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.*
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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, graduate, dual-enrollment, and returning readmission students.
Location: Emily Williams House, 276-944-6133
Anthony Graham, Director of Admissions
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
Bradley Hartsell, Integrative Learning Technology Coordinator, 276-944-6783

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 12.
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, 1st floor, 276-944-6222
Direct cell phone number: 276-356-7783; Emergencies: DIAL 911
Marion Campus phone number: 276-944-7234
Direct Cell number: 276-608-0121
Centralized Student Assistance (CSA) Office

CSA. Provides financial aid and registration. One-stop location for students to attend to financial aid 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.

   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

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, 276-944-6528
   Ryan Bowyer, Dean of Students

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
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 40-50 quality school horses for students’ use, many with impressive show records. 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, student accounts, college budgets and accounting.
Location: Wiley Hall, Rooms 131-137, Phone 276-944-6814
Benita K Bare, Associate VP for Business & Finance
Sunny Crisp, Student Accounts
Teresa Blackburn, Student Payroll

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 Starbucks 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 non transferable. 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 24). 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.; breakfast Monday–Friday, 11:00 a.m.
Stinger’s Cafe: Monday–Friday, 7:30am–9:30am, Monday-Thursday 3:00pm-5:00pm and 8:00 pm-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.)

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<tr>
<th>Dining Hall Hours</th>
<th>Guest Rate</th>
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<td>Breakfast (Mon.-Fri.)</td>
<td>7 a.m.- 9:30 a.m.</td>
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<tr>
<td>Lunch (Mon.-Fri.)</td>
<td>11 a.m.- 1:30 p.m.</td>
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<td>Brunch (Sat. &amp; Sun.)</td>
<td>10:30 a.m.- 1 p.m.</td>
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<tr>
<td>Late Lunch (Sat. &amp; Sun.)</td>
<td>1 p.m.- 5 p.m.</td>
</tr>
<tr>
<td>Dinner (Mon.-Thurs.)</td>
<td>5 p.m.- 8 p.m.</td>
</tr>
<tr>
<td>(Fri.-Sun.)</td>
<td>5 p.m.- 6:30 p.m.</td>
</tr>
<tr>
<td>Premium Meals</td>
<td>$13.50</td>
</tr>
<tr>
<td>Fac./Staff Regular Meals</td>
<td>$5.00</td>
</tr>
<tr>
<td>Fac./ Staff Specials</td>
<td>$8.00</td>
</tr>
<tr>
<td>Off Campus &amp; Fac./Staff Family</td>
<td>$6.50</td>
</tr>
</tbody>
</table>

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, between the Emory US Post Office and Village Community Center)
Susan Stanley, RN, BSN, Director of Health Services, 276-944-6219

Emory & Henry Health Center personnel provide 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 posted on the website and at the Health Center. The Health Center complies with HIPAA regulations.

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 (Fall--July 1 or Spring--December 1). If a completed health form is not on file, the student will not be seen during free office hours.

Supply charges, normally under $10, such as nonprescription (over-the-counter) medications and non-returnable therapeutic equipment are placed on the student’s account in the business office. 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 Security, the area coordinator or the resident advisor on duty. 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, 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. Students are responsible for communicating with professors regarding academic work missed due to illness.

For those needing non-emergency medical care after hours, an urgent care facility is available in Abingdon: Wellmont Urgent Care, 24530 Falcon Place Drive, 276-619-0075.

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
The College requires health insurance with annual completion of a hard waiver form. Gallagher Student Resources offers an indemnity policy for E&H students through National Guardian Life. The cost of coverage from August 1, 2018 through July 31, 2019 is $2,166. Beginning June 1, 2018 log on to: www.gallagherstudent.com/EHC to enroll in or to waive the Student Health Insurance Plan.

### 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, student-led initiatives, 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

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

- Location: Kelly Library, 276-944-6208
- Website: library.ehc.edu

### 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.–5 p.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; post-baccalaureate programs leading to teacher licensure.

- 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
Jennifer Condon, Ed.S., Director of Disability Support Services
Dr. Crystal Hall, Ed.D., Director of Quantitative Learning
Emily Lockhart, 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 philanthropic 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

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

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)
Ginger Williams, Director of Foundation Relations and Government Grants
Rhonda Widener, Administrative Assistant

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
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 (MOT), and a Master of Physician Assistant Studies (MPAS). The School plans to launch its fourth graduate program, a Master of Science in Athletic Training (MSAT), in May 2019.

Location: Marion Campus- School of Health Sciences- 565 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, 2nd Floor, 276-944-6927
Orlando Martinez, Student Government 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
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

The Woodrow W. McGlothlin Center for the Arts

Dan Van Tessell, Gallery Curator, 276-944-6944
Will Hankins, Technical Director, 276-944-6816
Box Office, 276-944-6333

The McGlothlin Center for the Arts is home to the two theatres (the Black Box Theatre and Kennedy~Reedy Theatre), Box Office, Art Gallery, the Department of Theatre, and WEHC-FM studios. It serves as the location for the Guest Artist Series program, showcasing 10-12 nationally recognized visual and performing artists or ensembles 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 according to student work-study schedules. Admission to all performances on the Guest Artist and Departmental Series are free for students, but you must secure a ticket in advance at the box office with your E&H ID.

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Writing Center
Dr. Felicia Mitchell, Director
The Writing Center oversees a range of services during the fall and spring semesters, from individualized tutoring sessions to online tutoring, to serve Emory & Henry students. We are committed to helping students to grow as writers and editors. To achieve that goal, we are here to help you from process to product at various locations on campus, including Kelly Library and the King Center, and online. To learn about how to set up an appointment with a tutor, when and where to drop in without an appointment, and how much we can help, visit our website: https://www.ehc.edu/writing-center/. If you need somebody to help you get started with a plan for success as a writer before you meet with a tutor, or if you are struggling with a writing issue, contact Dr. Mitchell at 6225 or fmitchell@ehc.edu for an appointment. In addition to offering tutoring services, we maintain a computer lab that students are welcome to use between classes and in the late afternoon or evening. McGlothlin-Street Hall 233 is a quiet space with computers, a printer and other supplies a writer may need. Dr. Mitchell is nearby in McGlothlin-Street Hall 230; you are welcome to stop by to ask a question or to make an appointment.

Kelly Library
Kelly Library functions as the heart of the College's academic program. Library staff work with students and faculty 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. The Library’s electronic resources can be accessed on library and computer lab workstations, on personal devices, and remotely from off-campus.

Open 92.5 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, on the library's web page, 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. 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. 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.

Facilities include collaborative study space, private study carrels, networked computers and printers, Wi-Fi, photocopying machines, microfilm 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, the Bowen 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, or ithelpdesk@ehc.edu 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, online 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. Email 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 https://www.ehc.edu/information-technology.

Vandalism or Willful Misconduct
Information Technology Services department will not be accountable for anyone who illegally copied 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 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, swimming, golf, track & field, and cross-country; women compete in basketball, cross country, volleyball, softball, tennis, soccer, track & field, golf and swimming.

Cheerleading
E&H offers competitive cheer, sideline cheer and a dance team as non-NCAA activities. Contact Coach Kandee 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. All events and deadline dates for each sport are listed on the 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, Interim 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; Alex Versen, Program Coordinator

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 and kayaking clinics introduce students to the basic concepts and skills of climbing and paddling. 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 and bouldering in the Grayson Highlands, kayaking on the South Fork of the Holston, waterfall hikes, and many more trips that are within an hour of campus. Staff and student leaders run the trips and are trained to provide safe and fun outdoor experiences. The yearly fee is $125, and this fee covers gear, transportation, instruction, and some food. An Outdoor Program t-shirt is also included in the fee.

Contact Jim Harrison (harrisi@ehc.edu) or Alex Versen (aversen@ehc.edu) if you are interested.

**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 9 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.
4. Do not alter the course in any way.

Anyone who alters the course or disregards the course rules may lose course privileges indefinitely.

**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.

The Climbing Tower is an exciting part of the E&H experience, but the Tower does possess some innate risks.

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. Attempting to climb the tower when it is not in operation, may result in serious injury or death.
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 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. We the people of the Emory United Methodist Church affirm that our church is inclusive and open to all people. We are a Reconciling Congregation, affiliated with the Reconciling Ministries Network, which means that we welcome all persons into full participation in the life of our congregation regardless of age, gender identity, racial or ethnic background, sexual orientation, marriage status, or physical or mental condition.

Church Services:
Sunday: Worship 9:30 a.m.
Wednesday: Sanctuary Choir 7:30 p.m., September-May

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 next to Macado’s. 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.

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 91.

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 contact Ryan Bowyer at rbowyer@ehc.edu

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.

2018-2019 Student Government Leadership

President: Orlando Martinez
Vice President: TBD
Advisor: Dean Ryan Bowyer
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: TBD.

*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 Dirk Moore, executive director of the McGlothlin Center for the Arts or Richard Graves, general manager of WEHC.

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 American Advertising Federation (AAF).

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. Advisor: Jennifer Condon, jcondon@ehc.edu.

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 (BS or MSAT). The purpose of the club is to provide athletic training students with support for their 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: Laura Mister.

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 Ryleigh Allean.

**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: TBD.

**Emory & Henry College Republicans.** Promotes interest and involvement in the Republican party and its candidates. Advisor Valerie Lewis; President: Michael Bosset.

**Emory & Henry Genders and Sexualities 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 and on the sideline. In addition to this, they compete at various competitions throughout the year. Tryouts are held in April each year. All students with a dance background who love to dance and perform are welcome. Previous experience in dance is preferred. Coach Kandee Wallace.

**Emory Climate Collaborative.** 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. Ed Davis, Dr. Shelley Koch, and Dr. Jamie Ferguson. President: Chloe Yates.

**Emory Activities Board (EAB).** The Emory Activities Board (EAB) brings fun and exciting campus-wide events to the community. From concerts and lyceums to Quidditch and midnight premieres at the Abingdon Cinemall, EAB adds excitement, free of charge, to campus life for everyone. EAB has open membership, and all students are able to join. Advisor: TBA; President: Parker Kitts

**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: TBD; President: Ryan Owens.

**Habitat for Humanity.** Habitat for Humanity works with our local affiliate, Washington County Habitat for Humanity to help eliminate homelessness by building houses and hope so that everyone can have a healthy, affordable place to call home. Advisor: Bence Bays; President: Sam Caudill.

**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: TBA

**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. Advisor: Kathleen Chamberlain; President: Ethan King.

**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: Emily Lockhart

**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, offers LSAT advice, and assists in securing internships. Advisor: Dr. Shumaker; President: Rachel Tucker.

**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. Advisor: Christina Davis.

**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, activities with student groups/athletics, theatre outings, fitness programs at the Bristol Family YMCA, overnights on campus, adventure programs, and engaging participants 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). Advisor: Dr. Rebecca Buchanan; President: TBA.

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: Mike Caro. 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
Club Sports are organized by students with similar interests in a given sport or activity. Clubs can be competitive, instructional, performance-based or recreational in nature. Club sports must first meet the requirements of Campus Recreation and Student Life in registering as a sports or recreational student organization. Once registered, clubs may request affiliation with Campus Recreation and become a recognized sports club.

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 Rugby club will compete against other college club teams from around the region in the Cardinal Athletic Conference. Coach Tom O'Neill 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'Neil.

Emory & Henry Disc Golf Club
E&H Disc Golf Club is one of several Sports Clubs offered within the Department of Campus Recreation. The team competes in local, state and national tournaments including the PDGA National Collegiate Disc Golf Championship. E&H has its own 18-hole Professional Disc Golf Association Course on campus. For more information, contact the Campus Recreation Department at 276-944-6891, visit us at www.ehc.edu/recreation, or follow us on social media @ehcrecreation.

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 TTh from 3:00-4:20pm. 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 MW from 3:30-4:20pm. 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 Matt Frederick at mfrederick@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.

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 (regular) membership, students must be biology majors who have at least: 1) an overall 3.0 or higher cumulative GPA; 2) a 3.0 GPA in their Biology courses and have completed at least three biology courses beyond BIOL 117. Advisor: Dr. George Argyros; (2018-2019) President: Thomas Wolfe, Vice President: Madison McKinsey, Treasurer: Amanda Whitlow, Historian: Carley Gunnell

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: Jolie Lewis. President: Alexandra Vance.

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

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. Matthew Shannon

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 international criteria. Advisor: Dr. Celeste Gaia.

Sigma Beta Delta. “Membership in Sigma Beta Delta is the highest national recognition a business student can receive at a college or university with a Sigma Beta Delta chapter. To be eligible for membership, a business student must rank in the top 20 percent of the junior, senior or graduate class and be invited to membership by the faculty officers.” Sigma Beta Delta. Advisor: Dr. Denise Stanley. President: Elizabeth Quillen.

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.
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. ARD sponsors occasional informal campfires and an annual Jewish Passover Seder meal.

Campus Christian Fellowship (CCF) offers a time for students to share a home-cooked meal, followed by a short devotion and discussion. CCF also participates in a monthly service project to either a local thrift store or food pantry. CCF meets on Tuesday evenings in the Mason Fellowship Hall in the Chapel.

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 on Monday evenings. Man-Up Bible study and Women’s Bible Studies are also offered weekly. An FCA retreat is held each spring semester. 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 hosts several campus-wide movie nights throughout the year. 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, Costa Rica, or Nepal. The experience will include mission work and cultural education. Students may apply to be a part of this class in September of 2018. 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. Visit 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 seven 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 Dean of Students, Ryan Bowyer, 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: Jarod Bracero.

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

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 Students Office.

It is the student’s responsibility to notify the Dean of Students 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 Students 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 offence 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](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 UAVs - 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.

**Payments**

The student account statement for each semester will be based on the pre-registered courses selected, the particular meal plan chosen, the particular dorm room assigned, and other miscellaneous items, such as having an automobile on campus and student insurance. All billing statements must be viewed online. Students (and others, if permission is granted by the student) may view their student account online at any time utilizing their assigned ID and password. All students are responsible for maintaining their student account online to ensure that the accounts stay up-to-date at all times.

Payment for the fall term is due in full by August 1, 2018 and payment for the spring term is due in full by January 1, 2019. By these dates, payment in full is required (payments may be made online through Student Portal or by mail) or enrollment in the Tuition Management Systems payment plan is required to cover the amount due (there are options for 8, 10 or 12 payments, depending on date of enrollment).

Emory & Henry College will drop classes if payment arrangements are not completed satisfactorily by August 1, 2018 and January 1, 2019, respectively. If enrollment in the payment plan is completed and payments are returned for any reason, and the amount due is not paid within 30 days of the due date, classes will be dropped, enrollment in the payment plan will be terminated, and any remaining balance due on the student account will be due in full to Emory & Henry College immediately.

The account statement may change if changes are made to class registration, the meal plan, the dorm, or other miscellaneous items.

Any student whose account is not current will be ineligible to participate in preregistration or room draw. Any student whose account is not fully settled by the conclusion of a semester will be ineligible to obtain (or maintain, if preregistered) 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 90 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 the fees of any collection agency, which may be based on a percentage at a maximum of 33.333% of the debt, and all costs and expenses, including reasonable attorney’s fees, the college incurs in such collection efforts. A delinquent account may be reported to major credit bureaus for nonpayment. Failure to comply with the payment obligation will result in the application of a FINANCE CHARGE to the unpaid account balance. The FINANCE CHARGE will be applied at the monthly periodic rate of 1% (ANNUAL PERCENTAGE RATE OF 12%).

**Refunds in the Event of Withdrawal from the College**

The college operates on an annual budget that necessitates advance planning and financial commitments to teaching staff and others whose 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. Likewise, students who withdraw from the college, even for illness or other emergencies, receive no refunds of room rent or other fees. Adjustments for tuition and board are pro-rated 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 college withdrawal form.
The student who leaves school at one date and waits to withdraw officially at a later date receives appropriate adjustments based on the
date of official withdrawal. For an explanation of the procedures for official withdrawal, consult the catalog section on Academic
Policies.

Student Account Adjustments for College Withdrawals During the Regular Academic Year

<table>
<thead>
<tr>
<th>Before the first class</th>
<th>100% (less advance deposits)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before end of first week of class</td>
<td>90% adjustment to tuition and meals</td>
</tr>
<tr>
<td>Before end of second week of class</td>
<td>75% adjustment to tuition and meals</td>
</tr>
<tr>
<td>Before end of third week of class</td>
<td>50% adjustment to tuition and meals</td>
</tr>
<tr>
<td>Before end of fourth week of class</td>
<td>25% adjustment to tuition and meals</td>
</tr>
<tr>
<td>No adjustments are made to tuition or meals after the fourth week of class.</td>
<td></td>
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</tbody>
</table>

During Summer Session

| During first week of session | 75% adjustment to tuition |
| No adjustment to tuition after first week of summer session |

Financial Aid Adjustments

Federal regulations require financial aid funds to be awarded under the assumption that a student will attend the institution for the entire
period in which federal assistance was awarded. When a student withdraws from all courses for any reason, including medical
withdrawals, he/she may no longer be eligible for the full amount of funds that he/she was originally scheduled to receive. The return of
federal funds is based upon the premise that students earn their financial aid in proportion to the amount of time in which they are
enrolled. A prorated schedule is used to determine the amount of federal student aid funds he/she will have earned at the time of the
withdrawal. Thus, a student who withdraws in the second week of class has earned less of his/her financial aid than a student who
withdraws in the seventh week. Once 60 percent of the semester is completed, a student is considered to have earned all of his/her
financial aid and will not be required to return any funds to the federal government. Federal law requires schools to calculate how much
federal financial aid a student has earned if that student completely withdraws OR stops attending before completing the semester.
Therefore, return of federal funds may result in a balance due to the college. In such case, the entire balance is due to the college
immediately.

Refunds in the Event of Withdrawal from a Class

The schedule of refunds for withdrawal from a class is different from the above. No adjustments are granted for a course dropped later
than seven calendar days after registration day. For full details on the procedures to be completed for official withdrawals, see the
catalog section on Academic Policies. Note that the timetable for withdrawal from class without academic penalty is different from the
timetable for withdrawal accompanied by refund.

Refunds of Excess Financial Aid

Students receiving financial aid funds, including student and/or parent loans, are entitled to a refund of any excess funds remaining
after all current charges, in accordance with federal regulations, have been paid in full. Please note that financial aid may be subject to
change before refund calculation if a student is not enrolled full time at the end of the registration drop/add period. Refunds will not be
made from any funds that have not been credited to the student’s account in the Centralized Student Assistance Office. A refund will
automatically be issued for an account with a credit balance unless the student (or parent for a PLUS loan) signs an Account
Authorization Form which authorizes the college to hold the funds in excess of current charges on the student’s account, or refund only
the credit balance after bookstore and other authorized charges are deducted. Any student whose refund is the result of a parent PLUS
Loan must have that parent authorize in writing if the refund goes to the student rather than to the parent(s). Refunds will be generated
within fourteen days after financial aid is transferred to the student’s account.
Perkins Loans Exit Interviews
Students receiving Perkins Loans while at Emory & Henry must complete an exit interview at mycampusloan.com upon leaving the college, in accordance with federal regulations. All students will be notified by email with appropriate information regarding the interview process. All students who fail to complete the interview will be ineligible to receive transcripts and/or diplomas.

● 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, non-public 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 keep in the Dean of Students Office.

**Tailgating Policy**

Tailgating is defined here 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. Policies and laws also prohibit 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 in
order to gain access to 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 must adhere to
the following risk management policies: 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 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 an 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. 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—2017**

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 2018. Each residence hall is equipped with a fire alarm system monitored 24/7 by a private monitoring company with the exception of the townhouses, which have a monitored sprinkler system in each building. In the event of an alarm, Campus Safety 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**

<table>
<thead>
<tr>
<th>Residence Hall</th>
<th>Monitored</th>
<th>Detectors</th>
<th>Pull Stations</th>
<th>Sprinkler Systems</th>
<th>Fire Extinguisher</th>
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</tr>
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</table>
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 2015 - 2017
There were no fire incidents in residence halls during the 2017 academic year.

<table>
<thead>
<tr>
<th>Residence Hall</th>
<th>Fires</th>
<th>Deaths</th>
<th>Injuries</th>
<th>Damages</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2017</td>
<td>2016</td>
<td>2015</td>
<td>2017</td>
</tr>
<tr>
<td>Cambridge</td>
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<td>0</td>
<td>0</td>
<td>0</td>
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<td>Carriger/Matthews</td>
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<td>Cottage</td>
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<td>N/A</td>
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<tr>
<td>Damer</td>
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<td>0</td>
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<td>0</td>
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<td>Elm</td>
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<td>Hickory</td>
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<tr>
<td>Hillman</td>
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</tr>
<tr>
<td>Inazu Apt.</td>
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<td>N/A</td>
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</tr>
<tr>
<td>Inazu House</td>
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<tr>
<td>Prillaman</td>
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<td>Stuart</td>
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<td>Sullins</td>
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</tr>
<tr>
<td>Weaver</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Wiley Jackson</td>
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<tr>
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<tr>
<td>Town House 8</td>
<td>N/A</td>
<td>N/A</td>
<td>0</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**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](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 email 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.
- Confin e 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 (AEDs) 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 mean 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](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

<table>
<thead>
<tr>
<th>Monday, Wednesday, Friday</th>
<th>Tuesday, Thursday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Time—Inclement Day</td>
<td>Regular Time—Inclement Day</td>
</tr>
<tr>
<td>8 a.m. = 10 – 10:35 a.m.</td>
<td>8 a.m. = 10 – 10:55 a.m.</td>
</tr>
<tr>
<td>9 a.m. = 10:40 – 11:15 a.m.</td>
<td>9:30 a.m. = 11 – 11:55 a.m.</td>
</tr>
<tr>
<td>10 a.m. = 11:20 – 11:55 a.m.</td>
<td>11 a.m. = 12 – 12:55 p.m.</td>
</tr>
<tr>
<td>11 a.m. = 12 – 12:35 p.m.</td>
<td></td>
</tr>
<tr>
<td>12 p.m. = 12:40 – 1:15 p.m.</td>
<td></td>
</tr>
</tbody>
</table>

Remaining class times will not change.

### Vehicle Registration

All students who bring a vehicle to campus, including commuter students, 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 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 $100.00. 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 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 40)
Zone Parking 7:00 am – 5:00 pm, Monday - Friday

<table>
<thead>
<tr>
<th>Decals</th>
<th>Designations</th>
<th>Parking Areas</th>
</tr>
</thead>
<tbody>
<tr>
<td>CO</td>
<td>Commuters</td>
<td>All student parking lots: East, West, and North designations, including spaces in front of Van Dyke and designated spaces located at the King Center.</td>
</tr>
<tr>
<td>EAST</td>
<td>Residential</td>
<td>Parking lots located next to Carriger/Matthews, behind the Ampersand Center, 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.</td>
</tr>
<tr>
<td>WEST</td>
<td>Residential</td>
<td>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.</td>
</tr>
<tr>
<td>NORTH</td>
<td>Residential</td>
<td>Parking lots located in The Village and specific marked areas north of the railroad tracks. These parking lots are designated for residents of the Townhouses, House 4 and 9, Cambridge, Prillaman, Damer, Weaver and Princeton, and as well as commuters and any residents from EAST and WEST housing who choose the NORTH option.</td>
</tr>
<tr>
<td>HS</td>
<td>Marion Campus</td>
<td>Parking lots located on the Marion Campus for the School of Health Sciences.</td>
</tr>
<tr>
<td>FAC/STAFF</td>
<td>Faculty/Staff</td>
<td>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.</td>
</tr>
</tbody>
</table>

- The MCA lot is designated for Visitors, Employees of the College and Commuters - parking in this lot will be restricted during special events.
- All parking lots are marked by signs for campus parking.
- There is no student parking allowed beside the Emory Train Depot, Macado’s, McGlothlin/Street-Miller 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 to 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 three (3) parking tickets during a school year will be added to the flagrant violation category and given notice that additional citations will carry an automatic penalty of $100.00. 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 5th citation, the student’s vehicle may be towed from 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 she/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 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.

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 policies 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 Residence 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 Residence Life team may also serve as valuable resources to assist you.

Residence Life Staff

Supervision of the residence halls at Emory & Henry is the responsibility of the Office of Residence Life. This office is located in the Martin-Brock Student Center. Staff members include the Dean of Students, Director of Housing and Residence Life, 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 mid-July. A housing agreement must be signed or submitted
electronically to the Office of Residence Life by the established deadline. The Residence 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**

Emory & Henry College is a four year residential campus. All students are required to live on-campus unless they meet the criteria to be eligible to live off-campus. See criteria below under the General Regulations section. 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. All questions about the process for getting your ESA approved should be address to the Director of Disability Support Services at 276-944-6144.

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 Marshal 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 Marshal. 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 Marshal. If a room condition (cleanliness, furniture arrangement, etc.) is such that it poses a safety or health risk, the Student Life Staff can require the student to clean, rearrange, etc., 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 ACCESSIBLE PARKING signs. Failure to comply with parking regulations may result in fines or disciplinary action. Please refer to the “Traffic Regulations” section on page 38 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 Marshal'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 HARASSMENT POLICY

I. POLICY STATEMENTS

A. NON-DISCRIMINATION POLICY STATEMENT

Emory & Henry College is committed to having an inclusive campus community where all members are treated with dignity and respect. 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, ethnicity, color, religion, national origin, birthplace or ancestry, sex, sexual orientation, gender identity, gender expression, age, marital status, national origin, language, political belief or affiliation, socioeconomic status, disability, geographic status, pregnancy or childbirth, veteran status or genetic information in matters of employment, admissions, housing, services or its educational programs and activities or status as a victim of domestic violence. Emory & Henry College affirms the dignity and worth of every individual.

B. NON-HARASSMENT POLICY STATEMENT

Emory & Henry College is committed to having an inclusive campus community where all members are treated with dignity and respect. Harassment, whether verbal, physical, electronic, or visual, that is based on any of the aforementioned characteristics in the non-discrimination policy, is a form of discrimination and will not be tolerated. This includes harassing conduct affecting tangible job benefits, interfering unreasonably with an individual’s academic or work performance, or creating what a reasonable person would perceive as an intimidating, hostile, or offensive environment. Prohibited sex discrimination includes sexual harassment and sexual violence.

Emory & Henry College affirms its commitment to ensuring fair and respectful learning and working conditions for its students, faculty, and professional staff. Harassment of or by faculty, professional staff, or students is unacceptable in a college because it is a form of unprofessional behavior detrimental to the educational and work environments. Emory & Henry College does not discriminate on the basis of sex in its educational programs and activities. To that end, this policy prohibits specific forms of behavior that violate Title IX of the Education Amendments of 1972 (“Title IX”); Title VII of the Civil Rights Act of 1964 (“Title VII”); and/or the Virginia Human Rights Act. Such behavior also requires the College certain obligations under the Violence Against Women Reauthorization Act of 2013 (“VAWA”) and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”).

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 Policy on Sexual and Gender-based Harassment and Discrimination and Other Forms of Interpersonal Violence section of this handbook located on pages 56-73 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:

• The parties wish to continue communicating or working together.
• The complaining party is able to articulate a desired outcome.
• No one has been physically harmed.

Complainant and Respondent Designations: (Standard terms from the Department of Education)
Complainant: individual who brings forward the complaint about an alleged violation of the policy.
Respondent: individual who is the alleged perpetrator as identified by the complainant.

**Accommodations**

An individual may request reasonable accommodations or assistance during these procedures at any time. Accommodations include: a language interpreter, verbal, visual, or technology aids, adjusted class schedules and/or living arrangements, or behavior management support. (This is a non-exhaustive list. All requests for accommodations will be considered.)

**Timing and Deadlines**

“Days” in these procedures refer to business days, not weekends or college holidays. Any requirement in these procedures must be completed by 3:00 PM on the day specified, unless otherwise noted.

**Persons Covered by this Policy**

This policy applies broadly to the entire Emory & Henry College community, including students in the School of Health Sciences; those employed by the college, including faculty, affiliates, and visiting faculty, and all staff (including all exempt and non-exempt and senior administrative positions), as well as individuals who are not employed by Emory & Henry including contractors, vendors, or other third parties contractually obligated to Emory & Henry; and visitors or guests of Emory & Henry College.

**Seeking Procedural Information and Guidance on a Discrimination & Harassment Complaint Process**

An individual can seek assistance and guidance from the following people:

Dean of Students
Director of Human Resources
Director of Inclusion & Diversity
Equity Officer

These persons are trained to assist the individual in assessing the incident and/or to explain the options and resources available. Questions are encouraged; merely discussing an incident in this way does not commit an individual to making a formal complaint. The complainant may request to have their name kept confidential at this informal stage. If there is a resolution acceptable to parties involved, the matter will not proceed further. Records will be kept of materials generated by such informal mediation along with an informal written agreement which will be reviewed and signed by parties involved, and kept in the Office of Human Resources. All cases will be reported to and tracked by the Compliance and Training Coordinator.

**Making a Report And/Or Filing a Complaint**

An individual can report an incident (including a bystander report of an incident), report a barrier, and/or file a complaint with the Director of Human Resources or the Compliance and Training Coordinator in the Office of Human Resources and will have the option to engage in the Restorative Justice Resolution process or a Formal Complaint process. Once the Compliance and Training Coordinator has been notified of a report and/or complaint they will acknowledge the receipt of the report and/or complaint and provide an initial response within 3-5 business days.

Emory & Henry College provides Covered Persons, whether as complainants or respondents, with support and guidance throughout the initiation, investigation, and resolution of a complaint. For general information on resources pertaining to alleged discrimination and/or harassment violations, individuals should contact the Compliance and Training Coordinator at 276-944-6112 or email tmeek@ehc.edu . Emory & Henry recognizes that deciding whether to make a report or file a complaint is a personal decision, and the complainant’s autonomy is to be respected to the extent possible. However, when there is a risk of imminent harm to an individual or others, or if there is a threat to the safety of the campus, the college may be required to take immediate action upon receipt of a report and/or complaint. In such circumstances, the safety of the community is priority and the college will provide information regarding their actions according to what the law and policy allow.

**The Office of Institutional Equity does not provide emergency services. For emergency assistance please consider the following information:**

Campus Safety: 276-944-6222
The Powell Resource Center: 276-944-6144 (typically open Monday-Friday, 8 AM-5 PM, located in Wiley 220; on-call counselors are available after business hours by calling Campus Safety)
Call 911

**Determining Violation(s) of the Policy**

Factors to be considered in determining whether and the extent to which behavior(s) could be construed as unlawful discrimination or harassment may include, but are not limited to:

- Frequency
- Severity and pervasiveness of the conduct
A formal complaint may be filed immediately after an alleged act of discrimination or harassment has taken place or after any efforts to provide an initial response within 3-5 business days. Note: Once a formal complaint is filed, parties involved can request a restorative justice process.

Compliance Coordinator has received a report and/or complaint, they will acknowledge the receipt of that report and/or complaint and ensure continued resolution. We strive to have this process completed within 60 business days. The complainant, respondent, or college official may terminate a restorative justice process at any time and initiate the student conduct process.

**Procedures**

Emory & Henry College has created procedures for the resolution of complaints alleging violation of its discrimination and harassment policy. While these procedures provide sanctions for behaviors that violate state and federal law and college conduct standards, more importantly, they also describe ways of resolving informally the various conflicts and disagreements that inevitably arise in a community distinguished by its diversity. These procedures are intended to provide fair, prompt, and consistent mechanisms for determining whether Emory & Henry’s discrimination and harassment policy has been violated and, if so, to provide appropriate resolution. The availability of these procedures to all individuals does not limit the responsibility of the college to ensure that the protections of this policy prevail throughout the college community and these procedures are not intended to impair or limit the right of any individual to seek a remedy available under state or federal law.

**Restorative Justice Resolution**

In a diverse academic community, disagreements and conflicts of various degrees of seriousness are inevitable, which may or may not rise to the level of a violation of the discrimination and harassment policy. Many issues, whether they arise to a policy violation or not, are often best resolved informally, by direct communication between the individuals involved, or with the help of mediation by a third party (Dean of Students, Director of Inclusion & Diversity, Director of Human Resources, Training & Compliance Coordinator). Often, the most effective avenue for informal resolution of complaints is direct conversation with the person or persons alleged to have caused the offense; reasoned discussion of the issue will often bring about a resolution and new understanding. After coming to a resolution, there will be an informal written agreement which will be reviewed and signed by individuals involved of what actions will be taken to ensure continued resolution. We strive to have this process completed within 60 business days. The complainant, respondent, or college official may terminate a restorative justice process at any time and initiate the student conduct process.

**Formal Complaint Procedures**

An individual who chooses to pursue formal resolution of a complaint alleging violations of the college’s discrimination and harassment policy must begin by filing a formal written complaint with the Office of Human Resources. Once the Training & Compliance Coordinator has received a report and/or complaint, they will acknowledge the receipt of that report and/or complaint and provide an initial response within 3-5 business days. Note: Once a formal complaint is filed, parties involved can request a restorative justice process.

A formal complaint may be filed immediately after an alleged act of discrimination or harassment has taken place or after any efforts that may have been undertaken to reach an informal settlement has proven unsuccessful. The complaint will be investigated, evaluated, and addressed within 60 business days of the date of acknowledgement. However, this time frame may be extended by the Director of Human Resources upon a written petition by the complainant(s), or the respondent. In determining whether to grant an extension, the Director of Human Resources or institution shall consider the salient factors of the particular case, which may include items such as the complexity and/or severity of the matter to be heard, the number of individuals involved in the particular matter, or whether the academic calendar makes it impractical to commence a hearing within the prescribed 60 days.

**Filing a Complaint.** Emory & Henry College is committed to providing a quality education and a learning environment for our students and welcomes input and opinions from our students. Students can file a written complaint on the official complaint form or use the Campus Conduct Hotline (866-943-5787) to file a complaint anonymously.

The student should submit a formal written and signed complaint to the Compliance & Training Coordinator who can be reached at tmeek@ehc.edu or 276.944.6112. Their office is located on the 2nd floor of the Kelly Library. The Emory & Henry College official complaint form can be found in the Dean of Students Office or the Office of Human Resources. Complaints must include the nature of the complaint, names, dates, and other specific information. Complaints must be submitted within 60 days of an incident. When a complaint is filed more than 60 days after the alleged incident, the Director of Human Resources will determine whether circumstances warrant a student’s separation from the college. The investigation/evaluation process is conducted by trained investigators that include faculty and staff members of the Emory & Henry College community. Signed statements can be requested during this process. The investigation, which includes interviews with the parties and relevant witnesses and a collection of all relevant documents and other materials, will be completed within 60 business days. The investigation will determine whether Emory & Henry’s discrimination and harassment policy has been violated.

**Preliminary Review.** Some incidents are not clearly defined when the Office of Human Resources receives initial reports. For such cases, a Preliminary Review may be conducted to gather more information. This may include meeting with involved parties or witnesses and requesting statements and/or documents that will help determine whether charges, a formal investigation, or no actions are warranted.

**Investigation.** A formal investigation is utilized when the Office of Human Resources receives allegations that, if substantiated, could warrant a student’s separation from the college. The investigation/evaluation process is conducted by trained investigators that include faculty and staff members of the Emory & Henry College community. Signed statements can be requested during this process. The investigation, which includes interviews with the parties and relevant witnesses and a collection of all relevant documents and other materials, will be completed within 60 business days. The investigation will determine whether Emory & Henry’s discrimination and harassment policy has been violated.
evidence, will culminate in a comprehensive investigation report that will be reviewed by the Dean of Students. If the complaint is not complex in nature, it may be investigated by collecting statements and documents from complainant(s), respondent(s), and any relevant witnesses before a summary and a packet of information are provided to the Dean of Students for review. After review, the Dean of Students will determine whether there is a basis to file charges against a student(s) and at what level, if any, the matter should be resolved. The possible resolution recommendations from the Dean of Students are as follows:

1. **Disciplinary, Higher Level.** Matters that may result in a sanction of suspension or above will be resolved through a Title VI Hearing.

2. **Disciplinary, Lower Level.** Matters that will not result in a sanction of suspension or above will be resolved through a formal meeting with the Dean of Students who will determine a period of probation and student will be required to participate in a Title VI educational program. A formal written agreement will be established which will be reviewed and signed by individuals involved of what actions will be taken to ensure continued resolution. Violation of probation at this level will result in higher level sanctions.

3. **Non-disciplinary Actions/Referrals.** If it is determined that a hearing or a formal meeting with the Dean of Students is not necessary, the matter may be addressed with a warning letter or a Dean of Students conference and a referral to mediation or counseling. Student may also be required to participate in a Title VI educational program and will be required to sign an informal agreement of what actions will be taken to ensure continued resolution.

4. **No Action.** If there is no basis to file charges and no follow up is warranted, the Dean of Students may recommend that the Office of Student Life close the case and take no action.

5. **Withdrawing Charges.** The Dean of Students has the authority to withdraw charges once they have been made.

**Title VI Hearings**

**Title VI Pre-Hearing Procedures:**

- **Notice.** At least seven (7) days before the hearing, the Training & Compliance Coordinator will provide the respondent(s) with written notification of the charges, the time and place of the hearing, and a copy of the case materials. The complainant(s) also receives the case materials.

- **Expedited Hearing(s).** If the Dean of Students determines that an expedited hearing is necessary (e.g. end of the academic year), the notice may be provided fewer than seven (7) days before the hearing.

- **Requests for Witnesses.** The respondent(s) and complainant(s) will provide the Dean of Students with a written list of witnesses they would like to appear at the hearing at least four (4) days prior to the hearing by 9:00 AM. For cases in which an investigator is not used, all witnesses will provide a written statement and/or any relevant documents at least four (4) days prior to the hearing by 9:00 AM. If, after the four-day deadline, either party believes that there is new information which may substantially influence the outcome of the hearing, they will request of the Dean of Students that the information be admitted to the hearing. The Dean of Students will also notify the parties of any other witnesses who have been called to appear at the hearing. The Dean of Students will make all decisions about witnesses appearing at the hearing.

- **Advisors.** The respondent(s) and complainant(s) will also specify whether an advisor will be assisting them, and if so, the name of the person chosen.

**Title VI Hearing Process.** The Title VI 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 Title VI hearing. 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.

**Hearing Process Accommodations.** 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.

**Title VI Hearing Procedures**

Title VI hearings proceed as follows:

1. The Dean of Students reads the charge(s) and informs the respondent(s) of the right to remain silent.
2. The Dean of Students is available to answer questions about the case materials.
3. The respondent may make an opening statement.
4. The complainant may make an opening statement.
5. The hearing panel examines the evidence and the testimony of any witnesses, including asking the respondent and complainant. The respondent(s) and the complainant(s) may ask questions of all witnesses who are called to the
hearing. It may be required that all questions be directed through the Dean of Students. At the discretion of the Dean of Students, witnesses may be recalled.

6. The complainant may make a closing statement.
7. The respondent may make a closing statement.

Deliberations. Following the closing statements, the Title VI Hearing Panel adjourns into closed session (1) to determine if the respondent(s) is responsible for violation(s) of the discrimination and harassment policy and, if so, (2) to recommend an appropriate sanction up to Expulsion from the college; including accompanying terms to the Dean of Students. After a determination of responsibility but prior to the recommendation of a sanction, the Dean of Students informs the panel of any prior disciplinary finding(s) against the respondent. The decision(s) of the Title VI Hearing Panel will be made by majority vote and will be forwarded to the Dean of Students. Within five (5) days of the conclusion of the hearing, the Dean of Students will notify the respondent(s), and the complainant(s) as permitted by applicable regulations, of the outcome of the case.

Appeals. Appeals can be made by respondent or complainant and must be filed within 3 days of notice of conclusion. 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.

Appeals Process. The Dean of Students will provide case materials and any new evidence to the Vice President of Student Life and the Director of Human Resources who will make a final decision regarding sanction.

Policy on Sexual and Gender-based Harassment and Discrimination and Other Forms of Interpersonal Violence

I. Title IX Defined

Title IX of the Education Amendments of 1972 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 funding must comply with Title IX. Under Title IX, discrimination on the basis of sex can include sexual harassment, sexual assault, and rape, dating violence, domestic violence, and stalking. Title IX also applies to discrimination of pregnant and parenting students and discrimination in the classroom or in other programs and activities based on sex or gender.

II. Important Definitions

Complainant: the individual who has allegedly been a victim of Prohibited Conduct

Respondent: the individual who is alleged to have violated the policy

Third Party/Reporting Party: an individual who has not experienced but is aware of the occurrence of Prohibited Conduct and reports the violation

Confidential Employee: (1) any Employee that is a licensed medical, clinical, or mental health professional and ordained clergy (e.g., physicians, nurses, physician’s assistant, psychologists, psychiatrists, professional counselors) when acting in that professional role in the provision of services to a patient who is a Student

Responsible Employee: any College Employee who is not a Confidential Employee. A Responsible Employee is required by law to report to the College’s Title IX Coordinator all relevant details (obtained directly or indirectly) about an incident of Prohibited Conduct that involves any Student as a Complainant, Respondent, and/or witness, including dates, times, locations, and names of parties and witnesses.
Retaliation: any adverse action or threat taken or made against an individual, including through third parties and/or legal counsel, for making a report of Prohibited Conduct or participating in any investigation or proceeding related to this policy. (Applies to both parties.)

Amnesty: All students, acting in good faith, who disclose any incident of Prohibited Conduct under these procedures to a college official or to law enforcement shall not be subject to action under the College’s Campus Code of Conduct for violation of alcohol and/or drug use occurring at or near the time of the commission of the Prohibited Conduct. The College will address this by providing support, education, and resources to the student(s).

Advisor: Students involved in a Title IX report and/or investigation are entitled to a support person who can be present with them during meetings and interviews and provide moral support. The person chosen can be a College Employee or someone not affiliated with the College. These individuals can attend the hearing but are prohibited to participate in the hearing. For more information see VI- How to Make a Report and Resources

Interim Measures: are those services, accommodations, or other assistance that the College puts in place for Complainants after receiving notice of alleged sexual misconduct but before any final outcomes – investigatory, disciplinary, or remedial – have been determined. (e.g. changes to class schedules, work schedule, living arrangements, etc.)

No Contact Order: prohibits a person from being in physical or verbal contact with someone and includes contact through Third Parties or through the use of technology (text messages, social media, etc.)

III. Statement of 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, violent, 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, discrimination, sexual assault, sexual harassment, domestic violence, dating violence, and stalking. Emory & Henry College also formally forbids retaliation against an individual for making a report of Prohibited Conduct under this policy or for participating in an investigation of an alleged violation of this policy. This policy is in compliance with applicable legal requirements including Title IX of the Education Amendments of 1972; relevant provisions of the Violence Against Women Reauthorization Act of 2013; Title VII of the Civil Rights Act of 1964; the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act; and other applicable federal and Virginia state laws.

IV. To Whom this Policy Applies

This policy applies broadly to the entire College community, including undergraduate and graduate students; those employed by Emory & Henry College (E&H) including faculty, affiliates, visiting faculty and all staff (including all exempt and non-exempt, and senior administrative), as well as those physicians and health scientists who are not employed by E&H but have E&H affiliation with the School of Health Sciences; contractors, vendors, or other third parties contractually obligated to E&H (“Third Parties”), and visitors or guests of E&H (Invitees); all collectively together known as “Covered Persons”. This policy pertains to acts of Prohibited Conduct committed by or against Covered Persons when:

i. When conduct occurs on Emory & Henry College premises and/or

ii. the conduct occurs in the context of a Emory & Henry College employment, education, or research program or activity, including but not limited to E&H-sponsored study abroad, research, internship, mentorship, summer session, or other affiliated programs or premises; and/or

iii. the conduct occurs outside the context of Emory & Henry College employment, education, or research program or activity, but (i) has continuing adverse effects on E&H premises or in any E&H employment, education, or
To implement this policy, the College has developed specific processes to investigate an allegation that a Covered Person has committed or been subject to an act of Prohibited Conduct that could implicate this policy. The College will select the appropriate process to use in a given situation based on the identity of the person alleged to have violated the policy (i.e., the “Respondent”).

Emory & Henry College administers a separate policy that addresses other forms of discrimination and harassment: the Title VI policy. This Title IX policy supersedes any conflicting provisions contained in the Title VI policy. Where Prohibited Conduct violates this policy and also violates the Title VI policy, the College’s response will be governed by the procedures referenced in this policy. Questions about which policy applies in a specific instance should be directed to the College’s Title IX Coordinator at 276-944-6112.

V. Prohibited Conduct Under this Policy

Conduct under this policy is prohibited regardless of the sex, sexual orientation and/or gender identity/expression of the Complainant or Respondent. Prohibited Conduct includes the following forms of behavior: Sexual Assault, Sexual Exploitation, Intimate Partner Violence, Domestic Violence, Stalking, Sexual or Gender-Based Harassment and/or Discrimination, Complicity, and Retaliation.

For more detailed information and specific definitions of these behaviors please reference:

- Student Resource Guide (Appendix A-1)

VI. How to make a Report and Available Resources

The College urges anyone who has been a victim of an act of sexual assault or rape to seek care immediately to address any medical concerns including those related to sexually transmitted infections, diseases, and pregnancy.

Amnesty: All students, acting in good faith, who disclose any incident of Prohibited Conduct under these procedures to a college official or to law enforcement shall not be subject to action under the college’s Campus Code of Conduct for violation of alcohol and/or drug use occurring at or near the time of the commission of the Prohibited Conduct. The College will address this by providing support, education, and resources to the student(s).

Advisor: All students involved in a Title IX case are entitled to a support person of their choice. This person may be a College Employee or someone not affiliated with the College. A student may choose outside legal counsel (retained at the student’s expense), or a family member or friend.

An advisor is someone who will help the student navigate the student conduct process and is a silent participant during all official meetings. This means that the advisor may provide advice to the student outside of these meetings but may not advocate on behalf of a student, speak on behalf or instead of a student, or act in opposition to College policy during the course of the resolution of a complaint. The advisor may not question witnesses, undertake their own investigations, make statements, provide testimony or otherwise intercede in the student conduct process. The College advises that students select an individual who they feel comfortable with and who will be able to spend the time required to be an effective advisor.

If outside legal counsel is chosen by a party as an Advisor, the Attorney must send a letter of representation to the Title IX Coordinator, Kim Steiner, at earliest convenience. Please contact the College’s Title IX office at 276-944-6112, or by email at ksteiner@ehc.edu. All Advisors must complete the Advisor Designation and Authorization form and submit it to the Title IX Coordinator. Contact the Title IX Coordinator or the Institutional Equity Officer for location of form.

Title IX Deputy Coordinators: The College has appointed Title IX Deputy Coordinators who can activate the Title IX process in the absence of the Title IX Coordinator. Listed below are those appointed as such on the E&H campus:

Ryan Bowyer
The College recognizes that deciding whether to make a report of Prohibited Conduct and/or choosing how to proceed, including but not limited to filing a Complaint, are personal decisions. The following principles and values will guide Emory & Henry College as facts and circumstances permit:

- Emory & Henry respects a Complainant’s autonomy in making the determination regarding how to proceed, including whether to make a report and/or file a Complaint.
- In limited circumstances, typically where a risk of imminent harm to an individual or others or a threat to the health and safety of the campus is determined to exist, the College may be required to take immediate actions upon receipt of Prohibited Conduct.
- Emory & Henry is committed to educating and informing individual(s) regarding the choices and options available to them, including resources and processes inside and outside the College.
- An individual may choose to seek assistance, support or guidance from a Confidential Resource on campus or in the community. A disclosure to a Confidential Resource does not constitute a report to the College.
- Making a Report of Prohibited Conduct involves: telling a Responsible Employee, verbally or in writing, about what occurred. An individual may choose to make a report: (1) to Emory & Henry College and/or (2) to external law enforcement. Reporting conduct is different from filing a Complaint. While reported conduct will be conveyed to the Title IX Office, individuals who wish to directly file a Complaint should speak with the Title IX Coordinator.

The College offers various resources for all Students and Employees to provide support and guidance in response to any incident of Prohibited Conduct. For comprehensive information on accessing College and community resources, including emergency and ongoing assistance; health, mental health, and victim-advocacy services; options for reporting Prohibited Conduct to the College and/or law enforcement; and available support with academics, housing and employment:

- **Students should refer to the:** Student Resource Guide (Appendix A-2)

**Accommodations/Interim Measures** - Services, accommodations, or other assistance that the College puts in place for victims after receiving notice of alleged sexual misconduct but before any final outcomes – investigatory, disciplinary, or remedial – have been determined. The College wants students to be safe, to receive appropriate medical attention, and to get the help they need to heal and to continue to access their educational opportunities. The College wants students to understand their reporting options and how to access available interim measures. The College encourages victims of sexual misconduct to report those incidents to the College’s Title IX Coordinator or any Confidential Employee or Responsible Employee with whom the victim feels comfortable. The College recognizes that sexual violence is traumatic and may leave victims feeling overwhelmed and confused. This policy seeks to provide clear guidance regarding available resources and who can help in securing them.

Both the Complainant & Respondent have the right to reasonable accommodations/interim measures. An individual may request reasonable accommodations or assistance during these procedures at any time. Accommodations include: a language interpreter, verbal, visual, or technology aids, adjusted class schedules and/or living arrangements, or behavior management support. (This is a non-exhaustive list. All requests for accommodations will be considered.)

**Confidential Disclosure Options** - Students can seek support and report information to the following individuals within the College community who are licensed medical, clinical, or mental health professionals and who are working in that licensed capacity (e.g. physicians, nurses, physicians’ assistants, psychologists, psychiatrists, social workers, and professional counselors) and ordained ministers. These employees are Confidential Employees and will not disclose detailed information
about Prohibited Conduct to the College without the Student’s permission. Note: Confidential Employees are expected to report that they are aware of an incident but will not disclose the identity of those involved or details of the report. This allows the College to maintain an accurate account of violations, as required by the Clery Act, which occur while also preserving the privacy of the students who are survivors of assault or misconduct. Below is a list of Confidential Employees at E&H:

- **Powell Resource Counselors**  
  Location: Wiley Hall, 220  
  Phone: 276-944-6144  
  After hours: 276-944-6222 and ask for the counselor on-call  
  Todd Stanley, LPC: toddstanley@ehc.edu  
  Emily Lockhart, LCSW: elockhart@ehc.edu

- **Director of Health Services**  
  Location: Health Center  
  Phone: 276-944-6538  
  Susan Stanley, RN: sstanley@ehc.edu

- **E&H Chaplains**  
  Location: Memorial Chapel  
  Mary K. Briggs  
  Phone: 276-944-6836  
  mkbriggs@ehc.edu  
  Sharon Wright  
  Phone: 276-944-6197  
  swright@ehc.edu

- **E&H UMC Pastor**  
  Location: Memorial Chapel  
  David Jackson  
  Phone: 276-944-6841  
  djackson@ehc.edu

- **Assistant Athletic Director for Athletic Performance & Head Athletic Trainer**
- **Assistant Athletic Trainers**

**Non-Confidential Reporting Options** – Students may seek support and report information to the following individuals who are required to report the incident and the identity of those involved to the Title IX Coordinator which will activate a community response:

- **Campus Police**  
  Office: 276-944-6222  
  Cell: 276-356-7783

- **Title IX Coordinator**  
  Kim Steiner: 276-944-6112  
  ksteiner@ehc.edu

- **Campus Confidential Conduct Line: 1-866-943-5787**  
  **Note:** This Conduct Line allows individuals to report Prohibited Conduct anonymously. The information provided to this Conduct Line will be assessed by the Title IX Coordinator to determine how to proceed.

- **All E&H Employees including faculty and coaching staff (Responsible Employees)**

- **Local Law Enforcement**  
  911  
  Abingdon Town Police: 276-628-3111  
  Marion Town Police: 276-783-8145  
  Smyth County Sheriff’s Office: 276-783-7204  
  Washington County Sheriff’s Office: 276-676-6000
Time Frame for Reporting

There is no time limit on reporting or filing Complaints of violations of this policy, although the College’s ability to respond fully may be limited with the passage of time.

If the Respondent is no longer affiliated with Emory & Henry (e.g., a report is made after a student has left or graduated or an employee no longer works for Emory & Henry), the College will still provide reasonably available remedial measures, assist the Complainant in identifying external reporting options, and may take other appropriate action.

VII. Title IX Coordinator

Under Title IX:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.

The Title IX Coordinator is charged with monitoring the College’s compliance with Title IX; ensuring appropriate education and training; coordinating the College’s investigation, response, and resolution of all reports under this policy; and ensuring appropriate actions to eliminate Prohibited Conduct, prevent its recurrence, and remedy its effects. The Title IX Coordinator is available to meet with any Student, Employee, or Third Party to discuss this policy or the accompanying procedures. The College has also designated Deputy Title IX Coordinators who may assist the Title IX Coordinator in the discharge of these responsibilities. The Title IX Coordinator and Deputy Title IX Coordinators receive appropriate training to discharge their responsibilities.

VIII. Applicable Procedures Under this Policy

A. Informal Resolution Process: provides an effective means of communicating about the effects of behavior that can lead to resolving some disputes. The Complainant, Respondent, or a College Official may terminate an Informal Resolution Process at any time to initiate a Formal Resolution Process.

B. Formal Resolution Process: the Title IX office initiates an investigation of the reported sexual misconduct and will determine if a hearing is merited.

Preponderance of the Evidence. Emory & Henry College uses the standard of Preponderance of the Evidence to make determinations in Title IX cases. This means that there is a requirement that 50.01% of the evidence supports either that the Respondent is responsible or that the Respondent is not responsible; “What is more likely than not.” Appeals. Upon receipt of the determination, the Complainant and Respondent shall each have the right to submit a written appeal of the outcome of the Review. This shall be submitted to the College’s Dean of Students or their designee within three (3) business days. Complainants and Respondents seeking an appeal must specify the grounds for the request.

i. New evidence and/or
ii. There was a breach of the College’s process.

Any party who fails to file an appropriate written request for an appeal within three (3) business days waives their right to appeal. As this is an administrative educational process, the College strongly encourages Complainant and Respondent involved to author their own appeals/responses.

Transcript Notations. Pursuant to Virginia law (23.1-900), Emory & Henry College will request that the Registrar places a hold and/or notation on the academic transcript of any student who has been (1) suspended, (2) dismissed, or (3) who has withdrawn from the College while under investigation for an offense involving sexual violence under the institution’s code of Conduct. This notation will be removed if (a) a Student is subsequently found not responsible or (b) a Student who has been suspended for prohibited conduct pursuant to policy, has (i) completed the term and conditions of a suspension and (ii) has been determined by the College to be in good standing pursuant to all applicable academic and non-academic standards. Emory & Henry will notify each student that any such suspension, dismissal, or withdrawal will be documented on the student’s academic transcript. Accommodations. It should be noted that if the College deems it necessary to remove the Respondent from College property during the initial investigation, the Respondent can be restricted from being on College property at their own expense.
IX. **Privacy and Confidentiality**

The College is committed to protecting the privacy of all individuals involved in the investigation and resolution of a report under this policy. The College also is committed to providing assistance to help Students, Employees, and Third Parties make informed choices. With respect to any report under this policy, the College will make reasonable efforts to protect the privacy of participants, in accordance with applicable state and federal law, while balancing the need to gather information to assess the report and to take steps to eliminate Prohibited Conduct, prevent its recurrence, and remedy its effects.

Privacy and confidentiality have distinct meanings under this policy:

**Privacy:** information related to a report of Prohibited Conduct will be shared with a limited circle of College Employees who “need to know” in order to assist in the assessment, investigation, and resolution of the report. All Employees involved in the College’s response to reports of Prohibited Conduct receive specific training and guidance about sharing and safeguarding private information in accordance with state and federal law. **Confidentiality:** Confidentiality exists in the context of laws that protect certain relationships, including medical and clinical care providers (and those who provide administrative services related to the provision of medical and clinical care), mental health providers, counselors, and ordained clergy, all of whom may engage in confidential communications under Virginia law. The College has designated individuals who have the ability to have privileged communications as “Confidential Employees”. When information is shared by an individual with a Confidential Employee or a community professional with the same legal protections, the Confidential Employee (and/or such community professional) cannot reveal the information to any third party except when an applicable law or a court order requires or permits disclosure of such information. For example, information may be disclosed when: (i) the individual gives written consent for its disclosure; (ii) there is a concern that the individual will likely cause serious physical harm to self or others; or (iii) the information concerns conduct involving suspected abuse or neglect of a minor under the age of 18.

X. **Violations of Law**

Behavior that violates this policy may also constitute a crime under the laws of the jurisdiction in which the incident occurred. For example, the Commonwealth of Virginia criminalizes and punishes some forms of Sexual Assault, Intimate Partner Violence, Sexual Exploitation, Stalking, and Physical Assault. The criminal statutes that may apply in cases of Physical Assault and Intimate Partner Violence are found in various sections of Chapter 4, Articles 1 (Homicide) and 4 (Assaults and Bodily Woundings), of Title 18.2 of the Code of Virginia. The criminal statutes relating to Sexual Assault are found in Sections 18.2-61 to 18.2-67.10 of the Code of Virginia. Section 18.2-60.3 of the Code of Virginia defines and identifies the penalty for criminal stalking. Finally, Sections 18.2-386.1 and 18.2-386.2 of the Code of Virginia provide for criminal penalties in some cases of Sexual Exploitation. This compilation of criminal statutes is not exhaustive, but is offered to notify the College community that, some forms of Prohibited Conduct may also constitute crimes under Virginia law, which may subject a person to criminal prosecution and punishment in addition to any sanctions under this policy.

XI. **Prevention & Awareness Programming**

Emory & Henry College was awarded a $300,000 grant from the Justice Department’s Office on Violence Against Women (OVW) that has enabled the College to provide new resources to help students who are victims and provide prevention programming to the entire campus. Through this grant, the College established the E&H CARES program. Dr. Alana Simmons, E&H CARES Project Coordinator, coordinates the grant and develops and provides prevention programming for both the E&H campus and the School of Health Sciences.

Emory & Henry College has adopted a new training, “Bringing in the Bystander”, that students will participate in beginning fall, 2018. “Bringing in the Bystander” is an interactive, researched, and evaluated curriculum that uses a community of responsibility approach. It teaches bystanders how to safely intervene before, during, and after an incident of sexual abuse, relationship violence, and stalking. The College previously used a training model, Step Up, to educate students on bystander intervention.
Various programs are offered on campus to individual students, clubs and organizations throughout the year. 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 academic year. The Institutional Equity Officer provides Title IX guidance and training throughout the year to faculty, staff, and students.

As a matter of informing the entire campus community, this Annual Safety Report and other safety information is included in 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 campuses. Other prevention and awareness campaigns are provided throughout the year for all students, faculty, and staff.

XII. Training

The College provides training to Students and Employees to ensure they understand this policy and the topics and issues related to maintaining an education and employment environment free from harassment, discrimination, and violence. The College provides this training to Employees during orientation of new employees, during the first faculty meeting of each academic year, and on-going training is provided by the Compliance and Training Coordinator and the E&H CARES Project Coordinator throughout the academic year to Students and Employees.

APPENDIX A: STUDENT RESOURCE GUIDE TO TITLE IX

A-1: PROHIBITED CONDUCT UNDER THIS POLICY & SANCTIONS

Conduct under this policy is prohibited regardless of the sex, sexual orientation and/or gender identity/expression of the Compliant or Respondent. Prohibited Conduct includes the following specifically defined forms of behavior: Sexual Assault, Sexual Exploitation, Intimate Partner Violence, Stalking, Sexual or Gender-Based Harassment, Complicity, and Retaliation.

SANCTIONS

Below represents the range of sanctions that may be applied when this policy has been violated. Please, reference the specific definitions of violations and the sanctions that will be applied to those violations.

SEXUAL ASSAULT

Sexual Assault consists of (1) Sexual Contact and/or (2) Sexual Intercourse that occurs without (3) Consent.

(1) Sexual Contact is:

Any intentional sexual touching

However slight

With any object or body part (as described below)

Performed by a person upon another person
Sexual Contact includes (a) intentional touching of the breasts, buttocks, groin or genitals, whether clothed or unclothed, or intentionally touching another with any of these body parts; and (b) making another touch you or themselves with or on any of these body parts.

(2) **Sexual Intercourse** is:

Any penetration
However slight
With any object or body part (as described below)
Performed by a person upon another person

Sexual Intercourse includes (a) vaginal penetration by a penis, object, tongue, or finger; (b) anal penetration by a penis, object, tongue, or finger; and (c) any contact, no matter how slight, between the mouth of one person and the genitalia of another person.

(3) **Consent** is:

Informed (knowing)
Voluntary (freely given)
Active (not passive), meaning that, through the demonstration of clear words or actions, a person has indicated permission to engage in mutually agreed-upon sexual activity

Consent cannot be obtained by Force. Force includes (a) the use of physical violence, (b) threats, (c) intimidation, and/or (d) coercion.

(a) **Physical violence** means that a person is exerting control over another person through the use of physical force. Examples of physical violence include hitting, punching, slapping, kicking, restraining, choking, and brandishing or using any weapon.

(b) **Threats** are words or actions that would compel a reasonable person to engage in unwanted sexual activity. Examples include threats to harm a person physically, to reveal private information to harm a person’s reputation, or to cause a person academic or economic harm.

(c) **Intimidation** is an implied threat that menaces or causes reasonable fear in another person. A person’s size, alone, does not constitute intimidation; however, a person’s size may be used in a way that constitutes intimidation (e.g., blocking access to an exit).

(d) **Coercion** is the use of an unreasonable amount of pressure to gain sexual access. Coercion is more than an effort to persuade, entice, or attract another person to have sex. When a person makes clear a decision not to participate in a particular form of Sexual Contact or Sexual Intercourse, a decision to stop, or a decision not to go beyond a certain sexual interaction, continued pressure can be coercive. In evaluating whether coercion was used, the College will consider: (i) the frequency of the application of the pressure, (ii) the intensity of the pressure, (iii) the degree of isolation of the person being pressured, and (iv) the duration of the pressure.

**Diminished capacity** means that a person lacks the ability to make informed, rational judgments about whether or not to engage in sexual activity. Consent cannot be gained by taking advantage of the diminished capacity of another, where the person initiating sexual activity knew or reasonably should have known that the other person’s capacity was diminished. A person may have diminished capacity as a result of the consumption of alcohol or other drugs.

**Incapacitation** means that a person is unable, temporarily or permanently, to give Consent because of mental or physical helplessness, sleep, unconsciousness, or lack of awareness that sexual activity is taking place. A person may be incapacitated as a result of the consumption of alcohol or other drugs, or due to a temporary or permanent physical or mental health condition.

**Emory & Henry College offers the following guidance on Consent and assessing diminished capacity and incapacitation:**

A person who wants to engage in a specific sexual activity is responsible for obtaining Consent for that activity.

Lack of protest does not constitute Consent.
Lack of resistance does not constitute Consent. Silence and/or passivity also do not constitute Consent.

Relying solely on non-verbal communication before or during sexual activity can lead to misunderstanding and may result in a violation of this Policy. It is important not to make assumptions about whether a potential partner is consenting. In order to avoid confusion or ambiguity, participants are encouraged to talk with one another before engaging in sexual activity. If confusion or ambiguity arises during sexual activity, participants are encouraged to stop and clarify a mutual willingness to continue that activity.

Consent to one form of sexual activity does not, by itself, constitute Consent to another form of sexual activity. For example, one should not presume that Consent to oral genital contact constitutes Consent to vaginal or anal penetration. Consent to sexual activity on a prior occasion does not, by itself, constitute Consent to future sexual activity. In cases of prior relationships, the manner and nature of prior communications between the parties and the context of the relationship may have a bearing on the presence of Consent.

**Consent may be withdrawn at any time.** An individual who seeks to withdraw Consent must communicate, through clear words or actions, a decision to cease the sexual activity. Once Consent is withdrawn, the sexual activity must cease immediately.

In evaluating Consent in cases of alleged diminished capacity or incapacitation, the College asks two questions: (1) Did the person initiating sexual activity know that the other party had diminished capacity or was incapacitated? and if not, (2) Should a sober, reasonable person in the same situation have known that the other party had diminished capacity or was incapacitated? If the answer to either of these questions is “YES,” Consent was absent and the conduct is likely a violation of this policy.

One is not expected to be a medical expert in assessing incapacitation and diminished capacity. One must look for the common and obvious warning signs that show that a person has diminished capacity or is approaching diminished capacity or is incapacitated. Although every individual may manifest signs of diminished capacity differently, typical signs include slurred or incomprehensible speech, unsteady gait, combativeness, emotional volatility, vomiting, or incontinence. A person who has diminished capacity may not be able to understand some or all of the following questions: “Do you know where you are?” “Do you know how you got here?” “Do you know what is happening?” “Do you know who you are with?”

**One should be cautious before engaging in Sexual Contact or Sexual Intercourse when either party has been drinking alcohol or using other drugs.** The introduction of alcohol or other drugs may create ambiguity for either party as to whether Consent has been sought or given. If one has doubt about either party’s level of intoxication, the safe thing to do is to forego all sexual activity.

**Being impaired by alcohol or other drugs is no defense to any violation of this policy.**

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**SANCTIONS FOR SEXUAL ASSAULT**

![Reprimand](image)

![Probation](image)

![Suspension](image)

![Expulsion](image)

**SEXUAL EXPLOITATION**

**Sexual Exploitation** is purposely or knowingly doing any of the following:

- Causing the diminished capacity or incapacitation of another person (through alcohol, drugs, or any other means) for the purpose of compromising that person’s ability to give Consent to sexual activity;

- Allowing third parties to observe private sexual activity from a hidden location (e.g., closet) or through electronic means (e.g., Skype or live-streaming of images);

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Engaging in voyeurism (e.g., watching private sexual activity without the consent of the participants or viewing another person’s intimate parts (including genitalia, groin, breasts or buttocks) in a place where that person would have a reasonable expectation of privacy;

Recording or photographing private sexual activity and/or a person’s intimate parts (including genitalia, groin, breasts or buttocks) without consent;

Disseminating or posting images of private sexual activity and/or a person’s intimate parts (including genitalia, groin, breasts or buttocks) without consent;

Prostituting another person; or

Exposing another person to a sexually transmitted infection or virus without the other’s knowledge.

**SANCTIONS FOR SEXUAL EXPLOITATION**

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**INTIMATE PARTNER VIOLENCE**

*Intimate Partner Violence* includes “dating violence” and “domestic violence,” as defined by Violence Against Women Act (VAWA). Consistent with VAWA, the College will evaluate the existence of an intimate relationship based upon the Complainant’s statement and taking into consideration the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

*Intimate Partner Violence* includes any act of violence or threatened act of violence and a pattern of psychological abuse and/or financial abuse that occurs between individuals who are involved or have been involved in a sexual, dating, spousal, domestic, or other intimate relationship. Intimate Partner Violence may include any form of Prohibited Conduct under this policy, including Sexual Assault, Stalking, and Physical Assault (as defined below).

*Physical Assault* is threatening or causing physical harm or engaging in other conduct that threatens or endangers the health or safety of any person. Physical Assault will be addressed under this policy if it involves Sexual or Gender-Based Harassment, Intimate Partner Violence, or is part of a course of conduct under the Stalking definition.

**SANCTIONS FOR INTIMATE PARTNER VIOLENCE**

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**STALKING**

*Stalking* occurs when a person engages in a course of conduct directed at a specific person under circumstances that would cause a reasonable person to fear bodily injury or to experience substantial emotional distress.

*Course of conduct* means two or more acts, including but not limited to acts in which a person directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about another person, or interferes with another person’s property. Substantial emotional distress means significant mental suffering or anguish.
Stalking includes “cyber-stalking,” a particular form of stalking in which a person uses electronic media, such as the internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact.

**SANCTIONS FOR STALKING**

- Reprimand
- Probation
- Suspension
- Expulsion

**SEXUAL OR GENDER-BASED HARASSMENT**

**Sexual Harassment** is any unwelcome sexual advance, request for sexual favors, or other unwanted conduct of a sexual nature, whether verbal, non-verbal, graphic, physical, or otherwise, when the conditions outlined in (1) and/or (2), below, are present.

**Gender-based Harassment** includes harassment based on gender, sexual orientation, gender identity, or gender expression, which may include acts of aggression, intimidation, or hostility, whether verbal or non-verbal, graphic, physical, or otherwise, even if the acts do not involve conduct of a sexual nature, when the conditions outlined in (1) and/or (2), below, are present.

1. Submission to or rejection of such conduct is made, either explicitly or implicitly, a term or condition of a person’s employment, academic standing, or participation in any College programs and/or activities or is used as the basis for College decisions affecting the individual (often referred to as “quid pro quo” harassment); or

2. Such conduct creates a hostile environment. A “hostile environment” exists when the conduct is sufficiently severe, persistent, or pervasive that it unreasonably interferes with, limits, or deprives an individual from participating in or benefiting from the College’s education or employment programs and/or activities. Conduct must be deemed severe, persistent, or pervasive from both a subjective and an objective perspective. In evaluating whether a hostile environment exists, the College will consider the totality of known circumstances, including, but not limited to:

   The frequency, nature and severity of the conduct;
   Whether the conduct was physically threatening;
   The effect of the conduct on the Complainant’s mental or emotional state;
   Whether the conduct was directed at more than one person;
   Whether the conduct arose in the context of other discriminatory conduct;
   Whether the conduct unreasonably interfered with the Complainant’s educational or work performance and/or College programs or activities; and
   Whether the conduct implicates concerns related to academic freedom or protected speech.

A **hostile environment** can be created by persistent or pervasive conduct or by a single or isolated incident, if sufficiently severe. The more severe the conduct, the less need there is to show a repetitive series of incidents to prove a hostile environment, particularly if the conduct is physical. A single incident of Sexual Assault, for example, may be sufficiently severe to constitute a hostile environment. In contrast, the perceived offensiveness of a single verbal or written expression, standing alone, is typically not sufficient to constitute a hostile environment.

**SANCTIONS FOR GENDER-BASED HARASSMENT**

- Reprimand
- Probation
- Suspension
- Expulsion
RETLALATION

Retaliation means any adverse action taken against a person for making a good faith report of Prohibited Conduct or participating in any proceeding under this policy. Retaliation includes threatening, intimidating, harassing, coercing or any other conduct that would discourage a reasonable person from engaging in activity protected under this policy. Retaliation may be present even where there is a finding of “no responsibility” on the allegations of Prohibited Conduct. Retaliation does not include good faith actions lawfully pursued in response to a report of Prohibited Conduct.

SANCTIONS FOR RETALIATION

COMPLICITY

Complicity is any act taken with the purpose of aiding, facilitating, promoting or encouraging the commission of an act of Prohibited Conduct by another person.

SANCTIONS FOR COMPLICITY

A-2: COLLEGE AND COMMUNITY RESOURCES

On-Campus Confidential Resources

Powell Resource Counselors
Location: Powell Resource Center, Wiley Hall, 220
Phone: 276-944-6144
After hours: 276-944-6222 and ask for the counselor on-call
Todd Stanley, LPC: toddstanley@ehc.edu
Emily Lockhart, LCSW: elockhart@ehc.edu

Director of Health Services
Location: Health Center
Susan Stanley, RN: sstanley@ehc.edu
Phone: 276-944-6538

E&H Chaplains
Location: Memorial Chapel
Mary K. Briggs

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Phone: 276-944-6836
mkbriggs@ehc.edu
Sharon Wright
Phone: 276-944-6197
swright@ehc.edu
E&H UMC Pastor
Location: Memorial Chapel
David Jackson
Phone: 276-944-6841
djackson@ehc.edu
Assistant Athletic Director for Athletic Performance & Head Athletic Trainer
Assistant Athletic Trainers

**On-Campus Accommodation Resource**

Director of Disability Support Services
Location: Powell Resource Center, Wiley 220
Jennifer Condon
276-944-6144
jcondon@ehc.edu

**On-Campus Non-Confidential Resources**

Campus Police
Location: Martin Brock
Office: 276-944-6222
Cell: 276-356-7783
Dean of Students
Ryan Bowyer: 276-944-6528
Location: Wiley Hall
rbowyer@ehc.edu

Title IX Coordinator
Location: 2nd floor, Kelly Library
Kim Steiner: 276-944-6112
ksteiner@ehc.edu
Campus Confidential Conduct Line: 1-866-943-5787

**Note:** This Conduct Line allows individuals to report Prohibited Conduct *anonymously*. The Prohibited Conduct that is reported via this line will be investigated.

All E&H Employees including faculty and coaching staff (Responsible Employees)

**Local Law Enforcement**

911

Abingdon Town Police: 276-628-3111

Marion Town Police: 276-783-8145

Smyth County Sheriff’s Office: 276-783-7204

Washington County Sheriff’s Office: 276-676-6000

**On-Campus Prevention & Education Resources**


Title IX: [https://ehc.edu/title-ix/](https://ehc.edu/title-ix/)

**Community Resources**

**24 Hour Hotlines**

Abuse Alternatives: 1-800-987-6499 This # includes linkage to language-line interpreting service for non-English speaking callers. TTY: 1-423-652-9750 (Washington County)

Family Resource Center: 1-800-613-6145 (Smyth County)

RAINN National Sexual Assault Hotline: 1-800-656-4673 ([www.rainn.org](http://www.rainn.org) —Provides a list of national resources.)

National Suicide Hotline: 1-800-273-8255


GLBT National Help Center: 1-888-843-4564 OR email: help@LGBThotline.org

National Center for Transgender Equality: [transequality.org](http://transequality.org) (great resource guide)

**Non-24 Hour Resources**

Bristol Crisis Center (support groups available): 276-466-2218

Project Jane - Highlands Community Services: 1-855-426-5263

Domestic Violence Officer Washington County, VA: 276-676-6031

Victim Witness Assistance Washington County, VA: 276-676-4200

Washington County Commonwealth Attorney: 276-676-6291

Smyth County Commonwealth Attorney: 276-782-4042

Legal Aid: 1-888-201-2722
Virginia Victims Fund: 1-800-552-4007  The Virginia Victims Fund (VVF) is a state program created to help victims of violent crime with out of pocket expenses. These can include medical bills, prescriptions, funeral expenses, and many other expenses.

A-3: TITLE IX PROCEDURES

Virginia law 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. This enables the College to have accurate reporting information for the Clery Act Report.

AFTER A REPORT IS RECEIVED

If an initial report necessitates, Virginia law, SB712, requires the Title IX Coordinator to convene a review committee that includes the Title IX Coordinator, the Dean of Students, and the Chief of Police 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. The Chief of Police is also permitted to disclose the name of the alleged victim to the Commonwealth Attorney.

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

➢ Title IX Coordinator is notified of an alleged violation: sexual assault, dating or domestic violence, stalking, harassment, discrimination

➢ Title IX Coordinator will contact the person(s) who has been reported to be a victim of a Title IX violation (Complainant) to set up a time to meet.

During this initial meeting:

● Assess what happened & determine if it is a Title IX violation
● Provide the person a copy of the Title IX policy
● Provide information on available support
● Explain options in pursuing the matter ( including contacting the local police)
● Discuss interim measures and accommodations (academic studies, housing, employment, language interpreters)
● Determine how the person 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.

If report is merited:

Title IX Coordinator or their designee will meet with the Respondent to provide them with a copy of the applicable policy, explain their rights, and provide information on the available forms of support.

The Title IX Coordinator will then:

1. Assign up to 2 Title IX investigators.
2. Review the investigative report.
3. Determine if there will be a sexual misconduct hearing

HEARING PANEL MAKE-UP & PROCESS & APPEALS

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Hearing Panel Make-up

Hearing Officer: Facilitates the hearing

3 Panel Members: Faculty and/or Staff who have been trained in the process

1 Investigator: There to answer questions and only present when students are present

Hearing Process

Title IX Coordinator contacts Complainant & Respondent: Provides them each with a copy of the Investigative Report, Advisor Guidelines, Sexual Misconduct Policy

Hearing Officer meets with the Complainant & Respondent to review: Rights, Process, and alleged Violation of Sexual Misconduct

Hearing Officer selects Panel Members

Complainant & Respondent review Panel Members & have the right to challenge the composition of the Panel

When Panel is determined, Hearing Officer will establish a date and time for the hearing.

Hearings are recorded

Deliberations are not recorded. After deliberation and a majority vote, Determination is made. Both students will be notified, simultaneously, by the Hearing Officer of the outcome within 24 hours.

All student conduct proceedings involving sexual misconduct are subject to review by the Title IX Coordinator or their designee.

Basis for Appeal

Individuals may appeal the outcome of their case when:

1. There is new evidence and/or
2. There was a breach of the College’s process.

Appeals

Both the Respondent and the Complainant may appeal the decision of the Hearing Panel.

Appeals may be made within 3 academic days of written notification of outcome.

Sexual Misconduct Appeals Panel will review appeal within 5 working days and make a recommendation to the Vice President of Student Life, Student Success & Inclusion.

The Vice President of Student Life, Student Success & Inclusion and the Title IX Coordinator or designee will review the recommendations within 3 working days & notify both students, simultaneously, 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.

Rights of Complainant & Respondent

Right to be treated with dignity and respect.

Right to request a No Contact Order.

Right to interim measures and accommodations.

Right to choose how much or how little they want to participate in the process; can choose not to participate.

Right to challenge the selection of investigators and the composition of hearing boards based on conflict of interest or demonstrated bias.
Right to know in advance the names of witnesses to be called at the hearing and both can request specific witnesses.

Right to an advisor. An advisor is an individual that can be available to the Student for moral support during the Title IX process. An advisor can be an Employee of the College or someone not affiliated with the College. When choosing an advisor, the College recommends identifying someone that the Student feels comfortable with and whom they believe they will receive healthy support from and who will have the time be an effective advisor. An advisor is allowed to attend meetings and the hearing but is prohibited from participating in meetings and the hearing.

Right to testify on their own behalf or to remain silent during any of the campus proceedings/process. Such silence will not constitute proof of responsibility.

Right to remain present during all proceedings.

Complainant has the right to request to give their testimony without being in the physical presence of the Respondent. Screens, teleconference, or closed-circuit broadcasts may be permitted, but not to the disadvantage of the Respondent.

Right to be informed of outcome, simultaneously, in a timely manner.

The Complainant has the right to make a victim impact statement if the accused is found to be responsible for violating the sexual misconduct policy.

The Respondent has the right to hear evidence against themselves and to present testimony.

OFFICE OF CIVIL RIGHTS

Students can file an external appeal with the Office of Civil Rights. https://www2.ed.gov/about/offices/list/ocr/index.html

Code of Student Conduct

I. INTRODUCTION

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.

II. STUDENT RIGHTS AND RESPONSIBILITIES

A. General Information

Responsibility for good conduct rests with students as individuals. All members of the campus community are expected to use reasonable judgment in their daily lives to show concern for the welfare and rights of others. Educational institutions are not sanctuaries from the jurisdiction of the civil and criminal laws of the communities and states where such institutions exist. If in violation of city, state, or federal laws, the student may be prosecuted by those authorities, as well as by College authorities if the conduct violates College standards. Some prohibited conduct may necessitate response through both the Academic and Non-Academic processes of the Code of Student Conduct.
Students are entitled to be secure in their personal privacy, but the College will conduct facility inspections for maintenance, health, or safety purposes. Also, the College may conduct search and seizure operations when the health and safety of persons or property are involved.

To serve the interests of all students, the College may decline admission, suspend enrollment, or administratively withdraw a student from the College based on violations of the Code of Student Conduct. A student is not in good disciplinary standing with the College while suspended, on disciplinary probation or has past due sanctions/action plans.

Students agree to abide by all rules and regulations of the College a condition of admission. Any violation of the Code of Student Conduct that occurs between the time of acceptance and enrollment at the College may be subject to review by the Dean of Students.

B. Rights of the Respondent

1. Persons alleged to have violated the College’s rules and regulations have the following rights
   a) written/electronically mailed notice of the charge(s), account of the alleged misconduct and notice of the scheduled hearing;
   b) the right to a hearing;
   c) the right to a timely student conduct process and decision;
   d) the right to challenge the admissibility of information;
   e) the right to appeal;
   f) the preponderance of the information is the standard of proof used to determine if a violation has occurred;
   g) the right to a personal adviser whose role is to advise the student rather than actively represent;
   h) the right to participate in the conduct hearing or remain silent;
   i) the right to present witnesses and a reasonable number of character statements;
   j) a written decision specifying the violation, outcome, and right of appeal;
   k) the right to challenge the seating of any hearing officer for good cause;
   l) the right to have the case heard only on the misconduct specified in the written notice;
   m) the right to question all available witnesses;
   n) the right to request a reasonable postponement of the hearing; and
   o) the right to face their accuser. (Special conditions may be imposed in sensitive cases.)
   p) the right to have any ADA accommodations for visible and non-visible disabilities. Under the ADA, you have a disability if you have a physical or mental impairment that substantially limits a major life activity. The ADA also protects you if you have a history of such a disability. For more information, please see: https://www.ada.gov/pubs/adastatute08.pdf; https://www.ehc.edu/powell-resource-center/disability-support-services/

2. The College will make every effort to protect the rights and dignity of persons responding to or victims/complainants of violations of this code within limits provided by the Family Education Rights and Privacy Act (FERPA) and other federal, state, and local laws. In accordance with FERPA, prior consent is not required to disclose personally identifiable information to schools at which a student intends to enroll. Regarding these requests, the College will make an attempt to notify the student that records are being provided.

C. Rights of a Person Filing a Complaint and/or Victim of Offense

1. A person who has filed a complaint or is the victim of an offense will have the following rights:
   a) the right to review the statements of the student who is the subject of the alleged violation;
   b) the right to present information supporting the victim’s/complainant’s version of the alleged violation; and
   c) in cases of violence and Title IX violations, the right to know (or have next of kin know in case of death of victim) the outcome, including elements of the sanctions/action plans from the hearing.

2. The College will make every effort to protect the rights and dignity of victims/complainants of violations of this code within the limits provided by FERPA and other federal, state, and local
III. ACADEMIC INTEGRITY CODE

A. Statement of Community Standards: Emory & Henry College is an academic community that expects the highest standards of honesty, integrity, and personal responsibility. Members of this community are accountable for their actions and are committed to creating an atmosphere of mutual respect and trust.

B. Expectations of Community Members: All members of our community -- students, faculty, staff, and administrators -- share responsibility for promoting a culture of academic integrity. Each group plays a different role, and, together, cultivates mutual respect and ethical behavior.
   1. Students:
      a) Understand and abide by the Code of Student Code;
      b) Take responsibility for personal behavior
      c) Actively oppose every instance of academic dishonesty.
   2. Faculty Members
      a) Serve as mentors, advisers, and educators for students;
      b) Uphold and enforce College rules and guidelines;
      c) Clarify academic expectations for students
   3. Administrators and staff
      a) Educate the campus and surrounding communities about academic integrity;
      b) Ensure responsible and consistent enforcement of standards

C. Honor Pledge
   1. Students will receive copies of the Honor Pledge, learn what it means and commit to the statement of community standards.

D. Prohibited Conduct
   1. Plagiarism, cheating, attempted cheating, and all other forms of academic dishonesty.
      a) Examples of plagiarism include, but are not limited to, the following
         (1) Borrowing words, sentences, ideas, conclusions, examples, and/or organization of an assignment without proper acknowledgement from a source (for example, a book, article, electronic document or another student’s paper);
         (2) Submitting another person’s work in place of one’s own;
         (3) Allowing someone else to revise, correct, or edit an assignment without explicit permission of the instructor; submitting work without proper acknowledgment from commercial firms, websites, fraternity or sorority files, or any other outside sources, whether purchased or not;
         (4) Allowing another student to substitute any part of a course for a student, including quizzes, tests and final examinations;
         (5) Submitting any written assignments done with the assistance of another without the explicit permission of the instructor;
         (6) Submitting work that was originally prepared for another class without the explicit permission of the instructor; and
         (7) Knowing aiding another student who is engaged in plagiarism.
      b) Examples of cheating and attempted cheating include, but are not limited to, the following:
         (1) Using or intending to use unauthorized information, materials, or assistance of any kind of an assignment, quiz, test or final examination;
         (2) Knowingly aiding or attempting to aid another student who is engaged in cheating.
2. Furnishing false information to any College official, faculty member or College office to obtain academic advantage.

3. Forging, altering, or misusing any College document or record to obtain academic advantage.

E. Resolution Process for Academic Violations

1. Alleged academic violations should be reported in writing to the instructor of the class or to the Office of the Provost within seven (7) business days of receiving knowledge of a possible violation. The report may be submitted by anyone who is aware of the alleged violation, including the student who committed the alleged violation or any student, faculty, or staff member who observed or has knowledge of the alleged violation.

2. The faculty member will report the alleged violation through Academic Integrity online reporting system. (Case files are managed by the Office of the Provost.)

3. Reports of academic violations should include the following information:
   a) Name of the respondent,
   b) Type of violation,
   c) Name(s) of witness(es) and,
   d) Name of person filing the complaint.

NOTE: Anonymous written reports may alert a faculty member to an existing problem in the classroom, but these reports cannot serve as the sole basis for disciplinary action. Intentionally making a false accusation is an honor code violation.

4. A student who has been charged with an academic violation may not withdraw from the class or the College to avoid the consequences of an academic honesty violation.

5. Hearing Process
   a) Student-Faculty Informal Meeting
      (1) Within seven (7) business days of receiving knowledge of a possible violation, the student will receive notice in writing of
         a) The alleged violation
         b) A summary of student rights and responsibilities and,
         c) The date, time, and location of student-faculty informal meeting, which will take place no later than seven (7) business days from the date of notice. If the violation occurs within the last two weeks of a semester or during a period between semesters, the meeting will occur as soon as is practical the following semester. Faculty may give a grade of Incomplete for the course if a violation is pending.
      Note: Unusual circumstances may warrant adjustments in the timeline.
      (2) At the student-faculty informal meeting, the alleged violation(s) and possible sanction(s) will be reviewed. The student may respond to the charge(s) in writing in advance of the meeting and/or may respond verbally at the meeting. If a student does not attend the meeting, the meeting may proceed in the student’s absence.
      (3) Participants at a student-faculty informal meeting will include the instructor and the respondent, and may also include the student(s) faculty or staff member(s) who observed and reported the infraction. At the request of the faculty member or student, an Academic Integrity Officer may be present at this meeting. The chair of the department of the course in which the incident occurred should not attend this meeting, as the Chair may be involved in the resolution process if the student decides to appeal the decision of the instructor.
      (4) At the student-faculty informal meeting, the faculty member will determine if the student is in violation of the alleged misconduct.
      (5) If the student is found in violation, the faculty member will determine a sanction (see Sanction F). One of the following will occur:
(a) The student agrees with the faculty member’s decision; or
(b) The student does not agree with the faculty member’s decision, feels that the imposed penalty is too severe, or believes that the College process has been violated. The student may submit a written request for an appeal hearing to the Provost. This letter will include a brief explanation of the alleged violation and the specific reason for requesting the appeal. The request for an appeal hearing must be made within five (5) business days of receiving the decision of the faculty member from the student-faculty informal meeting.

6. The Office of the Provost will receive all reports of alleged violations. Students who have been found in violation of a previous offense will be referred to the Academic Standards Committee for sanctioning. More serious sanctions will automatically be considered for students with more than one violation.

b) Academic Standards Committee (ASC)

(1) The ASC consists of both faculty and student representatives (4 faculty, two students, and 2 ex officio). The student representative will be selected from a list of nominees developed by the Student Government Association. The student appointee must be in good disciplinary standing, meaning that the student is not on probation and/or has no incomplete sanctions. Also, the student member must have completed at least 60 credit hours, be a full-time student, and have a GPA of 2.5 or better.

(2) The Office of the Provost will notify the respondent in writing of the date, time, location, and purpose of the hearing. At the hearing, the ASC will review the case. The instructor of the course will be present to summarize the incident, and the student will have an opportunity to respond. If the student does not respond to the notification, the hearing may proceed in the student’s absence.

(3) The ASC may uphold or modify the decision from the student-faculty informal meeting. In second-offense cases, the ASC will not issue a sanction at a lower level than what was assigned in the faculty hearing.

c) Appeals Process

(1) If a student believes that due process has failed or that substantive issues related to the case were not reviewed at the ASC hearing, the student may submit a written appeal to the Provost in which the course under consideration was offered within five (5) business days of receiving the decision of the ASC. The decision from the Department Chair is the final step in the resolution process.

6. Academic Sanctions

a) Following the student-faculty informal meeting, the faculty member may impose one (1) or more of the following sanctions when a student is found in violation.

(1) Written warning;
(2) Grade of F on the assignment;
(3) Grade of F in the class;
(4) Required attendance at an academic integrity workshop; and/or
(5) Other educational sanctions (in consultation with the Provost)

b) The ASC or Chair of the Department or designee may impose one (1) or more of the following sanctions when a student is found in violation:

(1) Any student-faculty hearing sanctions;
(2) Loss of privileges;
(3) Disciplinary suspension from the college; and/or
(4) Permanent dismissal from the College.

Students who do not complete required sanctions may be referred to the ASC for additional sanctions.
IV. NON-ACADEMIC CONDUCT CODE

A. General Guidelines for Non-Academic Violations
   1. The Dean of Students has primary responsibility and authority for the administration of student discipline for non-academic violations. Further delegation of this authority may be made by the Dean of Students to other staff members.
   2. Anyone may initiate a complaint regarding a College student by submitting the following information through an incident report (please refer to the Office of the Vice President for Student Life, Student Success, and Inclusion website for information):
      a) a clear, signed statement explaining the nature and circumstances of the complaint; and
      b) the names, addresses, and telephone numbers of those filing the complaint.
   3. Anonymous reports may alert an administrator to an existing problem, but these reports cannot serve to initiate disciplinary action.
   4. Any student who becomes a registered sex offender prior to or during the student’s tenure at the College will be subject to permanent dismissal.
   5. The Office of the Vice President for Student Life, Student Success, and Inclusion maintains student disciplinary files, which are considered educational records as defined by FERPA. The current or former student’s conduct file may contain copies of all necessary and appropriate correspondence; name(s) of the hearing officer(s); Student Conduct Board and appeal decisions; recorded sessions; as well as other documentation pertinent to any case for which a student found responsible for a violation of the Code of Student Conduct. The terms “file” or “record” mean any information relating to a current or former student that is stored in a fashion that facilitates recovery of that information by reference to the individual in whatever form or medium such gathering of information is created, kept, or maintained. A password-protected, electronic software system is used to maintain the student conduct records. Hard copy files are stored in a locked file cabinet that can only be accessed by authorized College personnel. Disciplinary records not involving a separation from the College are maintained for a period of seven years. Records resulting in a separation of a student will be retained indefinitely.

B. Jurisdiction of the Code
   Violations of College policies, rules or regulations, or federal, state or local laws may constitute a violation of this Code and result in disciplinary action. The College has authority over all conduct violations that occur on College premises and reserves the right to consider the behavior of students off campus when it is determined that the off-campus behavior is detrimental to the College and its educational mission.
   1. Violation of Law and College Disciplinary Proceedings
      a) The procedures provided in this Code are not intended to be equivalent to the process of federal, state or local criminal laws. Criminal procedures do not address the academic mission of the College. College disciplinary proceedings may be initiated against a student charged with a violation of law that is also a violation of this Code. The College reserves the right to proceed under this Code prior to, concurrent with or subsequent to civil litigation, criminal arrest or criminal prosecution. The College may work to coordinate with the court system to ensure no duplication of services, penalties, or outcomes the College cooperates fully with law enforcement agencies to the extent permitted by law.
   2. Off-Campus Violations and College Disciplinary Proceedings
      a) The primary types of off-campus violations addressed by the Dean of Students include, but are not limited to, the following:
         (1) felony charges;
         (2) assault charges;
         (3) driving under the noticeable effect of alcohol/drugs or charges of driving by individuals under the legal age to possess alcohol;
         (4) repeated (more than one) misdemeanor charges not listed above; and
         (5) activities of a student or group of students that clearly conflict with the College’s interests and mission, including, but not limited to, patterns of behavior that put the health and safety of others at risk or show disregard for the policies of the College.
C. Prohibited Conduct

1. Abuse of the Student Conduct System
   The College prohibits any and all abuses of the student conduct system. Abuse includes, but is not limited to, the following:
   a) Failure to inform hearing officer of student’s choice not to appear for a pre-hearing conference or before a hearing body when proper notice is given;
   b) falsification, distortion, or misrepresentation of information before a hearing officer, hearing body or College official prior, during, or after a student conduct proceeding;
   c) disruption of or interference with the orderly conduct of a student conduct proceeding;
   d) attempting to discourage an individual through coercive behavior and/or manipulative tactics from participation in or use of the student conduct system
   e) attempting to influence the impartiality of a member of a Student Conduct Board, the charging party, a witness or complainant/victim prior to, during the course of or after a student conduct proceeding and
   f) influencing or attempting to influence another person to commit an abuse of the student conduct system.

2. Accessory to Prohibited Conduct
   The College prohibits acting as an accessory to any illegal activity and/or conduct that is deemed a violation of College policy.

3. 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 88).

4. Policy on Sexual and Gender-based Harassment and Discrimination and Other Forms of Interpersonal Violence: See detailed information on pages 56-73.

5. Alcoholic beverages
   a) Individual Students Over the Age of 21 Years
      (1) 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.
      (2) 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.
   b) Individual Students Under the Age of 21 Years:
      (1) 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.
   c) Drunken behavior:
      (1) 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.
   d) Driving while impaired:
      (1) Operating a motor vehicle on campus while under the influence of an intoxicant is determined by campus security or other law officer is prohibited.
   e) Keg policy:
      (1) Any keg or beer ball on College owned property, whether or not it contains beer, will be confiscated.
   f) Alcoholic beverage containers:
      (1) Alcoholic beverage containers are prohibited whether or not they contain any beverage.

6. Assault
   The College prohibits
a) physical assault or abuse - tries to or does physically strike another - and
b) other conduct that threatens or endangers the health or safety of any person or any act that
unreasonably interferes with, impedes, or harasses other persons in the pursuit of their
education or way of life.

7. Hostile Communication
a) Threatening another individual physically, verbally, or by any other means in a manner to
make that individual reasonably believe that the threat or threats are likely to be carried out;
harassment; intimidation, or coercion by any means, including electronic communication.
Examples include, but are not limited to, use of profane language, or insulting or harassing
College faculty, staff, and student employees.
b) Hate speech clause: The principles of community adopted by the Emory & Henry college
include a commitment to building a safe and fostering human environment. The College also
affirms the link between diversity and excellence, and the dignity of all individuals.
Therefore, Emory & Henry College is a hate speech free zone.

8. Disruptive or disorderly conduct:
a) Disruptive behavior or other conduct that, taken alone or considered in the aggregate,
interferes with the institution's operations or with the ability of faculty, staff, or students to
work or learn.
b) Conduct that disrupts the academic and social environment of the campus or surrounding
areas may be deemed disorderly. Examples include, but are not limited to, obscene conduct
and/or indecent exposure, disruption of social and/or academic functions, excessive vulgarity,
and the use of fighting words.

9. Drugs
a) The college prohibits the illegal selling, manufacture, distribution, possession, delivery,
and/or professionally unsupervised usage of all prescription drugs, hallucinogenic drugs, and
controlled substances or being in the presence of the usage such substances.
b) The College prohibits the sale, possession, and/or distribution of drug paraphernalia
including, but not limited to, hookahs, bongs, pipes, etc.
c) The College prohibits driving while under the noticeable effect of drugs.
d) The College prohibits any behavior that is a direct result of drug consumption. Any student
found to be visibly overcome by the usage of drugs will be found in violation of this policy.

10. Failure to Comply
Persons on College property or in the surrounding areas must comply with the lawful
directions of law enforcement officers and College officials, including the request to identify
oneself. Also, students must comply with the action plans that are issued through the student
conduct process.

11. Fire and Emergency Safety
a) The College prohibits the attempt to set, the setting of, or the adding to unauthorized fires on
property owned, occupied, or leased by the College.
b) It is a violation of College policy to tamper with, damage, or misuse any fire protection
and/or emergency equipment. In addition to College disciplinary action, the student may be
subject to crimination prosecution. This includes tampering with emergency buttons.
c) The College prohibits the possession and/or usage of any explosive devices, materials or
dangerous chemicals. This policy prohibits, but is not limited to, all types of fireworks.

12. Misrepresentation of information
a) The College strictly prohibits the possession or use of a false, forged, borrowed, or altered
identification card of any kind or the use of the identification of another person.
b) The College strictly prohibits the alteration, falsification, or other misuse of a student’s
documents, College documents or records. Additionally, this may include, but is not limited
to, the following: furnishing false information to the College or other parties; forgery;
unauthorized alteration of any documentation; medical excuses; legal documents; or misuse
of a College official’s signature.

13. Hazing
a) Hazing is any reckless or intentional act, occurring on or off campus, that produces physical,
mental, or emotional pain, discomfort, humiliation, embarrassment, or ridicule directed
toward other students or groups (regardless of their willingness to participate), that is required or expected of new or current members and which is not related to the mission of the team, group, or organization. This includes any activity, whether it is presented as optional or required, that places a new or current member in a position of servitude as a condition of membership.

14. Information technology
   a) The College prohibits unauthorized access to or abuse of College network and computing systems, or any other violations of the College computer use policy, including but not limited to
      (1) unauthorized entry into a file for any purpose,
      (2) unauthorized transfer of a file; and
      (3) use of computing facilities and resources in violation of copyright laws

15. Theft
   a) Emory & Henry College prohibits the unauthorized taking, misappropriation or possession of any property or services owned or maintained by the College or any person on campus or attending a College-related function. In addition, it is a violation of College policy to possess stolen personal or public property belonging to others outside of the College community.

16. Unauthorized Entry or Usage
   a) The College prohibits unauthorized entry into or usage of a College facility and/or property or elsewhere. This includes unauthorized solicitation and/or distribution of marketing materials. Additionally, this policy applies to unauthorized possession, duplication, or use of keys or access cards to any College premise.

17. Vandalism
   a) The College prohibits the willful abuse or damage of property owned, occupied, or leased by the College, as well as the property of others.

18. Weapons and/or Dangerous Instruments
   a) It is a violation of College policy to possess firearms or ammunition whether operable or inoperaible, loaded or unloaded.
   b) No student may possess or use a dangerous instrument, including decoys and replicas. An instrument may be defined as dangerous if it used, attempted or threatened to be used, or is readily capable of being used to cause physical injury. This policy includes the possession, ignition, and/or detonation of explosives, fireworks, and flammable materials.

19. Gambling
   a) It is a violation of College policy to engage in unlawful and illegal gambling in any form.

20. Unchartered organizations:
   a) It is a violation to be a member of organizations that are not chartered with the Student Government or Greek Council.

21. Unregistered members:
   a) It is a violation to be a member of a Greek organization without being registered with the College as an official member.

22. Nuisance
   a) The College prohibits conduct of a student who uses, owns, occupies, or leases any building or residence where the behavior or misconduct at that location either disturbs the public peace or violates the College policies so that the building, business or residence may be viewed by the community or the College as a nuisance.

23. Other
   a) Violation of federal, state, or local laws on College premises, at College-sponsored or College-supervised activities, or elsewhere, including off-campus locations, if such conduct adversely affects the College community is a violation of College policy.

24. Students and their guests are required to engage in responsible social conduct that reflects positively upon the Emory & Henry College community and to model good citizenship in any community.

D. Disciplinary Hearing Process
   1. Preliminary Investigation
      a) The Dean of Students Office or designee will investigate reports of alleged violations of the
b) After completing a preliminary investigation and finding information to support an alleged violation, the student will be notified by email and/or in writing of assessed charges and notice to appear at a Pre-Hearing Conference.

c) In certain circumstances, based on campus or external incident/police reports, the Dean of Students or designee may impose a no-contact order (CSC.IV.H.13), residence hall suspension (CSC.IV.H.8) or interim suspension prior to the hearing.

   (1) Interim Suspension = Interim suspension is an action requiring that a student immediately leave the campus and property owned, occupied, or leased by the College. It may be imposed upon a student by the Dean of Students or designee when there is reasonable cause to believe, based on available facts, that the student poses a threat to self or others. This is done because the immediacy of the danger caused by the student’s presence on campus makes it impossible to follow the normal disciplinary procedures. When a student is suspended on an interim basis, a notice is given with the reasons for the suspension, the duration, and any special conditions that apply. The case for a student who is suspended on an interim basis will be heard by an administrator or by the Student Conduct Board within ten (10) business days of the interim suspension, unless circumstances such as incarceration of the respondent prevent scheduling within ten (10) days. Any student who is suspended on an interim basis and returns to the campus and property owned, occupied or leased by the College during the suspension will be subject to further disciplinary action and may be treated as a trespasser. Permission to be on campus for a specific purpose (i.e., to take an exam, to consult with the Dean of Students or designee, or to participate in disciplinary procedures may be granted in writing by the Dean of Students Office.

d) A student who has violated or who has been charged with a violation of any non-academic regulation of the College will need to request the permission of the Dean of Students or designee to withdraw. A notation of the circumstances under which the respondent was permitted to withdraw will be entered in the student’s conduct record. The withdrawal of a student with or without such approval will not deprive the College of the power to hear charges against the student, and in the event of being found in violation, the College may restrict the student’s readmission on such terms or under such circumstances as it may prescribe.

e) The College’s action shall be independent of civil and/or criminal proceedings pending in the city, state, or federal court. The outcome of court proceedings has no bearing on the College student conduct process or action plans. At a disciplinary hearing, the technical rules of evidence applicable to civil and criminal cases shall not apply.

2. Pre-Hearing Conference

   a) A hearing officer will conduct the conference. The complainant may or may not be present.

   b) This conference will occur as soon as possible after the report or complaint is received. The hearing officer will inform the respondent of these facts

      (1) The charge(s) assessed;

      (2) the disciplinary hearing options; and

      (3) possible action plans involved.

   c) At the Pre-Hearing Conference, a hearing officer will provide the respondent:

      (1) A written notice of the charge(s) and an outline of rights. In the event that additional charges are assessed, a further written notice must be forwarded to the student. These notices may be mailed, hand-delivered or electronically mailed.

      (2) A review of all available information, documents, exhibits, and a list of witnesses.

      (3) The choice not to appear at the hearing. In that case, the hearing will be conducted in the student’s absence.

      (4) Assistance by a personal adviser. The personal adviser provides the student moral support and must be a member of the College community. The College has the right to disqualify a particular adviser when participation of that adviser allows the potential for disruption of the student conduct process. Upon request of a student,
the personal adviser may:
(a) advise the student concerning the preparation and presentation of the case.
   The adviser may not speak for the student, except in exceptional circumstances with the discretion of the hearing officer.
(b) Accompany the student to all student conduct proceedings whenever possible.
(c) Not serve as a witness.

d) At the conclusion of the pre-hearing conference, one of the following will occur:
   (1) The hearing officer and the student agree to move into an administrative resolution.
   (2) The hearing officer may delay completion of a review until further investigation is completed.
   (3) The conduct case is referred by either the hearing officer or the respondent to a hearing with the Student Conduct Board. (Refer to Section E: Student Conduct Board.)

3. Student Conduct Administrative Resolution
   a) The respondent will be provided the opportunity to present information in response to the assessed charges.
   b) The hearing officer determines whether a violation has occurred based on the majority of the information and provides written documentation of the decision.

4. In cases of violence and sex offenses, the victim/complainant may have support person(s) present during the Pre-Hearing Conference/Administrative Resolution and Student Conduct Board hearing. The support person(s) may not participate in the hearings in any way.

5. Appeal Process
   a) Refer to Section G: Appeal Process for Non-Academic Violations for process.

6. Student Conduct Board Hearing
   a) Refer to Section E: Student Conduct Board for the hearing process.

E. Student Conduct Board
1. Members
   a) The Student Conduct Board (SCB) will consist of 5 elected faculty at large; 5 administrative staff or faculty members appointed by the College President; and 15 students.
      (1) The Chair of the SCB will be a faculty member, elected by members of the SCB. A Vice Chair (faculty/staff member) will also be elected and will serve in the absence of the Chair.
      (2) The student members must be in good standing, have completed a minimum of 60 semester hours, carry a minimum of 12 hours per semester for the duration of their service, maintain a cumulative GPA of 2.5 or higher, and be appointed by the Student Government Association. A student is not in good disciplinary standing while suspended, on disciplinary probation, or has past due action plans.
      (3) If an SCB is scheduled during breaks or summer sessions and the SCB appointees are not available, the members will be appointed as follows: The President will appoint four members of the faculty and/or administrative staff. The President of the Student Government Association will appoint two students who are in good standing with the College.
      (4) If a member of the SCB is not fulfilling the responsibilities of the position, the Dean of Students or designee may recommend replacement of the member to the appointing body.
   b) A sitting panel will be selected for each case based on the availability of SCB members and will consist of two students and four of the faculty/staff members.

NOTE: Title IX hearings may require a special panel composition.
   c) The Dean of Students or designee may serve as an adviser to a sitting panel and share the discipline file of the respondent.

2. Term of Office
   a) Elected faculty members will serve three-year staggered terms. Appointed members will serve a one-year term. SGA student members will be appointed for a one-year term.
   b) When a SCB member resigns, vacancies will be filled as follows: the Faculty Senate Executive Committee will appoint or elect faculty for elected faculty vacancies; the College President will
make a new appointment for appointed vacancies; and the SGA President will make a new appointment for student representative vacancies.

3. Jurisdiction
   a) The SCB will conduct hearings and appeals of students alleged to have committed violations of the Code of Student Conduct.
   b) The SCB has jurisdiction over alleged violations committed by College students other than academic violations, including by way of example, but not limited to: theft; assault; violations of alcohol/substance abuse policies and/or the Code of Student Conduct; and all matters arising under the Student Government Association Constitution as referred by the SGA or Dean of Students or designee. (SGA impeachment proceedings will be held according to the procedures outlined in the SGA constitution.)
   c) To accomplish fundamental fairness, the SCB may change or modify its rules and procedures to apply to particular facts, circumstances or cases before it.

4. Referrals
   a) The Dean of Students or designee may refer cases to the SCB.

   a) The SCB has the authority to enforce its decisions and to impose action plans.
   b) In the event that a student called before the SCB fails to appear for the scheduled hearing, the board will not find the student in violation solely because the student did not participate in the hearing.
   c) The failure of a student to comply with the decision of the SCB may result in additional penalties. The Dean of Students Office on behalf of the SCB may notify the Provost’s Office, Registrar, and other relevant College offices of noncompliance with any of its decisions.
   d) The Dean of Students of designee will monitor the compliance of SCB decisions.

6. Rights and Responsibilities of a Student Called Before the Student Conduct Board
   a) All College students have rights and responsibilities. For a complete list, refer to Section II.
   b) A student called before the SCB will also have the following rights:
      (1) A notice of the date, time, place, and format of the hearing.
      (2) A written notice of charges and an outline of student rights and hearing options.
      (3) All hearings will be closed to parties not directly involved with the case.
   c) A student called before the SCB has the following responsibilities:
      (1) Prompt response to all delivered correspondence is necessary to expedite student conduct matters.
      (2) If the student does not respond to the charge letter by the date requested, the student forfeits the above rights and the hearing will be heard in the student’s absence.
   d) During the SCB hearing, a student charged with a violation is entitled or subject to:
      (1) Advisory assistance: The personal adviser provides the student moral support and must be a member of the College community. The College has the right to disqualify a particular adviser when participation of that adviser allows the potential for disruption of the student conduct process. The adviser may not also serve as a witness.
      (2) Appear in person and to present witnesses and any information relevant to the case. Witnesses will be present only during the time they are testifying.
      (3) Present signed witness statements from person(s) who are unable to attend the hearing.
      (4) Hear and question all witnesses and have access to all relevant information. Special conditions for questioning witnesses may be imposed in sensitive cases.
      (5) Challenge sitting panel members for cause. The removal of a panel member will be at the discretion of hte Chair of the panel.
      (6) Refuse to answer any question(s) or to make a statement. However, the adjudicating agent will make its decision on the basis of information introduced at the hearing.
      (7) Elect not to appear at the hearing. The hearing will be conducted in the student’s absence.
      (8) Be found in violation, based upon the information introduced at the hearing and if responsibility is strongly indicated.

7. The Procedure of the Student Conduct Board
   a) Prior to the meeting
      (1) Members of the SCB will be contacted by the Dean of Students Office regarding their availability for a case. A sitting panel will be chosen based on availability of members as
noted in Section IV.E.1.a. Documents and details of the case will be available the time of the hearing.

(2) The student who is the subject of the alleged violation(s) will receive notification of the time and place of the hearing.

b) General information about the Hearing.

(1) Members of the SCB may be removed or disqualify themselves from sitting on a particular case for reasons of conflict of interest, and a substitute may be appointed by the Chair.

(2) The Chair of the sitting panel will be responsible for conducting the hearing, ensuring that proper records are kept, and informing the appropriate officials of the decision and action plan.

(3) Statements, information, or comments given during hearings will be held in confidence by members of the panel.

(4) A record of all hearings will be made by the SCB by tape recording or by another method determined by the board. The recordings will constitute the official record of all such proceedings.

(5) During the hearing, any mitigating circumstances may be introduced by either side to the panel.

(6) Proceedings of the SCB will take precedence over all non-academic activities and may, in extreme cases, need to take precedence over academic activities. Board members, students who are the subjects of a complaint, and all witnesses notified by the board will appear at the times designated by the board and will be excused from other obligations to participate.

(7) The Chair will determine the appropriateness of questions and make decisions regarding procedural questions that arise during the hearing.

c) Procedures of a Student Conduct Board Hearing

(1) The Chair will summarize the complaint and inform the student who is the subject of the complaint of the specific nature of the complaint or alleged infraction.

(2) The Chair will call upon the Dean of Students or designee to present information to support violations of the Code of Student Conduct, documentation of past violations and/or outcomes on the record of the respondent.

(3) The student who is the subject of the complaint may be present throughout the hearing and may consult with an adviser during testimony.

(4) The SCB may hear and question each witness separately.

(5) The SCB may call any witnesses whose testimony bears on the case.

(6) The SCB insists on honest and forthright responses to its questions and may issue decisions, including suspension or dismissal, for any witness who is not truthful or who intentionally misleads the board. All students who testify before the board may be required to sign a statement attesting to the truthfulness of their testimony.

(7) The student who is the subject of the complaint may be required to submit questions for a witness in writing. The Chair will determine the appropriateness of questions and may choose to direct questions to the witness in place of the respondent.

(8) Decisions are based upon a majority vote from the SCB sitting panel. The Chair of the SCB only votes in case of a tie.

d) Post-Hearing

(1) Only sitting panel members and the Dean of Students or designee may be present and participate in the deliberations.

(2) The Dean of Students or designee will be responsible for notifying the student of the SCB decision in writing, ensuring that proper record entries are made, and that appropriate follow-up on the action plan occurs.

(3) After complaints of violence of sex offenses, the Dean of Students or designee will be responsible for notifying the victim and/or complainant (or next of kin in case of death of victim) of the decision, ensure that proper record entries are made, and that appropriate follow-up on the action plan occurs.

(4) SCB case files are maintained in the Dean of Students Office.

e) Decisions and Appeals

(1) Refer to Section F: Hearing Decisions and Notification for Violations and Section H:
Non-Academic Action Plans

(2) Refer to Section G: Appeal Process for Non-Academic Violations

(3) If a student is found in violation of the Code of Student Conduct, the Official of Financial Aid may be informed and subsequent financial aid decisions may be impacted.

F. Hearing Decisions and Notification of Violations

1. Finding of Not In Violation
   a) A finding of not in violation as a result of a decision by any hearing body will resolve the matter with no further action. A finding of not in violation by any of the appellate bodies will result in a complete reversal and/or modification of action plans previously imposed and may not be appealed further. After a finding of not in violation in the case of an appeal, all record of the action plan previously issued will be removed from the student’s record.

2. Finding of In Violation - Action Plans
   a) Disciplinary action plans may be imposed upon students found in violation of the Code of Student Conduct. Elements of the action plan may be imposed either singularly or in combination. Action plans do not take effect until the completion of the appeal process unless otherwise specified by the hearing officer reviewing the case of the Student Conduct Board.
   b) The purpose of developing action plans is twofold: to protect the College community from behavior that is detrimental to the community and to assist students in identifying acceptable limits and consequences of future behavior that fall within the regulations of the College.
   c) From the date of suspension to the date of return, the student does not have access to the petition process. The Office of the Registrar will inform instructors of a W or WF assigned for non-academic reasons.
   d) Action plans include, but are not limited to, those listed with Section H: Non-Academic Action Plans

3. Notification
   a) At the discretion of the Dean of Students or designee and in compliance with FERPA, decisions of cases and action plans may be shared with the student’s parents or guardian, the complainant, and/or the academic dean or other appropriate College officials on a need-to-know basis. In cases of violence and sex offenses, both the complainant/victim (or next of kin in cases of victim death) and the respondent will be notified of the outcome of the proceedings by the Dean of Students or designee.
   b) Notifications and hearing decisions to the student will be in writing and electronically mailed, mailed on a certified/receipt requested basis, or hand-delivered.

G. Appeal Process for Non-Academic Violations

1. The appeal authority will generally limit its review of the original hearing record to the following two issues:
   a) Whether College disciplinary procedures were followed that provided notice of the charges and an opportunity to respond; and/or
   b) whether new information exists that is sufficient enough to alter the original decision and why such information was not available or not presented at the original hearing. In accordance with Title IX, the accuser has the opportunity to submit an appeal in Title IX cases.
   c) The student must submit the appeal in writing and should be specific about which element of the action plan is being appealed. The appeal must be submitted within three (3) business days of the decision.

H. Non-Academic Action Plans

1. Warning: a written notice to the student that the student is violating or has violated College policy.
2. Fees: requirement that a student remit a specific amount of money, typically in relation to services or goods provided as a result of a violation (assessments, education programs, etc.).
3. Restitution: an order to make restitution is issued when a student has engaged in conduct injurious to the property of another (individual, group, or the College) for which monetary damages may be determined. For example, this may be an element of the action plan in cases of property damage, theft, fraud, deception, or misappropriation.
4. Community Service: provide some type of community service to the community as a whole. The service should, where appropriate, be relevant to the nature of the violation. Service opportunities should have some educational value, and should not be unduly burdensome to other staff or students. This element of the
action plan may include, but is not limited to, service on-campus, to the surrounding community, or to others in need. Service opportunities must be independent of any pre-existing relationship (family, friend, student organizations, paid employment, etc) and must be verifiable in order to fulfill action plan requirements.

5. Educational Programs: assigned as an opportunity for personal development. This includes, but is not limited to, alcohol education, drug education, psychological assessment, reflection document, essay, presentation, development publicity material, etc.

6. Conditions: Limitations upon a student’s behavior and/or department privileges for a period of time, or an active obligation to complete a specified activity. This element of the action plan may include, but is not limited to, denial of the right to represent the College in any way, denial of the right to hold an office with a student organization, restriction of visitation privileges, restriction of contact with another person or persons, required attendance at a workshop or participation in community service.

7. Disciplinary Probation: a designated period of review and observation during which a student is under an official warning that the student’s conduct, although not serious enough to warrant a form of suspension, violated the code. Subsequent violations of College rules, regulations or policies could result in a more severe action plan.

8. Residence Hall Suspension: separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. Conditions for re-admission may be specified.

9. Loss of Housing: permanent separation or separation for a designated time period of the student from the residence halls.

10. Suspension for a Period of Time: denial of enrollment, attendance and other privileges at the College for a given period; conditions for re-admission may be specified. When the action plan includes suspension, the student must leave the campus at the conclusion of the appeal process or immediately if there is no appeal filed and may not participate in academic, extracurricular or other College activities except as may be authorized by the Dean of Students or designee. During the period of suspension, the student is denied the right to register for classes or to visit the College. The student is subject to arrest for trespassing should the student be found on property owned, occupied or leased by the College. In extenuating circumstances, a suspension may be deferred. If the student is found in violation of any College policy during the time of deferred suspension, the suspension takes effect immediately without further review. An additional student conduct action plan appropriate to the new violation also may be issued. A student who has been issued a deferred suspension is deemed “not in good standing” with the College.

A student who is on disciplinary suspension from Emory & Henry College may be required by the Dean of Students Office or the Student Conduct Board at a specified approved level of engagement to perform some approved combination of:

a. paid work;
b. community service;
c. taking courses (that would transfer back to Emory & Henry College from a regionally accredited institution with a GPA of 2.0 or higher, and with any necessary college/departmental permissions based on the exact courses taken); or
d. participating in treatment/rehabilitation programs (when prescribed by SCB or the Dean of Students Office); or Educational programs (alcohol education, drug education, psychological assessment, reflection document, essay, presentation, development of publicity material, etc.).

11. Permanent Dismissal Involuntary separation of the student from the College without future re-admission. The student must leave the campus and is not eligible to participate in classes or any College-sponsored or College-related activities. The student is subject to arrest for trespassing should the student be found on property owned, occupied or leased by the College.

12. No-Contact Order A no-contact order is a College directive that restricts contact between individuals in any way, including in person, via email, telephone, text messaging, social networking or any other method of communication. Direct or indirect contact would be considered a violation of harassment and failure to comply. This violation could be grounds for suspension or permanent dismissal.

Emory & Henry Honor Code
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

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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.

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 49] (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 Counselors appointed by the President of the Student Body with the advice and consent of the Senate, one faculty Counselors elected by the faculty and one administrative Counselors appointed by the President of the College. Terms for all Student Counselors shall be for the academic year. Terms for the Faculty Counselors shall be determined by the faculty. Terms for the Administrative Counselor 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 Counselors 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 Counselor shall determine which alternative 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 Counselors 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 Counselors 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 email 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 (USA 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 money making 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 Email 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 email warning.

Mass Email 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 a web site, please contact Public Relations. If you need assistance with the learning management system, please contact the Instructional Technologist. Mass email 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 email distribution list.

Remember that the College’s official internal electronic newsletter, The Scoop (not email), 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 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 email). If you need assistance with setting up a Moodle account for a discussion forum, contact Valerie Lewis, Instructional Technologist, at vlewis@ehc.edu.

Mass email 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 emails 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 emails to the campus-wide community:
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;
Online courses and training modules.
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:

- Campus visits
- Face-to-face classes
- 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; logins 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 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 29 of this handbook in the Student Complaint section.

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Photos courtesy of Emory & Henry College Student Life.
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.