for 6 months after

graduation. Emory & Henry College maintains a campus-wide wireless network in order to meet the network connectivity needs of our students, faculty, staff, and campus visitors.

Emory & Henry College uses Microsoft Office applications for desktop productivity throughout the campus. Some of the computer labs on campus have specialized software for specific courses. For the location of a specific software application on campus, please contact the IT Help Desk or check the entrances to the labs.

### ***Vandalism or Willful Misconduct***

Information Technology Services department 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 placing viruses/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.

## **Athletic & Recreational Services**

### **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. Visit [GoWasps.com](http://GoWasps.com) for information about varsity athletics. 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, faculty and staff.

**Varsity Sports.** 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, and cross-country; women compete in basketball, cross country, volleyball, softball, tennis, soccer, and swimming.

**Cheerleading.** E&H offers competitive cheer, sideline cheer and a dance team as non-NCAA activities. Contact Coach Kande Wallace for information.

**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 Campus Recreation. Students are encouraged to support and become involved in intramurals as participants, officials, and spectators. Intramurals uses a web-based program for registration and scheduling purposes, so all students, faculty, and staff can form their own teams and create rosters on [imleagues.com/EHC](http://imleagues.com/EHC). All events and deadline dates for each sport are listed on the [IMLeagues.com/EHC](http://IMLeagues.com/EHC) site. A handbook for Intramurals is available on the site as well as in the Intramural Office.

There is a wide range of events planned for each semester. The events range from one day tournaments (tennis, ping pong, billiards) to season events (basketball, volleyball, flag football). A schedule of events and deadline dates can be found online or contact the Intramural Office for more information. The Intramural Office also has work study jobs available for students that are interested in working in a fun environment. Contact Brett Sample, the Director of Intramurals, for work-study positions.

**Club Sports.** Club sports vary from year to year, according to student interest and the availability of funding through the student activities fee. 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 Campus Recreation.

### **Fred Selfe Athletic Stadium**

Named in memory of Fred Selfe, the stadium opened in Fall 2008. The field is open only to events hosted or approved by Emory & Henry College. Contact Josh Wellenhoffer, Assistant Football Coach/Outdoor Facilities Coordinator, for scheduling information. Pick-up games, pets, unauthorized vehicles, bicycles, and food and beverages are not allowed on the field.

## **Brooks Field House**

Located at the east end of the stadium, Brooks Field House is home to the football locker room, football coaches' offices, a satellite sports medicine facility, classroom space and the Alumni and President's lounges. Contact Josh Wellenhoffer, Assistant Football Coach/Outdoor Facilities Coordinator, for information on facility use.

## **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. For information on use of the King Center, contact Anne Crutchfield, Assistant Director of Athletics/Head Women's Basketball Coach.

## **Swimming Pool**

The King Center houses a junior Olympic pool which is used for instruction, varsity competition, and recreation. The Aquatics Coordinator 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. For further information on pool scheduling, contact Cody Skinner, the Head Swim Coach/Aquatics Coordinator.

## **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 sessions, intramural competition, and informal recreation. Please note that proper attire is expected when using these facilities.

## **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 two dining rooms. The Van Dyke Center houses various offices, including food service, student activities, and intramural-recreational sports. 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 Teresa Flanary in the Physical Plant, at 276-944-6242.

## **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 WOW Cafe, a convenience store, a television lounge, a game room, and front desk recreational equipment checkout. The Martin-Brock Student Center also houses the Offices of Student Life, Campus Police/Security, Student Government, and the Campus Media Office (*The Whitetopper, The Sphinx, and The Ampersand*).

## **The Emory & Henry Outdoor Program**

Prof. Jim Harrison, Director

EHOP is all about introducing folks to the adventure sports and the wonders of the backcountry. No experience is required because EHOP runs trips and clinics on a weekly basis that are designed to be inclusive, regardless of experience. Weekly bouldering, climbing, and kayaking clinics introduce students to the concepts and skills of the adventure sports (Hiking, backpacking, rock climbing, bouldering, paddling, etc.). Weekend trips and expeditions are intended to be fun, meaningful excursions into the mountains and down the rivers of southern Appalachia. Trips include hiking for blueberries in the Grayson Highlands, rock climbing at Hidden Valley, kayaking on the South Fork of the Holston, backpacking in the Grayson Highlands,

and many more trips that are within an hour of campus. Staff and student leaders run the trips and are fully trained and equipped to provide the best possible outdoor experiences. Contact Jim Harrison ([harrisj@ehc.edu](mailto:harrisj@ehc.edu)) if you are interested.

### **Leadership Opportunities**

If you have attended trips via the Outdoor Program and want to excel in a particular adventure sport (be it hiking, rock climbing, or whitewater paddling), then the Leadership Education and Development Program (LEAD) is for you. Outdoor Program Leaders are expected to continually improve backcountry skills and gain Wilderness First Aid, CPR, and area-specific certifications, such as ACA and AMGA. Leaders for the program are also expected to help lead and plan the fall and spring break expeditions. Trip leader and assistant trip leader positions are available as campus employment. Email Jim Harrison, if you are interested in learning more about LEAD.

### **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 continues to be 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 at the Outdoor Program Building. 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, particularly 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. Keep your dogs leashed. Unleashed dogs lead to troublesome conflicts.
4. Do not alter the course in any way.

**Anyone who alters the course or disregards the course rules may lose course privileges indefinitely.** Questions regarding disc golf or the College's Disc Golf Club should contact Chuck Harris, Head Disc Golf Coach, at [charris@ehc.edu](mailto:charris@ehc.edu).

### **Climbing Tower**

The Emory & Henry Climbing Tower is an awesome resource for in the instruction of rock climbing. The Tower also provides a fun and exciting option for exercise and stress relief.

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 and on the EHOP bulletin board outside the Cafeteria.

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. Any time a climber under 18 years of age is inside the climbing zone, they must have a helmet on and attached properly.
14. No one may tie into the back of their 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 conduct system.**

## Community Service

### The Emory United Methodist Church

David Jackson, *Pastor*

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 life. Many students make the Emory congregation their “church away from home.” Our primary worship service is at 9:30 a.m. on Sunday mornings in Memorial Chapel; formal dress is not required. For information about the church, please contact David Jackson at [djackson@ehc.edu](mailto:djackson@ehc.edu) or 276-944-6841. Another informal worship opportunity, Gathering Around the Table, meets every 2nd and 4th Sunday at 5:30 p.m. in the Mason Fellowship Hall.

#### Church Services:

**Sunday:** Worship 9:30 a.m.

**Wednesday:** Sanctuary Choir 7:30 p.m.

### U.S. Post Office—Emory, VA

All residential students are assigned an on-campus mailbox in the Martin-Brock Student Center (see page 8 for details). All commuter students will be assigned a mailbox as well, as long as there are enough available. The Emory U.S. 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. Call 276-944-3522 for information.

**Post Office Hours:** Monday – Friday, 8:00 a.m. – 12:00 noon.; Saturday, 9 a.m. – 11 a.m.

### United Parcel Service (UPS) or other carriers

Packages to be shipped via UPS may be left at the Mercantile. Incoming packages for students are left by the carrier at the Martin-Brock Student Center Mail Room (see page 8 for details).

## 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, Greek organizations, 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. Guidelines for creating a new organization can be found on page 73.

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 and/or businesses off campus may do so only with the written approval of the Dean of Students, in conjunction with the Office of Institutional Advancement.

Please note that activities must benefit the college community in a way that is consistent with the College’s educational mission. In addition, if a fundraiser activity is being conducted to benefit an outside agency, the organization must submit a letter of approval from that agency prior to the activity being approved and scheduled. Request forms should be submitted for approval to the Dean of Students Office at least seven working days prior to the desired event.

For more information and forms concerning forming a new organization, planning fundraising events, and planning general events, please visit [www.ehc.edu/student-life/activities-organizations](http://www.ehc.edu/student-life/activities-organizations)

### The Emory & Henry Student Government

Students at Emory & Henry have a long and proud history of involvement in the governance of the College. 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 principal 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 of Campus Activities. Each of these departments is headed by an officer appointed by the Student Body President.

## 2016-2017 Student Government Leadership

President: Jordan Smith

Vice President: Jordan Couch

Advisor: Dean Kyle Cutshaw

The College Senate is composed of 22 members of the College community: 16 students, 3 faculty, and 3 administrators. The Senate is responsible for passing all legislation necessary for the operation of the Student Government. The Senate meets once a month. All meetings are open to the public. In addition, Student Government hosts Student Forums each semester to give students an opportunity to share ideas and concerns.

The Student Government administers an annual budget for use by campus groups. This budget funds services provided to the student body by the Student Government, including organizations and 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 on 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. 276-944-6927; studentgov@ehc.edu.

## College Media

**Ampersand.** The student media literary and art magazine. Organized in 1957 as the “Prism” and renamed “Ampersand” in 1979. Published once a year. Advisor: Dr. Scott Boltwood; Editor: Nina Kerr.

**EHC-TV.** The television studio operated by the Department of Mass Communications. Programming appears on Comcast Cable, Channel 3, on Wednesdays and Thursdays at 7 p.m., including news and interviews on “Emory & Henry Reports” as well as replays of football and basketball games.

**The Sphinx.** The College yearbook, published since 1907, is a student-operated media. 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: Alex Veatch; Editor: Sarah Foster.

**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. It is a student media published weekly during the school year. Advisor: Dr. Mark Finney; Editor: Orion Rummel.

**WEHC.** WEHC 90.7 is the college radio station, known as “Your college and community station.” Since October 2009, the station has been broadcasting at nearly 9,000 watts, reaching a five county area in Virginia and Tennessee with its primary signal. The secondary signal reaches into parts of North Carolina. The station carries local programming in the afternoons and evenings, with a 4-6 p.m. break-in for NPR’s All Things Considered. From midnight until 1:00 p.m., the station carries Radio IQ programming that consists of NPR news and BBC talk. WEHC broadcasts football games and home basketball games. The station signal is streamed 24/7 and can be found at wehcfm.com. Students may apply to provide musical programming, sports coverage, or news by contacting General Manager: Dirk Moore or Station Manager: Richard Graves.

## Interest Groups

**American Advertising Federation (AAF).** A nationally recognized organization composed of advertisers and graphic designers across the country. The Emory & Henry chapter was established in Fall 2015. The club provides advertising and design opportunities to students in conjunction with local AAF chapters in the region and aims to compete annually in the National Student Advertising Competition. Student contact: Sierra Howell.

**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.

**Athletic Training Student Organization.** The Athletic Training Student Organization is open to students who are planning to apply to and/or have been accepted into the Athletic Training Program. The purpose of the club is to provide athletic training students with support for the academic and clinical development. Providing opportunities for interaction with other healthcare professionals and support attendance at academic and professional workshops and meetings. The club strives to enhance the learning experiences for all students in the Athletic Training Program. Advisor: Beth Funkhouser; President: Brandon Surber

**Blue & Gold Society:** A student organization that consists of tour guides who lead prospective student groups around the main campus of Emory & Henry. These "Ambassadors" provide an historical overview of Emory & Henry and explain different buildings, student organizations, academic offerings, etc. They serve the College through being positive and accurate representatives of its students, faculty, staff, and campus community. The Admissions Office entrusts them to build a positive relationship with guests so that each person has a first-class visit to the College. Activities are coordinated by Admissions Counselor Carter Aylor and Administrative Assistant Maureen Buescher. The President of the Blue & Gold Society is Skyla Renner.

**CiviCORPS (Change Organizers of Reflective Participatory Service).** Each semester, CiviCORPS coordinates and facilitates multiple on-campus educational, service, and reflection events focused on current social issues (campus, local, national, global) about which E&H students care. The group's mission is to learn, educate, reflect, and act, encouraging participatory service that addresses such issues. Members develop skills in event planning, community organizing, volunteer recruitment, and communication while bonding and having fun. The group is always looking for new members.

**College Democrats.** Promotes interest and involvement in the Democratic party and its candidates in local, state, and national elections. Advisor: Dr. Thomas J. Little; Student Contact: Summer Apostol, Holly Roth, or Jenna Viar.

**Emory & Henry College Republicans.** Promotes interest and involvement in the Republican party and its candidates.

**Emory & Henry Gay/Straight Alliance.** A social and support organization for persons of all orientations, including gay, lesbian, transgender, and bisexual, of the campus community and for their friends and allies. Membership will remain confidential.

**E&H Dance Team.** The Dance Team was founded in 2011 by students with a passion for dance who wanted to share that passion with the E&H community. They perform at football and basketball games during halftime. Tryouts are held at the beginning of the school year. All students with a dance background who love to dance and perform are welcome. Coach Kande Wallace.

**E&H Greens.** Leads the college community toward a sustainable human habitat through conservation, educational programs, and the promotion of simple living. Students lead trips, bring in speakers and performers, and organize for change. Advisors: Dr. Shelley Koch and Dr. Ed Davis. President: Matt Reilly.

**Emory Activities Board (EAB).** The Emory Activities Board (EAB) brings fun and exciting campus-wide events to the community. From concerts, formals, and lyceums to off-campus trips to regional destinations, EAB adds excitement to campus life for everyone. EAB has open membership and all students are able to join.

**Emory Golf Association (EGA).** The purpose of the EGA is to offer the Emory & Henry College community with an organization that provides support for those students who wish to learn golf or hone their skills. Emory Golf Association also works to create events for the surrounding community that raise funds for charities and bring notoriety to the sport of golf on the Emory & Henry campus. Members of the EGA will have the opportunity to play on campus and on courses in the region. Advisor: Kyle Cutshaw; President: Ryan Owens.

**Habitat for Humanity.** Habitat for Humanity works with our local affiliate, Washington County Habitat for Humanity to help eliminate homelessness by helping build homes so that everyone can have a healthy, affordable place to call home. Advisor: Bence Bays; Presidents: Jake Caudill and Leah Elswick

**Healthcare Professions Club.** Advises students planning careers in the health professions, promotes interest through field trips and speakers, and sponsors visits to graduate programs in health care. Advisor: Dr. Chris Qualls. President: Joshua Scalf.

**Hermesian Literary Society.** Founded on the values are virtue, eloquence, and learning, the Hermesian Literary Society is one of the oldest debate societies on campus. The society's goals are to promote engaged and intellectual discourse on campus on debate issues facing society today. Must be at least a second-semester freshman with a GPA of 3.4 to join.

**Math Club.** The Emory & Henry Math Club places great emphasis on networking and provides opportunities to students by traveling to various conferences, bringing in guest speakers, and connecting with other regional schools. It is the hope of the club to create an ecosystem of innovation and diversity and to foster curiosity and facilitate new ideas and innovations in the mathematical community.

**Peer Education Program.** A college- and community-based network affiliated with the National Bacchus Network focusing on comprehensive health and safety initiatives. Promotes student campus and community-wide leadership on healthy and safe lifestyle decisions. Offers members a national certification. Plans and promotes programs on campus such as the Sexual Assault Education and Prevention, Red Flag Campaign, Spring Break Awareness, Depression and wellness screenings and Stress Management Fairs. Provides Bystander training and other harm reduction training. Certified peer educators lead workshops on campus. Open to all interested students. Advisor: Tracy Meek

**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. The Society hosts guest speakers, sponsors visits to law schools, and assists in securing internships.

**Psychology Club.** Provides support and information to 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. Advisors: Dr. Kim Baranowsky

**Raices.** Raices is a student organization serving to bring awareness, foster a sense of community for the Hispanic-Latinx students of Emory & Henry College, and promote networking among individuals of Hispanic-Latino cultural backgrounds. The name raices, meaning roots, was inspired by a Freda Kahlo painting of the same name. Advisor: Dr. Krystin Krause; President: Stacy Escobar.

**Residence Hall Association (RHA).** The Residence Hall Association is a student-run organization that caters to the students living in the residence halls on campus. The goals of RHA are to promote community among the residents and to be an active voice and representation of all students residing in the residence halls. The organization aims to provide channels for the opinions and concerns of residential students, to get students engaged and involved in campus-wide programming that RHA provides, as well as, to perform all other duties necessary to improve the campus environment for residential students.

**River's Way.** Provides an opportunity for establishing and maintaining dedicated relationships with youth and young adults with disabilities in this region. Activities include: team building programs, gardening programs, fitness programs at the Bristol Family YMCA, summer camps at Sugar Hollow Park and at Camp Ahistadi, adventure programs, and engaging members in developing workforce soft skills. Advisor: Maggie Obermann; Coordinator: Alex Vance.

**Sports Management Club.** The purpose of this organization is to provide students majoring in Physical Education, Sports Management, and/or Teacher Preparation with enhanced educational and professional development opportunities. Members will have opportunities to attend in-service meetings and events outside of the school environment and will also be provided with additional leadership opportunities. Professional development activities will include involving members in professional organizations such as the American Alliance for Health, Physical Education, Recreation and Dance (AAHPERD) and/or North American Society for Sport Management (NASSM).

**Strength & Conditioning Club.** The Strength and Conditioning Club is here to provide students with the opportunity to become educated in fields dealing with strength and conditioning and physical fitness. Students in majors such as Exercise Science, Health and Human Performance, Physical Education, or Athletic Training will benefit greatly from the information provided in this club. There will be several opportunities to gain more education on campus and off campus. Advisor: Josh Bullock.

President: Ken Knox

**Student Affiliate of the American Chemical Society.** Provides students interested in the sciences with 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. Jamie Ferguson; President: TBD.

**Student-Athlete Advisory Committee (SAAC).** SAAC is a committee made up of student-athletes assembled to provide insight on the student-athlete experience. The SAAC also offers input on the rules, regulations, and policies that affect student-athletes' lives on NCAA member institution campuses.

The purpose of Student-Athlete Advisory Committee is as follows:

- To streamline and promote efficient communication between the athletic department administration and the student-athlete population.
- To provide the student-athlete population with an opportunity to more effectively communicate with the athletic department administration and provide suggestions on programs designed to serve its needs.
- To actively encourage more involvement of student-athletes in campus and community outreach projects.
- To design and implement programs which will encourage academic achievement, health promotion, social responsibility, and general life skills awareness.

Advisor - Taylor Jefferson

President - Johnny McLean Vice President - Sam McCauley

## Club Sports

**Emory and Henry Rugby Football Club.** Rugby is one of the fastest growing club sports in America with more than 32,000 college players registered with USA Rugby. Emory & Henry club is open to men and women and will compete against other college club teams from around the region in the [Cardinal Athletic Conference](#). Tom O'Neil leads the Rugby Program. Coach O'Neil is a certified USA Rugby Coach and played his college rugby at Appalachian State. . Head Coach: Tom(Doc)O'Neill

### **Emory and Henry Disc Golf Club.**

Emory Disc Golf Club. Emory & Henry sponsors Disc Golf teams for men and women. The teams will compete against other college club teams from around the region and in the [National Collegiate Disc Golf Championships](#). The College has its own Professional Disc Golf Association Course on campus and hosts professional tournaments. Head Coach: Chuck Harris

## Performing Groups

Opportunities are available in theatre, 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 Ensembles.** Emory & Henry College offers choral performance opportunities for all students interested in singing. Ensembles include Concert Choir and Chamber Singers. Concert Choir, which is open to all students, typically has 40-50 singers and performs 2-3 concerts per semester including an annual tour. Concert Choir rehearses on MWF from 12:00-12:50pm. Chamber Choir is a highly select ensemble open to all students through audition. Chamber Choir is comprised of 16-20 singers and performs 3-4 concerts per semester including an annual tour. Chamber Choir rehearses on TTH from 3:00-3:50pm. Both choirs participate in an international tour every four years. All choirs are taken for 0.5 credit hours and fulfill the Artistic Expression Mode of Inquiry. For information on auditions, rehearsals, and expectations, please contact Allyss Haecker at 276-944-6592 or [ahaecker@ehc.edu](mailto:ahaecker@ehc.edu).

**Instrumental Ensembles.** Brass Quintet, Brass Choir, Marching Band, Trumpet Ensemble, Woodwind Ensemble, and Symphonic Band are available to majors and non-majors who have prior experience on an instrument, depending upon interest and numbers. Rehearsals and performances at campus events. 0.5 credit hours per ensemble. Director: Dr. Matt Frederick.

**Marching Band.** Students with marching band experience either as musicians or color guard are welcome to join the marching band. The band rehearses two to three times per week as needed to prepare for the next game. The music consists of popular marching band repertoire. .5 credit hours for Marching Band. 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 402) after receiving the instructor's permission. For more information, contact Professor Dr. Kelly Bremner @ [kbremner@ehc.edu](mailto:kbremner@ehc.edu).

Auditions for plays are announced on flyers across campus and in the E&H Scoop newsletter and are normally held at the beginning of each semester.

## Honorary Groups

**Alpha Psi Omega.** National Honorary Theatre Society for students interested in the Theatre Arts; membership by invitation to students with an active interest in the theatre arts and are familiar with play production in areas such as directing, acting, management, musical theatre and/or design and technology.

**Beta Beta Beta.** Promotes excellence and research in biology; to be eligible for full membership, students must be biology students who have at least a 3.0 GPA in their Biology courses and have completed at least three biology courses beyond BIOL117. Advisor: Dr. George Argyros; (2017-2018) President: Annie Lenhart, Vice President: Maria Popa

**Blue Key.** Junior and senior male and female students who have been of service to the College through extracurricular and academic achievements; membership by invitation. Advisor: Angela Brink; President: B. G. Loper.

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

**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: TBA.

**Phi Eta Sigma.** National honor society for first-year students. Membership is by invitation to students who have exhibited academic excellence during their first year. With more than 350 chapters nationally, Phi Eta Sigma's purpose is to recognize superior academic achievement and provide scholarship opportunities to talented students.

**Pi Delta Phi.** French Honor Society. The purpose is to recognize outstanding scholarship in the French language and its literatures, to increase the knowledge and appreciation of Americans for the cultural contributions of the French-speaking world, and to stimulate and encourage French and francophone cultural activities. Advisor: Dr. Xiangyun Zhang;

**Pi Gamma Mu.** Social science students who have maintained a high scholastic average and meet membership requirements. Sponsors service projects and speakers from social science fields. Advisor: Dr. John Morgan;

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

**Psi Chi.** An International Honor Society in Psychology, founded in 1929 for the purposes of encouraging, stimulating, and maintaining excellence in scholarship and advancing the science of psychology. Open to all students who meet the national criteria. Advisor: Dr. Celeste Gaia

**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: Dr. Alma P. Ramirez-Trujillo; President: Max Palmer.

**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

**Sigma Tau Delta.** The International English Honor Society. It seeks to confer distinction for high achievement in English language and literature. The organization seeks to promote cultural stimulation on college campuses and serve society by fostering literacy. It is open to all English majors and minors meeting the national requirements. Advisor: Professor Mary Ellis Rice; President: Jordan Christie.

## Spiritual Life

Emory & Henry's Office of Spiritual Life offers engaging opportunities for worship, study, service, and fellowship. It seeks to provide a holistic experience of spiritual discernment and faith development. While E&H is rooted in the Methodist tradition, we seek to provide spiritual support to students from every denomination and faith tradition. All students are encouraged to participate in the Spiritual Life programs whether they are seeking an understanding of God, desiring to deepen their personal relationship with God, or looking for answers to moral, ethical, or personal questions. Ministries include worship gatherings, fellowship groups, Bible studies, discussion groups, and service projects, some of which are led by students and others of which are led by the chaplain. The College Associate Chaplain advises most student Spiritual Life groups.

**Association for Religious Diversity (ARD)** is a student-run organization that strives to make the issues of religious equality in the world known to the student body of the college. ARD also strives to diversify the religious interactions of the average student at EHC and to promote inter-religious understanding and acceptance through varied events and discussions. Any and all religious and spiritual paths are welcome, even people who simply want to learn what is out there.

**Campus Christian Fellowship (CCF)** offers a time for students to share a meal, followed by a program, which often includes a guest speaker, games, and service projects. CCF meets on Tuesday evenings in the Mason Fellowship Hall in the Chapel. New members are always welcome.

**Encounter** is a student-led worship gathering on Monday evening. A praise band comprised of students leads music weekly. The informal setting also includes prayer, Scripture, and witness. Participants are invited to encounter the love of God as they seek to live out their faith on campus and beyond.

**Expedition** is a discussion group for people who want to grapple with tough questions regarding Christianity and the Bible. Through close fellowship with peers and religious leaders from the area, Expedition seeks to help students better understand the religious beliefs both of themselves and of others. The cornerstone belief of Expedition is that community and understanding pave the way on "The Quest for Common Ground."

**Fellowship of Christian Athletes** is open to athletes and non-athletes alike. Participants gather weekly at lunchtime. Group members lead devotions, share concerns, and encourage one another "to meet the challenge and adventure of following Christ."

**Kerygma** is a group of students who are intentionally seeking to discern God's call in their lives. Some feel called to a professional vocation in the church, while others are discerning more generally God's plan for their lives. Kerygma members sponsor and lead discussion groups and retreats for the campus community in order to help shape Christians into stronger leaders.

**Reel Real** is a Spiritual Life Program sponsored by Expedition with the intention of expanding our spiritual understanding through film. Reel Real meets on Friday evening at 5:30 in the Chapel for dinner followed by movie discussion. The program is open to people of all faiths and traditions..

**Spiritual Life Housing** is part of the College's Theme House program. Damer, a co-ed house, provides a Christian atmosphere in which members of the community live according to a covenant that focuses on prayer, Bible study, Christian fellowship, and hospitality to the wider campus community.

**Spring Break Study Abroad: Cross Cultural Christian Mission** - a spring semester study abroad class focusing on cross cultural Christian mission will include a travel component in a country such as the Dominican Republic during spring break 2016. The experience will include mission work and cultural education. Students may apply to be a part of this class in September of 2015. Contact: Mary K. Briggs

Other opportunities for Spiritual Life involvement develop on a regular basis. All events are open to everyone. Contact the Chaplain for information on forming or participating in service, worship, study, fellowship, and/or interest groups for spiritual formation. If you and/or your organization are inviting off-campus clergy or religious groups to campus, contact the College Chaplain in writing in advance so that these visitors may receive a formal invitation from the College. Plans for the 2016-17 include Bible and book studies, Coexist campfires, retreats, and service projects. Watch the Scoop for more details. Visit [www.ehc.edu/spiritual-life](http://www.ehc.edu/spiritual-life). Like the Facebook Page, "Emory and Henry Spiritual Life" to be notified of special events. Many Spiritual Life groups have Facebook pages, too.

## Greek Life

Governed by the Greek Council, the nine fraternities for men and six sororities for women offer students opportunities for fellowship, service, and social activities. All Greek organizations are local, meaning that they are unique to the Emory & Henry campus. The Associate 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 and transfer 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 service projects, and campus events. Greek Council President: Roman Roberts.

**Emory & Henry Sororities:** Alpha Beta Chi (ABX), Delta Omicron Pi (ΔΟΠ), Delta Rho Delta (ΔΡΔ), Kappa Phi Alpha (ΚΦΑ), Pi Sigma Kappa (ΠΣΚ), and Sigma Upsilon Nu (ΣΥΝ).

**Emory & Henry Fraternities:** Beta Lambda Zeta (ΒΛΖ), C Phi C (CΦC), Dom-I-Necher (DIN), Phi Gamma Phi (ΦΓΦ), Phi Pi Alpha (ΦΠΑ), Pi Delta Chi (ΠΔΧ), Sigma Alpha Kappa (ΣΑΚ), Sigma Iota (ΣΙ), and Theta Chi Epsilon (ΘΧΕ).

## 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 Student Conduct 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 student government are forbidden, and members are subject to disciplinary action.

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.

Since its establishment in 1836 as a Methodist-related institution of higher education, Emory & Henry College has sought to be a learning community that moves toward fulfilling every student's potential. In order to provide the best possible environment for learning and enrichment, not only among our students, but among members of the community who gather here for special events, we strongly encourage students, young adults, and guests to the College to make mature and respectful decisions in their lives particularly with respect to the illegal use and/or irresponsible consumption of alcohol and drugs.

While Emory & Henry College encourages abstinence from the use of alcohol in accordance with longstanding Methodist tradition due to societal problems that result from its misuse and abuse, we recognize the right of students 21-years of age or older to consume alcoholic beverages in accordance with state law. The College supports responsible drinking for those of legal age who wish to consume alcohol while balancing that right against the need to provide a safe and welcoming campus environment free from abusive and disruptive behavior that often accompanies excessive drinking or intoxication. Accordingly, the College will follow state law prohibitions on campus with respect to (1) public intoxication; (2) public display or public consumption of alcohol outside of residence hall rooms, except at special events approved by the Dean of Students; (3) driving while impaired or under the influence; and (4) giving, supplying or furnishing alcohol to students under the age of 21. In addition, the College strictly prohibits the use of kegs on campus, except at special events approved by the Dean of Students, and then only in designated areas. Binge drinking is strongly discouraged. Evidence suggests a strong link between the consumption of alcohol and incidents of sexual assault or abuse, so students should always be careful when consuming alcoholic beverages, especially when consumed along with prescription medications. The use of illegal drugs is prohibited on campus in accordance with state law. Students who violate policy or state law are subject to disciplinary action and/or arrest and guests who violate policy or state law are subject to removal from campus and/or arrest.

Emory & Henry College defines a student as an individual who has made a deposit to attend or is currently enrolled in at least one course. Individuals who have graduated or withdrawn from the College are no longer considered students. Violations of policies and procedures, while a student, will be resolved through the listed policies and procedures.

## **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**

Enrollment at the College constitutes student permission to distribute information to advisors and college offices when needed for academic advisement, for verification of academic standing, and for eligibility for honors, awards, scholarships, and for participation in sports and activities. Emory & Henry provides for the confidentiality of student education records in accordance with the General Education Provisions Act, Title IV, Public Law 90--247 (or as amended) and under the Family Educational Rights and Privacy Act.

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 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 Dean of Student's Office of any change or error in name, address, social security number, or factors relevant to status. One opportunity to do this is at fall opening when returning students are sent by email a personal information update, but changes within the year must be reported immediately to the Dean of Student's Office.

Educational records include transcripts, evaluation forms, such as student teaching reports, letters of reference, and correspondence on student conduct matters. These records are shared among the College faculty and staff only for bona fide reasons related to the educational program. In regard to third-party access, the student controls the release of these records, usually through written permission to the office which maintains the records of particular interest. Each student controls access to their own records and can grant access to specific individuals, typically parents, via the Disclosure form found on the Forms Directory or in the Centralized Student Assistance Office. Students should be aware that the Code of Virginia (23-9.2:15, approved April 30, 2015) requires schools to include a prominent notation on the academic transcript of each student who has been suspended for, has been permanently dismissed from, or withdraws from the institution while under investigation for an offense involving sexual violence under the institution's code of conduct. The College is also required under this law to have a procedure for removing such a notation from the academic transcript of any student who is subsequently found not to have committed an offense involving sexual violence based upon the College's Code of Conduct. 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. The following is a list of offices which maintain the educational records:

- Academic records and transcripts—Registrar
- Academic progress reports—Faculty advisors and Registrar
- Correspondence on student conduct proceedings—Dean of Students
- Placement folders (must be compiled by student)—Director of Career Services
- Financial aid records—Director of Student Financial Planning
- General financial records (including student accounts)—Vice President for Business and Finance
- Parking/on campus traffic files—Campus Police/Security

The College shares students' personally identifiable information for relevant reasons with the following: American College Testing Program; Balfour; Cappex.com LLC; College Bound Selection Service; Chegg; College Board; College Sports Project; Colleges That Change Lives, Inc.; Corcoran Communications; Council for Aid to Education; Council of Independent Colleges of Virginia; Educational Testing Service, Inc.; Hobsons; iData; National Research Center for College and University Admissions; National Survey of Student Engagement; Noel-Levitz; The Outcomes Survey; and The Parish Group.

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which education records and personally identifiable information (PII) contained in such records — including Social Security Number, grades, or other private information — may be accessed without consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to student records and PII without student consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to education records and PII without student consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive PII, but the authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without student consent PII from education records, and they may track student participation in education and other programs by linking such PII to other personal information about the student that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

## ● **My E&H and Academic Records**

The Registrar's Office provides student access to information about their academic record through an online student system called Student Planning, which is part of the My E&H portal. Student Planning provides accurate, up-to-the-minute answers to commonly-asked questions through a standard web browser. Student Planning provides real-time information about the course

master, class schedule, and an unofficial transcript view that can be used for advising. Students can access their grades and register for classes through My E&H. My E&H can be accessed via <http://ehwalive.iceschools.org>. The Dean's Office in Academic Affairs 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 My E&H.

### ● **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. Information about a student's Lyceum balance can be obtained at the Centralized Student Assistance Office. Please note that cell phones and/or other electronic devices must be turned off during Lyceum events. Text messaging, side conversations, and inappropriate behavior are not acceptable and can result in offenders being asked to leave the event without credit for attending. The lyceum program has now expanded to include Barter Theatre performances. Students can now attend two (2) of the listed performances announced by the college per semester at a discounted rate when presenting a Student ID. Full participation is expected at Lyceum events.

### ● **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; (4) programmed instruction materials; and (5) 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.

## **General Policies**

### ● **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 Student Conduct Code for further amplification.

### ● **College Identification Cards**

Every student, upon registration, receives their College identification card. The E&H ID card serves many purposes. It can be used as your College identification; it can be used as a debit card on campus if you deposit funds into your student account; and, if you live in a building that has card access, it serves as your entrance card. It 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 Centralized Student Assistance Office. Intentional misrepresentation or misuse of the ID card is considered a violation of College policy. 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 \$50.00; replacement cards are available in the Campus Police/Security Office, located in Martin-Brock on the first floor.

### ● **Damage to College Property**

When a student is responsible for damage to College property, the cost of repair (including labor costs) must be paid to the Centralized Student Assistance 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.

### ● **Drones on Campus**

The use of drones (also referred to as UAV's - Unmanned Aerial Vehicles) on or above College property is only allowed with written permission from the Dean of Students Office. Advanced permission may be requested; however, priority is given to the College's Office of Public Relations. Requests must include the date, time, and purpose of the use of the drone. Anyone making this request

must accept full responsibility for any damages and/or injuries that occur from the use of the drone, must show proof of insurance, and must agree to comply with all FAA regulations regarding the operation of drones (<http://www.faa.gov/uas>). As a general standard, drones are not allowed to fly over outside events or athletic and/or recreational activities, nor are they allowed to hover at residence hall windows.

## ● **Food Service Policies**

College policy requires that all resident students participate in the College Meal Plan. Students with special dietary needs should 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 prescribed diet. This documentation must demonstrate 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, they 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. Students without an ID will need to pay at the door or obtain their ID card in order to access 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. The general manager may prohibit uncooperative students from using the cafeteria and will refer them to the Dean of Students Office. Anyone with questions about the meal plan can contact the general manager or the Dean of Students Office in Wiley 121.

## ● **Inclusive Language**

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

## ● **Lost and Found**

The "lost and found" headquarters for the campus are in the Dean of Students Office, the front desk in Martin Brock Student Center, and the Campus Security Office.

## ● **Payment of Fees**

Students are billed monthly to the address of choice that is submitted to the Office of the Dean of Students. The bill for the fall semester is mailed during the first week of July, and the bill for spring semester is mailed the first week in December. This bill includes all anticipated charges for tuition, fees, room and board, and other general charges, as well as financial aid awards for those who have completed their financial aid process. Students must remit the full balance due or be enrolled in an approved payment plan by the first day of class in order to be eligible to attend classes and to obtain (or maintain, if pre-registered) their class schedules. Please contact the Centralized Student Assistance Office for details on our payment plan.

Any student whose account is not current will be ineligible to participate in pre-registration or room draw and may be prohibited from charging at the college's bookstore. Any student whose account is not fully settled by the conclusion of a semester will be ineligible to obtain (or maintain, if pre-registered) a class schedule for the subsequent semester. A transcript and/or diploma will not be issued to any student whose account is not settled. Also, any senior student whose account is not settled may be prohibited from participating in commencement activities. Should a period of 30 days pass without any activity on an account with an unpaid balance, then the College may refer the account to a collection agency. The student will be responsible for any attorneys' fees, interest, and/or other costs associated with the collection of the unpaid balance. A delinquent account also may be reported to major credit bureaus.

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 repairs. If damage occurs in common residence hall areas and cannot be attributed to an individual or responsible group, the cost of repair will be prorated 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 Centralized Student Assistance 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.

Emory & Henry College operates on an annual budget that necessitates advanced planning and financial commitments to teaching staff and other show services are essential to its operation. For this reason, no semester charges are removed for those persons who are dismissed from the college for disciplinary reasons. Students who withdraws from the college, for illness or other emergencies receives an adjustment to their charges based on their official withdrawal date for the semester. Adjustments for tuition, room, and board are prorated as indicated below. The date of withdrawal used to compute a student's balance is the date on which the Dean of Students signs the official withdrawal form. If a student does not officially withdraw from the college, we are required to use the last date of class attendance as the official withdrawal date.

### Refunds in the Event of Withdrawal

<p><b>During regular academic year:</b></p> <ul style="list-style-type: none"> <li>• Before the first classes</li> <li>• Before the end of the second week of classes</li> <li>• Before the end of the fourth week of classes</li> <li>• Before the end of the sixth week of classes</li> <li>• Before the end of the eighth week of classes</li> <li>• No adjustment after the eighth week of classes</li> </ul>	<p>100% (minus advance deposits) 90% 75% 50% 25%</p>
<p><b>During Summer Session:</b></p> <ul style="list-style-type: none"> <li>• During first week of session</li> <li>• No adjustment to tuition after the first week of summer session</li> </ul>	<p>75% adjustment to tuition</p>

Student Account Adjustments for College Withdrawals during the Regular SHS Academic year(varies by program):

- Student Account adjustments are based on the Federal R2T4 calculation requirements.
- A student's tuition will be adjusted based on the numbers of days completed in the semester of withdraw. For example, if it is calculated that the student has earned 25% of their federal financial aid, then their tuition will be adjusted to a prorated amount of 25%.

★ **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.**

### ● **Photography/Videography Publication Policy**

Upon their physical appearance at Emory & Henry campuses and events, visitors as well as students and employees of the College agree to release the rights for photography and videography of their image to be used by Emory & Henry College for the purpose of promotion of the College.

### ● **Posting Signs and Flyers on Campus**

Bulletin boards are provided in appropriate places so that all campus 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. Non-campus groups/businesses must submit requests for posting information on campus to the Student Life Office in Martin-Brock.

### ● **Recording on Campus**

Students are expected to respect the reasonable expectations of privacy of other individuals within the College community. Accordingly, students are not permitted to make or attempt to make an audio or video recording of private, nonpublic conversations and/or meetings on College premises, without the knowledge and consent of all participants subject to such recordings. In such circumstances the uses of undisclosed hidden recording devices is prohibited, as is the transmission and/or distribution of any such recordings. This provision does not extend to the recording of public events or discussions, or to

recordings made for law enforcement purposes. Audio recording lectures is permissible as an approved accommodation for a person with a documented disability.

## ● **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:

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

## ● **Scheduling Events on the College Calendar**

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

1. **College-wide activities**, during which no other meetings will be scheduled. These include: College-wide convocations, Sunday worship services, designated Lyceum events, major Emory Activities Board events, and special annual or biennial events such as the Literary Festival, and the Bays Blackwell, Staley, Reynolds and Leidig Lectures.
2. **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.
3. **Multiple-sequence events**, during which other activities may be scheduled. These include plays, films and art exhibits.
4. 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 student conduct hearings, social or athletic events are to be scheduled during review day or final exam week.

## ● **Selling or Soliciting**

Residence hall rooms may not be used for business purposes of any nature. Unauthorized selling, collecting of money, and promotion on campus or within any college building is not permitted. Students may not act as agents for business firms that entail solicitations or the receiving of business offers or goods on college property. 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 Office of Institutional Advancement.

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.

## ● **Service and Emotional Support Animals: On Campus Guidelines**

### ***Service Animal***

A service animal is defined as any dog that is individually trained to do work, provide assistance, or perform tasks for the benefit of an individual with a disability. Trained dogs are the only species of animal that may qualify as service animals under the Americans with Disabilities Act (ADA). There is a separate provision regarding miniature horses. Examples of tasks performed by service animals might include: guiding people who are blind, alerting people who are deaf, alerting or protecting a person who is having a seizure, providing non-violent protection or rescue work, retrieving items such as medicine or a telephone, preventing or interrupting impulsive or destructive behaviors of persons with psychiatric or neurological disabilities, preventing or diminishing the impact of an anxiety attack for someone with PTSD, or performing other duties which are directly related to the owner's disability. A dog which has been trained to perform such tasks related to its owner's disability meets the definition of service animal, regardless of any certification or documentation of training or lack of such certification. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

### ***Emotional Support Animal***

An Emotional Support Animal (ESA) is defined as an animal with a primary role of providing emotional comfort to a person with a mental or psychiatric disability as prescribed by a licensed health care or mental health professional as part of the treatment process. ESAs are not the same as service animals in that they are not individually trained to do work or to perform specific tasks; nor are ESAs allowed in college facilities outside of the assigned private residence. Emory & Henry allows students to utilize an ESA in on-campus housing in accordance with the Fair Housing Amendments Act (FHAA) when an ESA is necessary for the individual to have full benefit, enjoyment, and use of the college-owned residential facility. ESAs may also be referred to as assistance animals, companion animals, or therapy animals. They are usually dogs or cats, but may be any animal that is considered reasonable.

### ***Expectations, Rights, and Responsibilities Related to the Use of Animals on Campus:***

#### **Care and Supervision**

1. The animal will be the full responsibility of the individual with a disability, and the owner must be consistently in control of the animal. If the animal is not under control or poses a risk to the health or safety of others, then the individual may be asked to remove the animal from campus.
2. Service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices. In that case, the individual must maintain control of the animal through voice, signal, or other effective controls. Exceptions may be granted in an emergency situation when the animal is in the owner's private residence, when the animal needs to perform a task requiring it to travel beyond the length of the restraint, or when the owner is unable to retain an animal on a leash due to a disability.
3. The owner is responsible for removing or arranging for the removal of the animal's waste. This will result in placing the waste in a closed container and then removing the container to an outdoor trash bin. Owners who live in College housing may need to designate an individual to help with cleanup.
4. Individuals may be responsible for any damage that is caused by their animals.

#### **Licensing**

According to Virginia law, any animal that has reached a proper level of maturity must be licensed and must display a license on its collar at all times.

#### **Health**

Animals on campus must have an annual clean bill of health (including vaccinations and immunity shots against rabies and/or other diseases common to the type of animal) that is signed by a licensed veterinarian and a copy must be submitted to the Director of Housing. A valid vaccination tag must be worn by the animal at all times. Owners need to make sure that the animal is kept as clean as possible. Regular bathing/grooming and pest control measures also need to be performed and are the responsibility of the owner.

## **Smoking on Campus**

The smoking policy on the main campus located in Emory restricts smoking to certain areas for the purpose of health and fire safety. There is to be no smoking in any campus building or outside of campus buildings except in designated smoking areas located at least 25 feet from all entries, outdoor air intakes and operable windows. This includes tobacco products and electronic smoking devices. Everyone is asked to please use the containers that are provided outside of buildings for the disposal of cigarette butts.

The School of Health Sciences, located in Marion, is a tobacco-free campus. This policy supports a healthy environment for all members of our college community. This means that all types of tobacco products are prohibited in all college buildings and on all college-owned properties, including parking lots and all outside areas. This policy is intended to encourage improved health by eliminating the use of tobacco products given the mission of this campus. It is not intended to send tobacco use from our campus to neighboring areas.

## **Student Complaint Policy**

If a student has a complaint, it is recommended that they first contact the office directly involved regarding the issue and seek resolution. The staff or faculty member may ask for additional information and may schedule an appointment to address the concern. If the student does not feel comfortable directly contacting the staff or faculty member connected to the complaint, the student can speak with the supervisor of that area.

If resolution with the office is not possible, the student should submit a formal written and signed complaint to the Director of Human Resources and Title IX Coordinator.

The formal complaint should include:

- The actual complaint stated as specifically as possible, and
- The desired outcome.

The [Student Complaint Form](#) can be found in the Human Resources Office.

Each student has the right to seek a remedy to a dispute or disagreement. Specific policies and procedures are outlined in the Academic Catalog and in the Student Handbook pertaining to appeals for grades, parking tickets, student conduct cases and student records. In these cases, published policies and procedures are applied. In issues that are not covered by these policies and procedures, students have a right to file a complaint and request resolution.

The Dean of the area of concern or their designee will be assigned to address the complaint in a timely manner and to the best of their ability. Appropriate actions will be taken to resolve the issue for the student and to improve services in the future. If the problem is not resolved, the complainant may request a meeting with the President of the College. **This policy does not apply to academic grade disputes, Title IX issues, or other published policies and procedures.**

In the event that a student has a concern that they would like to express anonymously, the College participates in a service called the Campus Conduct Hotline at (866) 943-5787. The Campus Conduct Hotline system is available for use around the clock, seven days a week. Because the Hotline is operated by an independent organization, any calls made through this Hotline are completely confidential. The Hotline operator will record the complaint or concern and forward it to the appropriate staff member at the College for review and action as appropriate. Callers to the Hotline may remain anonymous.

## **Discrimination and Social Harassment Policy**

In compliance with Title VI and Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act and other federal, state, and local equal opportunity laws, and in accordance with our values. *Emory & Henry College does not discriminate or permit discrimination by any member of its community, to include faculty, staff, students, visitors, vendors, contractors or third parties, against any individual on the basis of race, color, religion, national origin, sex, sexual orientation, age, disability, veteran status, or genetic information in matters of employment, admissions, housing, services, or its educational programs and activities. Emory & Henry College affirms the dignity and worth of every individual.*

### **Definitions:**

- 1. Discrimination** is an act or communication that alters an individual's or group's ability to completely participate in Emory & Henry's community on the basis of race, sex, disability, religion, sexual orientation, national origin, or gender expression.
- 2. Social Harassment** is conduct and/or verbal action which, because of its severity, interferes with an individual's or group's work or education, or adversely affects living conditions.
- 3. Hostile Environment** is caused by behavior that is sufficiently serious that it interferes with or limits a student's ability to participate in or benefit from the services, activities, or opportunities offered by the College. It is considered to be disruptive to the educational community.
- 4. Mediation** is a facilitated discussion that is conducted with the assistance of a trained third party. It is designed to help the parties to reach a mutually agreeable resolution of a dispute and may be appropriate when:
  - a. The parties wish to continue communicating or working together.
  - b. The complaining party is able to articulate a desired outcome.
  - c. No one has been physically harmed.

### **Restorative Justice Resolution**

Once a formal complaint is filed with the Dean of Students or the Director of Human Resources, parties involved can request a restorative justice resolution process. The restorative justice resolution process often provides an effective means of communicating about the effects of behavior and can lead to resolving most disputes. The complainant, respondent, or a college official must agree to the restorative justice process. Parties involved may terminate the resolution process at any time and

initiate the student conduct process. (Please note that based on the nature of the complaint or if a pattern of this behavior is documented, social justice resolution may not be an option.)

1. Discussion with Respondent: The complainant and respondent can elect to discuss the concerns directly with the other party involved, before any actions of other parties or college officials. The respondent may not understand that their conduct is offensive and unwelcome. Many arguments can be resolved or handled quickly with this form of communication. A complaint brought to the attention of the respondent shortly after the allegedly offensive behavior occurs can usually result in effective resolution. If an effective resolution is not obtained by the discussion, then the complainant or respondent has the option to discuss the alleged offensive behavior with a college official or a mediator.
2. Discussion with College Officials or Mediators: A complainant or respondent can speak with or discuss concerns with a friend, confidant, advisor, or counselor. In order to initiate a social justice resolution with college officials or mediators, a complainant should contact a college official or a Student Life staff member in a timely manner. (College officials include the President of the College, Dean of Students, and Dean of Faculty.) If the complainant, respondent, or the college official involved in the restorative justice resolution feels that this option will not bring an effective resolution, they can terminate the resolution process and initiate the formal student conduct process.
3. The Restorative Justice Discussion can help with any or all of the following:
  - a. Helping the complainant and respondent decide whether the behavior violates the policy and/or to educate students more about the policy itself.
  - b. Meeting with the respondent whose behavior is alleged to be offensive or unwelcome and help them understand or make it clear that the alleged behavior is unwelcome and should stop immediately.
  - c. Organizing an investigation with the hope and goal of ending the alleged behavior in an expeditious manner.
  - d. The resolution process will last as long as the complainant and respondent deem it desirable to continue to meet with the college official or mediator(s) designated above. Most complaints can be handled within a timely manner.

4. What is Restorative Justice?

Restorative Justice is a collaborative decision-making process that includes harmed parties, offenders, and others who are seeking to hold offenders accountable by having them (a) accept and acknowledge responsibility for their offenses (b) to the best of their ability, repair the harm they caused to harmed parties and the community, and work to rebuild trust by showing understanding the harm, addressing personal issues, and building positive social connections.

The resolution process will last as long as the complainant and respondent deem it desirable to continue to meet with the college official or mediator(s) designated above. Most complaints can be handled within a timely manner. Documents regarding the resolution of the Restorative Justice process will be kept in the Dean of Students Office.

## **Tailgating Policy**

Tailgating is defined as parking in a designated location/area and consuming food and beverages prior to and immediately following a home football game. The parking area across from the King Center and the East Parking Lots, located behind the stadium (reserved only) are designated as tailgate areas and are licensed for alcohol consumption for those who are of legal age. Tailgating is permitted beginning four hours prior to the start of the game and the tailgate area must be emptied no later than two hours after the game has ended. Tailgating hours may be adjusted for Homecoming and other special events.

Emory & Henry regulations and statutes of the Commonwealth of Virginia regarding drug and alcohol consumption will be strictly enforced. College policy and laws of the Commonwealth of Virginia prohibit public intoxication and the possession or consumption of alcoholic beverages by anyone under 21 years of age. Hosts who furnish alcohol to underage individuals may be subject to criminal prosecution and personal civil liability exposure. Anyone found consuming or possessing alcohol younger than 21 years of age is subject to arrest and to charges of underage consumption or possession. Driver's licenses will be checked access these tailgate areas. Those under 21 must be accompanied by a parent in order to access the King Center and Reserved Tailgating areas.

Careful use of small propane grills is allowed. No gas powered generators are allowed. All beverages must be in a can, plastic bottle, or plastic cup. Glass is not permitted. All alcoholic beverages must remain in coolers or closed containers and not out in the open. Kegs will not be permitted. Only portable stereo units are permitted.

Waste food items and trash must be disposed of in appropriate containers that are provided throughout the grounds. If trash is left by individuals using the tailgate area, tailgating privileges can be rescinded for the remainder of the season and subsequent privileges will be reviewed after the season. Groups who tailgate must follow these risk management policies enforced by College staff; provide food for their group, provide plenty of non-alcoholic beverages, clean up assigned area, be sure at least one

member of the group does not consume alcohol, and educate members about tailgating policies. By entering the tailgate area, individuals agree to abide by these regulations.

The College reserves the right to modify tailgating rules at any time to secure the safety and effective administration of the event. Please note that there will be an increased number of police /security officers available due to the procurement of a Virginia ABC license for each event.

## Safety and Security

Campus safety is a shared responsibility of all members of the Emory & Henry community. Safety and security practices and resources are available throughout campus and are noted in this section of the handbook. Anyone who has questions or concerns regarding safety or security on campus should immediately contact Campus Police/Security or the Dean of Students Office.

In the event that a faculty, staff or student has a concern that they would like to express anonymously, the College has a hotline available at (866) 943-5787. (For more information, see Campus Conduct Hotline section below.)

**Campus Police/Campus Safety Officers.** The campus police/campus safety officers are College employees who report to the Vice President for Student Life and 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 surrounding public streets and roads. The major responsibility of the police/campus safety 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/ campus safety 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.

**Student Safety.** Campus Police/Campus Safety officers are on-site on the main campus 24 hours a day and 7 days a week. Officers are assigned to the Marion Campus during operational hours, including evenings and weekends. Officers are not assigned to the Equestrian Center. For emergencies at the Equestrian Center, students, faculty, and staff should dial 911 for assistance from local authorities. Students are urged to report to the appropriate College official any incident which may threaten their person or cause damage or loss of property. In an immediate emergency, always call 911. Responsibility for campus safety rests with Campus Safety and our police officers have jurisdictional authority. College academic buildings are locked at night, on weekends, and during school holidays, unless otherwise posted. On the main campus in Emory, there is to be no smoking in any campus or outside of campus buildings except in designated smoking areas located at least 25 feet from all entries, outdoor air intakes and operable windows. This includes tobacco products and electronic smoking devices. The School of Health Sciences, located in Marion, is a tobacco-free campus and should not have any tobacco products in use on that property. The annual campus crimes report and fire safety report are available in the Dean of Students Office and are posted at <http://www.ehc.edu/studentlife/campussafety.html>.

**Campus Conduct Hotline.** Emory & Henry College is committed to conducting its operations with integrity by engaging in lawful, ethical, and respectful practices. For this reason, we encourage members of the campus community to make any concerns known to the College. Whether these concerns relate to fraud or crime, security or internet abuses, or fraudulent financial or business practices, violations, or ethical concerns, the doors of college administrators, supervisors, and Human Resources are always open. If you have a question or concern about a possible violation of Emory & Henry's policies or the law, the College encourages you to express your concerns to any campus administrator.

Occasionally, a faculty, staff or student may have a concern that they would like to express anonymously. For these occasions, the college participates in a service called the **Campus Conduct Hotline at (866) 943-5787**. The Campus Conduct Hotline system is available for use around the clock, seven days a week. Because the Hotline is operated by an independent organization, any calls made through this Hotline are completely confidential. The hotline operator will record the complaint or concern and forward it to the appropriate staff member at Emory & Henry College for review and action as appropriate. Callers to the hotline may remain anonymous.

**Whistle Blower Policy.** Emory & Henry College is committed to conducting its operations with integrity by engaging in lawful, ethical and respectful practices. For this reason, we encourage members of the campus community to make any concerns known to the college. Whether these concerns relate to fraud or crime, security or internet abuses, or fraudulent financial or business practices, violations, or ethical concerns, the doors of college administrators, supervisors, and Human Resources are always open.

If you have a question or concern about a possible violation of Emory & Henry's policies or the law, the College encourages you to express your concerns to any of the persons whose names or titles appear in the policies that are included in the Student Handbook, Staff Handbook, and the Faculty Handbook. Occasionally, a faculty, staff or student may have a concern that they would like to express anonymously. For these occasions, the college participates in a service called the Campus Conduct Hotline at (866) 943-5787. The Campus Conduct Hotline system is available for use around the clock, seven days a week. Because the Hotline is operated by an independent organization, any calls made through this Hotline are completely confidential. The hotline operator will record the complaint or concern and forward it to the appropriate staff member at Emory & Henry College for review and action as appropriate. Callers to the hotline may remain anonymous.

**Missing Student Notification Policy and Procedures.** Each year, new students are given an emergency response card to complete so that quick notification can be made to primary and/or secondary contacts in the event of an emergency. This card allows student to identify an initial contact for the College. In the event that a student is determined to be missing, the College will notify the primary and/or secondary contact no later than 24 hours after the student is determined missing in accordance with our official notification procedures. If a current emergency response card is not on file, the College will notify the parents documented in our records. In the event that the student is under 18 years of age, and not an emancipated individual, we are required to notify custodial parents or guardians within the same time frame.

Anyone who believes that a student is missing should report it immediately to Campus Police/Campus Safety. Details will be asked regarding the last time the student was seen, where the student was seen, and any communications that have been received. Campus personnel who may have information regarding this student will be contacted and asked to provide their last known contact with this student. If it is determined that no contact has been made with the student in question for more than 24 hours, Campus Police/Campus Safety will notify other appropriate law enforcement agencies immediately and request assistance in finding the missing student. The College will initiate the emergency contact procedures and notify the designated contact person or parents.

**Family Contact.** The College reserves the right to contact student parent(s), guardian(s), or spouse in the event of any accident, illness, mental distress, or disruptive behavior.

**Insurance.** All full-time domestic and international undergraduate students taking 12 or more credit hours are required to have health insurance. These students will be automatically enrolled in the Student Injury and Sickness Plan unless proof of comparable coverage is furnished. Full-time graduate students are also eligible to enroll in the Student Injury and Sickness Plan on a voluntary basis. Students must purchase coverage for their eligible dependent(s) at the same time as their own initial plan enrollment. For more information about the student plan, please go to <https://www.gallagherkoster.com/students/> and select Emory & Henry College.

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.

**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.

**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.

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

**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 and confiscation of the item in question.

**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. Violators will be required to immediately remove the pet from College property. Service Animals and Emotional Support Animals are allowed. See the policy on Service Animals and Emotional Support Animals for more information.

**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.

## Annual Fire Safety Report—2016

This report is published by Emory & Henry College in compliance with the Higher Education Opportunity Act of 2008 and applies to student housing at the College.

**Fire Safety Equipment and Statistics for On Campus Housing.** The College has twenty residence halls as of Fall 2016. Each residence hall is equipped with a fire alarm system monitored 24/7 by a private monitoring company. In the event of an alarm, Campus Security officers are notified of the location and nature of the alarm and they respond accordingly. Officers are equipped with two-way radios and are able to communicate directly with 911 dispatch and local EMS and fire services. The charts below indicate the fire safety equipment in each hall for the past three calendar years.

### Fire Safety Systems

<i>Residence Hall</i>	<i>Monitored</i>	<i>Detectors</i>	<i>Pull Stations</i>	<i>Sprinkler Systems</i>	<i>Fire Extinguisher</i>
Cambridge	X	X	X	X	X
Carriger/Matthews	X	X	X		X
Cottage	X	X	X	X	X
Damer	X	X	X	X	X
Elm	X	X	X	X	X
Hickory	X	X	X	X	X
Hillman	X	X	X		X
Inazu Apt.	X	X	X		X
Inazu House	X	X	X		X
Prillaman	X	X	X	X	X
Princeton	X	X	X	X	X
Stuart	X	X	X		X
Sullins	X	X	X		X
Weaver	X	X	X		X
Wiley Jackson	X	X	X		X
House 14	X	X	X		X
House 15	X	X	X		X
House 16	X	X	X		X
House 17	X	X	X		X
House 18	X	X	X		X

**Fire Safety Inspections and Maintenance.** Fire Safety Inspections are conducted quarterly by Campus Security to coincide with arrival and departure of resident students. Fire systems and equipment are also inspected and serviced by a fire protection system contractor. Any malfunction found is immediately scheduled for service or equipment replacement. A Fire Log and records of fire inspections and maintenance are kept in the Campus Security Office in compliance with State and Federal regulations and are subject to inspection by the State of Virginia Fire Marshall.

**Supervised Fire Drills.** Fire drills are conducted once per semester in each residence hall by the Office of Student Life. Area Coordinators and Resident Advisors activate fire alarm systems and evacuate buildings. Students are required to participate and evacuate during a drill.

**Evacuation Policy and Procedures.** Resident Advisors will provide students with the specific exit pathways and procedures for evacuating their residence hall. All students must evacuate a residence hall in the event of a fire alarm. Residents are advised of their assembly area for such events during orientation by their Resident Advisor. Residents may not re-enter their building until they are cleared to do so by proper authority. In the event that a building becomes uninhabitable due to any crisis, evacuated students will be temporarily relocated to another designated building.

**Fire Safety Education and Training.** Professional staff and Resident Advisors are instructed in fire prevention policies, the use of fire extinguishers and evacuation procedures. Resident students are instructed by Resident Advisors and Area Coordinators during orientation upon their arrival at the College. Students are advised of the location of fire safety equipment, evacuation routes and fire prevention policies pertaining to their residence hall.

**Fire Incidents on Campus 2014 - 2016**

There were no fire incidents in residence halls during the 2017 academic year.

Residence Hall	Fires			Deaths			Injuries			Damages		
	2014	2015	2016	2014	2014 5	2016	2014	2015	2016	2014	2015	2016
<i>Cambridge</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Carriger/Matthews</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Cottage</i>	0	0	N/A	0	0	N/A	0	0	N/A	0	0	N/A
<i>Damer</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Elm</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Hickory</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Hillman</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Inazu Apt.</i>	0	0	N/A	0	0	N/A	0	0	N/A	0	0	N/A
<i>Inazu House</i>	0	0	N/A	0	0	N/A	0	0	N/A	0	0	N/A
<i>Prillaman</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Princeton</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Stuart</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Sullins</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Weaver</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Wiley Jackson</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>House 14</i>	0	0	N/A	0	0	N/A	0	0	N/A	0	0	N/A
<i>House 15</i>	0	0	N/A	0	0	N/A	0	0	N/A	0	0	N/A
<i>House 16</i>	0	0	N/A	0	0	N/A	0	0	N/A	0	0	N/A
<i>House 17</i>	0	0	N/A	0	0	N/A	0	0	N/A	0	0	N/A
<i>House 18</i>	0	0	0	0	0	0	0	0	0	0	0	0

## Campus Alert System

Emory & Henry offers "LiveSafe", a state-of-the-art notification app, that is capable of sending notifications instantly and simultaneously to all registered wireless phones and email addresses. Registration is available at <http://www.ehc.edu/alert> or by downloading the app on Google Play or the App Store. This is an opt-in program and you must register in order to receive the alerts. This is the surest way for you to receive notifications critical to your safety and well-being. In the event of a critical emergency, the campus siren will be activated. This is a signal to check your mobile phone or campus e-mail for information. If you have questions regarding the Campus Alert System, please contact the Dean of Students Office.

### What to do in an emergency...

#### Fire

- Activate the nearest fire alarm and **CALL 911**.
- Everyone must leave immediately when a fire alarm is activated, even if there are no obvious signs of an emergency.
- Do not use the elevator.
- Remain calm and assist others in safely getting out.
- Confine the fire by closing all doors and windows if possible.
- Follow directions given by emergency personnel and go to the location designated by your building coordinator.

#### Dangerous Person

- Remain calm, do not engage the intruder.
- A quick and quiet escape is suggested, if it can be done safely.
- If attempting to escape, keep your hands elevated with open palms visible, especially if encountering law enforcement officers. Follow all instructions given.
- If you cannot safely exit the building, seek secure shelter.
- Close and lock windows, lower blinds, remain out of sight, and turn off the lights.
- Once secured, take cover behind concrete walls, thick desks, and filing cabinets that are away from windows and doors.
- Remain quiet and turn off cell phone ringers.

#### Medical Emergency

- If the person is seriously injured or non-responsive, **CALL 911**.
- Give key information to the 911 operator (location/address, type of injury/illness etc.) and stay on the line until help arrives.
- Ask others to assist (directing emergency personnel to your location, crowd control).
- Remain calm.
- If the person is not seriously injured, contact the College Health Center at x6538 or Campus Security at x6222 for assistance.
- Always report injuries on campus to the Office of the Vice President for Business & Finance
- Please note that Automated Electronic Defibrillators (AED's) are available on campus in the following locations:
  - Campus Security
  - Equestrian Center
  - Kelly Library
  - King Center Athletic Training Room
  - McGlothlin-Street Hall 139
  - Wiley Hall 121
  - Van Dyke Student Center

#### Tornado

- Listen for the siren. A single siren blast will sound to alert you to check for emergency message via email and the Campus Alert System.
- Seek shelter inside a building until notified by College officials that it is safe to leave.
- An "all-clear" e-alert will be sent when the danger has passed.

## Key Terms to Know

**Shelter in Place:** Choose an interior room or one with as few doors and windows as possible. Remain there until the danger has passed.

**Seek Secure Shelter:** This means that you need to get into a lockable space, such as an office or classroom, and remain there. Lock and barricade doors, turn off lights, and turn cell phones to silent or vibrate. Get under a desk or other surface to hide. Wait for further instruction from law enforcement or College officials. If the threat is in your building, and you can safely flee, then do so.

**Evacuate:** This means you should immediately leave the building that you are in, exiting through the nearest and safest exit.

**Avoid Area, Warn, Others:** In these types of incidents, the emergency is localized on campus. College officials do not want anyone near the area and you want to alert others to stay away from the designated area.

**All Clear:** Once the emergency is over, the message will be sent via the campus Alert System.

## Inclement Weather

Emory & Henry College has campus locations in Emory, Bristol, and Marion. Due to the difference in locations, it is possible that classes may be delayed or cancelled on one campus and not the other. Because the Emory campus is primarily a residential college with a majority of its undergraduate students living on campus, it is the intention of the College to remain open during inclement weather conditions. Under rare circumstances, such as severe inclement weather, a natural disaster, or other emergency, the College may delay the opening of college activities or suspend operations early. When information is sent to local media, the information will clarify Main Campus, located in Emory, and Marion Campus for those attending DPT classes in that location. In the event of a delayed opening of the Marion campus, classes will be delayed but will meet for the normal length of time.

The decisions to cancel or delay classes and/or cancel or delay the opening of offices because of inclement weather will be made by 6:30 a.m. on the day of the college schedule change. When inclement weather or other circumstances lead to a delayed opening and/or cancellation of classes and office hours at Emory & Henry College, information will be communicated through a variety of sources in the order provided below.

1. Information will be distributed through the Campus Alert System, which provides an email and text message to registered users only. This is the college's preferred method of communicating emergency messages, and college community members are strongly encouraged to sign up for this free service at <http://www.ehc.edu/alert>.
2. Campus Alert Messages will be posted at the top of [www.ehc.edu](http://www.ehc.edu) for one hour following each alert.
3. Information will be sent to the following TV and radio stations, in order of contact: WCYB-TV 5 (Bristol); WJHL-TV 11 (Johnson City); WABN-FM 92.7 (Abingdon); WOLDFM 102.5 (Marion).

When the College cancels classes and office hours for the day, academic programming and business operations are not held on that day. When the opening of the College is on a two-hour delay due to inclement weather, the condensed class schedule listed below applies, with the exception of the Marion Campus and the Equestrian Center. On days when a two-hour delay is issued, Equestrian Center classes prior to 1:30 p.m. will be cancelled due to the travel distance.

In the event of inclement weather resulting in a delayed opening of the College, college offices will open at the time designated in the delayed opening message, and faculty and staff should report at that time. An instructor who feels that it is best to cancel their class because of inclement weather will notify the Vice President for Academic Affairs (or designee) so that appropriate action may be taken. When a class is canceled, the Registrar (or designee) will post an official notice.

### Inclement Weather Plan—Delayed Schedule

Monday, Wednesday, Friday	Tuesday, Thursday
Regular Time—Inclement Day	Regular Time—Inclement Day
8 a.m. = 10 – 10:35 a.m.	8 a.m. = 10 – 10:55 a.m.
9 a.m. = 10:40 – 11:15 a.m.	9:30 a.m. = 11 – 11:55 a.m.
10 a.m. = 11:20 – 11:55 a.m.	11 a.m. = 12 – 12:55 p.m.
11 a.m. = 12 – 12:35 p.m.	
12 p.m. = 12:40 – 1:15 p.m.	

**Remaining class times will not change.**

## Vehicle Registration

Students who bring a vehicle to campus must register it during the opening of school. If a vehicle is brought to campus after the time of opening registration, the student must register 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.

The College's definition of campus extends to all facilities owned or controlled by the College. If a student brings a car to campus, it must be registered. 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. Registration requires: 1) the license number of the vehicle; 2) the student to have a valid operator's license; 3) auto insurance on the vehicle that meets the legal minimum required by the state of registration; and, 4) proof that the car is titled to the student or their 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 are defined below. When a student changes status from Commuter to Resident or vice-versa, it is the student's responsibility to return the old permit 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.

**Medical Permits.** Medical permits are 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 documentation provided. It does not entitle a student to park in fire lanes or handicapped/15 minute/visitor parking. Medical permits require medical documentation. All students using state issued handicap placards must show proof of ownership.

**Temporary Permits.** Temporary permits are issued for brief periods of time to students bringing a vehicle on campus (not their registered vehicle and meeting requirements listed under "Vehicle Registration,"). A student 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 numbered temporary permits in the Campus Police/Security Office. 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.

## 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 appeals.)

The campus police/security officers have responsibility for investigating all situations involving vehicles that are speeding, illegally parked, improperly registered, or otherwise in violation of campus or state 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 uses the vehicle or has it in their 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.

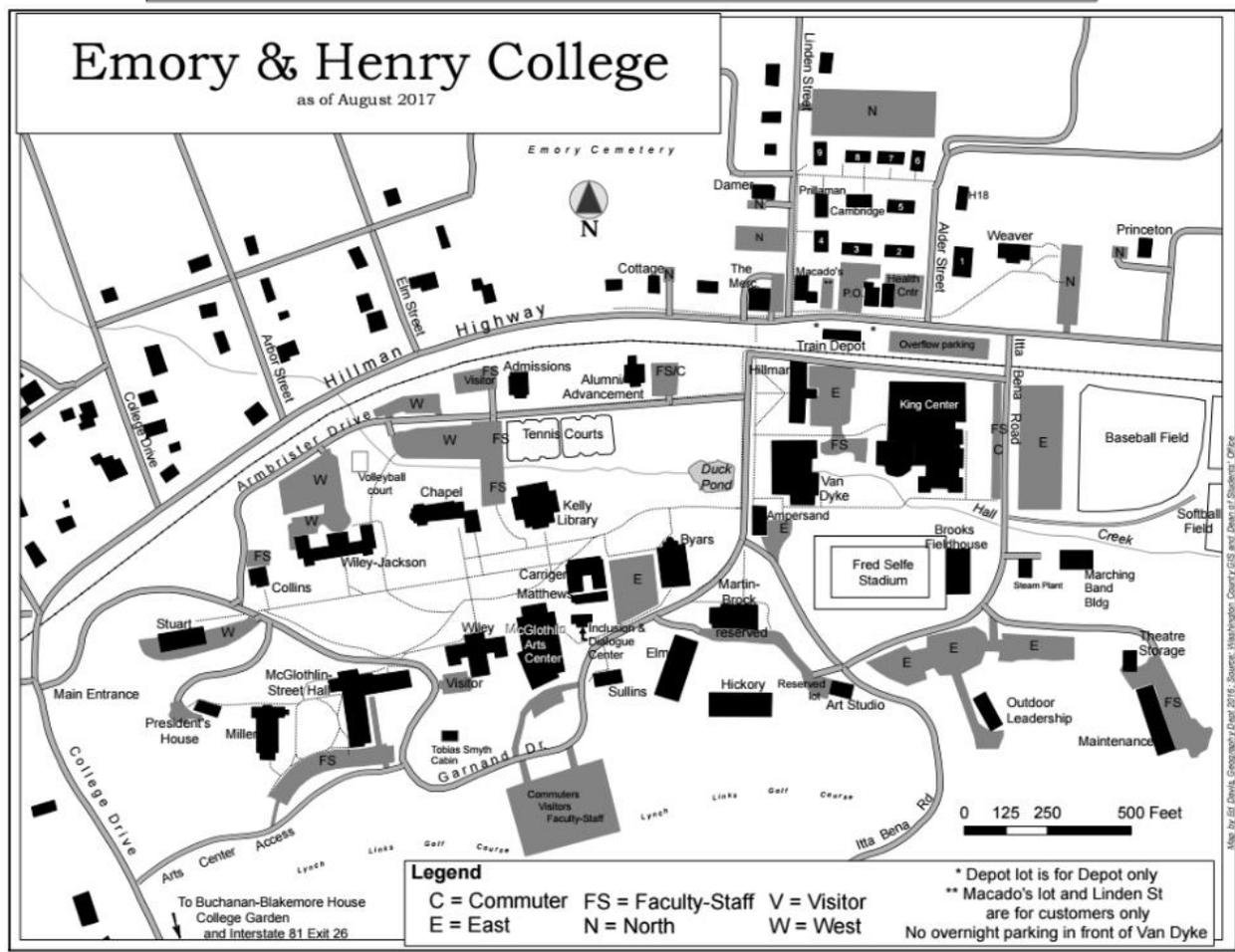
### **Parking Permits and Lots (See map on page 38)**

*Zone Parking 7:00 am – 5:00 pm, Monday - Friday*

<i><b>Decals</b></i>	<i><b>Designations</b></i>	<i><b>Parking Areas</b></i>
CO	Commuters	All student parking lots: East, West, and North designations, including spaces in front of Van Dyke and designated spaces located at the French Stuart House and the King Center.
EAST	Residential	Parking lots located next to Carriger/Matthews, behind the Blackbox Theatre, Hillman, the Stadium, and the tailgate field. These parking lots are designated for residents of Carriger, Matthews, Sullins, Hillman, Elm, and Hickory Halls, as well as commuters.
WEST	Residential	Parking lots located behind Wiley Jackson, the Chapel, and Stuart. These parking lots are designated for residents of Wiley Jackson and Stuart Halls, as well as commuters and faculty/staff overflow.
NORTH	Residential	Parking lots located in The Village and specific marked areas north of the railroad tracks. These parking lots are designated for residents of Houses 14-18, Cambridge, Prillaman, Damer, Inazu and Inazu Apartment, Weaver, Princeton, and The Cottage, as well as commuters and any residents from EAST and WEST housing who choose the NORTH option.
HS	Marion Campus	Parking lots located on the Marion Campus for the School of Health Sciences.
FAC/STAFF	Faculty/Staff	Parking lots located behind McGlothlin-Street and Miller Halls, and at the parking lot between Memorial Chapel and Kelly Library are specifically designated as Faculty/Staff parking only during zone hours. Faculty and staff may also park in East, West, or North lots.

- *All above parking lots are marked by signs for campus parking.*
- *There is no student parking allowed beside the Emory Train Depot, Macado's, or behind Wiley Hall (exception is 15 minute spaces for the designated time).*
- *There is no overnight parking permitted in front of Van Dyke.*

**Handicapped, reserved spots (including RA parking), visitor parking, and fire lanes (including Wiley Jackson Circle) will be enforced 24 hours/day, 7 days/week.**



### Traffic Safety

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. The College holds students accountable through the campus conduct system for impaired driving and reserves the right to prosecute driving while impaired charges through the legal system.

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 their vehicle must be made to the Campus Police/ Security Department within one business day of the accident. The speed limit on campus is 20 mph at all times.

### Traffic Violation Penalties

- Parking in no parking, reserved area, or 15 minute area: \$50 fine.
- Improperly parked in a lot or space: \$25 fine.
- Improperly parked in a faculty/staff space "A" parking lot: \$50 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 fine.

- Parking in fire lane: \$100 fine.
- 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.*

## **Parking**

With 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 appropriate registered permits will be issued citations for illegal parking. The College reserves the right to relocate parking during special events (home football games, e.g.).**

**Resident Student Parking.** All students with vehicles will be issued identifying parking decals. 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 during zone parking hours and areas that are prohibited 24/7.

**Zone parking requirements are in effect from 7:00 a.m. to 5:00 p.m. Monday through Friday for all students. These parking guidelines will be strictly enforced.** No student parking is permitted in Faculty/Staff parking lots during these zone hours. **Zone parking remains in effect throughout exam periods.**

**Commuter Student Parking.** Commuter students may park in any marked student parking lot space. Marked spaces specifically for commuter students are available at the French-Stewart House, and the King Center. Daytime parking is allowed in front of Van Dyke.

**Prohibited Parking.** 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, 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. **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.**

**Van Dyke Parking.** No overnight parking is allowed in the area in front of Van Dyke.

**Fifteen Minute Parking.** Fifteen minute parking spaces can be found behind Wiley Hall and Martin-Brock. Vehicles stopped for loading or unloading must use these parking spaces to avoid being ticketed for illegal parking. A special parking permit authorizes a student to park in faculty/staff parking spaces. This permit does not authorize parking in the fifteen minute spaces or in "No Parking" zones anywhere on campus.

**Special Parking.** Special parking is located at Wiley, Byars, and Martin-Brock. Spaces marked with "E" indicate parking for fuel-efficient hybrid vehicles. Spaces marked with "P" are for vehicles that have two or more riders (carpooling from off campus). Violators can be ticketed for parking in a special area.

## **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 air bags. 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.

**Jump 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.

If you are having car problems and are parked in an unauthorized lot, you can receive a ticket. Please notify Campus Police/Security immediately (preferably before zone hours begin) if this occurs to 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 their 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 impaired; 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 s/he receives any additional citations, each one will carry an automatic penalty of \$100. 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 their 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 s/he is due consideration because of unusual circumstances, a written appeal to the Traffic Appeals Committee may be filed in the Office of the Dean of Students in Wiley 121 or emailed to [trafficappeals@ehc.edu](mailto:trafficappeals@ehc.edu) within 15 academic days of the date of the ticket. For proper consideration, the appeal should include the citation date and number and a complete statement of the situation and grounds for appeal. A fine may be maintained, reduced and/or refunded by action of the Traffic Appeals Committee. All traffic appeals should be submitted no later than the last day of classes for the semester it was received. The SGA parking appeals committee meets once a month and will notify students of the outcome of the appeal through campus mail.

# The Emory & Henry Energy Program

*Part of an education at Emory & Henry is the practice of sustainable living and wise stewardship of our natural resources.*

– President Jake Schrum

Saving energy helps your tuition dollar stretch farther. When you use energy wisely, you leave more resources for the things you really care about: scholarships, programs, technology upgrades, facility improvements, and a top-notch faculty and staff. Don't give your money away to the utility companies. Keep it here on campus.

Help your dorm win the annual Residence Hall Energy Challenge by doing a few simple things:

**Heating & Cooling:** These use over half the energy in your building. Know how to operate your thermostat controls and keep up with their settings. Think 72. Set A/C no lower, and heat no higher, than 72 degrees. And, when you leave your room, either turn it off completely or raise A/C to 80 and lower heat to 55..

**Awareness:** Be aware of what is using energy in your room. Always turn off lights and electronics whenever you leave.

**Get help from Mother Nature:** Close window blinds in warm weather and open them in cold weather. In nice weather, turn off your A/C or heat and open your windows.

**Don't heat or cool the outdoors:** When using A/C or heat, keep windows closed.

**Tell your RA:** If you have too much heat in your room and must open a window to stay comfortable, report it to your RA immediately. Also report plumbing issues and water leaks.

**Be kind to your fridge:** Allow space for air to circulate behind your refrigerator (where the coils are) and be sure to *empty and unplug it the day before you leave for winter break*. When your refrigerator is OFF, always **prop the door open**, to air it out and prevent mold and mildew.

**Computer Care:** Your computer will thank you if you **shut it down** when you are done with it, and not just put it asleep. A full shutdown saves the life of processors and saves energy. Avoid extended use of screen savers - they prevent your computer from sleeping.

**Showers and Laundry:** Run water only when you need running water. Turn on your shower only when you're ready to hop in. Wait for a full load of clothes before doing laundry. Use cold water wash for most purposes-it prevents stains from setting, and prolongs the life of your clothing.

**Take Charge:** If you see an outside door left open, close it. If you see lights left on in the lounge during the day, turn them off.

Our tradition is **Blue & Gold**  
Our mission is **Green**



Emory & Henry College Energy Program

John Heil – Manager

276-451-8812

[jheil@ehc.edu](mailto:jheil@ehc.edu)

# Residence Life

Throughout its history, Emory & Henry College has been a residential campus and the College has sought to make residence hall life an essential part of the total educational experience. Today, over 80 percent 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 ensuring the health, safety, and comfort of all residents. All policies and regulations are listed in the following section.

The essential quality of life in the 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 Agreement 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 the 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 Associate Dean of Students, Director of Housing and Conference Services, 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 and be required to complete an application for housing with their acceptance letter. Upon receipt of the \$200 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 late July. A housing agreement must be signed or submitted electronically to the Office of Student Life by the established deadline. 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 and personal habits, academic pursuits, as well as extracurricular interests and activities.

**Returning Students.** In order to be eligible for Room Selection 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 Agreement and return that agreement prior to Room Selection. 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. Students who withdraw from housing after June 1 will be assessed an administrative fee of \$100. Upper-class 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 Selection Process.

**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, sexual orientation or national origin is 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: theme 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. Failure to do so may result in judicial action or a fine. 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. If the room is declared a single, residents are billed the single room rate. If a resident does not choose to pay the additional single room rate, then the room is still considered a double and a roommate may be assigned at any time throughout the year. Any resident who blocks or attempts to block a roommate can be charged the single room rate. Housing rates vary according to residence halls and living arrangements.

## **Housing Agreement**

Every student who lives in a College-owned residence must sign or electronically submit a Housing Agreement and return it to the Office of Student Life before taking occupancy. The agreement outlines the responsibilities of the student and the College, residence hall rules, and general terms governing the assignment of residence hall space. By signing or electronically submitting the agreement, 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 agreement is binding for all College policies and regulations. Agreements are binding for the academic year, or the portion thereof, in which the student is enrolled.

## **Room Reservation Fee**

The room selection process has been updated to include a key deadline of April 15. This deadline helps to assure current students that they have the first opportunity to secure their room selection preference for the next academic year. To reserve preferred housing requires a \$100 advance room payment (credited to the student account) and (pre)registration for the fall semester. Any returning student who has not paid the \$100 advance payment by April 15 and has not pre-registered for fall classes will lose their housing assignment and will return to a general pool for housing for Fall. After April 15, student housing will be made available to all students, both current and new incoming, on a first come, first served basis. Current students will still have the opportunity to select an available room after the April 15 deadline by contacting the Housing Office. Verification of the advance room payment and pre-registration will be required before room reservations are made.

## **Off Campus Housing Waiver**

An Off-Campus Waiver Request form must be signed and approved in the Office of Student Life for every student living off-campus. Off-Campus Housing Waivers are due February 1 of each year for consideration by the Off Campus Appeals Committee. Review of the waivers and notification will be completed by February 28. Any student who wants to appeal the Off Campus Housing Waiver 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 Off Campus Housing Waiver is not completed or if the request is denied, the student will be billed for room and board as a residential 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.

## **Emotional Support Animals in College Housing**

A request to have an emotional support animal in campus housing is considered a request for accommodation, due to disability. Please contact the Director of Disability Support Services for application materials. To guarantee a decision can be made prior to the beginning of the semester, all application materials for an Emotional Support Animal should be turned in to the Director of Disability Support Services by June 10th for the fall semester and by November 10th for the spring semester.

### **Appeal Process**

Any individual who wishes to challenge a decision reached by the College's Emotional Support Animal Committee may appeal to the Vice President for Student Life, Student Success, and Inclusion or his designee. Such appeals must be in writing. If this appeal is denied, you may not use the animal for the requested service on campus.

If you have already signed a contract for College housing when a request for use of an animal is denied, you can request to be released from the housing requirement by completing an off campus housing request form and submitting it to the Director of Housing.

## 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; 23 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 Off Campus Request Waiver must be signed and approved in the Office of Student Life for every student living off-campus. Off Campus Request Waivers are due February 1 of each year for consideration by the Off Campus Appeals Committee. 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 Off Campus Request Waiver is not completed or denied, 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 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. The 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 as quickly as possible. It is the student's responsibility to insure their personal property. Renter's insurance is recommended.
- 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 including moving unwanted furniture from student residence halls. A \$25 charge will be assessed for removing furniture. Exceptions to this policy may only be considered by the Director of Housing. No individually owned mattresses (including futons) or window dressings may be used because the College must provide mattresses and window dressings that meet federal flammability codes. No furniture can be stored or left in the hallways or outside student rooms. Students may bring additional furniture as long as they do not crowd the room. Personal lofts are not permitted. 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. Nails, pins, etc. are not allowed in the walls of any of the College's residence halls. A fine will be assessed to wall damage in these houses as a result. Due to State Fire Marshall regulations, any flag or wall hanging made of cloth material is not permitted. Window screens may not be removed or damaged, and nothing should be placed in, written on, or placed

outside of the residence hall windows or from the ceiling. Students will be charged for furniture or other items missing from their room upon checkout (i.e. desk, chairs, mattress cover, 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.** Residence hall common areas are equipped with local telephone service. Student rooms are wired for cable and internet access. For more information, please see the Information Services section of the Student Handbook. 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. In addition, personal video recording cameras/devices are not to be stationed in hallways, outside room doors or in public areas. The use of recording devices in private rooms must be done with the knowledge and agreement by everyone in the room (residents and visitors). This protects 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 and code of conduct charges.
  5. **Refrigerators.** Students are permitted to use refrigerators in their rooms up to 4.3 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, DVD player, television, and a small microwave (.8 cubic ft 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. Per the State Fire Marshall, extension cords are not allowed and power strips cannot be connected together or placed under carpets. Violations may result in a fine and/or unplugging and removing of illegal cords during unannounced visits by the State Fire Marshall. The College is not responsible for any loss or damage which occurs as a result. Cords are not allowed to be taped to the floor. Electrical appliances must bear the seal of Fire Underwriters Approval or an equivalent nationally recognized testing organization. Periodic safety inspections are conducted.
- 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, those items may be removed by College or state officials, such as the State Fire Marshall. 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., the room to an acceptable condition. This is for the safety and well-being of all residents. Please note that live Christmas trees are not permitted.
- G. Damage and Vandalism.**
1. **Room Damage/Vandalism.** As specified in the Housing Agreement, 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 self-report or 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 Condition Spacing Inventory Reports. When a student prepares to move into a room, the RA will complete a Room Condition 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. 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 Condition Inventory 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, distributed, or e-mailed to resident students with checkout procedure details prior to the close of each semester.

2. **Breaks.** For scheduled breaks (Thanksgiving, Winter, Spring), information regarding check-out times and procedures will be posted, distributed, and/or e-mailed 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. Failure to do so will result in a \$50 fine. 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 Agreement signed or submitted 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 Agreement, Article V.
- L. **Fire Safety.** In case of a fire, dial 911 and evacuate the building. The RA or other staff member should be contacted immediately to notify the proper authorities. The College's Fire Safety Report is included in the College's Annual Safety and Security Information Report available online.
  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 Residence Life Staff. 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 subject 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 disciplinary action against and/or charges for 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.** Guests of students may stay overnight in the residence halls free of charge when space is available. 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. **Residence Hall Visitation.** The College visitation policy is designed to combine maximum freedom with responsible stewardship. As such, the first-year halls are open for visitation Sunday through Thursday, 12 p.m.–11 p.m.; Friday and Saturday, 12 p.m.–1 a.m. Upper-class halls have a 24-hour visitation policy each day of the week. For any of the residence halls, occupants may vote to have fewer hours; the vote must carry by two-thirds majority.
- O. **Residence Hall Lounges.** Most residence halls have a designated lounge open daily on a 24-hour basis. Exceptions may apply to small houses. Any person in a lounge who does not reside in that hall must be accompanied by a resident who live there. 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 or taken to student rooms. 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. Lounge reservations MUST be completed through the Office of Student Life. The Office of Student Life reserves the right to limit or deny reservations.
- 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. (The only exception to this policy is the designated tailgating area at home football games.)  
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 for further information regarding the alcohol and drug policies and disciplinary action.
- R. **Smoking.** For the purpose of health and fire safety, there is to be no smoking in any main campus building or outside of campus buildings except in designated smoking areas located at least 25 feet from all entries, outdoor air intakes and operable windows. This includes tobacco products and electronic smoking devices. Please use the containers that are provided outside of buildings 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 and on campus. 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 in a tank no larger than 10 gallons 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 36 for further information.

## Y. Specialized Areas.

- 1. Laundry Facilities.** Washers and dryers are located in most halls. These facilities are open to residents of the respective halls twenty-four hours a day. These appliances are free for residential students. Off-campus students are not permitted to use the washers and dryers on campus.
- 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 or a fine 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 is not permitted within the residence halls or on porches, balconies, etc. Violations will result in the cooking device being discarded.

**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 defines entering a cemetery at night as illegal activity.

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

**DD. Slip 'n' Slides.** These are not permitted on campus. Violators are subject to disciplinary action and materials used can be confiscated.

**EE. Using College Resources and Fund Raisers, including, but not limited to campus buildings and internet services, for commercial gain is prohibited.** Likewise, residence hall rooms may not be used for business purposes of any nature. Unauthorized selling, collecting of money, and promotion on campus or within any college building is not permitted. Students may not act as agents for business firms that entail solicitations or the receiving of business offers or goods on college property. 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 Office of Institutional Advancement.

# Student 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.

Emory & Henry College defines a student as an individual who has made a deposit to attend or is currently enrolled in at least one course. Individuals who have graduated or withdrawn from the College are no longer considered students. Violations of policies and procedures, while a student, will be resolved through the listed policies and procedures.

## Conduct Expectations

**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 these expectations.

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. During the investigative stage and sanctioning, the Dean of Students or her/his designee, may restrict a student's access to facilities, services, or individuals.

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 policy) can result in campus conduct 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.

**Social Networking Websites.** Social networking websites (Twitter™, Facebook™, e.g.) are easily accessible to all students. When choosing to post information on these sites, students should be aware of three major concerns: 1) the threat of criminal activity; 2) how potential employers may view material posted; and 3) the possible violation of the College Code of Conduct. Information posted on these sites can be used to gain access to your personal information and, in some cases, it can be used for identity theft. Please use caution when posting this information online. Do not share private information such as names, addresses, birth dates, and phone numbers with strangers.

In addition, employers are aware of social networking sites and can use them to research candidates prior to hiring them. Students should consider the messages they are sending when posting information to these sites. As a policy, the College does not monitor social networking websites. However, the College does investigate incidents that are reported and investigations can include reviewing social networking activity. As a reminder, this information can be used to substantiate the violation of the Code of Conduct.

**Referral.** Any student, faculty member, administrative officer, or employee of the College may charge a student with violation of the Code of Conduct. 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 student conduct proceedings may be invoked under provisions of the Code of Conduct and college policy.

**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.

## **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 as quickly as possible. 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. In accordance with Virginia law, representatives of the State Fire Marshall's Office will periodically inspect residence halls and individual rooms. 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 conduct 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 Student Government Department of Student Conduct and Honor Affairs or the Associate Dean of Students. In all such cases, all parties will be notified and involved. The Associate Dean of Students or Student Government Department of Student Conduct and Honor Affairs may elect to refer such cases to the Student Conduct Board (previously referred to as 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 them.

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

## **Discrimination and Social Harassment Policy**

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Americans with Disabilities Act and other federal, state, and local equal opportunity laws, and in accordance with our values, *Emory & Henry College does not discriminate on the basis of race, color, national origin, age, religion, sex, sexual orientation or physical handicap in the administration of its educational policies, hiring policies, scholarship and loan programs, and athletic and other school-administered programs. Emory & Henry College affirms the dignity and worth of every individual.*

## Definitions:

- **Discrimination** is an act or communication that alters an individual's or group's ability to completely participate in Emory & Henry's community on the basis of race, gender, disability, religion, sexual orientation, national origin or gender expression.
- **Social Harassment** is conduct and/or verbal action which, because of its severity, interferes with an individual's or group's work or education, or adversely affects living conditions.
- **Sexual harassment** is unwelcome conduct of a sexual nature and can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature, such as sexual assault or acts of sexual violence. *(Please refer to the Sexual Misconduct section of this handbook located on pages 52-54 for resolution guidelines.)*
- **Hostile Environment** is caused by behavior that is sufficiently serious that it interferes with or limits a student's ability to participate in or benefit from the services, activities, or opportunities offered by the College. It is considered to be disruptive to the educational community. Determining whether or not a hostile environment exists is examined from both subjective and objective perspectives and often depends on a balancing of factors in this six-factor balancing test:
  - the type of harassment (e.g., whether it was verbal or physical);
  - the frequency and severity of the conduct;
  - the age, sex, and relationship of the individuals involved (e.g., teacher-student or student-student);
  - the setting and context in which the harassment occurred;
  - whether other incidents have occurred at the college or university;
  - and other relevant factors.
- **Mediation** is a facilitated discussion that is conducted with the assistance of a trained third party. It is designed to help the parties to reach a mutually agreeable resolution of a dispute and may be appropriate when:
  - a. The parties wish to continue communicating or working together.
  - b. The complaining party is able to articulate a desired outcome.
  - c. No one has been physically harmed.

## Informal Resolution

Once a formal complaint is filed, parties involved can request an informal resolution process. The informal resolution process often provides an effective means of communicating about the effects of behavior and can lead to resolving most disputes. The complainant, respondent, or a college official may terminate an informal resolution process at any time and initiate the student conduct process. (Please note that if a pattern of this behavior is documented, informal resolution will not be an option.)

1. **Informal Discussion with Respondent:** The complainant and respondent can elect to discuss the concerns directly with the other party involved, before any actions of other parties or college officials. The respondent may not understand that their conduct is offensive and unwelcome. Many arguments can be resolved or handled quickly with this form of communication. A complaint brought to the attention of the respondent shortly after the allegedly offensive behavior occurs can usually result in effective resolution. If an effective resolution is not obtained by the discussion, then the complainant or respondent has the option to discuss the alleged offensive behavior with a college official or a mediator.
2. **Informal Discussion with College Officials or Mediators:** A complainant or respondent can speak with or discuss concerns with a friend, confidant, advisor, or counselor. In order to initiate an informal resolution with college officials or mediators, a complainant should contact a college official or a Student Life staff member in a timely manner. *(College officials include the President of the College, Dean of Students, and Dean of Faculty.)* If the complainant, respondent, or the college official involved in the informal resolution feels that this option will not bring an effective resolution, they can terminate the informal resolution process and initiate the formal student conduct process.
3. **The Informal Discussion can help with any or all of the following:**
  - a. Helping the complainant and respondent decide whether the behavior violates the policy and/or to educate students more about the policy itself.
  - b. Meeting with the respondent whose behavior is alleged to be offensive or unwelcome and help them understand or make it clear that the alleged behavior is unwelcome and should stop immediately.
  - c. Organizing an informal investigation with the hope and goal of ending the alleged behavior in an expeditious manner.
  - d. The informal resolution process will last as long as the complainant and respondent deems it desirable to continue to meet with the college official or mediator(s) designated above. Most complaints can be handled within a timely manner.

### Formal Resolution

If the informal resolution process is halted by an involved party or it is not a viable option due to repetitive behavior, the formal student conduct process will be initiated. The student conduct process will follow printed procedures, with the following minimum sanctions:

1. First violation - two semesters of disciplinary probation, required counseling, and the completion of an educational component at the student's expense (e.g. online course or mentor assignment).
2. Second violation - suspension for one semester from the College. A reflection paper must be submitted to the College before applying for re-admission.

## 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. The 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 a lack of respect, the collegial nature of the institution is threatened. Sexual misconduct is a serious violation of these standards and threatening, offensive, or harassing behavior 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 victims of sexual misconduct and the accused. Sexual misconduct includes, but is not limited to, sexual assault, domestic violence, dating violence, and stalking, as required by the Campus SaVE Act.

### Awareness Programming

The College offers a bystander awareness program called *Step Up*. Each year, new students participate in this program during orientation. The program teaches students how to intervene when they become aware of possible problems amongst their peers that can include alcohol abuse, hazing, sexual assault, discrimination, and more. In addition, *Train the Trainer* sessions are held for students to become peer educators in this program. Various programs are offered on campus to individual students and clubs and organizations throughout the year. New faculty and staff also receive awareness information during their orientation programs. Prevention and awareness information, in addition to Title IX guidance, is provided to all new faculty and staff during employee orientation periods. This information is also covered at the first faculty meeting each semester. As a matter of informing the entire campus community, this Annual Safety Report and other safety information is included the campus newsletter, *The Scoop*. *The Scoop* is published each weekday during the fall and spring semesters and the information is highlighted during the first few weeks of each semester. In addition, Peer Educators offer the Red Flag Campaign annually. This program is a public awareness campaign designed to address dating violence and to promote the prevention of dating violence on college campus. Other prevention and awareness campaigns are provided throughout the year for all students, faculty, and staff.

## Title IX at Emory & Henry College

Title IX of the Education Amendments of 1972 ("Title IX") is a Federal civil rights law that prohibits discrimination on the basis of sex in education programs and activities. All public and private elementary schools, school districts, colleges, and universities receiving any Federal funds must comply with Title IX. Under Title IX, discrimination on the basis of sex can include sexual harassment or sexual violence, such as rape, sexual assault, sexual battery, and sexual coercion.

<h3>Title IX</h3> <p>Coordinator, Kim Steiner- 2<sup>nd</sup> Floor of Kelly Library Deputy Coordinator, Kyle Cutshaw- Wiley Hall 121 Investigator, Rebecca Buchanan- King Center Investigator, Scott Richards- Marion Campus Investigator, Travis Proffitt- Appalachian Center Investigator, Taylor Jefferson- King Center Investigator, Lacey Southwick- Martin-Brock</p> <p>For more information see: <a href="https://www2.ed.gov/about/offices/list/ocr/docs/title-ix-rights-201104.pdf">https://www2.ed.gov/about/offices/list/ocr/docs/title-ix-rights-201104.pdf</a></p>	<p>Title IX of the Education Amendments of 1972 ("Title IX") is a Federal civil rights law that prohibits discrimination on the basis of sex in education programs and activities. All public and private elementary schools, school districts, colleges, and universities receiving any Federal funds must comply with Title IX. Under Title IX, discrimination on the basis of sex can include sexual harassment or sexual violence, such as rape, sexual assault, sexual battery, and sexual coercion.</p>
--	---

# Campus Awareness Programming

The College offers a bystander awareness program. Each year, new students participate in this program during orientation, *Sex Signals*. The program teaches students how to intervene when they become aware of possible problems amongst their peers that can include alcohol abuse, hazing, sexual assault, discrimination, and more. In addition, *Train the Trainer* sessions are held for students to become peer educators in this program. Various programs are offered on campus to individual students and clubs and organizations throughout the year. New faculty and staff also receive awareness information during their orientation programs. Prevention and awareness information, in addition to Title IX guidance, is provided to all new faculty and staff during employee orientation periods. This information is also covered at the first faculty meeting each semester. As a matter of informing the entire campus community, this Annual Safety Report and other safety information is included the campus newsletter, *The Scoop*. *The Scoop* is published each weekday during the fall and spring semesters and the information is highlighted during the first few weeks of each semester. In addition, Peer Educators offer the Red Flag Campaign annually. This program is a public awareness campaign designed to address dating violence and to promote the prevention of dating violence on college campus. Other prevention and awareness campaigns are provided throughout the year for all students, faculty, and staff.

# 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. The 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 a lack of respect, the collegial nature of the institution is threatened. Sexual misconduct is a serious violation of these standards and threatening, offensive, or harassing behavior 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 victims of sexual misconduct and the accused. Sexual misconduct includes, but is not limited to, sexual assault, domestic violence, dating violence, and stalking, as required by the Campus SaVE Act.

## Definitions

- **Consent** is the use of words or actions that demonstrate a knowing or voluntary willingness to engage in mutually-agreed-upon sexual activity. (*Please read the section immediately following Definitions for more information.*)
- **Dating violence** means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.
- **Domestic violence** is a pattern of physically, sexually, and/or emotionally abusive behaviors used by one individual to assert power or maintain control over another in the context of an intimate or family relationship.
- **Hostile environment** is caused by behavior that is sufficiently serious that it interferes with or limits a student's ability to participate in or benefit from the services, activities, or opportunities offered by the College. It is considered to be disruptive to the educational community. Determining whether or not a hostile environment exists is examined from both subjective and objective perspectives and often depends on a balancing of factors in this six-factor balancing test:
  - the type of harassment (e.g., whether it was verbal or physical);
  - the frequency and severity of the conduct;
  - the age, sex, and relationship of the individuals involved (e.g., teacher-student or student-student);
  - the setting and context in which the harassment occurred;
  - whether other incidents have occurred at the college or university;
  - and other relevant factors.
- **Retaliation** is defined by behavior such as coercion, threats, or intimidation directed towards anyone involved in a sexual misconduct complaint.
- **Sexual assault** is defined as sexual contact without effective 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 effective consent whether by acquaintance or a stranger); attempted rape; sodomy (oral sex or anal intercourse) without effective consent; or sexual penetration with an object without effective consent. (The legal definition of criminal sexual assault is located in Virginia Code §§ 18.2-61 through -67.10 and can be accessed on the Code of Virginia website at <http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+TOC>.)
- **Sexual exploitation** is defined as a behavior such as voyeurism, dissemination of sexually explicit photos or videos, exposing one's genital to another without consent, or knowingly exposing an individual to a sexually transmitted infection or virus.

- **Sexual harassment** is unwelcome conduct of a sexual nature and can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature, such as sexual assault or acts of sexual violence.
- **Stalking** is defined as repeated conduct which places a person, or their family, unreasonable fear of death, sexual assault, or bodily injury. To convict a stalker, several legal elements of the crime must be proven to the court (See Code of Virginia Code §§ 18.2-60.3).
- **Violence** can be physical, emotional/psychological, sexual or economic in nature.

### **Consent**

Words or actions that demonstrate a knowing or voluntary willingness to engage in mutually-agreed-upon sexual activity constitutes consent. Consent cannot be gained by force, by ignoring objections, or by taking advantage of another's incapacitation. Consent may not be inferred from silence or any other lack of active resistance. It may not be implied by attire or inferred from an individual by spending money on that individual (e.g. buying a meal on a date). Prior consent does not imply consent to future sexual acts. In addition, consent to one type of sexual act does not automatically imply consent to another type of sexual act. Once a person says "no," it does not matter if or what kind of sexual behavior has occurred at an earlier date in time. For example, if one individual says "no" and the other forces penetration, it is sexual misconduct.

Consent may not be given by the following persons:

- Individuals who are mentally incapacitated at the time of the sexual contact in a manner that prevents them from understanding the nature or consequences of the sexual act involved
- Individuals who are unconscious or otherwise physically helpless
- Minors, as defined by the Commonwealth of Virginia

Incapacitation is defined as the physical and/or mental inability to make informed, rational judgments that voids an individual's ability to give consent. Incapacitation may be caused by a permanent or temporary physical or mental impairment. Incapacitation may also result from the consumption of alcohol or the use of drugs.

The use of alcohol or drugs may, but does not automatically affect a person's ability to consent to sexual contact. The consumption of alcohol or drugs may create a mental incapacity if the nature and degree of the intoxication goes beyond the stage of merely reduced inhibition and has reached a point where the victim does not understand the nature and consequences of the sexual act. In such cases, the person cannot consent.

A person violates the sexual misconduct policy if they have sexual contact with someone they know or should know is mentally incapacitated or has reached the degree of intoxication which results in incapacitation. The test of whether an individual should know about another's incapacitation is whether a reasonable, sober person would know about the incapacitation. An accused student cannot rebut a sexual misconduct charge merely by arguing that they were drunk or otherwise impaired and, as a result did not know that the other person was incapacitated.

A person who is passed out or unconscious as a result of the consumption of alcohol or drugs is physically helpless and is not able to consent.

## **Reporting Sexual Misconduct: Immediate Action and Important Information.**

The College urges anyone who has been a victim of an act of sexual misconduct to: seek medical attention immediately, seek counseling and support, inform the College of the assault and consider pursuing criminal charges. If you are a victim of sexual misconduct, you are encouraged to use the resources the College provides. While it is your choice whether or not to utilize the College disciplinary process, Emory & Henry is required by federal law to investigate any reports of sexual misconduct. Title IX of the Education Amendments of 1972, 20 U.S.C. Sec.1681, et seq., prohibits discrimination on the basis of sex in any federally funded education program or activity. The requirements of Title IX cover sexual violence and require colleges to take immediate and effective steps to respond to sexual violence. The resolution of these cases should be completed within approximately 60

calendar days following the receipt of the complaint, or in a timely manner given the complexity of the case. The College's Title IX Coordinator is Kim Steiner, Director of Human Resources, and she can be contacted at [ksteiner@ehc.edu](mailto:ksteiner@ehc.edu) or by calling 276-944-6112. Her office is located on the 2nd floor of the Kelly Library. The Title IX Coordinator can provide you with additional information regarding your Title IX rights.

You may want to report an act of sexual misconduct to both College and criminal authorities. One option is to immediately call 911 for assistance. Another option is to report the assault to your Area Coordinator or the Dean of Students Office in Wiley 121 (276-944-6122). Allegations of sexual misconduct are taken seriously and are investigated thoroughly.

If you need assistance to pursue the option of criminal charges, the Student Life staff can help you. Another option is to report the assault directly to the Emory & Henry Campus Police/Security (276-944-6222). A sworn officer will assist in investigating the complaint and will help you file a criminal report with the Washington County Magistrate's Office. The complainant may report the incident to the Commonwealth Attorney who will consider the case and decide whether or not to prosecute. In this option, the Commonwealth of Virginia accuses the alleged perpetrator and the complainant may serve as a witness for the Commonwealth. If you prefer to report an incident anonymously, call The Campus Conduct Hotline at (866) 943-5787. The College participates in this service and it is available for use around the clock, seven days a week. Because the Hotline is operated by an independent organization, any calls made through this Hotline are completely confidential. The hotline operator will record the complaint or concern and forward it to the appropriate staff member at the College for review and action as appropriate. Callers to the hotline may remain anonymous. Another option for victims is a civil suit for monetary damages through the legal system. For information about this option, contact an attorney.

### **Confidential Reporting**

Students who are victims of sexual misconduct may also wish to report incidents confidentially. Confidential reporters on campus are:

- Counselors/Licensed Therapists in the Powell Resource Center, located in Wiley 220 (276-944-6144)
- College Chaplain, located in Memorial Chapel (276-944- 6836)
- Pastor of Emory United Methodist Church (276-944-6841)
- Director of Health Services, located in College Health Center (276-944-6538)

Confidential reporters are required to report any sexual misconduct that they are aware of to the Dean of Students, but they cannot give the name of the student unless they receive permission to do so. This allows us to maintain an accurate accounting of violations that occur while also preserving the privacy of those students who are survivors of assaults and misconduct. All other employees are required to report incidents with names that they are made aware of on campus. Students in need of assistance should seek counseling and support.

Students should be aware that Virginia law requires the Title IX Coordinator to convene a review committee that consists of herself, the Dean of Students, and the Chief of Campus Police to determine if the safety of the campus is compromised. If so, the review committee must disclose information regarding the alleged assault to the law-enforcement agency responsible for investigating the alleged act. The Chief of Police is also permitted to disclose the name of the alleged victim to the Commonwealth Attorney.

### **Important Steps for Those Who Have Been Sexually Assaulted**

- Get to a place where you feel safe
- Seek a friend you can trust.
- Contact campus police, local law enforcement and/or the support/advocacy office.
- Use your assigned advocate to ask questions, get help with crisis intervention, get referrals, talk about reporting options and rights, make a safety plan and for other needs you have.
- Don't shower, bathe any part of the body, douche, urinate, defecate, use medications or brush your teeth, if possible.
- Stay in the clothes you are wearing or, if you've already changed, bring clothes, sheets and anything that was in contact with you during the assault in a paper bag (not plastic!) or wrapped in a clean sheet – don't clean or straighten the area.
- Don't touch anything the accused may have touched or left behind – this physical evidence can help if a criminal charge is pursued.

- Get medical help to check for internal injuries you might not be aware of, treat external injuries, be treated for certain STDs, and get information about HIV/AIDS & pregnancy prevention.
- Consider having a rape kit done at the hospital – even if you don’t think you want to press charges, having a rape kit allows you to have evidence collected should you change your mind later.
- Seek counseling support.
- Consider your legal options and ask questions for clarification.

### **Title IX Deputy Coordinators/Investigators as Student Advocates**

Students who are victims of sexual violence will have varied needs. Title IX Deputy Coordinators can serve as an advocate and can do the following:

- Provide information about campus and community services.
- Make referrals, as desired.
- Go to the hospital and/or law enforcement office with a student.
- Help with filing a report.
- Assist the student in getting a protective order or other remedies such as housing and class schedule changes.
- Provide an empathic listening ear.
- Help with academic concerns.
- Assist the student in preparing for judicial meetings – and accompany them, if requested.
- Meet with the student on a regular basis to follow up.
- Keep track of the details.
- Assure the victim that the assault was not their fault.
- Let the victim know that they are not alone.

### **Confidential Reporting Reminder**

- Students who are victims of sexual misconduct may also wish to report incidents confidentially.
- Counselors/ Licensed Therapists in the Powell Resource Center, located in Wiley 220 (276-994-6144)
- College Chaplain, located in Memorial Chapel (276-944-6836)
- Pastor of Emory United Methodist Church (276-944-6841)
- Director of Health Services, located in College Health Center (276-944-6538)

## **After a Report is Received**

- If a student reports that they are a victim of domestic violence, dating violence, sexual assault, or stalking – regardless of where the offense occurred – they will be provided with a written explanation of their rights and options that the College can provide, by the Title IX Coordinator or their designee.
- Steps in the Title IX process:
  - a. Upon being notified of an allegation of sexual assault, domestic violence, dating violence, or stalking the Title IX Coordinator or designee will meet with the Complainant to provide the Complainant with a copy of the applicable policy, to provide information on the available forms of support, to explain the various options for pursuing the matter, including going to the police, and to discuss any accommodations that may be appropriate concerning the Complainant’s academic studies, housing, and employment. At this meeting, the Title IX Coordinator or designee will seek to determine how a Complainant wishes to proceed. In all reports of alleged sexual misconduct, regardless of whether the Complainant wishes to pursue the disciplinary process, Emory & Henry will undertake a review to determine what happened and to assess whether any action need be taken to end the misconduct, prevent its recurrence, and address its effects per the College’s obligation to comply with state law SB 712.
  - b. If merited the Title IX Coordinator or their designee will meet with the respondent to provide them with a copy of the applicable policy, and to provide information on the available forms of support.

- c. Assign Title IX investigator(s).
  - d. Review the investigative report.
  - e. Determine if there will be a sexual misconduct hearing.
- When issuing timely warnings as required by the Clery Act, the College withholds the names of victims due to confidentiality.
  - Virginia law also requires any college employee who becomes aware of a sexual assault accusation to report to the school's Title IX Coordinator as soon as possible. The Title IX Coordinator must then convene a review committee within 72 hours to determine if the safety of the campus is compromised. If so, the review committee must disclose information regarding the alleged assault to the law-enforcement agency responsible for investigating the alleged act.
  - As a matter of policy, the College prohibits retaliation by its officers, employees, or agents against a person who exercises their rights or responsibilities under any provision of the Campus SaVe Act.
  - The College updates and publishes conduct guidelines and procedures annually in the Student Handbook.

## **Sexual Harassment**

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. The recurrence of such behavior and/or any type of retaliation that creates a hostile environment will not be tolerated and is subject to code of conduct charges.

## **College Disciplinary Procedures for Sexual Misconduct**

A student charged with sexual misconduct can be disciplined under the College's Student Conduct process 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 respondent from College property during the initial investigation, the respondent can be restricted from being on College property at their expense. If the respondent is allowed to remain on campus, restrictions may be applied (i.e. moved to another residence hall, assigned times for cafeteria access, no contact orders, etc.).

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.

### **The Hearing**

The Sexual Misconduct Hearing Panel is composed of a combination of 3 faculty and/or staff who are members of the Student Conduct Board system. The case will be heard by these community members and all investigative findings from the Dean of Students Office will be presented at the hearing. If there are additional code of conduct charges stemming from the same incident, all charges will be processed during the sexual misconduct hearing and resolved during this process. Both the complainant and respondent will be given an opportunity to make a statement and be questioned by panel members. These proceedings are not adversarial actions. Any complainant can request to give their testimony without being in the physical presence of the person they are accused. Screens, teleconference, or closed-circuit broadcasts may be permitted, but not to the disadvantage of the respondent. It will be the hearing officer's responsibility to ensure that all testimonies are presented in a fair and impartial manner.

In cases regarding sexual misconduct, the Title IX Coordinator or a designee will provide additional training for the Student Conduct Board before proceeding to a hearing. The standard of evidence is a preponderance of evidence, which means that a reasonable person can conclude that it is more likely than not that a violation has occurred.

## The Process

- Both the complainant and the respondent have the following rights before and during proceedings of an official student conduct hearing and may request to know the status of the case at any point during the student conduct process.
- Both the complainant and the respondent have the right to challenge selection of investigators and the composition of hearing boards based on conflicts of interests.
- All hearings of cases of sexual misconduct are closed. This means that all proceedings will be confidential and only those parties directly involved in the proceedings will be admitted.
- Both the complainant and the respondent have the right to know in advance the names of the witnesses to be called at the hearing and both can request specific witnesses.
- Both the complainant and the respondent have the right to have an advisor present in a hearing. This advisor shall be the of the student's choice. If a student needs assistance in finding an advisor, Student Life staff can assist upon request. However, only one such advisor may participate in formal proceedings. Information regarding the advisor can be found at this [link](#).
- Only relevant sexual history of either party may be discussed during the hearing. The Hearing Officer will determine the appropriateness of any evidence of a sexual nature. Prior sexual history between the parties may be relevant to an issue of consent.
- The complainant and the respondent have the right to testify on their own behalf or to remain silent during any of the campus proceedings. Such silence will not constitute proof of responsibility.
- The respondent has the right to hear evidence against themselves and to present testimony.
- Both the complainant and the respondent have the right to remain present during all proceedings.
- The complainant has the right to make a victim impact statement if the accused is found responsible for violating the sexual misconduct policy.
- Both the complainant and the respondent will be informed in a timely manner regarding the outcome of the hearing.

## Minimum Sanctions

- **Dating violence:** Two semesters disciplinary probation or suspension. Students found responsible can be suspended indefinitely until the complainant is no longer enrolled.
- **Domestic violence:** Two semesters disciplinary probation or suspension. Students found responsible can be suspended indefinitely until the complainant is no longer enrolled.
- **Sexual assault:** Three semesters suspension or until the complainant is no longer enrolled at the College. Virginia law requires that a prominent notation is made on the student's transcript if they have been suspended for, has been permanently dismissed from, or withdraws from the institution while under investigation for an offense involving sexual violence under the institution's code of conduct. The College is also required under this law to have a procedure for removing such a notation from the academic transcript of any student who is subsequently found not to have committed an offense involving sexual violence based upon the College's Code of Conduct.
- **Sexual harassment:** Two semesters disciplinary probation or suspension. Students found responsible can be suspended indefinitely until the complainant is no longer enrolled.
- **Stalking:** Two semesters disciplinary probation or suspension. Students found responsible can be suspended indefinitely until the complainant is no longer enrolled.
- **Sexual exploitation:** Two semesters disciplinary probation or suspension. Students found responsible can be suspended indefinitely until the complainant is no longer enrolled.

## The Appeal

- Both the respondent and the complainant may appeal the decision to the Sexual Misconduct Appeals Panel. The Sexual Misconduct Appeals Panel shall consist of a faculty member and a staff member who are members of the Student Conduct system. Appeals can be made on the grounds of violation of hearing procedures, violation of student rights, introduction of new evidence that was not available at the time of the original hearing, and/or excessive or inconsistent sanctions.
- All appeals must be in writing and submitted to the Dean of Students Office within three (3) academic days of written notification. The appeals must be based one or more of the following reasons (1) new, material evidence that was unavailable at the time of the investigation and hearing process, (2) procedural error that may have impacted the outcome of the matter, and (3) inappropriate sanction based on the finding. Mere dissatisfaction with the outcome is not a reason for appeal.
- At the end of the appeal filing time, both the respondent and the complainant will be notified if any appeals are received.

- The Sexual Misconduct Appeals Panel will review the appeal within five (5) working days and make recommendations to the Dean of Students that include one of the following:
  - A recommendation of no grounds upon which the appeal should be granted and the recommendation that it is denied.
  - A recommendation of grounds to grant an appeal and suggested revisions to the original finding and/or sanctions.
  - The Panel may make recommendations on the appeal immediately, without hearing additional testimony or evidence or call for both students and the Hearing Officer to attend a hearing for clarification purposes and/or new evidence, and then make a recommendation.
- If the Sexual Misconduct Appeals Panel reviews an appeal, it may recommend overturning the finding of the hearing panel; uphold the findings of the hearing panel, in which case it may recommend keeping the assigned sanction(s), reducing the assigned sanction(s) or increasing the sanctions.
- The Dean of Students or designee will review the recommendations within three (3) working days and notify both students of the outcome of the appeal. This is the conclusion of the formal appeals process.
- All student conduct proceedings involving sexual misconduct are subject to review by the Title IX Coordinator or their designee.

## **Transcript Notation**

Students should be aware that Virginia Law, effective July 1, 2015, requires schools to include a prominent notation on the academic transcript of each student who has been suspended for, has been permanently dismissed from, or withdraws from the institution while under investigation for an offense involving sexual violence under the institution's code of conduct. The College is also required under this law to have a procedure for removing such a notation from the academic transcript of any student who is subsequently found not to have committed an offense involving sexual violence based upon the College's Code of Conduct.

## **Support Services**

### **Immediate Psychological Consequences**

Some of the immediate impacts of sexual violence that you may see include:

- Shock
- Denial
- Fear
- Confusion
- Anxiety
- Withdrawal
- Guilt
- Nervousness
- Distrust of others
- Symptoms of post-traumatic stress disorder (PTSD) – emotional detachment, sleep disturbances, flashbacks, mental replay of assault

**Immediate Help**

911

*Campus Safety*  
276.944.6222

*Student Life Office*  
276.944.6529

*Director of Human Resources and Title IX  
Coordinator*  
*Kim Steiner*  
276.944.6112

*Dean of Students Office*  
276.944.6122

**Support & Confidential Reporting**

*College Health Center*  
276.944.6538

*Counseling in The Powell Resource Center*  
276.944.6144

*Chaplain's Office*  
276.944.6836

*Pastor of Emory United Methodist Church*  
276.944.6841

**OFF CAMPUS/COMMUNITY RESOURCES:**

**Immediate Help**

911

*Central Dispatch*  
*Washington County*  
276.676.6277

*Crisis Center*  
276.466.2218

**Support**

*Domestic Violence Officer*  
*Washington County*  
276.676.6031

*Victim Witness Assistance*  
*Washington County*  
276.676.4200

*Washington County*  
*Commonwealth Attorney's Office*  
276.676.6291

**Shelter/Information**

*Abuse Alternatives*  
800.987.6499

**Civil Legal Services**

*Legal Aid*  
866.534.5243

**A Way To Change My Life**

*Project Jane*  
855.I.AM.JANE  
(855.426.5263)  
276.525.1550  
Highlands Community Service Board  
[www.highlandscsb.org](http://www.highlandscsb.org)

**Anonymous Reporting: Campus Conduct Hotline 866.943.5787**

# Student Conduct 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 themselves as a responsible citizen, to abide by the stated rules and regulations of the College and to express themselves in an orderly manner.

## Code of Conduct 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 page 68). If found responsible, sanctions range from academic probation to expulsion.
2. **Sexual Misconduct:** See detailed information on pages 52-54.
  - A. **Dating violence:** Any act of violence by a person who has been in a romantic or intimate relationship with the victim. Minimum disciplinary sanction: two semesters disciplinary probation or suspension. Students found responsible can be suspended indefinitely until the complainant is no longer enrolled.
  - B. **Domestic violence:** Behavior which demonstrates a pattern of physically, sexually, and/or emotionally abusive behaviors used by one individual to assert power or maintain control over another in the context of an intimate or family relationship. Minimum disciplinary sanction: two semesters disciplinary probation or suspension. Students found responsible can be suspended indefinitely until the complainant is no longer enrolled.
  - C. **Sexual assault:** Any sexual contact without effective 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 effective consent whether by acquaintance or a stranger); attempted rape; sodomy (oral sex or anal intercourse) without effective consent; or sexual penetration with an object without effective consent. (The legal definition of criminal sexual assault is located in Virginia Code §§ 18.2-61 through -67.10 and can be accessed on the Code of Virginia website at <http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+TOC>.) Minimum disciplinary sanction: Three semesters disciplinary suspension. Students found responsible can be suspended indefinitely until the complainant is no longer enrolled. Virginia law requires that a prominent notation is made on the student's transcript if they have been suspended for, has been permanently dismissed from, or withdraws from the institution while under investigation for an offense involving sexual violence under the institution's code of conduct. The College is also required under this law to have a procedure for removing such a notation from the academic transcript of any student who is subsequently found not to have committed an offense involving sexual violence based upon the College's Code of Conduct.
  - D. **Sexual harassment:** Any unwelcome sexual advances, requests for sexual favors, or other verbal and/or physical conduct of a sexual nature when: 1) submission to such conduct is made either explicitly or implicitly a term or condition of a sexual nature; 2) submission to or rejection of such conduct by an individual is used as a the basis for employment/educational decisions affecting the individual; or 3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work/learning environment. Minimum disciplinary sanction: two semesters disciplinary probation or suspension. Students found responsible can be suspended indefinitely until the complainant is no longer enrolled.
  - E. **Stalking:** Repeated conduct which places a person, or their family, unreasonable fear of death, sexual assault, or bodily injury. Minimum disciplinary sanction: two semesters disciplinary probation or suspension. Students found responsible can be suspended indefinitely until the complainant is no longer enrolled.

F. Sexual Exploitation:

3. **Conduct dangerous to 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.
4. **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.
5. **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, firefighter, or an institutional official in the performance of their duties.

If found responsible for 5.A, 5.B, or 5.C, minimum disciplinary sanction: One semester suspension.

6. **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.
7. **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.
8. **Misuse of documents or technology:** Any forgery, alteration of or unauthorized use of institutional documents, forms, technology, 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.
9. **Firearms and other dangerous weapons:** The unauthorized or illegal possession and/or use of firearms, ammunition, or dangerous weapons of any kind including toys that look like weapons. This category also includes pocket knives that are 3 inches in length or more, paint guns, and other similar weapons. If found responsible, minimum disciplinary sanction: Two semesters of disciplinary probation or suspension.
10. **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.
11. **Alcoholic beverages:**
  - A. **Individual Students Over the Age of 21 Years:** Students 21 years of age or older are permitted to possess and consume alcohol in their residence hall rooms, provided (a) all residents assigned to the room are 21 years of age or older, (b) no more than four persons are in the room during the time in which alcohol is being consumed and (c) all doors to the room must be closed while containers are open. Alcohol may also be consumed or possessed by those persons of legal age at College events in designated areas as approved by the Dean of Students. When transporting alcohol to a residence hall room containers must be stored in an unmarked bag. If found responsible, students shall be subject to the entire range of disciplinary action at the discretion of the College conduct agent, including sanctions under the Drunken Behavior or Open Container Policy and/or a loss of the designation of a room permitted to possess and/or consume alcohol.
  - B. **Individual Students Under the Age of 21 Years:** Students under the age of 21 years are not permitted to possess or consume alcohol anywhere on the College campus in accordance with state law. If a student under the legal age is found in possession of or consuming alcohol, a student conduct meeting will be held. The following sanctions will apply to students found to have violated the College alcohol policy.
    - First violation:** disciplinary warning, \$50 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 fine, referral to on campus counseling, community restitution, and a copy of written sanction to parents.
    - Third violation:** two semesters disciplinary probation, \$100 fine, community restitution, referral to mandatory

off-campus substance abuse counseling at a student's expense, and a copy of written sanctions to parents.

**Fourth violation:** subsequent sanctions for violations can include removal from the 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. If a law enforcement officer witnesses a student under the age of 21 years in possession of or consuming alcohol, that officer has the authority to issue a criminal citation for the violation. The penalty for having been found guilty of underage possession can range from a fine, jail time, community service, probation, and/or loss of driving privileges under state law. Future employers may also require disclosure of criminal convictions on employment applications.

- C. **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 of 11.A or 11.B, minimum disciplinary sanctions are as follows: First violation: Disciplinary warning, \$50 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 fine, referral to on campus counseling, community restitution, and copy of written sanction to parents. Third violation: Two semesters disciplinary probation, \$100 fine, community restitution, referral to mandatory off-campus substance abuse counseling at student's expense, and a copy of written sanctions to parents. Fourth Violation: Subsequent sanctions for violations can include removal from the 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.
- D. **Driving while impaired:** Operating a motor vehicle on campus while under the influence of an intoxicant is determined by campus security or other law officer is prohibited. If found responsible, 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 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.

#### ***Reporting Concerns of Alcohol Abuse and Intervention***

*Should any member of the campus community feel that any student appears to have a problem with alcohol, they should speak to Student Health staff, or a Student Life staff member to express concern. Follow-up to obtain counseling if needed will be completed by the Student Health Director or Campus Counselor. In an intervention program, no disciplinary sanctions would be applicable unless the student has violated No. 11.A, 11.B, 11.C, or 11.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.*

#### **12. Drugs:**

- A. The unlawful possession of and/or use of any drug or controlled substance (including any stimulant, depressant, narcotic, hallucinogenic drug or substance, synthetic marijuana 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. Deferred suspension can be utilized in cases of simple possession of marijuana. Students will be required to complete substance abuse assessments and counseling during deferred suspension periods and may be required to submit to random drug testing at their own expense.
- 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. Deferred suspension can be utilized in paraphernalia cases. Students will be required to complete substance abuse assessments and counseling during deferred suspension periods and may be required to submit to random drug testing at their own expense.

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

**14. 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. Entire range of sanctions can apply.

15. **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.
16. **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.
17. **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.
18. **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 conduct agent.
19. **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.
20. **Discrimination and/or social harassment:** Discriminatory or harassing behaviors are 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. Please refer to pages 51-52 for the full policy and resolution procedures.
21. **Violation of the Community Covenant:** Any violation of the community covenant as published in an official institution publication (see page 68). Entire range of sanctions is available at the discretion of the College's student conduct agent.
22. **Unchartered organizations:** It is a violation to be a member of organizations that are not chartered with the Student Government or Greek Council. First violation: one semester probation, Second violation: one semester suspension.
23. **Unregistered members:** It is a violation to be a member of a Greek organization without being registered with the College as an official member. First violation (individual): one semester probation, Second violation (individual): one semester suspension. First violation (organization): warning, Second violation (organization): suspension of pledging activities for one semester, Third violation (organization): suspension of chapter for a specified time period.

## Student Conduct Process

### Sanctions

Minimum disciplinary sanctions applicable for infractions of College regulations are cited in the Code of Conduct. The purpose of College disciplinary sanctions 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 administrators and conduct boards 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 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. **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. Recognized student organizations found responsible will be referred to the Dean of Students.
- B. **Informal Resolution:** In cases deemed appropriate by the Dean of Students or their designee, informal resolution can be sought out with a campus organization. An informal resolution is a binding agreement between the organization and the College. Failure to meet the requirements of the resolution can result in formal charges being brought against the group.

## 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 their own initiatives.
- B. **Warning:** Official notice to the offender in writing that they have 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 \$350.00. 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 student conduct 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. **Deferred Suspension:** Notice of suspension from the College with the provision that the student may remain enrolled contingent upon meeting any condition(s) specified and no additional code of conduct violations. Not meeting the contingency shall immediately invoke the suspension for the designated period of time and under the conditions originally imposed without additional hearings and/or appeals. This means that if the student is found responsible of any violation during that period, they will be subject to the deferred sanction without further review in addition to the disciplinary action appropriate to any new violation. Deferred suspension may only be applied once in the student's entire enrollment.
- H. **Expulsion:** Permanent dismissal from the College (see note below).
- I. **Referral To Civil Authorities:** Referral of the case to civil authorities (see note below). Note: Students are advised that copies of letters pertaining to disciplinary sanctions will be sent to parents or guardians. Students who are expelled from the College are banned from all College properties. 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/expulsion is invoked.

**Note: Violations of any policy occurring near the end of a semester can have sanctions extending through the next semester as deemed appropriate by the hearing board.**

## 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. An audio recording of each hearing will be made by the conduct officer and kept on file for three years. Reasonable care will be taken to create a quality recording and minimize technical problems; however, technical problems that result in no recording or an inaudible one will not be a valid argument for appeal.

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

- The Council has found no grounds upon which the appeal can be granted and it is denied.
- The Council has found grounds to grant an appeal. In which case the Council may:
  - Rule on the appeal immediately, without hearing additional testimony or evidence.
  - 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:

- Overturn the finding of the hearing body
- Uphold the finding of the hearing body, in which case it may:

- Keep the assigned sanction(s); or
- Reduce the assigned sanction(s).
- The Council may not increase sanctions. (Exception: sexual misconduct cases—see details in that section.)

The student may appeal the decision of the Appellate Council to the Council on Student Standards (previously known as 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 Council on Student Standards shall be the final formal appeal within the student conduct system.

All student conduct proceedings except those involving sexual misconduct are subject to review by the President of the College or his designee. The President reserves the right to convene a panel of community members to assist in the review of cases.

## Administrative Suspension

**Policy and Procedures for Summary Administrative Suspension.** Any student whose conduct endangers or may endanger themselves, 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 their right to a hearing with the Dean of Students or designee. The only appeal at this level is to the President or his 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.

## The Student Conduct Structure

### I. Initial Jurisdiction

#### A. The Student Conduct Board

1. The Student Conduct Board shall be charged with initial jurisdiction over cases where Code of Conduct violations and Honor Code violations have occurred.
2. The Student Conduct Board shall be composed of a pool of no fewer than ten councilors: at least six students, two faculty members, and two administrative members.
3. 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.
4. For cases involving social discipline where a Code of Conduct violation has occurred, the following shall apply:
  - a. If the possible sanctions are less than suspension or expulsion, only three of the student councilors shall serve for the proceeding.
  - b. If the possible sanctions include suspension or expulsion, only three student councilors, one faculty member, and one administrator shall serve for the proceeding.
  - c. 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.
5. For cases involving an Honor Code violation, only three student councilors, one faculty member, and one administrator shall serve for the proceeding.
6. 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.
7. 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 student conduct process, and if necessary, petition for an administrative hearing in cases where it is developmentally appropriate.

8. 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 Student Conduct 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 student conduct process are exceptional students and upstanding members of the community.

#### **B. Administrative Hearing Option**

1. 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 Student Conduct Board, an administrative hearing may be conducted.
2. 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:
  - a. The Hearing Officer shall contact the Dean of Students and present the pertinent information about the case to the Dean.
  - b. 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.
  - c. A Hearing Officer appointed by the Dean of Students shall conduct the administrative hearing.

- C. Honor Cases** - There shall be no option for administrative hearings in Honor Cases, except during the summer session. During this time, the Dean of Faculty or their authorized representative(s) shall hear the case and provide for a just and expedient appeals process.

## **II. Appellate Jurisdiction**

### **A. The Appellate Council**

1. The Appellate Council shall be charged with initial appellate jurisdiction over matters adjudicated by the Student Conduct Board and any administrative hearings other than summary administrative hearings.
2. 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.
3. 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.
4. 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 student conduct process are exceptional students and upstanding members of the community.
5. 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 their authorized representative(s) shall provide for a just and expedient appeals process.

### **B. Council on Student Standards**

1. The Constitutional Council on Student Standards shall be the final appellate jurisdiction within the Student Government's Student Conduct System. It shall be the second and final appeal within said system afforded to accused students.
2. The Council on Student Standards shall be constituted as provided in Article VIII of the Student Government Constitution.

## **III. Procedures**

- A.** All student conduct procedures shall take care to protect the rights of students, provide due process, and ensure swift and just student conduct 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 authorized representative shall have the authority to review decisions of the Student Conduct 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 Student Conduct Code prior to such participation.
- C. In all proceedings the student shall have the right to the assistance of an advisor of their 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 student conduct 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 student conduct proceedings.
- E. No student shall be compelled to give testimony which might tend to incriminate themselves; refusal to do so shall not be considered evidence of responsibility.
- F. During the official student conduct proceedings, no statements or evidence shall be used against the student unless they are advised of their content and the identity of those who made them, and unless they are 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 student conduct 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 student conduct 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 student conduct 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 Student Conduct 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 student conduct or appeals councils 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 student conduct 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 their 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 themselves in to the professor. In cases of voluntary confession, the defendant may receive a more lenient sentence.
2. If the defendant does not turn themselves 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, they shall confront the student. A student who admits to the offense may receive a more lenient sanction. After a professor learns of or observes a violation, they 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. 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 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 Student Conduct 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 their 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 Honor Council 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**

If the student is found responsible, sanctioning will occur. Prior to determining sanctions, the Honor Council 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 Appeals Board must notify the accused student of one of the following decisions:

- A. The Board has found no grounds upon which the appeal can be granted and it is denied.
- B. The Board has found grounds to grant an appeal. In which case the Board 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 Board 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 Appeals Board may not increase sanctions

## Second Appeal

The student may appeal the decision of the Appeals Board to the Council on Student Standards, 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 Council on Student Standards shall be the final formal appeal within the student conduct system. All student conduct proceedings are subject to review by the President of the College or his 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 their designee.

## **III. Formal Resolution Procedures**

- A. If informal resolutions fail, students may submit a request to the registrar for consideration before the Committee on Academic Standards, which will serve as a final review board. Students must submit appeals of grades of summer term courses no later than August 1, of fall semester courses no later than January 3, and of spring semester by no later than May 15. Students choosing to use electronic communications are responsible for confirming that the request has been received. At least five days before a hearing, the chair of the Committee on Academic Standards will notify all parties, in writing, of the complaint and the time 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.

##### **C. Involving Academic Freedom**

Students who perceive that a faculty member is interfering with their academic freedom should attempt to meet with that faculty member to reach a resolution. If such resolution is not achieved, the student may ask for a meeting with the faculty member's Department Chair (Division Chair if the faculty member in question is the Department Chair and the Vice President for Academic Affairs if the complaint is against a Division Chair) in an attempt to reach a resolution. If the meeting does not result in a resolution, then the student may ask for a meeting with the Vice President for Academic Affairs whose ruling can only be reviewed and overturned by the President. At this point, the student's complaint against the faculty member should be provided in writing to that faculty member and the Vice President for Academic Affairs at least three working days prior to the meeting with the Vice-President of Academic Affairs. The Vice President for Academic Affairs should have the right to meet with the faculty member against whom the complaint has been lodged and ask the faculty member to provide a written response within five working days to the charges brought by the student. If the Vice President finds a breach in the student's academic freedom has occurred they may address the violation using the relevant means described in the above paragraph. Whatever the finding, the Vice President for Academic Affairs should provide their decision to the faculty member in writing within 15 working days of having met with the accused faculty member.

##### **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 Student Conduct Board or Dean of Students for consideration and possible referral to the judicial process under procedures specified in the Code of Conduct and the Student Conduct Code.
- B.** Grievances involving violation of the Code of Conduct by student organizations should be submitted in writing [see Student Conduct, beginning page 59] (anonymously, if preferred) to the Student Conduct 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 Student Conduct and Honor Affairs, the Dean of Students, the Greek Council President or Advisor.
- 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 and transfer 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. First-year students who are on a varsity athletic team are ineligible to pledge a Greek fraternity or sorority.
- D. 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.
- E. 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.
- F. The names of all pledging coordinators shall be available to the administration and the Student Government.
- G. Greek organizations may schedule college facilities for use by pledges for study hall or pledging activities.
- H. Pledging must not interfere with the academic progress of pledges or members. Pledges must have access to the library without interference of pledge activities.
- I. All pledge activities must be registered with and approved by the Greek Council Advisor 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 organization's 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.

# Student Government Constitution\*

*\*Note: As of 2014, the following word changes have been made within the Student Handbook due to recommended best practices: Judicial Board is referred to as Student Conduct Board. Central Judicial Council is referred to as Council on Student Standards. Judicial (as an adverb) is now replaced with student conduct. These changes have not been made in the Student Government Constitution as of Fall 2015.*

**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 their 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 their 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 principal 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 their 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:*

1. Should the President of the Student Body choose to veto legislation in constitutionally allotted time, they are 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.
2. 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 principal executive officer of the Student Government. Pursuant to Senate Bill #191 (March 21, 2007), in order to qualify for the office of Student Body President, they must have achieved at least a junior status, have a cumulative GPA of at least 2.5, have never been suspended for disciplinary reasons and must have attended Emory & Henry College for at least two consecutive semesters. 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. They 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 their designee shall serve as the official representative of the Student Body and Student Government. In addition, the President or their 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. They will serve as an assistant to the President in formulating policy and legislation, as well as in representing the student body. Pursuant to Senate Bill #191 (March 19, 2007), in order to qualify for the office of the Vice President, they must have achieved at least junior status, have a cumulative GPA of at least 2.5, have never been suspended for disciplinary reasons, and must have attended Emory & Henry for at least two consecutive semesters. 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 they are 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 Treasurer, 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 upper-class 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 they 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 electable student position, any person wishing to run for and retain that office must at all times during their term be a degree-seeking student of Emory & Henry College.
2. Any person wishing to run for the office of Senator must live in their respective district at the time of elections.
3. Any student-elected official who is placed on any type of probation during their term of office would become ineligible for their 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 their case before the Senate assembled.
11. Any appointed executive officer who is negligent in their 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.

**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.

# Security and Acceptable Use of the Campus Network and Technology Policy

The Information Technology Services department, with the oversight of the College's Executive Council, determines the campus network and technology security and acceptable use policy in accordance with the security and preservation needs of Emory & Henry College, best practices in the IT industry, and in compliance with federal, state, and local legal requirements. All students, faculty, staff, and others affiliated with Emory & Henry College receiving a network access account must adhere to the following policies and guidelines. Employment or enrollment 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 published regularly on the College website and in various official College publications such

as the Student Handbook, Faculty Handbook and the Staff Handbook. All network users must adhere to the most current published revision.

Guests of the College utilizing Internet access through the College's network are expected to practice good Internet citizenship in their online activities, so as to avoid reflecting negatively on Emory & Henry College. Specifically, they must adhere to all local, state, and federal laws, not download illegally obtained copyright protected materials, and not access websites or materials which are not in keeping with the teaching, research, and educational goals of the institution. Anyone affiliated with Emory & Henry College who allows minor children to utilize public access computers on campus must be responsible for the actions of those children and should remember that Emory & Henry College does not have any filtering hardware or software in place for Internet content. Guests will have limited access to network resources.

All students, faculty, and staff 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. Non-academic online activities, such as gaming and streaming, are allowed, but Emory & Henry cannot guarantee full support of all systems. This policy pertains to all mobile devices, computers, printers, scanners, networks, Internet connections, and communication systems transmitting voice, data, or video information owned or leased by the College or connected to the College network. 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 Emory & Henry 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, the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (US PATRIOT Act), and Commission on Accreditation for Law Enforcement Agencies (CALEA), 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. Access to and the utilization of data contained within College administrative, academic, and student support administrative systems are also subject to Family Educational Rights and Privacy Act (FERPA) regulations and authorized users agree under this acceptable use policy to adhere to and abide by FERPA privacy and security guidelines. Student and staff medical and counseling records may be subject to Health Insurance Portability and Accountability Act (HIPAA) regulations and must be accessed and handled in accordance with those established guidelines and regulations. Please note: no confidential data should be stored on any non-Emory & Henry owned and operated file storage solutions, including, but not limited to, third-party cloud storage.

### **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.
- Use copyrighted materials only with the proper approval by the copyright holder or in compliance with "Fair Use" guidelines as described in current federal copyright legislation.
- Use resources only for appropriate purposes, such as, but not limited to, assignments given by instructors, college related work, communication. Inappropriate use is described in the section below.

- Discontinue use of a College public-access or lab computer for personal or recreational activities if no other resources are available for students to use for class assignments. Protect the individual's user logon ID (user account) from unauthorized use. The individual is responsible for all activities on their user ID.
- Access only files and data that belong to the individual user, that are publicly available, or to which the individual user 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 logon 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 with 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.
- Transmit, distribute, upload, post, or store any material in violation of any applicable law or regulation, or that encourages conduct that could constitute a criminal offense, gives rise to civil liability or otherwise violates any applicable local, state, national or international law or regulation. This includes, without limitation, material protected by copyright, trademark, trade secret or other intellectual property right used without proper authorization.
- Transmit, distribute, upload, post, or store any material that is obscene, defamatory, libelous, unlawful, harassing, abusive, threatening, harmful, vulgar, constitutes an illegal threat, violates export control laws, hate propaganda, fraudulent material or fraudulent activity, or invasive of privacy or publicity rights.
- Use College resources to create personal web pages containing (1) pornography or (2) abusive and/or profane language.
- 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.
- Peer-to-peer file sharing is now prohibited at Emory & Henry College in compliance with the U.S. Higher Education Act. Downloading movies, music, or other copyrighted materials without permission of the copyright holder is strictly forbidden. There are numerous legal and legitimate sites in the World Wide Web for the downloading of materials, such as iTunes.com and Rhapsody.com. The College recommends that anyone wishing to download music or other copyrighted materials utilize legal means to do so.
- Any non-computing device must be approved and registered through the IT Help Desk before it can be connected to the network. Kelly Library and IT Services reserves the right to restrict devices accessing the network.
- The E&H wireless network does not accept non-College access points. Personal wireless access points, hubs, and routers are strictly forbidden.
- Any Computers connected to the Emory & Henry network are strictly forbidden to function as hosts for network services such as peer-to-peer, file-sharing, local area networks (LAN), etc.

### **Abuse of E-mail Privileges**

E-mail and network connectivity are a privilege, not a right. These privileges can be revoked for violations of this Acceptable Use policy. Unacceptable behavior includes, but is not limited to:

- Infringement on others' privacy
- Interference with others' work
- Copyright infringement
- Illegal activity

- Use of mass email for commercial or political mailings
- Use of distribution lists for purposes other than teaching, research, and administrative needs of the College
- Penalties for unacceptable behavior range from deactivation of the account through College judicial action or referral to law enforcement authorities. For minor first offenses, the Chief Information Officer/Director of the Library will notify the offender with a simple e-mail warning.

### **Mass E-mail Guidelines**

Mass electronic mailings shall be concise and to the point. The use of attachments should be limited to small size files, such as MS Word and Excel files. Larger files can be posted on the password-protected section of the website or on the learning management system. To post a document on the web site, please contact Public Relations. If you need assistance with the learning management system, please contact the Instructional Technologist. Mass e-mail is recognized as an important medium for facilitating communication within the Emory & Henry community. However, the potential misuse of mass e-mail is also recognized. The policies and procedures found in this document attempt to provide guidance for the appropriate use of the All Employees e-mail distribution list.

Remember that the College's official internal electronic newsletter, The Scoop (not e-mail), should be used for all general College-related announcements and for providing information about programs, projects and activities. If you need assistance with including these events in the College's electronic calendar, please contact Public Relations. In order to have your news or event featured in The Scoop, a request should be submitted to [Scoop@ehc.edu](mailto:Scoop@ehc.edu) by 2 p.m. the day before the announcement should appear in the e-newsletter. If you are unsure about where to post an announcement, please contact the Help Desk for assistance. In addition, discussion forums should be set up through the use of Moodle (not e-mail). If you need assistance with setting up a Moodle account for a discussion forum, contact Valerie Lewis, Instructional Technologist, at [vlewis@ehc.edu](mailto:vlewis@ehc.edu).

Mass e-mail lists should be used only for the following purposes:

- Instructions from the faculty marshal and/or staff that do not seem appropriate for other communication media.
- Communication from the chair of the staff affairs committee for all faculty and/or staff that does not seem appropriate for other communication media.
- Communication from senior administrators for all faculty and/or staff that does not seem appropriate for other communication media.
- Communication from individual faculty or staff of general interest to a majority of faculty and/or staff that does not seem appropriate for other communication media.
- Distribution of faculty and staff surveys.
- Reports from faculty or staff committees or task forces of general interest to a majority of the faculty and/or staff.
- Reports from the faculty or staff representative to the Board of Trustees.
- Reports from the governance groups (Faculty Advisory Committee, the Staff Affairs Council, etc.).

### **Urgent Messages**

Urgent mass e-mails are reserved for highly important, time-sensitive emergency notices. In those cases, faculty and staff need to contact one of the following offices and request the message to be distributed to the College-wide community. Urgent messages must be sent in plain text and contain no graphics, bolding, or other HTML formatting. The following is a list of the offices authorized to distribute mass e-mails to the campus-wide community:

- President's Office
- VP for Academic Affairs
- VP for Student Life
- Campus Police/Security
- VP for Business and Finance
- Chaplain's Office
- Centralized Student Assistance
- Physical Plant
- Library/IT

**Urgent messages include the following:**

- Messages concerning emergency, health and safety: bomb or terrorist threat; natural disaster alert; mechanical failures; weather closures or delays; crime alerts; and computer virus alerts;
- Health alerts.
- Logistics announcements: construction closures; traffic routing; and ozone or environmental alert notices.
- Messages pertaining to matters of college-wide policy.
- Messages of a timely nature having direct impact on large numbers of faculty, staff, or students.

**Web pages on College Servers**

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.

**Accessing Data in the Administrative Systems of Emory & Henry College**

The College recognizes that personnel must have access to student records and other data that is protected under the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA) in order to conduct the legitimate business of the College. All Emory & Henry College administrative system users agree that use of systems maintained by partners, consortia arrangements, etc. is governed by the rules and regulations set forth in this policy. Acceptance of this policy implies cooperation with the spirit and intent of any complementing acceptable use policies which may be provided by E&H's service providers. College personnel must adhere to the following policies:

- Computers logged into Datatel, Raiser's Edge, or other administrative system applications, must never be left unattended. All users should log out of these systems whenever it is not in active use.
- No faculty or staff, office or department, should share administrative system accounts.
- Student work access to administrative systems must be strictly supervised and must be conducted only through the use of an authorized student assistant administrative system access account.
- Administrative users should not store any confidential data on hard drive, flash memory sticks, or other portable storage media. All confidential data derived from administrative systems must be stored and shared via secure password-protected folders on the network.
- Confidential data in reports, spreadsheets, or other formats must not be emailed to other personnel. It should be stored and retrieved from password-protected folders on the network.
- Personnel working from remote locations or taking work off campus on laptops or other portable devices must not download any data which falls under the protection of FERPA or HIPAA regulations.
- Students, faculty, employees, and others authorized by consortia partners on shared systems may be provided an account on the partner's information networks. Account privileges may include, but are not limited to, secured network storage, networked applications, databases, and Web services.
- All permanent employees who need to access the administrative systems of consortia partners will receive user account information from the consortia partner's network administrators through the Emory & Henry Library and IT department, which is the liaison between the College and the consortia partner. Access will be revoked immediately upon termination or at the end of the last day of employment.
- Users shall under no circumstances represent themselves as others for the purpose of circumventing established policies or security measures, or for any reason without explicit permission of the others. Sharing accounts and/or passwords is a violation of this policy.

**Enforcement**

The Information Services Department reserve the right to enforce this policy as deemed necessary to protect the security of the network, data and files, as well as the rights and privileges of its users. These policies have been developed in consultation with IT directors from the Council of the Independent Colleges of Virginia member institutions and represent widespread practices in public and private institutions of higher education throughout the United States.

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 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 Faculty and Faculty Status handbooks, the Staff handbook, or the Student 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, the Interstate Transportation of Stolen Property statutes, the Virginia Computer Crimes Act, the Electronic Communications Privacy Act, and the Telecommunications Act of 1996.

## **Cooperation with Law Enforcement Investigations**

The proper procedures for staff members in the Emory & Henry Library and Information Services Department regarding cooperation with and participation in investigations of suspected misconduct involving the use of the campus network or technology hardware and/ or software are as follows:

- When seeking technical support assistance from Library and Information Services staff, each student must sign a waiver which states that the department may look at the student's personal computer files in the course of completing the requested technical support. The waiver authorizes the department to view the content of the computer's hard drive(s) in the course of completing any requested technical support assistance, if necessary in assisting the computer user.
- Should a department staff member discover potentially illegal activities, data, or files on a computer, they are to immediately document what they saw, why they came into contact with that data or file, and how they arrived there in terms of the directory structure. The staff member should take no direct action, but should notify the Director of Information Services immediately. If the Director of Information Services is unavailable, then they should notify the VP for Student Life without delay if a student is involved, or the VP for Business and Finance if an employee is involved. If none of these administrators are available, or if there is a genuine threat to public safety inferred in the discovered materials (e.g. bomb threats, plans for violent activities, etc.), then the staff member is authorized to notify Campus Security, or law enforcement officials directly if Campus Security is not available.
- Staff members are not to confiscate any personal computers or other technology that is not College-owned property.
- Staff members are authorized to remove College owned technology and return it to the Library and Information Technology department for removal of materials which violate the Security and Acceptable Use Policy with the approval of the Chief Information Officer/Director of the Library.
- Staff members are authorized to boot up computers, open files, or examine directories or folders on College-owned and non-College-owned equipment for College officials, if requested, in the investigation of suspected infractions of the Security and Acceptable Use policy if the equipment in question has been connected to the Campus network.
- Department staff members are not to release any information, data, or files, of any kind to law enforcement authorities without receipt of a properly-executed subpoena compelling the College to cooperate in a criminal investigation. Any questions or comments can be directed to the Chief Information Officer/Director of the Library.

## **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**

1. 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; and the Associate 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.

2. Each person selected to serve on the Board shall be selected for a two-year term. Any member of the Board may be reappointed to additional terms.
3. 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.
4. 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 their 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

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;

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.

# Intellectual Property Rights Policy

## Patent Policy

Emory & Henry College retains the rights to procure patents of inventions or discoveries made by College faculty, other employees, or students working for the College or utilizing the College's facilities. The College intends by procuring patents to bring about professional recognition for the inventor or inventors, utilization of inventions and discoveries, and an appropriate financial return to the inventor or inventors and the College.

"Inventions" and "discoveries," in U.S. Patent Office terminology, are defined as processes, machines, compositions of matter and other articles of manufacture, including improvements, new methods, etc.; design; plants, asexually and sexually reproduced, with some exceptions. Inventions involve conception, a mental act, and reduction to practice.

**Equity** - The equity of the inventor or inventors in a patent is determined largely by the source of funding for the research which led to the invention or discovery, as follows:

*College-funded research:* the inventor or inventors share in the net proceeds from a patent, as indicated below, with all patent costs paid by the College and recouped from the proceeds. Apportionment details are described in the "Proceeds" section below.

*Personal research:* if no significant use of College facilities is involved, the inventor or inventors may obtain and retain full rights to a patent, or they may assign the invention or discovery to the College for handling as under College-funded research.

*Research funded by government or industry:* the inventor or inventors share as specified in the contract or grant and, if applicable, as further specified below.

*Extramural consulting funded research:* the inventor or inventors share in the rights to a patent as specified by the extramural consulting agreement, unless approval for extramural consulting was not obtained and/or substantial use of College facilities was involved.

**Proceeds** - In the case of College-funded research, the inventor or inventors will receive 50 percent of the first \$100,000 of net royalty; 40 percent of the second \$100,000; and 30 percent of all net royalty income over \$200,000.

Net royalty income will be determined by the following method: first, all out-of-pocket College expenses for obtaining, defending and marketing the patent will be recovered. Second, a 15 percent administrative charge will be used to provide resources to encourage invention disclosures and to process these in a timely manner, and to facilitate the transfer and commercialization of discoveries and inventions.

The inventor or inventors are required to execute assignments and other documents that the College determines to be necessary to obtain a patent. The College faculty, other employees, and students must report all inventions or discoveries considered patentable to the College's President. Note that, in the United States, a patent on an invention or discovery must be applied for within one year of the first publication disclosing an invention or discovery and that, in certain foreign countries, a patent must be applied for prior to such a publication.

The College is required to consider promptly any disclosure of an invention or discovery and determine within six months what action it plans; otherwise, the inventor or inventors may request the rights to the invention or discovery for subsequent patenting on their own, unless this is prohibited by the provisions of an applicable grant or contract.

The College shall have the right to determine how and for what consideration any patent rights assigned to the College shall be used.

## Copyright Policy

Examples of works covered by copyright include, but are not limited to, the following:

- Books, journal articles, texts, glossaries, bibliographies, study guides, laboratory manuals, syllabi, tests, and survey instruments;
- Lectures and unpublished lecture notes;
- Films, slide programs, filmstrips, charts, transparencies, pictorials, graphics and other visual aids; video and audio tapes and cassettes;
- Live video or audio broadcasts;
- Programmed instruction materials;
- Computer programs and documentation.

- Copyrighted material may be produced through individual efforts, College-assisted individual efforts, extramural sponsored efforts, or College-assigned efforts.

Individual Efforts - Emory & Henry recognizes the long-standing custom and tacit understanding that faculty members own copyright to their individual scholarly work. A member of the College is entitled to ownership of copyright and royalties or other income derived from individual scholarly works. Individual work for members of the faculty is defined as that scholarly work which is generally expected of faculty and incorporated into the regular recognitions and rewards processes of the College and is not a specific College-assigned effort. Individual work, so defined, is automatically exempt from the formal review procedures of this policy.

College-assisted Individual Efforts - Materials or works produced by employees of the College are subject to copyright by the employee and/or the College as co-authors if the production cost is specifically shared by the employee and the College and the material and works are not prepared in accordance with the terms of a contract or grant in which the College is a party or as a specific College assignment.

In cases of College-assisted individual efforts in which the College assistance is less than 50 percent of the costs of production, the individual employee shall retain the copyright, and the College may share in the division of royalty and other income up to the total of reimbursement costs of College assistance. This applies also to individual scholarly work in which the College provides specific and non-routine support for the work. In cases in which the College assistance is 50 percent or greater, the College shall retain the copyright, and the division of royalty and other income shall be based on percentage of sponsorship.

Routine use of the library, office space, equipment, supplies, facilities, and personnel does not, for the purposes of this policy, constitute College assistance.

Extramural Sponsored Efforts - Rights to materials and works subject to copyright and developed as a result of work supported partially or fully by an outside agency through a contract or grant shall be determined in accordance with the terms of the contract or grant. In those cases where copyrights are vested in the College or shared between the sponsor and the College, the producer may share in the income within the provisions of this policy.

College-Assigned Efforts - Materials or other works produced by employees of the College shall be subject to copyright exclusively by the College if the College assigned the employee to write or produce the specific materials or works. Sharing of royalty or other income with the author or producer may be authorized by the Vice-President for Academic Affairs and the President as an incentive to encourage further development of copyrightable materials. A faculty member's general obligation to produce scholarly and creative works and/or the receipt of a sabbatical leave, unless there is a specific agreement to the contrary, do not constitute College-assigned efforts as defined in this policy.

Remuneration - An employee of the College may receive royalty and other incomes resulting from the net profit earnings from copyrighted material. No limit shall be set on the amount of royalty income an individual may earn. Determination of the relative amounts of royalty and other income earned or projected shall be made at the time of copyright application, or at such prior time as deemed appropriate, and within the provisions set forth in this policy. All remuneration agreements shall be put in writing.

Copyright Appeals – For faculty appeals, the Faculty Advisory Committee shall be convened to review the application of this policy and shall submit its recommendations to the President in the event of disagreement between the faculty member and the Vice-President for Academic Affairs. Either the faculty member or the Vice-President for Academic Affairs may request a review. Staff appeals should be submitted to the Vice President for Business and Finance who will submit his/her recommendation to the President.

## Online Student Privacy Policy

### STUDENT CONDUCT-

#### *Technological Responsibilities*

As part of their online course experience, students should practice technological responsibility. Students should have a back-up plan in place in case of computer difficulties or loss of internet service. Avoid using technical problems as an excuse for late work. Search online for solutions to error messages or other difficulties before contacting the Help Desk.

#### *Communication and Netiquette*

Students and faculty should communicate respectfully and professionally. Inappropriate language or behavior may result in disciplinary action and/or expulsion. Writing Expectations -- Students should use Standard English grammar, spelling, punctuation, and capitalization. Proofread all work before submitting it. Avoid acronyms, emoticons, and abbreviations.

## 2. STUDENT PRIVACY

### *Identity Protection*

All course participants will be issued a username and password. Students are prohibited from sharing this information for any reason, including allowing others to access course materials. Students must fill out the online consent form available on the E&H website. This form allows students to indicate how and when the College may release personal information. (To inform faculty of Family Education Rights and Policies Act [FERPA] rights and obligations, the College will distribute the Information Release Policy and offer presentations at faculty meetings.)

To verify that the registered student is the same person who completes the coursework, the College will periodically check student IDs. Students may also be asked to present identification in the following circumstances:

- o Campus visits
- o Face-to- face classes
- o Video conferences with instructors

### *Data Protection*

All distance education courses are housed and conducted in Moodle, our learning management system. To ensure the security of the student database, the College uses eThink, a cloud-based security system. Backups of student accounts and work are performed daily. Institutionally, College software administrators enroll online students using data from our student information system. Faculty track student grades through Moodle. Students may access only courses in which they are enrolled and may view only their own grades.

## 3. PARTICIPATION AND ATTENDANCE

### *Attendance Requirements*

Just as in traditional classes, professors of online courses often require attendance. Individual instructor requirements will vary, but faculty are required to record students; log-ins at least twice a week. Online students will register their attendance digitally by logging onto the course management system.

### *Academic Integrity*

Distance education students are required to sign and abide by the same academic honesty statement as traditional students. To ensure academic integrity, Emory & Henry College uses Respondus, a secure browser application, and Respondus Monitor, a tool that allows faculty to observe students via webcam. Moodle also offers additional features such as password-protected tests and random-ordered questions. To indicate their acceptance of the honor code, online students will sign the academic honesty statement in the Orientation for Online Learners course.

## 4. ACADEMIC HONESTY

### *Identity Checks*

To ensure that the enrolled student is the one who actually takes the course, the College has instituted the following identity checks:

First check: when students enroll and register Second check: when students attend face-to- face sessions with faculty or attend on-campus events. (If a class does not require a face-to- face meeting, faculty will be expected to verify a student's identity through a web conference.)

## 5. COMPLAINT PROCESS

If a student has a complaint, they should first try to resolve the issue by talking to the relevant faculty or staff member (who may ask for additional information and/or schedule an appointment to discuss the problem.) If the student does not feel comfortable contacting the faculty/staff member, they may address the relevant supervisor. If no resolution is possible, the student should submit a formal written, signed complaint to the Director of Human Resources/Title IX Coordinator.

The formal complaint should include The actual complaint, stated as specifically as possible; A description of the desired outcome.

The Student Complaint form is available here at [Student Complaint Form](#) or in the Human Resources Office. Each student has the right to seek remedy for a disagreement. Specific policies and procedures are outlined in the Academic Catalog and the Student Handbook; possible issues include grade appeals, parking tickets appeals, student conduct, and student records.

In the case of issues not covered by the Catalog or Handbook, students have the right to file a complaint and request resolution. The dean of the relevant area (or a designee) will address the complaint in a timely manner and resolve it appropriately. If the complainant is dissatisfied with the resolution, they may appeal to the president of the College. This policy does not apply to academic grade disputes, Title IX issues, or other published policies or procedures.

If a student prefers to report a concern anonymously, they may call the independently- administered Campus Conduct Hotline at (866)-943-5786. The hotline is available twenty-four hours a day, seven days a week. All calls remain confidential (and anonymous if desired). The hotline operator will submit all inquiries to the appropriate College staff member.

**Campus Conduct Hotline: (866) 943-5787**

A confidential and/or anonymous reporting of faculty, student, or staff misconduct. More information is available on page 28 of this handbook in the Student Complaint section.

The Emory & Henry College Student Handbook is published annually by the Office of the Vice President for Student Life, Student Success and Inclusion

Emory & Henry College  
PO Box 947  
Emory, VA 24327-0947  
Telephone: (276) 944-6122  
Website: [www.ehc.edu](http://www.ehc.edu)

Find us on Facebook:

@emoryandhenry

@GoWasps

@ehcstudentlife

@Emory & Henry Spiritual Life

@ehc.outdoor.program

**Student Handbook, 2017-2018 Edition**

revised by Vice President for Student Life and Dean of Students  
with editorial assistance from Nick Barr and Katy Pratt.

Photos courtesy of Emory & Henry College  
the E&H Public Relations Department.



# Emory & Henry Honor Pledge

I understand that Emory & Henry College 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 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.

**EMORY & HENRY**  
**COLLEGE**

