

# Student Handbook

## General Information

# College Mission Statement

## 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 Affairs and Diversity, Equity, Inclusion, & Belonging Statement

The Division of Student Affairs and Diversity, Equity, Inclusion, & Belonging 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 Affairs and Diversity, Equity, Inclusion, & Belonging 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 Affairs and Diversity, Equity, Inclusion, & Belonging is committed to being free of all forms of abuse, discrimination, and harassment.

Therefore, to continue increasing in excellence, the Division of Student Affairs and Diversity, Equity, Inclusion, & Belonging at Emory & Henry College renews a commitment to diversity through the recognition, support, and celebration of differences. The Division of Student Affairs and Diversity, Equity, Inclusion, & Belonging 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 such changes might create for students.*

## Campus Offices and Services

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 Wiley Hall 101, 276-944-6133

Jennifer Pearce, Vice President for Enrollment Management and External Affairs

Traci Harrison, Director of Admissions

Meghan Tolliver, Associate Director of Admissions Operations

Rachel Campbell, Senior Admissions Counselor

Odessa Thacker, Senior Admissions & Equestrian Counselor

Jake Price, Admissions Counselor

Stephanie Wynegar, Admissions Data Coordinator

Charlie Quillen, Veteran Services Coordinator

Maureen Buescher, Office Manager & Guest Services Coordinator

Hannah Osborne, Associate Director of Admissions-School of Business

Tracie Rinehardt, Director of Admissions-School of Health Sciences

The van Vlissingen Center for Career and Professional Development

The van Vlissingen Center for Career & Professional Development will help all students become “Career & Life Ready” and transform their college experience into a fulfilling and successful life, making connections between the academic curriculum, co-curricular leadership activities, experiential education, and the world of work. Services and Career Advising include:

- Career Readiness
- TrainingChoosing a Major
- Resumes & Cover Letters
- E-portfolios
- Interview Training
- Student Employment
- Professional Etiquette
- LinkedIn & Networking
- Career Closet Project for Professional Dress
- Internships for Academic Credit
- Job Searching
- Applying to Graduate Schools
- Virtual Career Fairs
- Career Lyceums

The van Vlissingen Center also sponsors workshops, presentations, and other programming to support students, faculty, and staff. Jump on our website at [ehc.edu/career-center](http://ehc.edu/career-center). For the Class of 2021, 94% of the cohort found job opportunities and graduate school programs within 6 months of graduation.

Location: adjacent to Van Dyke Hall & Martin Brock Student Center

Phone: 276-944-6151

- Lee Svete, Director
- Amanda Gardner, Associate Director of Experiential Education
- Christine Arias, Associate Director of Career Education, Advising, and DEI&B
- Anne-Louise Tunstall, Experiential Education Program Analyst
- Paula McGraw, Career Center Coordinator

Be sure to follow us on social media:

@ehcareercenter

# Appalachian Center for Civic Life

Location: Collins House, 276-944-6691

Scott Sikes, Director of the Appalachian Center and the Bonner Scholars Program

Joining education with civic engagement in this place, in this region, and in the wider world, the Appalachian Center for Civic Life is here to help students consider what it means to live in a community. The Center offers a wide range of civic engagement projects and service opportunities in which anyone can be involved. Our programs allow students the opportunity to gain valuable hands-on skills and experience while delivering real, tangible outcomes that address a wide range of community needs. Such work is a part of the long legacy of Emory & Henry's commitment to connecting learning with civic responsibility. The Appalachian Center is home to the Bonner Scholars Program, the Civic Leaders Scholars Program, and a host of other civic engagement opportunities. The defining value of our programs is the belief that everyone has the potential to contribute to the building of strong communities and that each person's story is of value to the life of a place. The Appalachian Center is located in Collins House, between Wiley-Jackson Hall and Stuart Hall.

## Athletics Office

NCAA provisional member of Division II Athletics. Currently a member of the Old Dominion Athletic Conference, but will join the South Atlantic Conference (SAC) for the 2022-23 academic year; for more information on varsity sports, see the "Athletics & Recreational Services" section on page 16.

Location: King Center, 276-944-6233

Anne Crutchfield, Vice President of Athletics

Melissa Davis, Assistant Director of Athletics for Sports Performance,

Trey McCall, Senior Associate Director of Athletics

Susan Ratliff, Associate Director of Athletics for Compliance, SWA

Kyle Sensabaugh, Assistant Director of Athletics for Student-Athlete Success

## Campus Police/Campus Safety Office

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

Location: The Emory Train Depot, 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

Jerry Odell, Interim Chief of Police

## Office of the Registrar

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

Location: Wiley Hall, Room 121

Shannon Patterson, Registrar - 276-944-6117

Margaret Cullinane, Assistant Registrar- 276-944-6994

Sydney French, Registration Specialist- 276-944-6336

## Financial Aid Office

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

Location: Wiley Hall, 3rd floor

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

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

Crystal Perrotta, Financial Aid Specialist - 276-944-6940

Nikki Freeman, Financial Aid Counselor

## Chaplain/Spiritual Life Office

The Office of Spiritual Life coordinates opportunities for spiritual exploration and growth through worship, conversation, small groups, and service opportunities.

Office Location: Main level of Memorial Chapel

Sharon Wright, Chaplain, 276-944-6836, Room 202A

## 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. Michael Puglisi, Provost

Dr. Matthew Frederick, Associate Provost 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: McPherson Center

Frederick George, Dean of Students

# The Emory Mercantile and Book Services

Location: The Emory Mercantile

Terry Richardson, Retail Manager, 276-944-6903

Jennifer McNew, Merchandise Manager, 276-944-6231

The Emory Mercantile, 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. Financial aid may be used for food, medicine, and school supply purchases. One card may be used for all purchases. Hours are Monday-Friday 10-4.

Textbooks are available through the online store at [bookstore.ehc.edu](http://bookstore.ehc.edu). One Card is currently not available for textbook purchases. You may contact the Merc by visiting <http://bookstore.ehc.edu/home.aspx> or by emailing Terry Richardson ([trichardson@ehc.edu](mailto:trichardson@ehc.edu)) or Jennifer McNew ([jconner@ehc.edu](mailto:jconner@ehc.edu)).

## 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 2 indoor arenas and a large outdoor arena. Emory & Henry cares for 60 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 student accounts, accounts payable, college budgets, and accounting.

Location: Wiley Hall, Rooms 131-137, Phone 276-944-6966

Angie S. Edmondson, Chief Financial Officer and Finance Director

Iris Worley, Business Office Manager

Christy Blevins, Accountant

Sherry Lowery, Accounting Assistant

Angie Werth, Accounts Receivable

Karen Clear, Business Office Generalist

Sara Hansen, Accounts Receivable Assistant

## Human Resources

Location: The Cottage, 276-944-6953

Tracy Peery, Director of Human Resources

Susan French, Senior Human Resources Generalist

# Title IX

Location: Wiley Hall, Second Floor, 227

Yancey Wilmoth, Title IX Coordinator

# Food Service

Student food service. Locations include the Van Dyke Student Restaurant and Stinger’s Cafe in Van Dyke; 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 [swalker@ehc.edu](mailto:swalker@ehc.edu)

Dave Brinegar, Operations Manager, 276-944-6249 [dbrinegar@ehc.edu](mailto:dbrinegar@ehc.edu)

Treva Randall, Retail Manager, 276-944-6586 [trandall@ehc.edu](mailto:trandall@ehc.edu)

Sherry Woodward, Executive Chef, 276-944-6975 [swoodward@ehc.edu](mailto:swoodward@ehc.edu)

Monique Duncan, Office Manager, 276-944-6588 [mduncan@ehc.edu](mailto:mduncan@ehc.edu)

The Van Dyke Student Restaurant, located in the Rufus Oscar Van Dyke Center, offers an all-you-care-to-eat service for a set door rate. This facility has an innovative service area, providing an extensive menu including such items as hand-tossed pizza, classic menus, global fare, fresh-to-order, plant-based, fresh-baked bread and desserts, ethnic dishes prepared daily by the executive chef, a full salad bar, and much, much more. Van Dyke features Simple Servings, an Allergen Free Station, along with My Zone, a Gluten Free station, for students who have those needs. Students are required to present a valid Emory & Henry Student ID in order to gain access to the meal plan. Dining Services also provides a dining alternative at “The Hut,” located in the Martin- Brock Student Center, along with The Zone convenience store. Simply To Go, a grab-and-go alternative, is located in MS Hall. Stinger’s Cafe in Van Dyke serves lunch during the week as a meal swipe for students. 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 28). The Dining Services team has an “open door” policy when it comes to suggestions, complaints, or compliments. Please feel free to contact us at any time. 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.

The Hut: Monday–Friday, 9:00 a.m.–10:30 p.m.; Saturday–Sunday, 5 p.m.–10:30 p.m.

The Zone Convenience Store Hours: Monday-Friday, 3 p.m.-10:30 p.m.; Saturday - Sunday, 5 p.m.–10:30 p.m.

Simply to Go: Monday–Friday, 7:30 a.m.–2 p.m.; Saturday - Sunday, Closed

Van Dyke Student Dining Hall Hours and Guest Meal Prices: (Hours are subject to change during inclement weather, special occasions, holidays, and the summer.)

Dining Hall Hours		Guest Rate
Breakfast (Mon.-Fri.)	7 a.m.- 9:30 a.m.	\$6.00
Lunch (Mon.-Fri.)	11 a.m.- 1:30 p.m.	
Brunch (Sat. & Sun.)	10:30 a.m.- 1 p.m.	\$8.75
Late Lunch (Sat. & Sun.)	1 p.m.- 5 p.m.	\$10.00

Dinner (Mon.-Thurs.)		\$11.50
(Fri.-Sun.)		\$11.50
Premium Meals	5 p.m.- 7:30 p.m.	\$13.50
Fac./Staff Regular Meals	5 p.m.- 6:30 p.m.	\$5.00
Fac./ Staff Specials		\$8.00
Off-Campus & Fac./Staff Family		\$6.50

## Health Services

Monday–Thursday, 8:30 a.m. - 5:00 p.m. (lunch break between noon and 1:00); Friday 8:30 a.m.- 2:00 p.m.

By appointment only

Location: The 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 McPherson Center)

Susan Stanley, RN, BSN, Director of Health Services, 276-944-6219, stanlesm@ehc.edu

Jessica Fain, RN, BSN, College Health Nurse, 276-944-6219, jfain@ehc.edu

Emory & Henry Health Center personnel provide medical treatment for minor illnesses and injuries. 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, 3:00- 4:30 p.m.; Tuesday and Wednesday, 10:00-11:30 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). In order to see the doctor or nurse practitioner during free office hours, a completed health form must be on file.

Supply charges, normally under \$10, such as 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 an outside provider or pharmacy.

Campus medical services are not intended to meet the needs of serious illness or accidents. 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 Safety and the Community or 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, and be specific about your location.

Students are responsible for providing their own transportation in non-emergency situations. Students too ill to attend class should arrange medical attention during regular Health Center hours. Appointments are required. 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: Urgent Care–Ballad, 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, extension 1100

Health insurance is strongly recommended for all students at Emory & Henry College for the 2021-2022 school year. Private Health Insurance is REQUIRED for: School of Health Sciences student (includes DPT, MOT, OTD, MPAS, School of Nursing),



Member of a varsity (NCAA sponsored) athletic team, Member of the Equestrian team (IDA and IHSA), Member of the Rugby affinity team, Member of the Cheer/Dance team, Member of Marching Band or Color Guard, Member of the Outdoor Adventure Team, Members of any club sport program at Emory & Henry College, International student participating in any of the listed areas.

## The Office of Diversity, Equity, Inclusion, & Belonging

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: Damer House

John Holloway, VP for Diversity, Equity, Inclusion, and Belonging, 276-944-6772

Dr. Amy Sorensen, Director of Diversity, Equity, Inclusion, and Belonging & Director of the Women's Center

## Library

E&H Library: Study space, information resources, research assistance, information literacy and bibliographic instruction, inter-library loan, reserve circulation of course materials, computer lab, McGowan Lab classroom.

Location: Emory Campus: Kelly Library, 276-944-6208; Marion Campus: SHS Library, 3rd Floor

Librarians: Ruth Castillo, Adam Alley, Rebecca Grantham, Jody Hanshew, Victoria Koger

Website: [library.ehc.edu](http://library.ehc.edu)

## Campus Mail and Packages

All students are assigned an on-campus mailbox to use throughout their time at Emory & Henry College.

Student mailboxes are located at either the Martin-Brock Student Center or the McPherson Center. Students will receive letter mail (U.S. Postal Service and E&H campus letters) in these mailboxes. All packages from commercial carriers (i.e., UPS, FedEx, Amazon, etc.) will be sent to a central location on campus and can be picked up at the Martin Brock Center, regardless of the student's physical mailbox location.

The student's mailbox number is assigned annually. The college offices, faculty, staff, and students can send mail to anyone on campus through the on-campus mail service without applying for postage. The addressee's name, campus mailbox number, and return address are needed for campus mail processing.

For sending, receiving, and retrieving packages at the Martin Brock Center, please see the information below.

Share this address with friends and family to receive mail throughout the year!

### Your address format for US mail (USPS) is:

Student First and Last Name

Emory & Henry College (Box #)

P.O. Box 9001

Emory, VA 24327-9001

## **Your address format for Carrier Mail (UPS, FedEx, etc.) is:**

Student First and Last Name

Emory & Henry College (Box #)

30461 Garnand Drive

Emory, VA 24327

## **Receiving Packages at the Martin Brock Center**

The Martin Brock Center, located at 30598 Garnand Dr, Emory, VA 24327, is open for retrieving packages Monday-Friday from 8 a.m. - 8 p.m. and Saturday from 8 a.m.-11:30 a.m. Packages are not received from carriers on Saturday and Sunday.

Between the hours of operation, Campus Police or any other college personnel are not able to open the Martin Brock Center mail room to retrieve packages. The hours of operation are meant to provide guaranteed hours of service and to ensure that trained staff are available to assist with the security and safe delivery of all student packages.

## **Package Delivery, Processing, and Caution for Overnighting Letters or Packages**

Please note that letters and packages delivered to the U.S. Postal Service address first arrive at the Emory United States Post Office, located near campus. From there, college personnel retrieve the letters and packages for processing in the Wiley Hall Service Center.

When packages arrive at the Emory U.S. Post Office, the package will register as delivered in shipment tracking and will notify the student that the package has been delivered; however, this does not mean that it has arrived at the Wiley Hall Service Center for processing.

Packages are only ready for retrieval by the student when they have received official notification from studentmailroom@ehc.edu. Overnighting a package may lead to frustration for a student who sees that a package has been delivered to the Emory U.S. Post Office but has not yet arrived at the Wiley Hall Service Center.

Please also note that in such cases, the Emory U.S. Post Office, operated by employees of the U.S. Postal Service, will not sort through the numerous packages arriving at the post office in order to retrieve an individual package for an individual student.

## **U.S. Post Office—Emory, VA**

The Emory U.S. Post Office is located within walking distance of the campus. The business window at the post office is closed on Sundays and holidays, but the lobby remains open at all times. For hours of operation, please visit [www.usps.com](http://www.usps.com). Call (276) 944-3522 for more information.

Neff Center for Teacher Education

Undergraduate and graduate teacher licensure programs in elementary, middle, and secondary school; Master's of Education (M.Ed.) available in fifth year or Fast Track;

post-baccalaureate programs leading to teacher licensure.

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

Dr. Sandra Frederick, Education Department Chair, Director of the Neff Center for Teacher Education

Mark Hainsworth, M.Ed. Instructor of Education & Mathematics, 276-944,6215

Dr. Charity Hensley, Assistant Professor of Education, 276-944-6658

Dr. Janie Hull, Visiting Assistant Professor of Education, 276-944-6864

Sharon McKinney, Education Services Coordinator, 276-944-6218

## Paul Adrian Powell, III Center for Student Success

The Paul Adrian Powell, III Student Success Center is designed to be a one-stop shop for all of your student needs, academic or personal. Our Director of New Student Experience/Orientation works hard to provide incoming students with engaging and welcoming programs on and off campus to build community. Our First-Year Academic Advisors are here to ensure students are on track for graduation and that their credits and classes are all aligned. We also have Student Success Coaches who are here to aid students in tackling issues like test-taking anxiety, study skills, and time management. The Office of Accessibility Support Services (DSS) is committed to welcoming students with all types of disabilities. DSS works collaboratively with campus stakeholders and students to facilitate access to all aspects of college life. Often, access is achieved through reasonable and appropriate accommodations, which minimize barriers within the college setting. For more personal concerns, students can schedule an appointment with a licensed counselor on campus or use the Timelycare Telehealth app.

Location: Wiley Hall 240

Travis W. Proffitt, Dean of Student Success

Dr. Lauren Harding, Director of Academic Support

Carleigh Blaylock, Student Success Coach

Dr. Amy Hopkins-Mason, Academic Success Coordinator

Kyle Sensabaugh, Student Success Coach

Jacqueline Kestner, Student Success Coach

Sam Davis, Director of New Student Advising

Jacob Thompson, First-Year Academic Advisor

Dr. Beth Funkhouser, First-Year Academic Advisor

Amanda Fenner, Accessibility Coordinator

Alex Versen, M.S.W., L.C.S.W., Director of Counseling Services

Camille Kingsolver L.P.C., Counselor

Amanda Davis, Administrative Assistant, Counseling Services

Nikki Eades, Office Manager, Counseling Center

## Student Success Coaching

Student Success coaches are available to all students at Emory & Henry College in

the Paul Adrian Powell Center for Student Success on the second floor of Wiley Hall. Any student can schedule a meeting with a student success coach, and faculty and staff will have the ability to refer students to a success coach. These sessions can vary in length

from 15 minutes to an hour, and unlimited sessions are provided to all students as part of attendance at Emory & Henry College. Reasons to schedule a meeting/send a referral can include but are not limited to studying, grades, resources, time management, tutoring, self-care, etc. If you have an on or off-campus need, feel free to contact one of our student success coaches or call the Center for Student Success at 276-944-4121.

Dr. Lauren Harding

Director of Academic Support Services

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

276-944-6893

Carleigh Blaylock

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

276-944-6116

Jacqueline Kestner

Director of Student-Athlete Success Programs

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

Kyle Sensabaugh

Assistant Athletic Director- Student-Athlete Success

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

## Counseling Services

Counseling Services are provided by licensed, or licensed eligible, mental health professionals who work with students as they navigate the changes and stresses associated with their college experience. Counseling services support students' overall growth and development to help them meet social, personal, and academic goals. Counseling services are confidential in accordance with applicable state and federal laws. Counseling services are often short-term in nature, and students may be referred to off-campus resources as appropriate. After-hours emergency consults 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.

Locations: Emory Campus - Wiley Hall, Suite 220, Marion Campus - Suite B-136

Phone: 276-944-6144

Alex Versen, M.S.W., L.C.S.W. Director of Counseling Services

Camille Kingsolver, L.P.C., Counselor

Amanda Davis, Administrative Assistant

# Office of Advancement

Engages alumni 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

Rob Parker, Vice President for Advancement

Contact: Patty Hunt, 276-944-6119; pfhunt@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 Affairs

## Development Office

Oversees all College fundraising and donor stewardship

Greg McMillan, Executive Director for Planned Giving

Shannon Earle, Associate Vice President for Advancement

Patty Hunt, Manager of Development Services

Clay Rolston, Director of Corporate & Foundation Relations

Daria Walsh, Director of Prospect Research and Prospect Management

Amie Trent, Executive Assistant for Advancement

# President's Office

Houses chief executive officer, College budget and personnel, Board of Trustees, legal counsel, and strategic initiatives; Supervises Fall Convocation, Founder's Day, Commencement, Facilities, Dining Services, Campus Police, Camps, and Conferences.

Location: Wiley Hall, Room 138

Dr. John W. Wells, President, 276-944-6107

Mark R. Graham, Vice President for Administration & General Counsel, 276-944-6104

J. Ryan Bowyer, Executive Director of Strategic Initiatives, 276-944-6528

Laura Pruitt, Scheduler/Director of Camps and Conferences, 276-944-6263

Ronan King, Associate Vice President for Administration, 276-944-6125

# 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 four graduate programs: a Doctor of Physical Therapy (DPT), a Doctor of Occupational Therapy (OTD), a Master of Physician Assistant Studies (MPAS), and a Master of Science in Clinical Mental Health Counseling (MS-CMHC).

Location: Marion Campus- School of Health Sciences- 565 Radio Road, Marion, VA 24354

Lou Fincher, Senior Vice President and Dean, 276-944-6341

Blake Justice, Assistant Dean of Health Sciences

Tracey Wright, Dean of Student Affairs and Diversity, Equity, and Inclusion, 276-944-6490

Karen Alley, Office Manager, 276-944-6342

Tracie Rinehardt, Coordinator of Admission, School of Health Sciences, 276-944-6791

Eric Coley, Program Director and Chair, Department of Physical Therapy, 276-944-6753

John Jackson, Founding Program Director and Chair, Department of Occupational Therapy, 276-944-6744

Phillip Davis, Program Director and Chair, Department of Physician Assistant Studies, 276-944-7257

Stephanie Hall Chair, Founding Program Director and Chair, Department of Clinical Mental Health Counseling, 276-944-7232

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

Dawn Veatch, Clinical Education Support Specialist, Departments of Physical and Occupational Therapy, 276-944-7224

Carolyn Powers, Administrative Assistant, Department of Clinical Mental Health Counseling, 276-944-6493

## School of Nursing - Marion Campus

The School of Nursing (SON) currently offers two tracks of study leading to a Bachelor of Science in Nursing (BSN) degree. A traditional (TBSN) pre-license Registered Nurse (RN) program and an RN-BSN program for RNs who want to complete their BSN. Pending SACSCOC approval, the SON will offer two advanced practice nursing licensure tracks leading to a Masters of Science in Nursing (MSN). The first track is a Clinical Nurse Specialist (CNS) track focused on Adult-Gerontology populations and includes Nurse Educator (NE) coursework. The second is a Family Nurse Practitioner (FNP) primary care track.

Location: Marion Campus- School of Health Sciences- 565 Radio Road, Marion, VA 24354

Laurie Anne Ferguson, Founding Dean, 276-944-7213

Carolyn Powers, Administrative Assistant, School of Nursing, 276-944-6493

## Student Government Office

Student Government programs include campus initiatives, club charter grants, Student Government elections, student conduct, and student organization funding. Student Government also represents student interests throughout campus, including matters of DEI, growth & development, and student housing.

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

Carlee Sullins, Student Government President

Ryan Vaughan, Student Government Vice President

# Diversity, Equity, Inclusion, & Belonging Offices

Location: Damer House DEI&B Center, 276-944-6529

## The Woodrow W. McGlothlin Center for the Arts

Joseph Champagne, Gallery Curator, 276-944-6944

Will Hankins, Technical Director, 276-944-6816

Dirk Moore, Executive Director, 276-944-6810

Box Office, 276-944-6333

The McGlothlin Center for the Arts is home to two theatres (the Black Box Theatre and Kennedy ~ Reedy Theatre), the 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 Art Gallery is open Monday through Saturday from 12-5 p.m. The box office is open during the performance season from 10 a.m. to 5 p.m. 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.

## Tutoring and Learning Center: Writing Resources

Ms. Ruth Ann Marotta, Writing Instructor

The writing resources available through the Tutoring and Learning Center range from on-site writing and citation workshops (as requested by both main campus and Marion campus faculty and staff), one-on-one tutoring sessions, and curated tutoring feedback and resources. The Tutoring and Learning Center is committed to helping students grow as writers and editors. To achieve that goal, we are here to help you from process to product through two primary resources: tutoring and individually curated materials. Tutoring is primarily conducted virtually and by appointment, while curated tutoring feedback and resources, which include both written and video commentary from Ms. Daniel, as well as other online or original materials, are created following a specialized review of a student's rough draft. In order to utilize either of these resources or to request other types of support, please contact Ms. Daniel via her Google Form (scan the QR code below for easy access). You also may email her at [ramarotta@ehc.edu](mailto:ramarotta@ehc.edu); however, you must fill out the form first to receive tutoring services.

For additional assistance, visit the writing resources website created by Ms. Ratcliff: <https://sites.google.com/ehc.edu/eh-writing-center-resources/home>.

In addition to offering tutoring services, students are welcome to use the writing lab 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.

## 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 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 six 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 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 advisor 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 advisor 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 six 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.
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 advisor, 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 the conduct of staff.

### **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 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 Advisors

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

- A. As supervisors the advisors shall guide rather than censor.
- B. Advisors shall let it be known they are willing to give guidance, provide counseling, and be there when needed.
- C. Advisors shall share their knowledge of journalism and broadcasting with the staff, stressing that professional standards and ethics be followed at all times.
- D. Advisors shall offer pre-publications/pre-broadcast advice when it is sought and shall offer post-publication/post-broadcast criticism.

- E. Advisors shall approve payment of bills, student payroll, and other necessary expenditures and provide general budget supervision.

## E&H Library

**E&H Library** functions as the heart of the College's academic program. The Library provides collections, services, and spaces to pursue excellence in confronting ideas, thinking critically about the human experience, and pursuing research. Library staff work with students and faculty to develop research skills and to provide a wide range of services that enhance the teaching and learning experience.

The Library provides easy access to more than 530,000 items including books, ebooks, periodicals, government documents, and DVDs. E&H Library subscribes to approximately 420 periodicals and newspapers in print and has access to 100,000 full-text periodicals and newspapers in electronic databases available through the Library's website. The Library's electronic resources can be accessed by any College user from on or off campus.

On the Emory campus, the Frederick T. Kelly Library's facilities include collaborative study space, private study rooms, Kelly Computer Lab, McGowan Computer Classroom, and the Robert D. and Rachel K. Denham Poetry Collection. The Kelly Library is open 90 hours per week when the College is in session. Kelly Library also houses the college archives, rare book collections, the Hunt Room and its Collections, and historical collections of note.

On the Marion campus, the School of Health Sciences Library and Learning Center facilities include group study rooms, quiet study space, health science focused collections, and resources and technology for supporting research. The SHS Library is open and available to anyone with Marion campus access.

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 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.

E&H Library is a member of the Holston Associated Libraries, Inc. (HAL), a consortium of two private colleges and three public library systems. The Library also participates in the VIVA (Virtual Library of Virginia) and the Appalachian College Association's Bowen Central Library consortia, which provide an extensive collection of electronic resources. If students need research materials that are not available in the Library, the materials may be requested online through ILLiad, the college's electronic interlibrary loan system.

Students and faculty have access to research assistance through online chat, text messaging, email, phone, and in person. The professional librarians offer instructional programs, training sessions, and orientations, along with academic reference services, and individualized research assistance.

## 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](mailto:ithelpdesk@ehc.edu) for questions or technology support needs. Normal hours of operation for the IT Help Desk are Monday-Friday from 8am to 5pm, but any exceptions will be posted in the IT Help Desk area. The Information Technology Services department supports the integration, performance and availability of technology into the teaching and learning process through a broad range of resources over the Emory & Henry computer network and the Internet.

Access to the College network requires an account, which is automatically assigned to all registered students. This account provides access to the Internet, Portal Access, MyHub, Moodle, printing capabilities, online library resources, e-mail, and other systems. 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. In addition to this, 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

The 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.

# 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/Safety 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 Executive Director for Strategic Initiatives, 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 students 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 a student's parent(s), guardian(s), or spouse in the event of any accident, illness, mental distress, or disruptive behavior.

**Insurance.** All full-time domestic and international undergraduate students taking 12 or more credit hours are required to have health insurance. These students will be automatically enrolled in the Student Injury and Sickness Plan unless proof of comparable coverage is furnished. Full-time graduate students are also eligible to enroll in the Student Injury and Sickness Plan on a voluntary basis. Students must purchase coverage for their eligible dependent(s) at the same time as their own initial plan enrollment.

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.

## 2020 Emory & Henry College Annual Security Report & Annual Fire Safety Report

### *Context of the Law*

As required by The Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, or “Clery Act,” Emory & Henry College alerts students, faculty, and staff in a timely manner of crimes that pose a serious or continuing threat to the campus community. Depending upon the nature and location of the incident, Emory & Henry may send a campus alert message to members of the community through email or by mobile devices (if they are enrolled in the campus alert system). In addition, any emergency alert that is sent to mobile devices is immediately posted on the College’s website at [www.ehc.edu](http://www.ehc.edu).

Emory & Henry College prepares this Annual Security Report in compliance with the Clery Act (as noted above), the Higher Education Opportunity Act, the Campus SaVE Act (which is a reauthorization section included in the Violence Against Women Act). The Higher Education Act (HEA), as amended by the Higher Education Opportunity Act (HEOA). All of these acts and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act specify campus safety requirements for all Title IV institutions. These laws also include the requirements to post missing student notification policies, fire safety practices and data, and information about educational programming that promotes awareness of sexual assault, rape, acquaintance rape, dating violence, domestic violence and stalking. These disclosures are required in the Annual Security Report and Annual Fire Safety Report typically due on October 1, of the following year. The statistics are also collected via the Department of Education’s web-based Campus Safety and Security site located at <http://ope.ed.gov/security>.

### *Campus Security and Safety: A Shared Responsibility*

Located in a rural setting, Emory & Henry College has historically had a safe and secure environment. That is not to say that crimes and arrests do not occur because they do. However, acts that threaten one’s safety are not characteristic of this community. One of the significant reasons for this is the very nature and character of those that make up the college community. The students, faculty, and staff accept responsibility for their own and others’ safety and cooperate with campus safety officers and residence hall staff, among others, in trying to protect persons and property. We recognize that in a close knit community like ours, we should continue to rely on one another and to follow sound practices if we are to sustain a safe and secure campus environment.

Students should be familiar with the Student Handbook ([www.ehc.edu/students](http://www.ehc.edu/students)) and the Code of Conduct and abide by these precepts and regulations. They should also encourage other students to abide by the Code to enhance the quality of life on campus and to diminish the number of threats to safety involving students and others.

### *Awareness Programming*

The College offers a mandatory bystander awareness program called Bringing in the Bystander. Each year, incoming students are required to participate in this program during their first year of matriculation. This program is also offered for any interested current students throughout the year. The program teaches students how to intervene when they become aware of possible problems amongst their peers related to sexual assault, domestic violence, dating violence, and stalking. In addition, Train the Trainer sessions are held for students to become peer educators in this program. Various programs are offered on campus to individual students and clubs and organizations throughout the year. All students, faculty, and staff are sent access to an online Title IX training module each year to increase awareness. In addition, new faculty and staff also receive awareness information during their orientation programs. Prevention and awareness information, in addition to Title IX guidance, is provided to all new

faculty and staff during employee orientation periods. This information is also covered at the first faculty meeting each semester. As a matter of informing the entire campus community, this Annual Safety Report and other safety information is included the campus newsletter, E&H News. E&H News is published each weekday during the fall and spring semesters and the information is highlighted during the first few weeks of each semester. Another programming provider is the Peer Educators, a group of students who focus on providing health conscious information to their peers. The 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.

### **Best Practices**

- The College provides educational programs that are aimed at preventing domestic violence, dating violence, sexual assault, and stalking. These programs include information about how to respond to these incidents.
- If a student or employee reports that he or she is a victim of domestic violence, dating violence, sexual assault, or stalking – regardless of where the offense occurred – he or she will be provided with a written explanation of his or her rights and options that the College can provide.
- As a matter of policy, the College prohibits retaliation by its officers, employees, or agents against a person who exercises his/her rights or responsibilities under any provision of the Campus SaVe Act.
- When issuing timely warnings as required by the Clery Act, the College withholds the names of victims due to confidentiality.
- Students should be aware that Virginia law, effective July 1, 2015, requires schools to include a prominent notation on the academic transcript of each student who has been suspended for, has been permanently dismissed from, or withdraws from the institution while under investigation for an offense involving sexual violence under the institution's code of conduct. The College is also required under this law to have a procedure for removing such a notation from the academic transcript of any student who is subsequently found not to have committed an offense involving sexual violence based upon the College's Code of Conduct/
- Virginia law also requires any college employee who becomes aware of a sexual assault accusation to report it to the school's Title IX Coordinator as soon as possible/ The Title IX Coordinator must then convene a review committee within 72 hours to determine if the safety of the campus is compromised. If so, the review committee must disclose information regarding the alleged assault to the law enforcement agency responsible for investigating the alleged act.
- The College updates and publishes conduct guidelines and procedures annually in the Student Handbook.

### ***Access to Campus Facilities and Security Policies***

Students, faculty, staff, and other employees of Emory & Henry have access to academic, administrative, and recreational facilities on campus. Access to residence halls is limited primarily to students and their guests. Guests may visit residents in student's rooms during visitation hours or in the 24-hour lounges.

The general public is welcome to attend most cultural and sports events, unless otherwise stipulated. However, the general public does not have access to the campus or college facilities on a regular, routine basis. Exceptions are made for specified community service programs and public relations purposes. The College reserves the right to ask anyone with offensive behavior to leave the property.

The Facilities Department maintains campus physical facilities with sensitivity to safety, for example, proper maintenance of campus lighting on walkways and in parking lots, trimming of shrubbery, etc.

The outside doors of the residence halls are locked and should not be propped open. Each residence hall room has a door lock, and students are encouraged to keep their room keys on their person and to lock their room doors at night and at all other times when the room is not occupied. The Code of Conduct works well, but with guests often present, especially on weekends, the residence halls become much more public. Thus, good judgment is encouraged. Students should take common sense precautions to protect their personal property, such as marking stereos, cameras, televisions, computers, and the like. Campus Police/Safety can assist with protecting your valuables through a property registration program that can be accessed at [www.ehc.edu/property-registration](http://www.ehc.edu/property-registration). In addition, valuables left in a car should be locked in the trunk, if applicable, and the motor vehicle itself should be locked when parked.

During holiday periods students are expected to secure their own belongings by locking room doors and windows when the room is vacated and by taking valuable items with them for the holiday.

Students are urged to report to Campus Police/Safety officers or other personnel, as appropriate, any suspicious-looking individuals whom they believe do not belong in their residence halls or other College buildings and any troubling, unusual incidents in or around residence halls or elsewhere on campus.

It is the policy of this College to disclose to victims of violent crime the results of any disciplinary actions taken against those who violate the Code of Conduct in this context.

#### *Authority of Campus Police/Safety Officers*

The College's Campus Police/Safety officers are sworn Conservators of the Peace with powers of arrest. Police officers receive training in traffic control, in arrest procedures, and in the use of firearms. Both safety and police officers receive additional inservice training to upgrade their skills regarding safety and security for people and property. The jurisdictional authority of Emory & Henry Police/safety officers includes the campus and a limited area beyond the boundaries of the College. Our officers work cooperatively with the Washington County Sheriff's Office and the Virginia State Police and they prepare written incident reports for their own internal use and for record-keeping purposes. Also, the Campus Police/Safety Department, on a voluntary basis, seeks information from local and state police jurisdictions on any crimes committed or arrests made offcampus involving Emory & Henry students and student organizations.

#### *Alcohol and Other Drugs: Policies and Educational Programs*

You should be aware that Emory & Henry complies with the Drug Free Schools and Communities Amendments by making students and employees aware of laws pertaining to alcohol and other drugs and by actively discouraging the violation of these laws. The College has a zero-tolerance policy for drug violations and students are subject to suspension through the campus conduct system for simple possession. Should any member of the campus community feel that they need assistance with a drug or alcohol problem, staff members are available to direct them to resources. The Student Health Center, the Student Success Center, and Student Affairs and Diversity, Equity, Inclusion, & Belonging have contacts with various agencies and professionals who have expertise with these issues.

#### *Missing Student Notification Policy and Procedures*

When students first enroll, they 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/ It is the student's responsibility to update this information when changes occur. 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/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/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.

#### *HOW TO GET HELP: Reporting Criminal Actions and/or Emergencies*

The Campus Police/Safety Office is located in Martin Brock. It is the policy of the College to have campus safety personnel and/or other appropriate staff respond to any reported crime or emergency involving a threat to personal safety and security On Campus Residence Halls Public Property Non-Campus or to enlist the help of local police agencies or emergency services, such as the Washington County Sheriff's Office, which can be reached by calling 911.

For direct telephone access to the Campus Police/Safety Office, in **non-emergency** situations, dial 276.944.6222, or campus extension 6222. If Campus Safety is not in their office, please leave a message. By leaving a message, the telephone system will alert the officer on duty via remote notification and they will respond to your message. In case of an **emergency**, always call 911 and Central Dispatch will immediately contact a Campus Police/Safety officer through the police communications system. Officers are on duty 24 hours per day. The dispatcher can also call for assistance from the Washington County Sheriff's Office, who works independently or cooperatively with Campus Police/Safety officers, as the situation requires.

If you feel threatened or have a safety or security concern and are unsure of what to do, your RA or any other RAs can be of assistance, as can the Head Resident Advisors, the Area Coordinators, Student Affairs and Diversity, Equity, Inclusion, & Belonging Staff, and the Dean of Students. Where the nature of a problem is such that other support devices are required, such as counselors and health services professionals, Campus Police/Safety officers or personnel in the Dean of Students' office will make the contacts, as deemed necessary.

You are urged to report all acts of violence or crimes, including theft, to Campus Police/Safety personnel, the Dean of Students or members of the Dean's staff, or RA's. All crimes should be reported no matter when they are discovered. Follow-up action will be taken to investigate each incident as a matter of campus safety and so that accurate records can be maintained.

It is well known that many acts of violence, including sexual abuse situations, occur when one or more of those involved have abused alcohol or other drugs and are under their influence. The possession and use of alcohol is prohibited on the Emory & Henry campus except during special events as designated by the President of the College. At these events, A.B.C. licenses are obtained and alcohol laws are enforced. Caution is urged when one is in a setting where alcohol is present and those who consume alcohol are reminded that they are expected to do so in a responsible manner consistent with the law.

### *Campus Security Procedures, Practices, and Prevention of Crimes*

From time to time, Campus Police/Safety officers visit residence halls to talk with students about security procedures and concerns and to encourage crime prevention. Students and employees are regularly encouraged to be responsible for their own security and that of others.

Everyone should be aware that the College gives timely notice to the community when certain types of crimes are reported to campus authorities or local police agencies if such crimes are considered a threat to students and employees. These notices should be heeded, for, in practice, such a notice would be infrequent and should command special attention. Notice is made in a variety of ways, depending upon the situation, through the campus email system, the e-alert system, and by posting notices at strategic locations on campus. For immediate notification, the emergency siren is activated on campus. When this siren sounds, members of the campus community should immediately check their email and cell phones for emergency alert messages. Any alert message that is sent to cellphones is also posted at the top of the College website ([www.ehc.edu](http://www.ehc.edu)) for one hour.

### *Alert Registration*

Our emergency notification system is capable of sending notifications instantly and simultaneously to all registered mobile devices and everyone's EHC email address. This is an OPT-IN program, so you must register in order to receive these specific alerts. To register, go to [www.ehc.edu/alert](http://www.ehc.edu/alert). You must have your cell phone with you and powered on when registering. These messages are sent as text messages to cellphones and any applicable charges from your carrier will apply. The College will, without delay, and taking into account the safety of the community, determine the content of the communication and initiate the emergency alert system unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to or otherwise mitigate the emergency. The administrators responsible for alerting the community include the Executive Assistant to the President and General Counsel, Chief of Campus Police, and the Vice President for Student Affairs and Diversity, Equity, Inclusion, & Belonging, Student Success, and Inclusion or designees. This group will confer to determine if a notification should be sent. Please note that the emergency notification will be tested during the first week of each semester.

*Any member of the community who has concerns regarding campus safety on the Emory campus should report those concerns to the Dean of Students Office in Wiley 120.*

### *Annual Safety Data - 2020 Campus Crime Statistics - Emory & Henry College Main Campus*

Emory & Henry College compiles this data for its annual report as required by the Campus Security Act in accordance with definitions used in the FBI's Uniform Crime Reporting Program (UCR). The College must publish statistics on the following criminal and hate offenses that were reported to campus authorities during the periods indicated:

Crime Categories	On Campus			Residence Halls			Public Property			Non-Campus		
	2020	2019	2018	2020	2019	2018	2020	2019	2018	2020	2019	2018
<b>Criminal Offenses</b>												
<b>Murder/Non-Negligent Manslaughter</b>	0	0		0	0		0	0		0	0	
<b>Negligent Manslaughter</b>	0	0		0	0		0	0		0	0	
<b>Sex Offenses - Forcible</b>												
<b>Rape</b>	1	3		1	3		0	0		0	0	
<b>Fondling</b>	0	1		0	0		1	0		0	0	
<b>Sex Offenses - Non-Forcible</b>												
<b>Incest</b>	0	1		0	1		0	0			0	
<b>Statutory Rape</b>	0	0		0	0		0	0		0	0	



Crime Categories	On Campus		Residence Halls		Public Property		Non-Campus	
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	8	5	6	1	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	1	0	1	0	0	0	0
Hate Crimes								
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0	0	0
Non-Forcible Sex Offenses								
• Incest	0	0	0	0	0	0	0	0
• Statutory Rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0
Intimidation	1	2	0	1	0	0	0	0
Destruction/Damage/Vandalism	0	0	0	0	0	0	0	0
VAWA Offenses								
Domestic Violence	0	0	0	0	0	0	0	0
Dating Violence	3	1	3	1	0	0	0	0
Stalking	1	0	1	0	0	0	0	0
Arrests								
Weapons: Carrying, Possessing, etc.	1	0	1	0	0	0	0	0
Drug Abuse Violations	2	0	2	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0
Disciplinary Actions								
Weapons: Carrying, Possessing, etc.	1	1	1	1	0	0	0	0
Drug Abuse Violations	12	22	12	22	0	0	0	0
Liquor Law Violations	81	23	80	23	0	0	0	0
Unfounded Crimes								
Total Unfounded Crimes	0	0	0					

### *Annual Fire Safety Data – 2019*

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

### *Fire Safety Equipment and Statistics for On Campus Housing*

Each residence hall is equipped with a fire alarm system monitored 24/7 by a private security company. In the event of an alarm, officers are notified of the location and nature of the alarm. Officers are equipped with two-way radios and are able to communicate with 911 dispatch and local EMS and fire services. The charts below indicate the fire safety equipment in each hall as well as fire statistics for the past three calendar years. (Please see table)

### *Fire Incidents on Campus - Emory & Henry College Main Campus*

Residence Halls	Fires			Deaths			Injuries			Damages		
	2019	2018	2017	2019	2018	2017	2019	2018	2017	2019	2018	2017
Cambridge	0	0	0		0	0	0	0	0	0	0	0
Carter	0	0	0	0	0	0	0	0	0	0	0	0
Cottage*	-	-	0	-	-	0	-	-	0	-	-	0
Damer^	0	0	0	0	0	0	0	0	0	0	0	0
Elm	0	0	0	0	0	0	0	0	0	0	0	0
Hickory	0	0	0	0	0	0	0	0	0	0	0	0
Hillman	0	0	0	0	0	0	0	0	0	0	0	0
Inazu Apartment*	-	-	0	-	-	0	-	-	0	-	-	0
Inazu House*	-	-	0	-	-	0	-	-	0	-	-	0
Prillaman	0	0	0	0	0	0	0	0	0	0	0	0
Princeton^	0	0	0	0	0	0	0	0	0	0	0	0
Russell	0	0	0	0	0	0	0	0	0	0	0	0
Stuart	0	1	0	0	0	0	0	0	0	0	0	0
Sullins	0	0	0	0	0	0	0	0	0	0	0	0
VH 2	0	0	0	0	0	0	0	0	0	0	0	0
VH 3	0	0	0	0	0	0	0	0	0	0	0	0
VH 5	0	0	0	0	0	0	0	0	0	0	0	0
VH 6	0	0	0	0	0	0	0	0	0	0	0	0
VH 7	0	0	0	0	0	0	0	0	0	0	0	0
VH 8	0	0	0	0	0	0	0	0	0	0	0	0
Weaver	0	0	0	0	0	0	0	0	0	0	0	0
Wiley Jackson	0	0	0	0	0	0	0	0	0	0	0	0
House 14*	-	-	0	-	-	0	-	-	0	-	-	0
House 15*	-	-	0	-	-	0	-	-	0	-	-	0
House 16*	-	-	0	-	-	0	-	-	0	-	-	0
House 17*	-	-	0	-	-	0	-	-	0	-	-	0
House 18*	-	-	0	-	-	0	-	-	0	-	-	0

\* These halls were not used as residence halls at any point during the 2019 calendar year.

^ These halls were used during the 2018-2019 academic year, but were taken offline for the second half of 2019.

As indicated in the Fire Statistics chart above, there was one fire in the residence halls in 2018.

### Fire Safety Inspections and Maintenance

Fire Safety Inspections are conducted quarterly by Campus Safety to coincide with the 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 Safety Office in compliance with state and federal regulations and are subject to inspection by the State of Virginia Fire Marshall.

### Reporting Fires

In the event of a fire, residents should dial 911 and immediately report a fire in the residence halls. If the fire is extinguished, the building should still be evacuated and the fire reported to Campus Police/Safety in order for safety inspections to be conducted.

### 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.

#### *Safety Systems - Emory & Henry College Main Campus*

Residence Hall	Monitored	Smoke Detectors	Pull Stations	Sprinkler Systems	Fire Extinguisher
Cambridge	X	X	X	X	X
Carter	X	X	X	X	X
Carriger/Matthews	X	X	X		X
Cottage	X	X	X	X	X
Damer	X	X	X	X	X
Elm	X	X	X	X	X
Hickory	X	X	X	X	X
Hillman	X	X	X		X
Inazu Apt.	X	X	X		X
Inazu House	X	X	X		X
Prillaman	X	X	X	X	X
Princeton	X	X	X	X	X
Russell	X	X	X	X	X
Stuart	X	X	X		X
Sullins	X	X	X		X
VH 2	X	X		X	X
VH 3	X	X		X	X
VH 5	X	X		X	X
VH 6	X	X		X	X
VH 7	X	X		X	X
VH 8	X	X		X	X
Weaver	X	X	X		X
Wiley Jackson	X	X	X		X
House 14	X	X	X		X
House 15	X	X	X		X
House 16	X	X	X		X
House 17	X	X	X		X
House 18	X	X	X		X

#### *Supervised Fire Drills*

Fire drills are conducted once per semester in each residence hall by the Office of Student Affairs and Diversity, Equity, Inclusion, & Belonging. Area Coordinators and Resident Advisors activate fire alarm systems and evacuate buildings. Students are required to participate and evacuate during a drill. All students are to remain outside the building until College officials allow them to return.

#### *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.

#### **Emory & Henry College School of Health Sciences Annual Security Report**

## *Campus Overview*

The Emory & Henry College School of Health Sciences is located in Marion, Virginia, approximately 20 miles and 20 minutes north of Emory, Virginia. There, a number of programs unique to the School of Health Sciences exist, including athletic training, exercise science, occupational therapy, physical therapy, physician assistant studies, pre-health, and our nursing RN to BSN programs.

## *Access to Campus Buildings*

There is a single campus building at the School of Health Sciences, located at 565 Radio Hill Road, Marion VA 24354. In 2016, Emory & Henry completed Phase I of a renovation project that re-purposed the former Smyth County Community Hospital building to serve as the home for the growing School of Health Sciences. The Health Sciences Building currently includes administrative and faculty offices, five classrooms, a large lecture hall, seven skills labs, two research labs, four student study areas, a library/resource room, a patient simulation lab that includes seven standardized patient rooms, and three high-fidelity simulator rooms, and a community outreach center (Falls Prevention Center). The “second phase” of the School of Health Sciences building is currently under construction.

All students must have ID card swipe access to enter the building.

## *Law Enforcement Services*

Whenever the School of Health Sciences is open, members of Campus Police are there ensuring that the campus is safe and secure. Students may always call the campus police emergency numbers in the event of a crisis. Further, Smyth County, Virginia Sheriff's Office can be reached at 276.783.7204 and Marion City Police Department may be reached at 276.783.8145.

## *Sexual Misconduct Policy*

Emory & Henry College is a community of trust whose existence depends upon strict adherence to standards of conduct set by its members. The College is committed to an atmosphere of human dignity in which effective collegial relationships are based on mutual respect/ When an individual's gender or sexuality falls victim to a lack of respect, the collegial nature of the institution is threatened. Sexual misconduct is a serious violation of these standards and threatening, offensive, or harassing behavior will not be tolerated. The College encourages all members of the Emory & Henry College community to be aware of both the consequences of sexual misconduct and the options available to victims of sexual misconduct and the accused. Sexual misconduct includes, but is not limited to, sexual assault, domestic violence, dating violence, and stalking, as required by the Campus SaVE Act.

## *Definitions*

- **Consent** is the use of words or actions that demonstrate a knowing or voluntary willingness to engage in mutually-agreed-upon sexual activity. (Please read the section immediately following Definitions for more information)
- **Dating violence** means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.
- **Domestic violence** is a pattern of physically, sexually, and/or emotionally abusive behaviors used by one individual to assert power or maintain control over another in the context of an intimate or family relationship.
- **Hostile environment** is caused by behavior that is sufficiently serious that it interferes with or limits a student's ability to participate in or benefit from the services, activities, or opportunities offered by the College. It is considered to be disruptive to the educational community. Determining whether or not a hostile environment exists is examined from both subjective and objective perspectives and often depends on a balancing of factors in this six-factor balancing test:
  - the type of harassment (e.g., whether it was verbal or physical);
  - the frequency and severity of the conduct; -the age, sex, and relationship of the individuals involved (e.g., teacher-student or student-student);
  - the setting and context in which the harassment occurred;
  - whether other incidents have occurred at the college or university; and other relevant factors.
- **Retaliation** is defined by behavior such as coercion, threats, or intimidation directed towards anyone involved in a sexual misconduct complaint.
- **Sexual assault** is defined as sexual contact without effective consent and includes: intentional touching, either of the victim or when the victim is forced to touch, directly or through clothing, another person's genitals, breasts, thighs, or buttocks

- **rape** (sexual intercourse without effective consent whether by acquaintance or a stranger); attempted rape; sodomy (oral sex or anal intercourse) without effective consent; or sexual penetration with an object without effective consent. (The legal definition of criminal sexual assault is located in Virginia Code §§ 18.2-61 through -67.10 and can be accessed on the Code of Virginia website at <http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+TOC>.)
- **Sexual exploitation** is defined as a behavior such as voyeurism, dissemination of sexually explicit photos or videos, exposing one's genital to another without consent, or knowingly exposing an individual to a sexually transmitted infection or virus.
- **Sexual harassment** is unwelcome conduct of a sexual nature and can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature, such as sexual assault or acts of sexual violence.
- **Stalking** is defined as repeated conduct which places a person, or their family, unreasonable fear of death, sexual assault, or bodily injury. To convict a stalker, several legal elements of the crime must be proven to the court (See Code of Virginia Code §§ 18.2-60.3).
- **Violence** can be physical, emotional/psychological, sexual or economic in nature.

### Consent

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

Consent may not be given by the following persons:

- Individuals who are mentally incapacitated at the time of the sexual contact in a manner that prevents them from understanding the nature or consequences of the sexual act involved
- Individuals who are unconscious or otherwise physically helpless
- Minors, as defined by the Commonwealth of Virginia Incapacitation is defined as the physical and/or mental inability to make informed, rational judgments that voids an individual's ability to give consent.

Incapacitation may be caused by a permanent or temporary physical or mental impairment. Incapacitation may also result from the consumption of alcohol or the use of drugs.

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

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

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

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

The College urges anyone who has been a victim of an act of sexual misconduct to: seek medical attention immediately, seek counseling and support, inform the College of the assault and consider pursuing criminal charges. If you are a victim of sexual misconduct, you are encouraged to use the resources the College provides. While it is your choice whether or not to utilize the College disciplinary process, Emory & Henry is required by federal law to investigate any reports of sexual misconduct. Title IX of the Education Amendments of 1972, 20 U.S.C. Sec.1681, et seq., prohibits discrimination on the basis of sex in any federally funded education program or activity. The requirements of Title IX cover sexual violence and require colleges to take immediate and effective steps to respond to sexual violence. The resolution of these cases should be completed within approximately 60 calendar days following the receipt of the complaint, or in a timely manner given the complexity of the case. The College's Title IX Coordinator is Shannon Patterson, Title IX Coordinator and Registrar, and she can be contacted at [spatterson@ehc.edu](mailto:spatterson@ehc.edu) or by calling 276-944-6117. Her office is located on the 2nd floor of Wiley Hall in the Registrar's Office. The Title IX Coordinator can

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

If you need assistance to pursue the option of criminal charges, the Student Affairs staff can help you. Another option is to report the assault directly to the Emory & Henry Campus Police/Safety (276-944-6222). A sworn officer will assist in investigating the complaint and will help you file a criminal report with the Washington County Magistrate's Office.<sup>(563)</sup> The complainant may report the incident to the Commonwealth Attorney who will consider the case and decide whether or not to prosecute. In this option, the Commonwealth of Virginia accuses the alleged perpetrator and the complainant may serve as a witness for the Commonwealth. If you prefer to report an incident anonymously, call The Campus Conduct Hotline at (866) 943-5787. The College participates in this service and it is available for use around the clock, seven days a week. Because the Hotline is operated by an independent organization, any calls made through this Hotline are completely confidential. The hotline operator will record the complaint or concern and forward it to the appropriate staff member at the College for review and action as appropriate. Callers to the hotline may remain anonymous. Another option for victims is a civil suit for monetary damages through the legal system. For information about this option, contact an attorney.

### *Confidential Reporting*

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

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

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

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

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

- Get to a place where you feel safe
- Seek a friend you can trust
- Contact campus police, local law enforcement and/or the support/advocacy office
- Use your assigned advocate to ask questions, get help with crisis intervention, get referrals, talk about reporting options and rights, make a safety plan and for other needs you have.
- Don't shower, bathe any part of the body, douche, urinate, defecate, use medications or brush your teeth, if possible.
- Stay in the clothes you are wearing or, if you've already changed, bring clothes, sheets and anything that was in contact with you during the assault in a paper bag (not plastic!) or wrapped in a clean sheet – don't clean or straighten the area
- Don't touch anything the accused may have touched or left behind – this physical evidence can help if a criminal charge is pursued.
- Get medical help to check for internal injuries you might not be aware of, treat external injuries, be treated for certain STDs, and get information about HIV/AIDS & pregnancy prevention.
- Consider having a rape kit done at the hospital – even if you don't think you want to press charges, having a rape kit allows you to have evidence collected should you change your mind later.
- Seek counseling support
- Consider your legal options and ask questions for clarification.

Title IX Deputy Coordinators/Investigators as Student Advocates

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

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

#### Confidential Reporting Reminder

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

#### After a Report is Received

- If a student reports that they are a victim of domestic violence, dating violence, sexual assault, or stalking – regardless of where the offense occurred – they will be provided with a written explanation of their rights and options that the College can provide, by the Title IX Coordinator or their designee.
- Steps in the Title IX process.
  - Upon being notified of an allegation of sexual assault, domestic violence, dating violence, or stalking the Title IX Coordinator or designee will meet with the Complainant to provide the Complainant with a copy of the applicable policy, to provide information on the available forms of support, to explain the various options for pursuing the matter, including going to the police, and to discuss any accommodations that may be appropriate concerning the Complainant's academic studies, housing, and employment. At this meeting, the Title IX Coordinator or designee will seek to determine how a Complainant wishes to proceed. In all reports of alleged sexual misconduct, regardless of whether the Complainant wishes to pursue the disciplinary process, Emory & Henry will undertake a review to determine what happened and to assess whether any action need be taken to end the misconduct, prevent its recurrence, and address its effects per the College's obligation to comply with state law SB 712.
  - If merited the Title IX Coordinator or their designee will meet with the respondent to provide them with a copy of the applicable policy, and to provide information on the available forms of support.
  - Assign Title IX investigator(s).
  - Review the investigative report.
  - Determine if there will be a sexual misconduct hearing.
- When issuing timely warnings as required by the Clery Act, the College withholds the names of victims due to confidentiality.
- Virginia law also requires any college employee who becomes aware of a sexual assault accusation to report to the school's Title IX Coordinator as soon as possible. The Title IX Coordinator must then convene a review committee within 72 hours to determine if the safety of the campus is compromised. If so, the review committee must disclose information regarding the alleged assault to the law-enforcement agency responsible for investigating the alleged act.
- Is a matter of policy, the College prohibits retaliation by its officers, employees, or agents against a person who exercises their rights or responsibilities under any provision of the Campus SaVe Act.
- The College updates and publishes conduct guidelines and procedures annually in the Student Handbook.

#### *Sexual Harassment*

Emory & Henry College is committed to an atmosphere of human dignity in which effective collegial relationships are based on mutual respect. When an individual's gender or sexuality falls victim to lack of respect, the collegial nature of the institution is threatened. Emory & Henry College recognizes Title VII of the Civil Rights Act, which guarantees individuals the right to freedom from harassment for race, ethnicity, religious preference and gender or sexuality, and will, therefore, not tolerate violations of the Act. The recurrence of such behavior and/or any type of retaliation that creates a hostile environment will not be tolerated and is subject to code of conduct charges.

A student charged with sexual misconduct can be disciplined under the College's Student Conduct process and may be prosecuted under Virginia criminal statutes. Even if the criminal justice authorities choose not to prosecute, the campus can pursue disciplinary action. This disciplinary action can result in temporary or permanent dismissal from the College. In the event it is deemed necessary to remove the respondent from College property during the initial investigation, the respondent can be restricted from being on College property at their expense. If the respondent is allowed to remain on campus, restrictions may be applied (i.e. moved to another residence hall, assigned times for cafeteria access, no contact orders, etc.). Emory & Henry College has an obligation to uphold the laws of the community of which it is a part. While activities covered by the laws of the community and those covered by the College's rules may overlap, the community's laws and the College's rules operate independently and do not substitute for each other. The College may pursue enforcement of its own rules whether or not legal proceedings are underway or in prospect, and may use information from third party sources, such as law enforcement agencies and the courts, to determine whether College rules have been broken. Emory & Henry College will make no attempt to shield members in the College community from the law, nor will it intervene in legal proceedings on behalf of a member of the community. Membership in the Emory & Henry College community does not exempt anyone from local, state, or federal laws, but rather imposes the additional obligation to abide by all of the College's regulations.

### *The Hearing*

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

### *The Process*

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

### *The Appeal*



- Both the respondent and the complainant may appeal the decision to the Sexual Misconduct Appeals Panel. The Sexual Misconduct Appeals Panel shall consist of a faculty member and a staff member who are members of the Student Conduct system. Appeals can be made on the grounds of violation of hearing procedures, violation of student rights, introduction of new evidence that was not available at the time of the original hearing, and/or excessive or inconsistent sanctions.
- All appeals must be in writing and submitted to the Dean of Students Office within three (3) academic days of written notification. The appeals must be based one or more of the following reasons (1) new, material evidence that was unavailable at the time of the investigation and hearing process, (2) procedural error that may have impacted the outcome of the matter. Mere dissatisfaction with the outcome is not a reason for appeal.
- At the end of the appeal filing time, both the respondent and the complainant will be notified if any appeals are received.
- The Sexual Misconduct Appeals Panel will review the appeal within five (5) working days and make recommendations to the Dean of Students that include one of the following:
  - A recommendation of no grounds upon which the appeal should be granted and the recommendation that it is denied.
  - A recommendation of grounds to grant an appeal and suggested revisions to the original finding and/or sanctions.
- The Panel may make recommendations on the appeal immediately, without hearing additional testimony or evidence or call for both students and the Hearing Officer to attend a hearing for clarification purposes and/or new evidence, and then make a recommendation.
- If the Sexual Misconduct Appeals Panel reviews an appeal, it may recommend overturning the finding of the hearing panel; uphold the findings of the hearing panel, in which case it may recommend keeping the assigned sanction(s), reducing the assigned sanction(s) or increasing the sanctions.
- The Vice President of Student Affairs and Diversity, Equity, Inclusion, & Belonging, Student Success, and Inclusion or designee will review the recommendations within three (3) working days and notify both students of the outcome of the appeal. This is the conclusion of the formal appeals process.
- All student conduct proceedings involving sexual misconduct are subject to review by the Title IX Coordinator or their designee.

#### *Transcript Notation*

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

#### *Timely Warning Notices*

Timely warnings/crime alerts will be provided to the community in the event of a reported crime, either on campus or off, that, in the judgment of Campus Police and the Division of Student Affairs and Diversity, Equity, Inclusion, & Belonging or a designee, constitutes an ongoing or continuing serious threat to the college community. Timely warning/crime alerts can only be issued if Campus Police and/or Student Affairs and Diversity, Equity, Inclusion, & Belonging receives information from the School of Health Sciences. The Clery crimes for which timely warnings/crime alerts may be issued, but are not limited to, are murder & non-negligent manslaughter, manslaughter by negligence, arson, burglary, robbery, sex offenses, aggravated assault, and motor vehicle theft.

#### *Controlled Substances*

The college strictly prohibits the illegal use or possession of any controlled substance. The illegal use of controlled substances is incompatible with the goals of an academic community. Students found guilty of possessing, using, distributing, or selling controlled substances will face serious disciplinary action, which may include suspension and/or dismissal from the college upon the first offense. Violations of state law should be reported to campus Police who will take appropriate legal actions.

#### *Pastoral and Professional Counselors*

The School of Health Sciences offers counseling to students through Emory & Henry College's Counseling Center. There are many options in the Marion community as well for pastoral and professional counseling.

#### *HOW TO GET HELP: Reporting Criminal Actions and/or Emergencies*

The Campus Police/Safety Office is located in Martin Brock. It is the policy of the College to have campus safety personnel and/or other appropriate staff respond to any reported crime or emergency involving a threat to personal safety and security On Campus Residence Halls Public Property Non-Campus or to enlist the help of local police agencies or emergency services, such as the Washington County Sheriff's Office, which can be reached by calling 911.

For direct telephone access to the Campus Police/Safety Office, in non-emergency situations, dial 276.944.6222, or campus extension 6222. If Campus Safety is not in their office, please leave a message. By leaving a message, the telephone system will alert the officer on duty via remote notification and they will respond to your message. In case of an emergency, always call 911 and Central Dispatch will immediately contact a Campus Police/Safety officer through the police communications system. Officers are on duty 24 hours per day. The dispatcher can also call for assistance from the Washington County Sheriff's Office, who works independently or cooperatively with Campus Police/Safety officers, as the situation requires.

If you feel threatened or have a safety or security concern and are unsure of what to do, your RA or any other RAs can be of assistance, as can the Head Resident Advisors, the Area Coordinators, Student Affairs Staff, and the Dean of Students. Where the nature of a problem is such that other support devices are required, such as counselors and health services professionals, Campus Police/Safety officers or personnel in the Dean of Students' office will make the contacts, as deemed necessary.

You are urged to report all acts of violence or crimes, including theft, to Campus Police/Safety personnel, the Dean of Students or members of the Dean's staff, or RA's. All crimes should be reported no matter when they are discovered. Follow-up action will be taken to investigate each incident as a matter of campus safety and so that accurate records can be maintained.

It is well known that many acts of violence, including sexual abuse situations, occur when one or more of those involved have abused alcohol or other drugs and are under their influence. The possession and use of alcohol is prohibited on the Emory & Henry campus except during special events as designated by the President of the College. At these events, A.B.C. licenses are obtained and alcohol laws are enforced. Caution is urged when one is in a setting where alcohol is present and those who consume alcohol are reminded that they are expected to do so in a responsible manner consistent with the law.

#### *Campus Security Procedures, Practices, and Prevention of Crimes*

From time to time, Campus Police/Safety officers visit residence halls to talk with students about security procedures and concerns and to encourage crime prevention. Students and employees are regularly encouraged to be responsible for their own security and that of others.

Everyone should be aware that the College gives timely notice to the community when certain types of crimes are reported to campus authorities or local police agencies if such crimes are considered a threat to students and employees. These notices should be heeded, for, in practice, such a notice would be infrequent and should command special attention. Notice is made in a variety of ways, depending upon the situation, through the campus email system, the e-alert system, and by posting notices at strategic locations on campus. For immediate notification, the emergency siren is activated on campus. When this siren sounds, members of the campus community should immediately check their email and cell phones for emergency alert messages. Any alert message that is sent to cellphones is also posted at the top of the College website ([www.ehc.edu](http://www.ehc.edu)) for one hour.

#### *Alert Registration*

Our emergency notification system is capable of sending notifications instantly and simultaneously to all registered mobile devices and everyone's EHC email address. This is an OPT-IN program, so you must register in order to receive these specific alerts. To register, go to [www.ehc.edu/alert](http://www.ehc.edu/alert). You must have your cell phone with you and powered on when registering. These messages are sent as text messages to cellphones and any applicable charges from your carrier will apply. The College will, without delay, and taking into account the safety of the community, determine the content of the communication and initiate the emergency alert system unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to or otherwise mitigate the emergency. The administrators responsible for alerting the community include the Executive Assistant to the President and General Counsel, Chief of Campus Police, and the Vice President for Student Affairs and Diversity, Equity, Inclusion, & Belonging, Student Success, and Inclusion or designees. This group will confer to determine if a notification should be sent. Please note that the emergency notification will be tested during the first week of each semester.

#### *Annual Safety Data - 2018 Campus Crime Statistics - Emory & Henry College School of Health Sciences*

Emory & Henry College compiles this data for its annual report as required by the Campus Security Act in accordance with definitions used in the FBI's Uniform Crime Reporting Program (UCR). The College must publish statistics on the following criminal and hate offenses that were reported to campus authorities during the periods indicated:

Crime Categories	On Campus			Residence Halls			Public Property			Non-Campus		
	2019	2018	2017	2019	2018	2017	2019	2018	2017	2019	2018	2017
<b>Criminal Offenses</b>												
<b>Murder/Non-Negligent Manslaughter</b>	0	0	0	NA	NA	NA	0	0	0	NA	NA	NA
<b>Negligent Manslaughter</b>	0	0	0	NA	NA	NA	0	0	0	NA	NA	NA
<b>Sex Offenses - Forcible</b>												
<b>Rape</b>	0	0	0	NA	NA	NA	0	0	0	NA	NA	NA
<b>Fondling</b>	0	0	0	NA	NA	NA	0	0	0	NA	NA	NA
<b>Sex Offenses - Non-Forcible</b>												
<b>Incest</b>	0	0	0	NA	NA	NA	0	0	0	NA	NA	NA
<b>Statutory Rape</b>	0	0	0	NA	NA	NA	0	0	0	NA	NA	NA
<b>Robbery</b>	0	0	0	NA	NA	NA	0	0	0	NA	NA	NA
<b>Aggravated Assault</b>	0	0	0	NA	NA	NA	0	0	0	NA	NA	NA
<b>Burglary</b>	0	0	0	NA	NA	NA	0	0	0	NA	NA	NA
<b>Motor Vehicle Theft</b>	0	0	0	NA	NA	NA	0	0	0	NA	NA	NA
<b>Arson</b>	0	0	0	NA	NA	NA	0	0	0	NA	NA	NA
<b>Hate Crimes</b>												
<b>Murder/Non-Negligent Manslaughter</b>	0	0	0	NA	NA	NA	0	0	0	NA	NA	NA
<b>Negligent Manslaughter</b>	0	0	0	NA	NA	NA	0	0	0	NA	NA	NA
<b>Forcible Sex Offenses</b>	0	0	0	NA	NA	NA	0	0	0	NA	NA	NA
<b>Non-Forcible Sex Offenses</b>												
• Incest	0	0	0	NA	NA	NA	0	0	0	NA	NA	NA
• Statutory Rape	0	0	0				0	0	0			
<b>Robbery</b>	0	0	0	NA	NA	NA	0	0	0	NA	NA	NA
<b>Aggravated Assault</b>	0	0	0	NA	NA	NA	0	0	0	NA	NA	NA
<b>Burglary</b>	0	0	0	NA	NA	NA	0	0	0	NA	NA	NA
<b>Motor Vehicle Theft</b>	0	0	0	NA			0	0	0	NA		

Crime Categories	On Campus			Residence Halls			Public Property			Non-Campus		
					NA	NA					NA	NA
Arson	0	0	0	NA	NA	NA	0	0	0	NA	NA	NA
Simple Assault	0	0	0	NA	NA	NA	0	0	0	NA	NA	NA
Larceny-Theft	0	0	0	NA	NA	NA	0	0	0	NA	NA	NA
Intimidation	0	0	0	NA	NA	NA	0	0	0	NA	NA	NA
Destruction/Damage/Vandalism	0	0	0	NA	NA	NA	0	0	0	NA	NA	NA
VAWA Offenses												
Domestic Violence	0	0	0	NA	NA	NA	0	0	0	NA	NA	NA
Dating Violence	0	0	0	NA	NA	NA	0	0	0	NA	NA	NA
Stalking	0	0	0	NA	NA	NA	0	0	0	NA	NA	NA
Arrests												
Weapons: Carrying, Possessing, etc.	0	0	0	NA	NA	NA	0	0	0	NA	NA	NA
Drug Abuse Violations	0	0	0	NA	NA	NA	0	0	0	NA	NA	NA
Liquor Law Violations	0	0	0	NA	NA	NA	0	0	0	NA	NA	NA
Disciplinary Actions												
Weapons: Carrying, Possessing, etc.	0	0	0	NA	NA	NA	0	0	0	NA	NA	NA
Drug Abuse Violations	0	0	0	NA	NA	NA	0	0	0	NA	NA	NA
Liquor Law Violations	0	0	0	NA	NA	NA	0	0	0	NA	NA	NA
Unfounded Crimes												
Total Unfounded Crimes	0	0	0									

#### Emory & Henry College School of Health Sciences Residential Facilities Statement

The Emory & Henry College School of Health Sciences does not have residential facilities associated with the college. All students that are members of that program live in off-campus residential facilities. As a result, all areas of the Annual Security Report that address residential facilities at the School of Health Sciences will be represented with an “NA.”

Further, because there are no residential facilities, there is not a Fire Safety Report that is created.

# Campus Alert System

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

<p>What to do in an emergency...</p> <p>Fire</p> <ul style="list-style-type: none"> <li>· Activate the nearest fire alarm and CALL 911.</li> <li>· Everyone must leave immediately when a fire alarm is activated, even if there are no obvious signs of an emergency.</li> <li>· Do not use the elevator.</li> <li>· Remain calm and assist others in safely getting out.</li> <li>· Confine the fire by closing all doors and windows if possible.</li> <li>· Follow directions given by emergency personnel and go to the location designated by your building coordinator.</li> </ul> <p>Dangerous Person</p> <ul style="list-style-type: none"> <li>· Remain calm, do not engage the intruder.</li> <li>· A quick and quiet escape is suggested, if it can be done safely.</li> <li>· If attempting to escape, keep your hands elevated with open palms visible, especially if encountering law enforcement officers. Follow all instructions given.</li> <li>· If you cannot safely exit the building, seek secure shelter.</li> <li>· Close and lock windows, lower blinds, remain out of sight, and turn off the lights.</li> <li>· Once secured, take cover behind concrete walls, thick desks, and filing cabinets that are away from windows and doors.</li> <li>· Remain quiet and turn off cell phone ringers.</li> </ul>	<p>Medical Emergency</p> <ul style="list-style-type: none"> <li>· If the person is seriously injured or non-responsive, CALL 911.</li> <li>· Give key information to the 911 operator (location/address, type of injury/illness etc.) and stay on the line until help arrives.</li> <li>· Ask others to assist (directing emergency personnel to your location, crowd control).</li> <li>· Remain calm.</li> <li>· If the person is not seriously injured, contact the College Health Center at x6538 or Campus Safety at x6222 for assistance.</li> <li>· Always report injuries on campus to the Office of the Vice President for Business &amp; Finance</li> <li>· Please note that Automated Electronic Defibrillators (AEDs) are available on campus in the following locations: <ul style="list-style-type: none"> <li>• Campus Safety</li> <li>• Equestrian Center</li> <li>• Kelly Library</li> <li>• King Center Athletic Training Room</li> <li>• McGlothlin-Street Hall 139</li> <li>• Wiley Hall 121</li> <li>• Van Dyke Student Center</li> </ul> </li> </ul> <p>Tornado</p> <ul style="list-style-type: none"> <li>· 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.</li> <li>· Seek shelter inside a building until notified by College officials that it is safe to leave.</li> <li>· An “all-clear” e-alert will be sent when the danger has passed.</li> </ul>
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# 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 canceled on one campus and not the other. Because the Emory campus is primarily a residential college with a majority of its undergraduate students living on campus, it is the intention of the College to remain open during inclement weather conditions. Under rare circumstances, such as severe inclement weather, a natural disaster, or other emergency, the College may delay the opening of college activities or suspend operations early. When information is sent to local media, the information will clarify Main Campus, located in Emory, and Marion Campus for those attending DPT classes in that location. In the event of a delayed opening of the Marion campus, classes will be delayed but will meet for the normal length of time.

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

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

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

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

#### Inclement Weather Plan—Delayed Schedule

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

Remaining class times will not change.

## The Emory & Henry Energy Program

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.

**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.

## College Policies

# 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 picking up refund checks in the Business 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 safety 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/ Safety Office, located in the Emory Train Depot on Oxford Avenue.

## 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 Business Office to clear the student's account. Damage to common areas of residence halls, not attributed to an individual or responsible group, will be divided among residents of the facility at the end of each semester. As a member of the community, students should report any damage or vandalism they observe to Campus Police/Safety or a Student Affairs and Diversity, Equity, Inclusion, & Belonging 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.

## 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 Safety Office.

## 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 E&H GET Funds. 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 125.

## Payments

The student account statement for each semester will be based on the pre-registered courses selected, the meal plan chosen, the dorm room assigned, and other miscellaneous items, such as having an automobile on campus. **Balances may change during the Preliminary Billing Period.** It is important to review your bill often for any changes. All billing statements must be viewed online. Students (and others, if proxy permission is granted by the student) may view their student account at [myhub.ehc.edu](http://myhub.ehc.edu) 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, 2022 unless the student has signed up for a 4-month or 5-month payment plan. Payment for the spring term is due in full by January 3, 2023 unless a payment plan is selected. Payments may be made online through [myhub.ehc.edu](http://myhub.ehc.edu) or by mail. Emory & Henry College will drop classes if payment arrangements are not completed satisfactorily by August 1, 2022 and January 3, 2023, 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.

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 pre registered) a class schedule for the subsequent semester. A transcript and/or diploma will not be issued to any student whose account is not settled. Also, any senior student whose account is not settled may be prohibited from participating in commencement activities. Should a period of 90 days pass without any activity on an account with an unpaid balance, then the college may refer the account to a



collection agency. If an account is turned over to a Collection Agency, the student will be responsible for the fees of any collection agency 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

Before the first class	100% (less advance deposits)
Before end of first week of class	90% adjustment to tuition and meals
Before end of second week of class	75% adjustment to tuition and meals
Before end of third week of class	50% adjustment to tuition and meals
Before end of fourth week of class	25% adjustment to tuition and meals

No adjustments are made to tuition or meals after the fourth week of class.

### During Summer Sessions

During the first week of session	75% adjustment to tuition
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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 Business 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.

## 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. The Office of Housing & Residence Life and the Office of Student Activities provide official methods of distributing marketing materials for College entities including student organizations and Student Affairs Departments. Those who want marketing posted in the residence halls may visit the Office of Housing & Residence Life and provide 35 copies at most. These flyers will be posted by Housing & Residence Life staff. Those who want flyers posted in Martin-Brock Hall may provide 10 copies at most to the front desk in Martin-Brock Hall. These flyers will be posted by Martin-Brock staff throughout the building. All posters will be dated and then removed by the day following the event advertised.

All marketing materials must have:

1. Name of the event(s) being marketed
2. Sponsor(s) of the event(s)
3. Date, time, and location of event(s)
4. Contact information of an individual that can answer questions for potential attendants

Links relevant to the event (if applicable). Examples include registration links or surveys to take prior to the event.

## 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 Director of Student Activities 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 Student Activities.
2. Confirm availability of facilities being used.
3. Confirm calendar date with the Director of Student Activities.
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

Please refer to the “Scheduling Activities & Social Functions” for steps in scheduling events. As stated above, proposed social functions must be approved by the Director of Student Activities and properly scheduled on the official College calendar. 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 VP of Student Affairs and 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 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.

## Tailgating Policy

Tailgating here is defined as parking in a designated location/area and consuming food and beverages prior to and immediately following a home football game. The parking area across from the King Center and the East Parking Lots, located behind the stadium (reserved only) are designated as tailgate areas and are licensed for alcohol consumption for those who are of legal age. On Homecoming day, there is also a lot sanctioned for alcohol next to the duck pond. There is also a parking lot designated for tailgating where alcohol is not permitted. Tailgate lots will open at 10 am and close 1 hour after the end of the game. On Homecoming day, the lots will open at 9 am.

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 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 the following risk management policies enforced by

College staff; provide food for their group, provide plenty of non-alcoholic beverages, clean up assigned area, be sure at least one member of the group does not consume alcohol, and educate members about tailgating policies. By entering the tailgate area, individuals agree to abide by these regulations.

Gas generators are not allowed in any tailgating area.

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/safety officers available due to the procurement of a Virginia ABC license for each event.

## 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 Office of the Provost, 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 Registrar's Office. Students should be aware that the Code of Virginia (23-9.2:15, approved April 30, 2015) requires schools to include a prominent notation on the academic transcript of each student who has been suspended for, has been permanently dismissed from, or withdraws from the institution while under investigation for an offense involving sexual violence under the institution's code of conduct. The College is also required under this law to have a procedure for removing such a notation from the academic transcript of any student who is subsequently found not to have committed an offense involving sexual violence based upon the College's Code of Conduct. As a general policy, non-transcript records are maintained for 5 years.

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

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

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, 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.

## MyHub and Academic Records

The Registrar's Office provides student access to information about their academic record through the MyHub portal. Student Planning provides accurate, up-to-the-minute answers to commonly-asked questions through a standard web browser. MyHub 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 MyHub. MyHub can be accessed via <https://portal.ehc.edu>. 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 MyHub.

## 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 Registrar's 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.

# Parking and Traffic Policies

## 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. Student decals are only good for 1 year with an expiration date of July 31st each year.

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/Safety 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 Safety. Registration of any vehicle includes the proper display of the parking permit issued by the Campus Police/Safety 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. In addition, the placard holder is required to carry the Disabled Parking Placard Identification Card that is issued with the placard and to present it to a law enforcement officer upon request.** It is a serious misuse of placards and plates for the disabled when someone other than the person with a disability uses the placard or plate to park in a space reserved for people with disabilities. The person to whom the placard or plates was issued must be traveling in the vehicle in order to use these spaces. A conviction of this offense could result in fines of up to \$500 and/or the revocation of your disabled parking privileges, requiring you to surrender your placard or plates.

**Remember, it's unlawful to:**

- park in a space reserved for disabled individuals without displaying your disabled placard or plates.
- park in a space designated for the disabled unless you are transporting the person to whom the disabled placard or plates have been issued.



### It's also illegal to:

- create or use a counterfeit copy of a disabled parking placard or use someone else's placard or license plates.
- alter a disabled parking placard or license plates.
- make a false statement about a disability in order to obtain or assist someone else in obtaining a disabled parking placard or license plates.

Convictions for these offenses, which are Class II Misdemeanors, could result in fines of up to \$1,000 and up to six months in jail. Additionally, DMV may revoke your disabled parking privileges, requiring you to surrender your placard or plates.

**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 Safety 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/Safety 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/Safety Department. (The Traffic Committee, composed of persons appointed by the Student Government, assists with interpreting these policies and hearing appeals.)

The campus police/safety 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/safety 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 Safety. 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 65)

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

Decals	Designations	Parking Areas
CO	Commuters	All student parking lots: East, West, and North designations, including spaces in front of Van Dyke and designated spaces located at the King Center.  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.
EAST	Residential	Parking lots located behind Wiley Jackson, the Chapel, and Stuart. These parking lots are designated for residents of Wiley Jackson and Stuart Halls, as well as commuters and faculty/staff overflow.

WEST	Residential	
NORTH	Residential	<p>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.</p> <p>Parking lots located on the Marion Campus for the School of Health Sciences.</p>
HS	Marion Campus	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.
FAC/ STAFF	Faculty/Staff	

- *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.

## Student Parking Lot Locations

### South

- 1- MCA Lot

### West

- 1- Stuart Parking
- 2- Wiley Jackson Gravel Parking
- 3- Wiley Jackson Main Parking (Circle)
- 4- Chapel Parking
- 5- West Overflow Parking (Across From Chapel)

### East

- 1- Carriger Parking
- 2- East Overflow Parking (Along Road to Facilities)

3- East Main Parking (Toward the Outdoor Center)

4- King Center Gravel Parking

5- Hillman Parking

#### **North**

1- Village Main Parking (Upper Side)

2- Weaver Parking

3- Village Parking (East of Depot)

4- Village Parking (Behind the Merc)

## **Student Parking Decal**

#### **North**

Princeton, Weaver, the Townhouses, Carter, Prillaman, Russell, Cambridge, and the Cottage

#### **East**

Hillman, Hickory, Elm, and Sullins

#### **West**

Stuart, Wiley Jackson, and Mitchell

#### **Commuter (College Owned)**

Blakemore, Carruth, Coltrane, Watson, Bingham, and Martin

\*All other students with off campus addresses

## **Traffic Safety**

All vehicles must be maintained in a safe, operable condition and must display a current state license plate. A state inspection sticker also must be displayed if the vehicle is registered in a state which requires inspection. Persons believed to be driving while intoxicated will be detained and a blood/alcohol test given. The College holds students accountable through the campus conduct system for impaired driving and reserves the right to prosecute driving while impaired charges through the legal system.

Campus police/safety officers are to be notified in the event of an on-campus accident. A written report by the police/safety officer of any on-campus accident involving a student and/or their vehicle must be made to the Campus Police/ Safety 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: \$100 fine.
- Improperly parked in a lot or space: \$50 fine.
- Improperly parked in a faculty/staff space "A" parking lot: \$50 fine.
- Blocking drives, walks, doors, etc.: \$100 fine.
- Non-display of decal: \$50 fine.
- Improper display of decal: \$50 fine.
- Use or presence of unregistered vehicle: \$100 fine.

- Unauthorized driving or parking on campus grounds, other than designated parking lots or roadways: \$100 fine + damages.
- Parking in handicapped spaces: \$150 fine.
- Parking in fire lane: \$150 fine.
- Improper driving on campus (speeding, failure to yield for pedestrians, e.g.): \$100 fine.
- Unauthorized parking: \$50

*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 a 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.

### Motorist Assistance Program

Campus police/safety 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/Safety 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. 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 or emailed to [trafficappeals@ehc.edu](mailto:trafficappeals@ehc.edu) within 15 academic days of the date of the ticket. For proper consideration, the appeal should include the citation date and number and a complete statement of the situation and grounds for appeal. A fine may be maintained, reduced, and/or refunded by action of the Traffic Appeals Committee. All traffic appeals should be submitted no later than the last day of classes for the semester it was received. The SGA parking appeals committee meets once a month and will notify students of the outcome of the appeal through campus mail.

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

### Restorative Justice Resolution

Once a formal complaint is filed with the Dean of Students, SHS Dean of Student Affairs & DEI, 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 Affairs and Diversity, Equity, Inclusion, & Belonging staff member in a timely manner. (College officials include the President of the College, Dean of Students, SHS Dean of Student Affairs & DEI, and Dean of Faculty.) If the complainant, respondent, or the college official involved in the restorative justice resolution feels that this option will not bring an effective resolution, they can terminate the resolution process and initiate the formal student conduct process.
3. **The Restorative Justice Discussion can help with any or all of the following:**
  - a. Helping the complainant and respondent decide whether the behavior violates the policy and/or to educate students more about the policy itself.
  - b. Meeting with the respondent whose behavior is alleged to be offensive or unwelcome and help them understand or make it clear that the alleged behavior is unwelcome and should stop immediately.
  - c. Organizing an investigation with the hope and goal of ending the alleged behavior in an expeditious manner.
  - d. The resolution process will last as long as the complainant and respondent deem it desirable to continue to meet with the college official or mediator(s) designated above. Most complaints can be handled within a timely manner.

#### 4. What is Restorative Justice?

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

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

**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.

# Policy Prohibiting Title IX Sexual Harassment

## EMORY & HENRY COLLEGE

### POLICY PROHIBITING TITLE IX SEXUAL HARASSMENT

-and-

### TITLE IX SEXUAL HARASSMENT GRIEVANCE PROCEDURES

## I. POLICY STATEMENT

Emory & Henry College (the "College") is committed to creating and maintaining a learning and work environment that is free from discrimination based on sex.

This Title IX Sexual Harassment Policy (the "Policy") prohibits sex-based discrimination, including sex-based harassment, in all operations of the College. The Policy is intended to meet the College's obligations under Title IX of the Education Amendments of 1972 ("Title IX"); the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act"), as amended by the Violence Against Women Reauthorization Act of 2013 ("VAWA"), with respect to its application to sex-based misconduct; and other applicable law and regulations.

### 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 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.*

The Policy also prohibits retaliation against an individual: (1) who makes a report or files a Formal Complaint of Title IX Sexual Harassment; (2) about whom a report is made or against whom a Formal Complaint is filed; (3) who participates in the reporting, investigation, or adjudication of possible violations of this Policy; or (4) who engages in good faith opposition to what another individual reasonably believes to be Title IX Sexual Harassment under this Policy.

The College's Title IX Coordinator is responsible for administering the Policy and related procedures. Any inquiries about the Policy or procedures should be referred to the College's Title IX Coordinator, Yancey Wilmoth, who may be contacted as follows:

- Wiley Hall 227, 276-944-5467, ydwilmoth@ehc.edu

## II. APPLICABILITY AND SCOPE

This Policy applies to all members of the College community. This includes, but is not limited to, full and part-time students; full and part-time employees, including faculty members, staff, student employees, and temporary and contract employees; and certain third parties, including applicants for admission and employment, visitors, employees of College contractors, and individuals who are participating in a College Education Program or Activity, but who are neither enrolled in an academic program/course at the College nor employed by the College (e.g. individuals participating in a College summer camp or attending a College Education Program or Activity by invitation or that is open to the public). The Policy applies regardless of the gender, gender identity, or sexual orientation of the parties.

This Policy prohibits Title IX Sexual Harassment committed against any member of the College community in the United States and within a College Education Program or Activity.

The College retains the discretion to determine that conduct that occurs outside of the United States or outside of a College Education Program or Activity, including online conduct that is not part of a College Education Program or Activity, is within the scope of this Policy. In making this determination, the College will consider the severity of the alleged conduct, the risk of ongoing harm, whether both parties are members of the College community, the impact on College programs or activities, and whether off-campus conduct is part of a series of actions that occurred both on and off campus.

Alleged incidents of discrimination or other misconduct on the basis of sex that are not covered by this Policy may be governed by other College policies, including but not limited to:

- The Emory & Henry College Student Handbook, Student Code of Conduct

This Policy supersedes any conflicting information in any other College policy with respect to the definitions and procedures applicable to alleged Title IX Sexual Harassment. This Policy and the related procedures provide the exclusive remedy for alleged Title IX Sexual Harassment.

## III. DEFINITIONS

### A. Definitions of Conduct Prohibited by this Policy

**Title IX Sexual Harassment:** conduct on the basis of sex that satisfies one or more of the following –

- A College employee (including a faculty member) conditioning the provision of an aid, benefit, or service of the College on an individual's participation in unwelcome sexual conduct. Also known as quid pro quo sexual harassment.
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to a College Education Program or Activity.
- Sexual assault: any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent. Sexual assault can occur between individuals of the same or different sexes and/or genders.

Sexual Assault includes the following:

- **Rape:** the carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity;
- **Sodomy:** oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity;
- **Sexual Assault with an Object:** to use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity;
- **Fondling:** the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity;



- **Incest:** sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law; or
- **Statutory Rape:** sexual intercourse with a person who is under the statutory age of consent.
- **Domestic violence:** a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of Virginia, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of Virginia.
- **Dating violence:** an act of violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship is determined based on a consideration of the (1) length of the relationship, (2) type of relationship, and (3) frequency of interaction between the persons involved in the relationship.
- **Stalking:** a course of conduct directed at a specific person that would cause a reasonable person to (1) fear for his/her/their safety or the safety of others, or (2) suffer substantial emotional distress.
- **Retaliation:** an adverse action or other form of negative treatment, including but not limited to intimidation, threats, coercion, discrimination or harassment, carried out in response to a good-faith reporting of or opposition to Title IX Sexual Harassment; an individual's or group's participation, including testifying or assisting in the College's Title IX Procedures; an individual's or group's refusal to participate in the College's Title IX Procedures; or other form of good faith opposition to what an individual reasonably believes to be Title IX Sexual Harassment under this Policy.

Individuals are also protected from retaliation for making good faith requests for accommodations on the basis of religion or disability.

To be a Policy violation, the challenged actions or treatment must be sufficiently serious to discourage a reasonable person from further reporting, participation, or opposition.

Charging an individual with a Policy violation for making a materially false statement in bad faith in the course the College's Title IX process does not constitute Retaliation. The exercise of rights protected under the First Amendment also does not constitute Retaliation.

## B. Additional Definitions

**Official with Authority:** an official of the College with the authority to institute corrective action on behalf of the College and notice to whom causes the College to respond to Title IX Sexual Harassment. For a full list of College officials that meet this definition, see Appendix A attached to this Policy.

**Complainant:** an individual who is alleged to be the victim of Title IX Sexual Harassment.

**Respondent:** the person or office, program, department, or group against whom an allegation or complaint is made; i.e., the individual(s), organizational unit(s), or group(s) who has been reported to be the perpetrator of conduct that could constitute Title IX Sexual Harassment.

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

**Report:** formal notification to the Title IX Coordinator or an Official with Authority, either orally or in writing, of the belief that Title IX Sexual Harassment occurred.

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

**College Education Program or Activity:** all operations of the College, including (1) those locations, events, and circumstances where the College exercises substantial control and (2) any building owned or controlled by a student organization recognized by the College. Conduct that occurs on-campus occurs within the College's Education Program or Activity. Conduct that occurs off campus in locations or at events with no connection to the College is unlikely to occur in the College's Education Program or Activity.

**Formal Complaint:** a document filed by a Complainant or signed by the Title IX Coordinator alleging Title IX Sexual Harassment against a Respondent and requesting that the College investigate the allegation of Title IX Sexual Harassment. A Formal Complaint may be filed with the Title IX Coordinator in person, by mail, by email, or via the [Maxient reporting form](#).

**Incapacitation:** 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 consumption of alcohol or other drugs.

**Confidential Employee:** (1) an employee that is a licensed medical, clinical, or mental health professional and ordained clergy (e.g., physicians, nurses, physician's assistant, psychologist, 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 College policy 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, faculty or staff, as a complainant, respondent, and/or witness, including dates, times, locations, and names of parties and witnesses.

**Student:** an individual who was selected for part-time, full-time, special, associate, transfer, exchange, or any other enrollment, membership, or matriculation in or at the College.

**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 a 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.

**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.). The No Contact Order does not preclude necessary academic collaboration.

## IV. REPORTING AND RESOURCE OPTIONS

### A. Reporting Title IX Sexual Harassment to the College

The College encourages all individuals to report allegations of Title IX Sexual Harassment directly to the Title IX Coordinator or to an Official with Authority (see Appendix A for a complete list of Officials with Authority). Any person, whether or not they are the Complainant, may report Title IX Sexual Harassment to the Title IX Coordinator.

Reporting an incident of Title IX Sexual Harassment to the Title IX Coordinator or an Official with Authority allows the College to provide Supportive Measures (as described below), but does not necessarily result in the initiation of a grievance procedure.

A report may be made in person, in writing, by telephone, by email, or by the Maxient confidential reporting platform on the College Title IX website: (<https://www.ehc.edu/title-ix/>).

To make a report, contact the Title IX Coordinator at:

- Wiley Hall, Room 227, 276-944-6822, [ydwilmoth@ehc.edu](mailto:ydwilmoth@ehc.edu)

A report can also be made anonymously by telephone, in writing, or electronically through the website reporting system, Maxient, found on the College Title IX website. Depending on the level of information available about the incident or the individuals involved, the College's ability to respond to an anonymous report may be limited. The College will, however, take whatever steps it deems appropriate and in the best interests of the overall College community, consistent with the information available.

*Only a report to the Title IX Coordinator or an Official with Authority will trigger the College's obligation to respond to an allegation of Title IX Sexual Harassment.*

Any report involving a minor will be shared with law enforcement agencies and child protective services.

## **B. Required Reports by Responsible Employees**

Responsible Employees are expected to be discreet, but are required by the College to promptly consult with Title IX Coordinator by telephone, email, or online reporting form (Maxient) to share known details of an incident of alleged Title IX Sexual Harassment.

The following have been designated by the College as Responsible Employees

- College employees not classified as confidential employees.

A Responsible Employee's receipt of information will not automatically trigger an obligation to respond to an allegation of Title IX Sexual Harassment. Only a report to the Title IX Coordinator or an Official with Authority will trigger the College's obligation to respond to an allegation of Title IX Sexual Harassment.

## **C. Emergency Resources and Law Enforcement**

Emergency medical assistance and campus safety/law enforcement assistance are available 24/7 both on and off campus. Individuals are encouraged to contact law enforcement and seek medical treatment as soon as possible following an incident that may pose a threat to safety or physical well-being or following a potential criminal offense.

**Law Enforcement Assistance:** Members of the College community who believe their safety or the safety of others is threatened or who have experienced or witnessed Title IX Sexual Harassment that may be criminal in nature should immediately call College Campus Police at 276-944-6222, or call 911 to reach local law enforcement.

- Campus Police: 276-944-6222 (office) | 276-356-7783 (cell)
- 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

**Emergency Medical Assistance:** The College encourages individuals to seek assistance from a medical provider or crisis response service immediately after an incident that may require medical attention. This provides the opportunity to address physical well-being or health concerns, preserve any available evidence, and begin a timely investigative and remedial response.

Emotional care, counseling, and crisis response are available on and off campus:

- Counseling Center  
Todd Stanley, LPC | toddstanley@ehc.edu | 276-944-6144  
Wiley Hall, 220  
After hours: 276-944-6222 and ask for counselor on-call
- Johnston Memorial Hospital (Open 24 hours)  
276-258-1000  
16000 Johnston Memorial Drive, Abingdon, VA 24211

## **D. Confidential Resources**

Confidential Resources are employees or offices who are available to provide individuals with assistance, support, and additional information.

Confidential Resources are prohibited from disclosing confidential information unless (1) given permission by the person who disclosed the information; (2) there is an imminent threat of harm to self or others; (3) the conduct involves suspected abuse of a minor under the age of 18; or (4) as otherwise required or permitted by law or court order. Confidential Resources may be required to report non-identifying information to the Dean of Students for Clery Act crime reporting purposes.

The following College resources can provide counseling, information, and support in a confidential setting:

- Counseling Center  
Alex Versen, LCSW | [aversen@ehc.edu](mailto:aversen@ehc.edu) | 276-944-6144  
Wiley Hall, 220  
After hours: 276-944-6222 and ask for counselor on-call
- Director of Health Services  
Susan Stanley, RN | [ssstanley@ehc.edu](mailto:ssstanley@ehc.edu) | 276-944-6538  
College Health Center
- E&H Chaplains  
Sharon Wright, College Chaplain | [swright@ehc.edu](mailto:swright@ehc.edu) | 276-944-6836
- Emory United Methodist Church  
David Jackson, Co-Pastor | [djackson@ehc.edu](mailto:djackson@ehc.edu) | 276-944-6841  
Memorial Chapel, Room 204
- College Athletic Training staff serving in a medical capacity.

#### E. Community Resources

- Abuse Alternatives  
1-800-987-6499 | TTY 1-423-652-9750 (Washington County)
- Family Resource Center  
1-800-613-6145 (Smyth County)
- Bristol Crisis Center  
276-466-2218
- Project Jane at Highlands Community Services  
1-855-426-5263
- Domestic Violence Officer (Washington County)  
276-676-6031
- Victim Witness Assistance (Washington County)  
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 *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, and many other expenses.*  
1-800-552-4007
- RAINN National Sexual Assault Hotline  
1-800-656-4673 | [www.rainn.org](http://www.rainn.org)
- National Suicide Hotline  
1-800-273-8255
- LGBT National Help Center  
1-888-843-4564 | [help@lgbthotline.org](mailto:help@lgbthotline.org)
- Loveisrespect.org (24 hour chat available)  
1-866-331-9947 | TTY 1-866-331-8453 | or TEXT "loveis" to 22522

## V. TIMEFRAME FOR REPORTING

In order to maintain and support a community that is respectful and free from Title IX Sexual Harassment and to maximize the College's ability to respond promptly and effectively, the College urges individuals to come forward with reports of Title IX Sexual

Harassment as soon as possible. The sooner a report is made, the more effectively it can be investigated, e.g. while witnesses are still available, memories are fresh, and documentation may still be available. *There is, however, no time limitation for reporting Title IX Sexual Harassment.*

## VI. AMNESTY

Sometimes students are reluctant to seek help after experiencing Title IX Sexual Harassment, or may be reluctant to help others who may have experienced Title IX Sexual Harassment, because they fear being held responsible by the College or law enforcement for drug use or underage alcohol consumption.

The College generally will not pursue disciplinary action against a student who makes a good faith report to the College, or who participates as a party or witness in the grievance process related to Title IX Sexual Harassment, for personal consumption of alcohol or other drugs (underage or illegal) which would otherwise be a violation of the Student Code of Conduct, provided the misconduct did not endanger the health or safety of others. The College may, however, engage in an assessment or educational discussion or pursue other non-disciplinary options regarding alcohol or other drug use.

## VII. PARTICIPANT PRIVACY AND CONFIDENTIALITY

The College recognizes that privacy is important. The College will attempt to protect parties' privacy to the extent reasonably possible. The Title IX Coordinator, investigators, advisors, facilitators of informal resolution, hearing officers, and any others participating in the process on behalf of the College shall keep the information obtained through the process private and, to the extent possible, confidential. All other participants in the process (including the Complainant, Respondent, non-College advisors, and witnesses) are encouraged to respect the privacy of the parties and the confidentiality of the proceedings and circumstances giving rise to the dispute and to discuss the matter only with those persons who have a genuine need to know.

While the College is committed to respecting the confidentiality of all parties involved in the process, it cannot guarantee complete confidentiality. Examples of situations in which confidentiality cannot be maintained include, but are not limited to, the following:

- When the College is required by law to disclose information (such as in response to a subpoena or court order).
- When disclosure of information is determined by the Title IX Coordinator to be necessary for conducting an effective investigation of the claim.
- When confidentiality concerns are outweighed by the College's interest in protecting the safety or rights of others.
- When a Formal Complaint is filed.

## VIII. INTAKE PROCESS FOR REPORTS OF TITLE IX SEXUAL HARASSMENT

Once a report of Title IX Sexual Harassment is made to or received by the Title IX Coordinator, the Title IX Coordinator shall review the report to determine appropriate next steps.

If the allegations reported, if true, would not constitute Title IX Sexual Harassment as defined in this Policy, the Title IX Coordinator will not proceed under this Policy and its Procedures. Instead, if the allegations reported, if true, would not constitute Title IX Sexual Harassment as defined in this Policy, the Title IX Coordinator may take one of the following actions: (1) address the report under the Sexual Misconduct Policy, as appropriate; (2) refer the matter to Office of the Provost, Dean of Students Office and/or Office of Human Resources; or (3) if the reported conduct would not constitute a violation of any College Policy, take no further action. The Title IX Coordinator will notify the Complainant of the action or referral.

After receiving a report of conduct that, if true, would constitute Title IX Sexual Harassment as defined in this Policy, the Title IX Coordinator will promptly contact the Complainant and:

- discuss the availability of Supportive Measures;
- explain that Supportive Measures are available with or without the filing of a Formal Complaint of Title IX Sexual Harassment;

- inform the Complainant of the process for filing a Formal Complaint of Title IX Sexual Harassment; and
- inform the Complainant that even if they decide not to file a Formal Complaint of Title IX Sexual Harassment, the Title IX Coordinator may do so by signing a Formal Complaint.
- The Title IX Coordinator will also ensure that the Complainant receives a written explanation of available resources and options, including the following:
  - Support and assistance available through College resources, including the Complainant's option to seek Supportive Measures regardless of whether they choose to participate in a College or law enforcement investigation;
  - The Complainant's option to seek medical treatment and information on preserving potentially key forensic and other evidence;
  - The process for filing a Formal Complaint of Title IX Sexual Harassment, if appropriate;
  - The College's procedural options including Formal and Informal resolution;
  - The Complainant's right to an advisor of the Complainant's choosing;
  - The College's prohibition of Retaliation against the Complainant, the Respondent, the witnesses, and any reporting parties, along with a statement that the College will take prompt action when Retaliation is reported (and how to report); and
  - The opportunity to meet with the Title IX Coordinator in person to discuss the Complainant's resources, rights, and options.

## IX. SUPPORTIVE MEASURES

Supportive Measures are non-disciplinary, non-punitive individualized services, accommodations, and other assistance that the College offers and may put in place, without fee or charge, after receiving notice of possible Title IX Sexual Harassment via a report to the Title IX Coordinator or an Official with Authority. Supportive Measures are designed to restore or preserve access to the College's Education Program and Activity, protect the safety of all parties and the College's educational environment, or deter Title IX Sexual Harassment, while not being punitive in nature or unreasonably burdening any party.

Supportive Measures are available regardless of whether the matter is reported to the College for the purpose of initiating any formal grievance proceeding and before, after, and regardless of whether a Formal Complaint is filed. A Complainant who requests Supportive Measures retains the right to file a Formal Complaint, either at the time the Supportive Measure is requested or at a later date. Any Complainant that requests Supportive Measures will be informed in writing of their right to simultaneously or subsequently file a Formal Complaint pursuant to this Policy.

The Title IX Coordinator will contact a Complainant after receiving notice of possible Title IX Sexual Harassment (1) to discuss the availability of Supportive Measures and (2) to explain that Supportive Measures are available with or without the filing of a Formal Complaint of Title IX Sexual Harassment. The Title IX Coordinator will consider the Complainant's wishes with respect to implementation of Supportive Measures.

Supportive Measures may also be requested by and made available to Respondents, witnesses, and other impacted members of the College community. The Title IX Coordinator will ultimately serve as the point of contact for any individual requesting Supportive Measures.

To determine the appropriate Supportive Measure(s) to be implemented, the College conducts an individualized assessment based on the unique facts and circumstances of a situation. Whether a possible Supportive Measure would unreasonably burden the other party is a fact-specific determination made by the College in its discretion that takes into account the nature of the education programs, activities, opportunities and benefits in which an individual is participating.

Examples of Supportive Measures include, but are not limited to, the following:

- Academic support services and accommodations, including the ability to reschedule classes, exams and assignments, transfer course sections, or withdraw from courses without penalty;
- Academic schedule modifications (typically to separate Complainant and Respondent);
- Work schedule or job assignment modifications (for College employment);
- Changes in work or housing location;
- An escort to ensure safe movement on campus;
- On-campus counseling services and/or assistance in connecting to community-based counseling services;
- Assistance in connecting to community-based medical services;
- Mutual no contact directives (to instruct individuals to stop all attempts at communication or other interaction with one another);
- Placing limitations on an individual's access to certain College facilities or activities;

- Work schedule or job assignment modifications, including suspending employment with or without pay consistent with any applicable written procedures (for College positions);
- Information about and/or assistance with obtaining personal protection orders;
- Leaves of absence;
- Increased monitoring and security of certain areas of the campus; or
- A combination of any of these measures.

The College will maintain Supportive Measures provided to the Complainant or Respondent as confidential to the extent that maintaining such confidentiality would not impair the College's ability to provide the Supportive Measures.

## X. EMERGENCY REMOVAL AND ADMINISTRATIVE LEAVE

**Emergency Removal of a Student-Respondent.** Where there is an immediate threat to the physical health or safety of any students or other individuals arising from reported Title IX Sexual Harassment, the College can remove a Student-Respondent from the College's education Program or Activity and issue any necessary related no-trespass and no-contact orders. The College will make the decision to remove a Student-Respondent from the College's Education Program or Activity based on an individualized assessment and risk analysis. If the College makes such a decision, the Student-Respondent will be provided with notice and an opportunity to challenge the decision immediately following the removal.

**Administrative Leave of an Employee/Faculty-Respondent.** The College may place an Employee/Faculty-Respondent on administrative leave during the pendency of a Formal Complaint. An employee alleged to have committed Title IX Sexual Harassment will not be placed on administrative leave unless and until a Formal Complaint has been filed with the College. The College, in its discretion and based on the circumstances, will determine whether any administrative leave imposed is to be imposed with or without pay or benefits.

### Title IX Sexual Harassment Grievance Procedures

## XI. FORMAL COMPLAINTS OF TITLE IX SEXUAL HARASSMENT

### A. Filing a Formal Complaint

A Complainant has the option to file a Formal Complaint against a Respondent alleging Title IX Sexual Harassment and requesting that the College investigate those allegations. In order to file a Formal Complaint, the Complainant should contact the Title IX Coordinator and sign the College's [Formal Complaint form](#). This may be done online, in person, or by email by contacting the Title IX Coordinator.

When a Complainant does not wish to file a Formal Complaint on their own behalf, the Title IX Coordinator may, in their discretion, file a Formal Complaint by signing the Formal Complaint form. When the Title IX Coordinator signs a Formal Complaint, the Title IX Coordinator is not the Complainant or otherwise a party. While the Complainant may choose to not participate in the grievance process initiated by the Title IX Coordinator's signing of a Formal Complaint of Title IX Sexual Harassment, the Complainant will still be treated as a party entitled to inspect and review evidence and to receive all notices, including the notice of allegations, the notice of hearing, and the notice of outcome. At no time will the College coerce or retaliate against a Complainant in order to convince the Complainant to participate in the grievance process.

After a Formal Complaint is filed, the matter will proceed to either the Informal Resolution process or Formal Resolution process, as described below. A Formal Complaint must be filed before the College can commence an investigation or the Informal Resolution process under the Title IX Sexual Harassment Procedures.

### B. Mandatory Dismissal of Formal Complaint for Title IX Purposes

When the Title IX Coordinator receives a Formal Complaint alleging conduct, which, if true, would meet the definition of Title IX Sexual Harassment, the Title IX Coordinator will evaluate the allegations in the Formal Complaint to determine whether the allegations satisfy the following conditions:

- The Title IX Sexual Harassment conduct is alleged to have been perpetrated against a person in the United States;
- The Title IX Sexual Harassment conduct is alleged to have taken place within the College's programs and activities; and
- At the time of the filing or signing of the Formal Complaint, the Complainant is participating in or attempting to participate in the College's programs or activities.

If the Title IX Coordinator determines that all of the above conditions are satisfied, the College will address the Formal Complaint of Title IX Sexual Harassment under these Procedures.

If the Title IX Coordinator determines that the allegations in the Formal Complaint do not meet the definition of Title IX Sexual Harassment or that not all of the conditions above are satisfied, the College will dismiss the Formal Complaint for Title IX purposes. However, if the College dismisses the Formal Complaint for Title IX purposes, it may, in its discretion, address the Formal Complaint under the Sexual Misconduct Policy, as appropriate.

Additionally, if the Title IX Coordinator investigates a matter as Title IX Sexual Harassment based on the allegations in the Formal Complaint, but, during the course of the investigation, the Title IX Coordinator determines that all of the above conditions are no longer satisfied, the College will dismiss the Formal Complaint for Title IX purposes and instead pursue the matter under the Sexual Misconduct Policy as appropriate and applicable, or will dismiss the Formal Complaint in its entirety.

If the Title IX Coordinator determines that a Formal Complaint of Title IX Sexual Harassment will not be adjudicated under the Title IX Procedures, either at the outset after reviewing the Formal Complaint or during the course of the investigation, the parties will receive simultaneous written notice of the dismissal and the reasons for that dismissal.

Either party may appeal the decision to dismiss a Formal Complaint as explained below in Section XVI.

### **C. Consolidation of Formal Complaints**

In their discretion, the Title IX Coordinator may consolidate multiple Formal Complaints for resolution under this Policy. Consolidation might involve a single Complainant or multiple Complainants, a single Respondent or multiple Respondents, and allegations of conduct that is temporally or logically connected (even where some of that alleged conduct is not Title IX Sexual Harassment or where the above conditions are not met with respect to some of the alleged conduct). If Formal Complaints involving multiple Complainants and/or multiple Respondents are consolidated, each party will have access to all of the information being considered; including as provided by all involved Complainants, all involved Respondents, and all involved witnesses. The decision to consolidate Formal Complaints is not subject to appeal.

### **D. Notice of Allegations**

If a Complainant files, or the Title IX Coordinator signs, a Formal Complaint of Title IX Sexual Harassment within the scope of this Policy, the Title IX Coordinator will simultaneously send both parties a written Notice of Allegations that contains the following:

- Notice that the Informal and Formal Resolution processes comply with the requirements of Title IX;
- Notice of the allegations potentially constituting Title IX Sexual Harassment, providing sufficient detail for a response to be prepared before any initial interview, including (1) identities of the parties, if known; (2) the conduct allegedly constituting Title IX Sexual Harassment; and (3) the date and location of the alleged incident, if known;
- A statement that the Respondent is presumed not responsible for the alleged Title IX Sexual Harassment and a determination regarding responsibility is made at the conclusion of the grievance process;
- Notice that each party may have an advisor of their choice who may be, but is not required to be, an attorney and who may inspect and review evidence;
- Information regarding the availability of support and assistance through College resources and the opportunity to meet with the Title IX Coordinator in person to discuss resources, rights, and options;
- Notice of the College's prohibition of Retaliation of the Complainant, the Respondent, and witnesses; that the College will take prompt action when Retaliation is reported; and how to report acts of Retaliation; and
- Notice that the Student Code of Conduct prohibits knowingly making false statements and knowingly submitting false information during the grievance process.

If, during the course of an investigation, the Title IX Coordinator decides to investigate additional allegations about the Complainant or Respondent relating to the same facts or circumstances but not included in the earlier written notice, the Title IX Coordinator will provide an amended Notice of Allegations to the parties.



## XII. TIMELINES

Throughout these Procedures, the College designates timelines for different steps of the process. The Title IX Coordinator has authority to extend such timelines for good cause. Good cause may include, but is not limited to, considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disability. In the case of such an extension, the Title IX Coordinator will notify the affected parties of the extension, including the reason(s) for the extension.

The phrase "business days" shall refer to those days ordinarily recognized by the College academic calendar as workdays.

## XIII. ADVISORS

Throughout the resolution process (whether informal or investigative), the Complainant and a Respondent may each have an advisor of their choice to provide support and guidance. An advisor may accompany the Complainant/Respondent to any meeting with the Title IX Coordinator, the investigator, or to a hearing.

Prior to the hearing, a party's advisor has an exclusively non-speaking role, and may not otherwise present evidence, argue, or assert any right on behalf of the party. And, at the hearing, an advisor's role is limited to quietly conferring with the Complainant/Respondent through written correspondence or whisper. An advisor may not speak for the party they are supporting or address any other participant or the Hearing Officer except as necessary to conduct cross-examination as explained below. Advisors must conduct the cross-examination of all witnesses directly, orally, and in real time at the hearing. Neither party may conduct cross-examinations personally.

The College (including any official acting on behalf of the College such as the Hearing Officer) has the right at all times to determine what constitutes appropriate behavior on the part of an advisor. For example, the College will not tolerate an advisor questioning a witness in an abusive, intimidating, or disrespectful manner. The College has the right to take appropriate steps to ensure compliance with the Policy and Procedures, including by placing limitations on the advisor's ability to participate in future meetings and proceedings.

## XIV. INFORMAL RESOLUTION

Informal Resolution is an alternative resolution process that does not include an investigation or hearing. Informal Resolution is typically a spectrum of facilitated, or structured, and adaptable processes between the Complainant, the Respondent, and/or other affected community members that seeks to identify and meet the needs of the Complainant while providing an opportunity for the Respondent to acknowledge harm and seek to repair the harm (to the extent possible) experienced by the Complainant and/or the College community.

Informal Resolution is not available in cases involving a Student-Complainant and Employee-Respondent. Additionally, the Informal Resolution process may not commence unless and until a Formal Complaint of Title IX Sexual Harassment is filed. Informal Resolution may be available, under appropriate circumstances, at any time prior to reaching a determination regarding responsibility.

The Title IX Coordinator reserves the right to determine whether Informal Resolution is appropriate in a specific case. Before the Title IX Coordinator commences the Informal Resolution process, both parties must provide informed consent in writing. In addition, where both parties and the College determine that Informal Resolution is worth exploring, the College will provide the parties with a written notice disclosing:

- the allegations,
- the requirements of the Informal Resolution process, and
- any consequences resulting from participating or withdrawing from the process, including the records that may be maintained by the College.

At any time prior to reaching a resolution, either party may withdraw from the Informal Resolution process and proceed with the formal grievance process for resolving the Formal Complaint.

Once an Informal Resolution is agreed to by all parties, the resolution is binding and the parties generally are precluded from resuming or starting the formal grievance process related to that Formal Complaint. Any breach of the terms of an Informal Resolution agreement may result in disciplinary action.

## XV. FORMAL RESOLUTION PROCESS

### A. The Investigation

An investigation affords both the Complainant and the Respondent an opportunity to submit information and other evidence and to identify witnesses. Although the parties have the option to submit evidence and suggest witnesses to be interviewed, the burden of gathering information in the investigation is with the College.

When the formal resolution process is initiated, the Title IX Coordinator will designate up to two investigators who will be responsible for gathering evidence directly related to the allegations raised in a Formal Complaint of Title IX Sexual Harassment. The investigator(s) must be impartial, free of any actual conflict of interest, and have specific and relevant training and experience. Specifically, the investigator will be trained on (1) issues of relevance; (2) the definitions in the Policy; (3) the scope of the College's Education Program or Activity; (4) how to conduct an investigation; and (4) how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

A Complainant or a Respondent who has concerns that the assigned investigator cannot conduct a fair and unbiased review (e.g., has a personal connection with one of the parties or witnesses, etc.) may report those concerns to the Title IX Coordinator, who will assess the circumstances and determine whether a different investigator should be assigned to the matter.

#### 1. Investigation Timeframe

The investigation of a Formal Complaint will be usually concluded within 90 days of the filing of the Formal Complaint. The parties will be provided with updates on the progress of the investigation, as needed, and will be alerted if the process will go beyond the 90-day timeframe.

#### 2. Interviews and Gathering Evidence

**Interviews:** The investigator will interview the Complainant and Respondent in order to review the disciplinary process and to hear an overview of each party's account of the incident. Before any interview, the individual being interviewed will be informed in writing of the date, time, location, participants, and purpose of the interview. Such notice will be provided with sufficient time for the individual to prepare for the interview. The Respondent will be informed in writing if, during the investigation, additional information is disclosed that may constitute additional Title IX Sexual Harassment under the Policy.

Following the interview, each party will be provided with a draft summary of their statement so that they have the opportunity to comment on the summary and ensure its accuracy and completeness. The parties' feedback may be attached or otherwise incorporated into the final investigative report to the extent deemed relevant by the investigator.

**Evidence:** During the interview, and as the investigator is gathering evidence, each party will be given the opportunity to identify witnesses and to provide other information, such as documents, communications, photographs, and other evidence. Although the College has the burden of gathering evidence sufficient to reach a determination regarding responsibility, all parties are expected to share any relevant information and/or any information that is requested by the investigator. Such information shared by the parties with the investigator may include both inculpatory and exculpatory evidence.

The investigator will review all information identified or provided by the parties, as well as any other evidence they obtain. Evidence obtained as part of the investigation that is directly related to the allegations in the Formal Complaint will be shared with the parties for their review and comment, as described below.

#### 3. Draft Investigative Report and Opportunity to Inspect and Review Evidence

After all the evidence is gathered, and the investigator has completed witness interviews, the investigator will prepare a draft investigative report. The Title IX Coordinator will send each party, and the party's advisor, if any, the draft investigative report.

The Title IX Coordinator will also provide the parties, and their advisors, if any, with copies of all evidence directly related to the allegations of the Formal Complaint that was gathered during the investigation. Before doing so, the investigator(s) and/or Title IX Coordinator may redact information in the evidence that is not directly related to the allegations of the Formal Complaint;

information prohibited from disclosure pursuant to a recognized legal privilege; and/or a party's medical or mental health information/records unless the party consents in writing to the disclosure. The evidence may be provided in either an electronic format or a hard copy. All parties and their advisors will sign a non-disclosure agreement that permits review and use of the evidence only for purposes of the Title IX grievance.

The parties will have ten (10) days to review the draft investigative report and evidence and to submit a written response. The parties' written responses must include any comments, feedback, additional documents, evidence, requests for additional investigation, names of additional witnesses, or any other information they deem relevant to the investigation. Any party providing new evidence in their written response should identify whether that evidence was previously available to them, and if so, why it was not previously provided. The parties' feedback will be attached to the final investigation report.

Generally, only information that is provided to, or otherwise obtained by, the investigator during the course of the investigation will be considered in the determination of whether a Policy violation occurred. Any and all information for consideration by the Hearing Officer must be provided to the investigator prior to the final investigation report and will not be allowed during the hearing unless it can be clearly demonstrated that such information was not reasonably available to the parties at the time of the investigation or that the evidence has significant relevance to a material fact at issue in the investigation. If, after the final investigation report is issued, a party provides or identifies evidence that they did not previously provide or identify despite that evidence being reasonably available to them during the investigation process, the Hearing Officer may, at their discretion, draw a negative inference from the party's delay in providing or identifying the evidence.

The investigator will review the feedback to the report, interview additional relevant witnesses (as the investigator deems appropriate).

#### 4. Final Investigative Report

After the time has run for both parties to provide any written response to the draft investigative report and evidence, and after the investigator completes any additional investigation, the investigator will complete a final investigative report. The investigator(s) will submit the final investigative report of relevant information to the Title IX Coordinator. The Title IX Coordinator will review the report for completeness and relevance, and direct further investigation as necessary before the report is provided to the Complainant and Respondent.

The investigator and/or Title IX Coordinator, as appropriate, may exclude and/or redact information or evidence from the final investigative report as follows:

- Information that is not relevant to the allegations raised in the Formal Complaint;
- Information about a Complainant's prior or subsequent sexual activity, unless such information about the Complainant's prior sexual behavior is offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent; and
- Medical or mental health information, treatment and/or diagnosis, unless the party consents.

After the Title IX Coordinator reviews the report and any further investigation, if necessary, is completed, the final report will be shared with the Complainant, Respondent, and their advisors. The parties will have ten (10) business days to respond in writing to the final investigative report. The Complainant and Respondent must also submit in writing by that time the names of any witnesses the Complainant/Respondent wishes to testify and a summary of information each witness would provide through their testimony. Names of witnesses provided by the Complainant/Respondent will be shared with the other party.

After the ten-business-day deadline, the Complainant and Respondent may not provide any additional written information for the hearing, unless that information was not reasonably available prior to the closing of the ten-business-day window. The Hearing Officer determines whether to grant exceptions to this ten-business-day deadline.

The Title IX Coordinator will determine what, if any, final changes or additions are made to the final investigative report based upon its review of the report and feedback as described above from the Complainant and Respondent.

The matter will then be referred to a Hearing Officer.

## B. Hearing Procedure

### 1. The Hearing Officer(s)

The Hearing Officer(s) will be selected by the College.

All Hearing Officers receive annual training on the following: how to conduct a hearing; issues of relevance, including when questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant; how to serve impartially by, among other things, avoiding prejudgment of the facts at issue, conflicts of interest, and bias; and other relevant issues. The Hearing Officer will also be trained on any technology that might be used during a hearing.

## **2. Notice**

Both the Complainant and the Respondent will be notified in writing of the date and time of the hearing and the name of the Hearing Officer at least five calendar days in advance of the hearing, with the hearing to occur no fewer than ten days after the parties are provided with the final investigative report. The Hearing Officer will receive the names of the Complainant and the Respondent at the same time.

## **3. Bias and Conflict Of Interest**

The Hearing Officer must be impartial and free from bias or conflict of interest, including bias for or against a specific Complainant or Respondent or for or against complainants and respondents generally. If the Hearing Officer has concerns that they cannot conduct a fair or unbiased review, the Hearing Officer may report those concerns to the Title IX Coordinator and a different Hearing Officer will be assigned.

A Complainant and/or Respondent may challenge the participation of the Hearing Officer because of perceived conflict of interest, bias, or prejudice. Such challenges, including rationale, must be made within 48 hours of notification of the name of the Hearing Officer.

At their discretion, the Title IX Coordinator and Dean of Students will determine whether such a conflict of interest exists and whether a Hearing Officer should be replaced. Postponement of a hearing may occur if a replacement Hearing Officer cannot be immediately identified.

## **4. Pre-Hearing Procedures and Ground Rules**

The Dean of Students and/or the Title IX Coordinator may establish pre-hearing procedures relating to issues such as scheduling, hearing structure and process, witness and advisor participation and identification, and advance determination of the relevance of certain topics. The Hearing Officer will communicate with the parties prior to the hearing with respect to these issues and establish reasonable, equitable deadlines for party participation/input.

The Hearing Officer also has wide discretion over matters of decorum at the hearing, including the authority to excuse from the hearing process participants who are unwilling to observe rules of decorum.

## **5. Participation of Advisors**

Both parties must be accompanied by an advisor to the hearing. If a party does not have an advisor for the hearing, the College will provide an advisor of the College's choice for that party.

Each party's advisor must conduct any cross-examination of the other party and any witnesses. Apart from conducting cross-examination, the parties' advisors do not have a speaking role at the hearing; an advisors' participation is limited to conferring with the party at intervals set by the Hearing Officer.

## **6. Participation of Parties And Witnesses**

A party or witness who elects to participate in the process is expected, although not compelled, to participate in all aspects of the process (e.g., a witness who chooses to participate in the investigation is expected to make themselves available for a hearing if requested to do so).

If a party or witness elects to not participate in the live hearing, or participates in the hearing but refuses to answer questions posed by the other party through their advisor, the Hearing Officer will not rely on any statement of the non-participating party or witness in reaching a determination regarding responsibility. The Hearing Officer will never draw any inferences based solely on a party's or witness's absence or refusal to answer questions.

**"Statements"** for purposes of the hearing means factual assertions made by a party or witness. Statements might include factual assertions made during an interview or conversation, written by the individual making the assertions (including those found in a Formal Complaint), and memorialized in the writing of another (e.g. in an investigative report, police report, or medical record).

Where evidence involves intertwined statements of both parties (e.g. a text message exchange or an email thread) and one party refuses to participate in the hearing or submit to questioning about the evidence while the other does participate and answer questions, the statements of only the participating party may be relied on by the Hearing Officer.

If a party does not appear for the hearing, their advisor may still appear for the purpose of asking questions of the other party and witnesses. If a non-participating party's advisor also does not appear for the hearing, the College will appoint an advisor to participate in the hearing for the purpose of asking questions of the other party on behalf of the non-participating party.

Parties are reminded that, consistent with the prohibition on Retaliation, intimidation, threats of violence, and other conduct intended to cause a party or witness to not appear for a hearing are expressly prohibited.

## **7. Witnesses**

The Hearing Officer may, at their discretion, exclude witnesses or witness testimony the Hearing Officer considers irrelevant or duplicative. The Hearing Officer will explain any decision to exclude a witness or testimony as not relevant.

## **8. Electronic Devices and Record the Hearing**

A Respondent, Complainant, advisor, and/or witness may not bring electronic devices that capture or facilitate communication (e.g., computer, cell phone, audio/video recorder, etc.) into a hearing room, unless authorized by the Hearing Officer.

The Hearing Officer will arrange for there to be an audio recording, or audiovisual recording, or transcript (or combination) of the hearing, which will be made available to the parties for review and kept on file by the College for seven years.

Reasonable care will be taken to create a quality recording or transcript and "minimize technical problems, however, technical problems that result in no recording or an inaudible recording are not a valid basis for appeal."

## **9. Hearing Location and Use of Technology**

The hearing will be live, with all questioning conducted in real time. Upon request, the parties may be located in separate rooms (or at separate locations) with technology enabling the Hearing Officer and the parties to simultaneously see and hear the party or witness answering questions. A hearing may be conducted entirely virtually through the use of remote technology so long as the parties and Hearing Officer are able to hear and see one another in real time.

## **10. Hearing Structure**

The Hearing Officer has general authority and wide discretion over the conduct of the hearing. Although the Hearing Officer has discretion to modify the hearing structure, the general course of procedure for a hearing is as follows:

- Introductions;
- Respondent's statement accepting or denying responsibility;
- Opening Statement from the Complainant;
- Opening Statement from the Respondent;
- Questioning of the Complainant by the Hearing Officer;
- Cross-examination of the Complainant by the Respondent's advisor;
- Questioning of the Respondent by the Hearing Officer;
- Cross-examination of the Respondent by the Complainant's advisor;
- Hearing Officer questioning of other witnesses (if applicable);
- Cross-examination of other witnesses by the parties' advisors;
- Closing comments from the Complainant; and,
- Closing comments from the Respondent.

A Complainant or Respondent may not question each other or other witnesses directly; they must conduct the cross-examination through their advisors. Before a party or witness answers a cross-examination or other question, the Hearing Officer will first determine whether the question is relevant. The Hearing Officer may exclude irrelevant information and/or questions. The Hearing Officer will explain any decision to exclude a question or information as not relevant.

The evidence collected as part of the investigative process will be made available at the hearing to give each party an equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination.

## **C. Determination Regarding Responsibility**

Following the hearing, the Hearing Officer will consider all relevant evidence and make a determination, by preponderance of the evidence whether the Respondent has violated the Policy.

A preponderance of the evidence standard means that, based on the information acquired during the investigation and the hearing, it is more likely than not the Respondent engaged in the alleged conduct.

#### **D. Remedies And Sanctions**

In the event the Hearing Officer(s) finds the Respondent responsible for a violation of the College's policies, appropriate remedies and sanctions will be determined by the Hearing Officer. Remedies are designed to resort or preserve equal access to the College's Education Program or Activity and may be disciplinary or punitive.

Upon a finding of responsibility, the Complainant will be provided with remedies designed to restore access to the College's educational and employment programs and activities.

Sanctions for a finding of responsibility for Student Respondents include, but are not limited to, expulsion, suspension, disciplinary probation, recommended counseling, and/or other educational sanctions. In determining (a) sanction(s), the Hearing Officer(s) will consider whether the nature of the conduct at issue warrants removal from the College, either permanent (expulsion) or temporary (suspension). Other factors pertinent to the determination of what sanction applies include, but are not limited to, the nature of the conduct at issue, prior disciplinary history of the Respondent (shared only upon a finding of responsibility for the allegation), previous College response to similar conduct, and College interests (e.g., in providing a safe environment for all).

Sanctions for findings of responsibility for Staff and Faculty Respondents include, but are not limited to, progressive disciplinary action; prohibition from various academic or managerial responsibilities involving the Complainant or others; letter of reprimand placed in a Respondent's personnel file; restrictions on a Respondent's access to College programs or facilities; limitations on merit pay or other salary increases for a specific period; or demotion, suspension, or dismissal/termination from the College, or a recommendation that a separate process required to impose such action be commenced.

#### **E. Written Notice Regarding Outcome and, if applicable, Sanctions/Remedies**

After a determination regarding responsibility and, if applicable, a determination regarding appropriate remedies and/or sanction has been made, the Complainant and Respondent will receive a simultaneous written notification including the decision regarding responsibility and, as applicable, remedies and sanctions. The written notification will include the following:

- Identification of the allegations potentially constituting Title IX Sexual Harassment;
- A description of the procedural steps taken from the receipt of the Formal Complaint of Title IX Sexual Harassment, with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
- Findings of fact supporting the determination;
- Conclusions regarding the application of the College's code of conduct to the facts;
- A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the College imposes on the Respondent, and whether remedies designed to restore or preserve equal access to the College's Education Program or Activity will be provided by the College to the Complainant; and
- The College's procedures and permissible bases for the Complainant and Respondent to appeal.

The written notification of outcome becomes final seven days after it is sent to the Parties, unless an appeal is filed on or before that day.

#### **F. Transcript Notations.**

Pursuant to Virginia law (23.1-900), the 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 at the institution. 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. The College will notify each student that any such suspension, dismissal, or withdrawal will be documented on the student's academic transcript.

## XVI. APPEALS

A Respondent and Complainant both have the right to appeal (1) The Title IX Coordinator's decision to dismiss a Formal Complaint of Title IX Sexual Harassment; and (2) the Hearing Officer(s)'s decision regarding responsibility.

A party wishing to appeal the Title IX Coordinator's decision to dismiss a Formal Complaint of Title IX Sexual Harassment must file a written appeal statement within five business days of the date the decision to dismiss is communicated to the parties.

A party wishing to appeal a Hearing Officer's decision must file a written appeal statement within five business days of the date the written decision is sent to the parties. Appeal statements are limited to ten pages. The written appeal statement must identify the ground(s) upon which the appeal is being made.

The only grounds for appeal are:

- New information not reasonably available at the time of the decision/hearing that could affect the outcome of the matter;
- The Title IX Coordinator, investigator, or Hearing Officer(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual Complainant or Respondent specifically that affected the outcome of the matter; and/or
- Procedural error(s) that affected the outcome of the matter.

An appeal is not a re-hearing of the case. The College may summarily deny an appeal if it is not based on one of the enumerated grounds for appeal.

Appellate decision-maker. If the College does not summarily deny the appeal, the College will appoint an appellate decision-maker(s). The appellate decision-maker(s)'s role is limited to reviewing the underlying record of the investigation and hearing, the appealing party's ("Appellant") written appeal statement, any response to that statement by the other party ("Appellee"), and information presented at a meeting of the appellate decision-maker, if convened.

Conflict of interest. The College will notify the Appellant and Appellee of the name of the appellate decision-maker. The Appellant and/or Appellee may challenge the participation of an appellate decision-maker because of an actual conflict of interest, bias, or prejudice. Such challenges, including rationale, must be submitted in writing to the College no later than 48 hours after notification of the name of the appellate decision-maker. The College will determine whether such a conflict of interest exists and whether an appellate decision-maker should be replaced.

Response to Appeal. The appellate decision-maker will provide written notice to the Appellee that an appeal has been submitted and will give the Appellee an opportunity to review the appeal statement. The Appellee may submit a written response to the appeal ("response"). The response is due five business days from the date the College provides written notice of the appeal to the Appellee. The College will provide the Appellant an opportunity to review the response.

Written Decision. The appellate decision-maker will provide written notification of the final decision to the Appellant and Appellee simultaneously.

The appellate decision-maker will typically notify the parties of its decision regarding an appeal in writing within five business days from receipt of the appeal statement. If the decision will take longer, the parties will be informed. The decision of the appellate decision-maker will be final and no subsequent appeals are permitted.

## XVII. CONFIDENTIALITY

The College will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a Formal Complaint of Title IX Sexual Harassment, any Complainant, any individual who has been reported to be the perpetrator of sex discrimination, any Respondent, and any witness, except as may be permitted by the FERPA statute, 20 U.S.C. 1232g, or FERPA regulations, 34 CFR part 99, or as required by law, or to carry out the purposes of 34 CFR part 106, including the conduct of any investigation, hearing, or other proceeding arising thereunder.

## XVIII. RECORD RETENTION

The College shall retain for a period of seven years after the date of case closure: the official file relating to a formal resolution, including any investigation hearing, sanctioning, and/or appeals processes involving allegations of Title IX Sexual Harassment. In cases in which a Respondent was found to have violated the Policy and was expelled or terminated, the College may retain such official case files indefinitely.

## APPENDIX A

The following is a list of College officials designated as “Officials with Authority.” An Official with Authority, as defined in this Policy, refers to an official of the College with the authority to institute corrective action on behalf of the College, and notice to whom causes the College to respond to Title IX Sexual Harassment.

- John Wells, President  
276-944-6107 | Wiley Hall 138 | jwwells@ehc.edu
- Michael Puglisi, Provost  
276-944-6122 | Wiley Hall | mpuglisi@ehc.edu
- Lou Fincher, Vice President for School of Health Sciences  
276-944-6342 | Health Sciences/Marion Campus, B206 | lfincher@ehc.edu
- Tracey Wright, SHS Dean of Student Affairs & DEI  
276-944-6490 | School of Health Science | tlwright@ehc.edu
- Tracy Peery, Director of Human Resources  
276-944-6112 | Scarbrough House | tpeery@ehc.edu
- Yancey Wilmoth, Title IX Coordinator  
276-944-5467 | Wiley Hall, Room 227, ydwilmoth@ehc.edu

## 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. 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 Information Technology 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 the 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, All Students, All Users etc. email distribution list.

Remember that the College's official internal electronic newsletter, E&H News, 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 Marketing and Communications. In order to have your news or event featured in E&H News, a request should be submitted to News@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 Marketing and Communications for assistance. In addition, discussion forums should be set up through the use of Moodle (not email).

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:

- President's Office
- VP for Academic Affairs
- VP for Student Affairs and Diversity, Equity, Inclusion, & Belonging
- Campus Police/Security
- VP for Business and Finance
- Chaplain's Office
- Office of the Registrar and Financial Aid
- IT

### Urgent messages include the following:

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

## 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 Titanium, 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 a 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 or other I.T. approved data storage locations.
- 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 or other I.T. approved data storage locations.
- 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 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 reserves 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 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 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 Technology or Chief Information Officer immediately. If the Director of Information Technology or Chief Information Officer are unavailable, then they should notify the VP for Student Affairs and Diversity, Equity, Inclusion, & Belonging without delay if a student is involved, or the VP for Human Resources 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 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 Information Technology.
- 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 Information Technology.

# 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, and 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, Athletics, 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.

# 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 safety, 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 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.

# Code of Student Conduct

## 1. 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 ensure 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.

## 2. 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 as 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

- i. Persons alleged to have violated the College's rules and regulations have the following rights
  1. written/electronically mailed notice of the charge(s), account of the alleged misconduct and notice of the scheduled hearing;
  2. the right to a hearing;
  3. the right to a timely student conduct process and decision;
  4. the right to challenge the admissibility of information;
  5. the right to appeal;
  6. the preponderance of the information is the standard of proof used to determine if a violation has occurred;
  7. the right to a personal advisor whose role is to advise the student rather than actively represent;
  8. the right to participate in the conduct hearing or remain silent;
  9. the right to present witnesses and a reasonable number of character statements;
  10. a written decision specifying the violation, outcome, and right of appeal;
  11. the right to challenge the seating of any hearing officer for good cause;
  12. the right to have the case heard only on the misconduct specified in the written notice;
  13. the right to question all available witnesses;
  14. the right to request a reasonable postponement of the hearing; and
  15. the right to face their accuser. (Special conditions may be imposed in sensitive cases.)
  16. 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/>
- ii. 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.

### 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:
  1. the right to review the statements of the student who is the subject of the alleged violation;
  2. the right to present information supporting the victim's/complainant's version of the alleged violation; and
  3. 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 laws.

## 3. 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.
  - i. Students:
    1. Understand and abide by the Code of Student Code;
    2. Take responsibility for personal behavior
    3. Actively oppose every instance of academic dishonesty.
  - ii. Faculty Members
    1. Serve as mentors, advisors, and educators for students;
    2. Uphold and enforce College rules and guidelines;
    3. Clarify academic expectations for students
  - iii. Administrators and staff
    1. Educate the campus and surrounding communities about academic integrity;

2. Ensure responsible and consistent enforcement of standards
- c. Honor Pledge
  - i. Students will receive copies of the Honor Pledge, learn what it means and commit to the statement of community standards.
- d. Prohibited Conduct
  - i. Plagiarism, cheating, attempted cheating, and all other forms of academic dishonesty.
    1. Examples of plagiarism include, but are not limited to, the following
      - a. 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);
      - b. Submitting another person's work in place of one's own;
      - c. 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;
      - d. Allowing another student to substitute any part of a course for a student, including quizzes, tests and final examinations;
      - e. Submitting any written assignments done with the assistance of another without the explicit permission of the instructor;
      - f. Submitting work that was originally prepared for another class without the explicit permission of the instructor; and
      - g. Knowing aiding another student who is engaged in plagiarism.
    2. 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.
  - ii. Furnishing false information to any College official, faculty member or College office to obtain academic advantage
  - iii. Forging, altering, or misusing any College document or record to obtain academic advantage.
- e. Resolution Process for Academic Violations
  - i. 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.
  - ii. The faculty member will report the alleged violation through the Academic Integrity online reporting system. (Case files are managed by the Office of the Provost.)
  - iii. Reports of academic violations should include the following information
    1. Name of the respondent,
    2. Type of violation,
    3. name(s) of witness(es) and,
    4. Name of person filing the complaint.
- f. Grade & Academic Standing Appeals
  - i. Students must submit appeals to the academic standards committee of grades and academic standings for fall semester courses no later than January 3, and of spring semester by no later than May 15. Appeals of grades/standings of summer and December term courses no later than 14 days after the grade submission deadline of the course being appealed.

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.

- ii. 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.
- iii. Hearing Process
  1. Student-Faculty Informal Meeting
    - a. Within seven (7) business days of receiving knowledge of a possible violation, the student will receive notice in writing of
      - i. The alleged violation
      - ii. A summary of student rights and responsibilities and,
      - iii. 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.

- g. 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.
- h. 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.
- i. At the student-faculty informal meeting, the faculty member will determine if the student is in violation of the alleged misconduct.
- j. If the student is found in violation, the faculty member will determine a sanction (see Sanction F). One of the following will occur:
  - 1. The student agrees with the faculty member's decision; or
  - 2. 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.
- k. 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.
- l. 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.
- m. 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.
- n. Academic Sanctions
  - 1. 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)
  - 2. 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 or 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.

## 4. NON-ACADEMIC CONDUCT CODE

### a. General Guidelines for Non-Academic Violations

- i. 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.
- ii. 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):
  1. a clear, signed statement explaining the nature and circumstances of the complaint; and
  2. the names, addresses, and telephone numbers of those filing the complaint.
- iii. Anonymous reports may alert an administrator to an existing problem, but these reports cannot serve to initiate disciplinary action.
- iv. 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.
- v. The Office of the Dean of Students 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.

- i. Violation of Law and College Disciplinary Proceedings
  1. 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.
- ii. Off-Campus Violations and College Disciplinary Proceedings
  1. The primary types of off-campus violations addressed by the Dean of Students include, but are not limited to, the following:
    - a. felony charges;
    - b. assault charges;
    - c. driving under the noticeable effect of alcohol/drugs or charges of driving by individuals under the legal age to possess alcohol;
    - d. repeated (more than one) misdemeanor charges not listed above; and
    - e. 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

### i. 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:

1. 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;
2. falsification, distortion, or misrepresentation of information before a hearing officer, hearing body or College official prior, during, or after a student conduct proceeding;
3. disruption of or interference with the orderly conduct of a student conduct proceeding;
4. attempting to discourage an individual through coercive behavior and/or manipulative tactics from participation in or use of the student conduct system
5. 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
6. influencing or attempting to influence another person to commit an abuse of the student conduct system.

### ii. 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.

### iii. Academic misconduct: Any act of cheating, plagiarism, or the misrepresentation 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 121).

### iv. Policy Prohibiting Title IX Sexual Harassment: See detailed information on pages 81-103.

### v. 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 the number of individuals assigned to the room or apartment are present 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 safety 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. Reckless Endangerment

No student shall engage in any act or conduct that could result in injury to the life or the property of that student or any other student, faculty member, staff member, or campus visitor. Such an act or such conduct, whether intentional or unintentional, shall include but not be limited to violations of health and safety standards, vandalizing campus fire and safety equipment, reckless operation of motor vehicles, etc.

This policy went into effect 12/1/2020 following a vote at the December 1st, 2020 meeting of the Executive Council of Emory & Henry College. This policy was adapted from the reckless endangerment policy in the Piedmont College Code of Student Conduct.

## 7. The “Emory 500”

The “Emory 500” is a prohibited activity which may involve driving on and near the Emory, VA campus while under the influence of alcohol and/or drugs. The activity may also involve driving recklessly on and near the Emory, VA campus, including but not limited to exceeding the speed limit, drifting and/or fishtailing in a vehicle. Such an activity is strictly prohibited as it poses a significant risk not only to the safety of the driver and any passengers within the vehicle but also to pedestrians on and near the campus.

In the interest of campus safety, the College has adopted strict enforcement and severe outcomes for any student participating in the “Emory 500.” In order to deter participation in the “Emory 500,” students can anticipate the following to occur:

Any student found by Campus Safety personnel to be operating a motor vehicle in Clery Act reportable geographic areas\* on or near campus while in violation of the College’s alcohol and/or drug policies as stated within the Code of Student Conduct will be immediately turned over to local law enforcement.

Any student reported to be operating a motor vehicle in Clery Act reportable geographic areas on or near campus while in violation of the College’s alcohol and/or drug policies as stated within the Code of Student Conduct will be addressed through the Student Conduct process. If found responsible, the student will receive a minimum outcome of permanent involuntary separation from the College effective immediately.. Any passengers within the reported vehicle will also be addressed through the Student Conduct process, and if found responsible for violating the College’s alcohol and/or drug policies, the full range of Student Conduct outcomes may be assigned.

Any student reported to be operating a motor vehicle in Clery Act reportable geographic areas on or near campus in violation of the College’s reckless endangerment policy as stated within the Code of Student Conduct will be addressed through the Student Conduct process. If found responsible, the full range of Student Conduct outcomes may be assigned. Any passengers within the reported vehicle will also be addressed through the Student Conduct process, and if found responsible for being in violation of the College’s reckless endangerment policy, the full range of Student Conduct outcomes may be assigned.

\*The Clery Act requires that colleges and universities report crimes that occur on campus and in public property adjacent to and accessible from the campus. As it relates to the “Emory 500” policy, state roads connecting to and surrounding the campus are Clery Act reportable geographic areas, including but not limited to Itta Bena Road, College Drive, Oxford Avenue, Linden Street, Alder Street, Princeton Avenue, and Cambridge Avenue.

This policy went into effect 12/1/2020 following a vote at the December 1st, 2020 meeting of the Executive Council of Emory & Henry College

## 8. Assault

The College prohibits

1. physical assault or abuse - tries to or does physically strike another - and
2. 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.

## 9. Hostile Communication

1. 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.
2. Hate speech clause: The principles of community adopted by 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.

10. Disruptive or disorderly conduct:

1. 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.
2. 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.

11. Drugs

1. Drugs (non-marijuana)

- 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 of 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.

2. Drugs (Marijuana)

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

12. 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.

13. Fire and Emergency Safety

1. 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.
2. 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 criminal prosecution. This includes tampering with emergency buttons.
3. 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.

14. Misrepresentation of information

1. 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.
2. 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.

15. Hazing

1. 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.

16. Information technology
  1. 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
17. Theft
  1. 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.
18. Unauthorized Entry or Usage
  1. 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 premises.
19. Vandalism
  1. The College prohibits the willful abuse or damage of property owned, occupied, or leased by the College, as well as the property of others.
20. Weapons and/or Dangerous Instruments
  1. It is a violation of College policy to possess firearms or ammunition whether operable or inoperable, loaded or unloaded.
  2. No student may possess or use a dangerous instrument, including decoys and replicas. An instrument may be defined as dangerous if it is 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.
21. Gambling
  1. It is a violation of College policy to engage in unlawful and illegal gambling in any form.
22. Unchartered organizations:
  1. It is a violation to be a member of organizations that are not chartered with the Student Government or Greek Council.
23. Unregistered members:
  1. It is a violation to be a member of a Greek organization without being registered with the College as an official member.
24. Nuisance
  1. 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.
25. Other
  1. 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.
26. 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
  1. The Dean of Students Office or designee will investigate reports of alleged violations of the Code of Student Conduct or local, state or federal laws.
  2. 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.
  3. 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 the 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.
4. A student who has violated or who has been charged with a violation of any non-academic regulations 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.
5. 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
  1. A hearing officer will conduct the conference. The complainant may or may not be present.
  2. 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.
  3. 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 advisor. The personal advisor provides the student moral support and must be a member of the College community. The College has the right to disqualify a particular advisor when participation of that advisor allows the potential for disruption of the student conduct process. Upon request of a student, the personal advisor may:
      1. advise the student concerning the preparation and presentation of the case. The advisor may not speak for the student, except in exceptional circumstances with the discretion of the hearing officer.
      2. Accompany the student to all student conduct proceedings whenever possible.
      3. Not serve as a witness.
  4. 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
  1. The respondent will be provided the opportunity to present information in response to the assessed charges.
  2. 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
  1. Refer to Section G: Appeal Process for Non-Academic Violations for process.
6. Student Conduct Board Hearing
  1. Refer to Section E: Student Conduct Board for the hearing process.

## e. Student Conduct Board

### 1. Members

1. The Student Conduct Board (SCB) will consist of 5 faculty at large appointed by the Faculty Nominations & Elections Committee; 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 the 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.
2. 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.

3. The Dean of Students or designee may serve as an advisor to a sitting panel and share the discipline file of the respondent.

### 2. Term of Office

1. 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.
2. When an SCB member resigns, vacancies will be filled as follows: the Faculty Nominations & Elections Committee will appoint faculty for the 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

1. The SCB will conduct hearings and appeals of students alleged to have committed violations of the Code of Student Conduct.
2. 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.)
3. 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

1. The Dean of Students or designee may refer cases to the SCB.

### 5. Powers, Decisions, and Effects of Noncompliance.

1. The SCB has the authority to enforce its decisions and to impose action plans.
2. 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.
3. 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.
4. The Dean of Students or designee will monitor the compliance of SCB decisions.

### 6. Rights and Responsibilities of a Student Called Before the Student Conduct Board

1. All College students have rights and responsibilities. For a complete list, refer to Section II.
2. A student called before the SCB will also have the following rights:
  1. A notice of the date, time, place, and the 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.
3. 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.
4. During the SCB hearing, a student charged with a violation is entitled or subject to:
  1. Advisory assistance: The personal advisor provides the student moral support and must be a member of the College community. The College has the right to disqualify a particular advisor when participation of that advisor allows the potential for disruption of the student conduct process. The advisor 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 the 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
  1. 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 the availability of members as noted in Section IV.E.1.a. Documents and details of the case will be available at 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.
  2. 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 the 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.
  3. 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 advisor 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.

## 4. 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.

## 5. 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 Office 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
  1. 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 records of the action plan previously issued will be removed from the student's record.
2. Finding of In Violation - Action Plans
  1. 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.
  2. 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.
  3. 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.
  4. Action plans include, but are not limited to, those listed with Section H: Non-Academic Action Plans
3. Notification
  1. 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.
  2. 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

- i. The appeal authority will generally limit its review of the original hearing record to the following two issues:
  1. Whether College disciplinary procedures were followed that provided notice of the charges and an opportunity to respond; and/or
  2. 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.

3. 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

- i. Warning: a written notice to the student that the student is violating or has violated College policy.
- ii. 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.).
- iii. 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.
- iv. 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, friends, student organizations, paid employment, etc) and must be verifiable in order to fulfill action plan requirements.
- v. 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.
- vi. 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.
- vii. 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.
- viii. 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.
- ix. Loss of Housing: permanent separation or separation for a designated time period of the student from the residence halls.
- x. 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/departamental 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 materials, etc.).
- xi. 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.

- xii. 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.

## 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.

# Emory & Henry Honor Pledge



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

## Emory & Henry Honor Code

(Adopted March 16, 1999)

### I. The Emory & Henry Honor Code

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

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

### II. The Pledge

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

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

(Signed)

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

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



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

## **Violations**

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

1. Confront the student who violated the Honor Code and request that the student turn themselves in to the professor. In cases of voluntary confession, the defendant may receive a more lenient sentence.
2. If the defendant does not turn themselves in, the observer should inform the professor of the Honor Code violation. In such cases, the defendant may receive a stricter penalty. If a professor observes a violation of the Honor Code, they shall confront the student. A student who admits to the offense may receive a more lenient sanction. After a professor learns of or observes a violation, they must inform the Dean of Faculty in writing. If the violation is a first offense and the student admits responsibility, the professor can choose:
  - a. To deal with the problem individually, subject to appeal to Academic Standards; or
  - b. To refer the case to the Dean of Students Office for investigation.

If the violation is not a first offense or the case is in dispute, then the case will be referred to the Dean of Students Office and investigated. In the event the student is judged to be responsible, the Dean of Faculty's Office will keep a record of the infraction on file.

## **Investigation**

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

## **Hearing**

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

### **Part I—Presentation of Case**

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

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

### **Part II—Deliberation / Verdict**

At this point, the accused student and advocate will leave the room. In a 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.

## 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 Calvin Joyner, Director of Student Activities. Guidelines for creating a new organization can be found on page 113.

Any college organization engaged in a money-making project on campus must clear the project with the Vice President of Student Affairs and Diversity, Equity, Inclusion, & Belonging & 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 Vice President of Student Affairs and Diversity, Equity, Inclusion, & Belonging & 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 Vice President of Student Affairs and Diversity, Equity, Inclusion, & Belonging & 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 Emily Richardson at [erichardson@ehc.edu](mailto:erichardson@ehc.edu)

# The Emory & Henry Student Government

Students at Emory & Henry have a long 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, Office of Multicultural Affairs, Office of Student Advocacy, and the Office of Campus Activities. Each of these departments is headed by an officer appointed by the Student Body President.

## 2022 - 2023 Student Government Leadership

President: Carlee Sullins

Vice President: Ryan Vaughn

Advisor: Frederick George, Dean of Students

The College Senate is composed of 20 members of the College community: 16 students (4 Freshmen, 4 Sophomores, 4 Juniors, and 4 Seniors), 4 commuters, 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 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 by emailing [sgaexecutive@ehc.edu](mailto:sgaexecutive@ehc.edu)

## Student Government Association (SGA)

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.

Advisors: Frederick George. President: Carlee Sullins. Vice President: Ryan Vaughn

## Student College Media

**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.

**The Whitetopper.** The College newspaper was first published in 1914 as The Weekly Bulletin and is now one of the oldest student-produced newspapers in the South. It is a student media published weekly during the school year.

## Interest Groups

**Blue & Gold Society:** A student group that consists of tour guides who lead prospective student groups around the main campus of Emory & Henry. These "Ambassadors" provide a 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 Guest Coordinator Maureen Buescher.

**College Democrats.** Promotes interest and involvement in the Democratic party and its candidates in local, state, and national elections. Advisor, Dr. Ed Davis.

**E&H Dance Team.** The Dance Team (The Golden Stingers) 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 May each year. All students with a dance background who love to dance and perform are welcome to try out. Previous experience in dance is preferred. Ideal candidates will have experience in Jazz, Hip Hop, and Pom styles. Coach: Ashlee Cole

**Emory Climate Collaborative.** Leads the college community toward a sustainable human habitat through conservation, fun earth-friendly events, and the promotion of simple living. Students lead trips, bring in speakers and performers, and organize for change. Advisor, Dr. Ed Davis.

**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 an open membership, and all students are able to join. Advisor, Emily Richardson.

**Healthcare Professions (Pre-Health) 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, Beth Funkhouser.

**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.

**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, Sarah Fisher.

**River's Way.** It 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, Leah Wilson.

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

**Strength & Conditioning Club.** The Purpose of the Emory & Henry Strength & Conditioning Club is to provide students interested in strength & conditioning and physical fitness the opportunity to seek further education outside of the curriculum provided at Emory & Henry College.

As a member, there will be several opportunities dependent upon one's desired level of involvement. Club membership utilizes a tier system that includes a general membership, strength & conditioning internship, and certified professional examination preparation.

All members will have the ability to attend student or teacher-lead discussion meetings on campus. Tier II and Tier III allows for involvement in academic opportunities outside campus through sponsored National Strength and Conditioning Association (NSCA) events. After completing an internship with the Head Strength & Conditioning Coach, members will be able to attend national or state conferences through the NSCA.

**Student Affiliate of the American Chemical Society.** Provides students interested in the sciences with opportunities to become involved in the scientific community. Sponsors speakers, provides networking opportunities with career chemists (e.g. at local ACS meetings and conferences), performs science-oriented demonstrations, and tours graduate schools, government labs, and local industry.

**Student-Athlete Advisory Committee (SAAC).** SAAC is a committee made up of student-athletes assembled to provide insight into 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 the 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 that will encourage academic achievement, health promotion, social responsibility, and general life skills awareness.

## 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 Affairs and Diversity, Equity, Inclusion, & Belonging 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. Since 2016 the Emory & Henry Rugby men's club has grown and become competitive in the [Cardinal Athletic Conference](#). In 2019 Emory and Henry started a women's team and are also looking to grow. Players from both teams report two weeks prior to the start of class for camp. When classes start, practice is on Tuesdays and Thursdays, with games on Saturdays. The fall season concentrates on 15 vs. 15 and is our conference season. There is also a spring season, in which we play some 15 vs. 15 and attend 7 vs. 7 tournaments. The teams are made up of players who played in high school as well as players with no experience. All players can receive a scholarship to join the team. The team is led by coach Tom (Doc) O'Neill, who is a level 200 USA Rugby Certified Coach and 2018 Cardinal Collegiate Rugby Union coach of the year.

## 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 3:00-4:20 pm. The Chamber Choir is a highly select ensemble open to all students through audition. The 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 3:30-4:20 p.m.

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 Jessica Spafford [jrspafford@ehc.edu](mailto:jrspafford@ehc.edu)

**Instrumental Ensembles.** Brass Quintet, Brass Choir, 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 401-404) after receiving the instructor's permission. For more information, contact Professor Dr. Kelly Bremner @ [kbremner@ehc.edu](mailto:kbremner@ehc.edu).

## 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. Advisor, Annalee Tull.

**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. For associate membership, students with an interest in the Natural Sciences or Biology majors who do not yet fulfill full membership criteria are eligible. Advisor, George Argyros.

**Blue Key Honor Society.** Junior and senior students who have been of service to the College through extracurricular and academic achievements; membership by invitation; email for more information. Advisor, Shannon Patterson.

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

**Pi Delta Phi. French Honor Society.** The purpose is to recognize outstanding scholarship in the French language and its literature, 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.

**Pi Sigma Alpha.** A national political science honor society founded in 1920 at the University of Texas for upper-level undergraduate students. Advisor, Sarah Fisher.

**Psi Chi.** An International Honor Society in Psychology, founded in 1929 for the purpose of encouraging, stimulating, and maintaining excellence in scholarship and advancing the science of psychology. Open to all students who meet the international criteria.

**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, Amanda Romjue.

**Sigma Mu.** Senior students ranked academically in the upper one-tenth of their class, and junior students ranked in the upper one-fifteenth of their class; membership by invitation.

## Spiritual Life

While E&H traces its historical roots to the Methodist tradition, Spiritual Life at E&H seeks to provide spiritual support to students from every denomination and faith tradition. We value relationships with students, faculty, and staff of all faiths. The college years are rich with new experiences, and Spiritual Life offers the following:

a place to deepen and discover new aspects of faith,  
a community that shares the highs and lows of life, classes, family, etc....  
a welcoming and safe space to ask hard questions and grapple with difficult issues,  
friendships that will last a lifetime.

Spiritual Life offers weekly on-campus opportunities for shared meals, worship, and conversation.

**Fellowship of Christian Athletes (FCA)** is open to athletes and non-athletes alike. Participants gather weekly on Sunday evenings at 8:45 in the King Center. Group members and guest speakers lead devotions, share concerns, and encourage one another “to meet the challenge and adventure of following Christ.” FCA small group Bible studies for men and women are held weekly, as well as an annual spring College Advance Retreat.

**9:02 Worship** (9:02) is a weekly evening worship experience led by the 9:02 Student Praise Band and featuring a variety of speakers from the student body, faculty, and staff. 9:02 worship on Monday evenings at 9:02 PM in Memorial Chapel Sanctuary. Psalm 9:2 “I will be glad and rejoice in you. I will sing the praises of your name, O Most High.”

**Campus Christian Fellowship (CCF)** offers a time for students to share a home-cooked meal, followed by a devotion or Bible study and discussion led by a student or a guest speaker. CCF meets on Tuesday evenings at 6:00 p.m. in the Mason Fellowship Hall in Memorial Chapel.

**Young Women’s Bible Study** meets weekly on Wednesday evenings at 8 p.m. in Memorial Chapel. Homemade dessert is served every week!

**Interfaith Student Union (ISU)** seeks to inform, educate, and raise awareness of religious diversity through a variety of events and discussions. Any and all religious and spiritual paths are welcome. Weekly meeting times for the upcoming semester are TBA. An Interfaith Room is located in Room 103 in the Memorial Chapel and is open to all for prayer and meditation.

**Kerygma** is a Greek word meaning “proclaim”. Kerygma is an organization whose purpose is to support college students who are exploring ministerial career paths—pastors, youth pastors, music directors, missionaries, etc...Monthly Kerygma meetings are TBD. Visits by and to theological seminaries are organized by Kerygma.

**Sunday Morning Worship**—On-campus opportunities include a 9:30 a.m. breakfast and worship service with the congregation of Emory United Methodist Church in Memorial Chapel. The student-led 9:02 Worship Band participates in morning services, along with the church and handbell choirs. We are also glad to assist students with locating off-campus worship opportunities.

**Craft Room and Study Spaces**—The basement (1st floor) of Memorial Chapel contains rooms that are open to students any time of the morning/day/evening. The Craft room is stocked with art supplies. There are rooms available for individuals or groups to meet and study together. The Interfaith Room is also there if you need moments of peace and quiet.

**Spiritual Life Housing** is part of the College’s Theme House program. Carter House in The Village is a co-ed residence providing an atmosphere that is focused on the spiritual qualities of community and hospitality.

**Retreats/Conferences** that are offered annually include FCA College Advance, E&H Fall Spiritual Life Retreat, Passion Conference, and Feet First Young Adult Retreat.

**Spiritual Life Summer Internships** provide students with the opportunity to spend a summer immersing themselves in the collaborative work of churches serving their communities. Rural and urban placements are available where interns learn about the work that congregations are doing to make an impact on issues such as addiction and homelessness. Students are provided with housing, academic internship credit, and a stipend.

## 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 Director of Student Activities, Calvin Joyner, serves as the official College liaison with the fraternities and 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: Blake Madaris

**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 Pi Alpha (ΦΠΑ), Pi Delta Chi (ΠΔΧ), Sigma Alpha Kappa (ΣΑΚ), Sigma Iota (ΣΙ), and Theta Chi Epsilon (ΘΧΕ).

## 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 the Community Living Guide 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 Housing & Residence Life. This office is located in the McPherson Center. Staff members include Director of Housing & Residence Life, three Area Coordinators, and the Housing Operations Coordinator. 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.

## 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 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 Housing Residence Life by the established deadline. The Housing & 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 co-curricular interests and activities.



**Returning Students.** In order to be eligible for Room Selection each spring semester, students must complete a Housing Agreement and submit that agreement prior to Room Selection. Upper-class students may express preferences on housing assignments, with highest priority given to students with approved housing accommodations through the Office of Disability Support Services and then by seniority through a lottery system. Room assignments are conducted 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. If, during the academic year, a student wishes to change rooms or roommates, the student must secure advance approval from the Office of Housing & Residence Life. Failure to do so may result in being referred to student conduct. The College reserves the right to consolidate rooms after the first two weeks into each semester. 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 and electronically submit a Housing Agreement and to the Office of Housing & Residence 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 and 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.

## Residency Waiver

A Residency Waiver Request form must be signed and approved by the Office of Housing & Residence Life for every student living off-campus. Residency Waivers are due February 1 of each year for consideration by the Residency Waiver Appeals Committee. Review of the waivers and notification will be completed by February 28. Any student who wants to appeal the residency waiver decision to the Residency Waiver 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 Residency Waiver Appeals Committee are final. **The authorization to live off campus will be granted for that particular academic year only.** If the Residency Waiver Request form 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 can be made by contacting 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 February 15th for the fall semester and by November 1st for the spring semester. All questions about the process for getting your ESA approved should be addressed to the Director of Disability Support Services at (276) 944-6144.

## 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 Residency Waiver Request form must be signed and approved in the Office of Housing & Residence Life for every student living off-campus. Residency Waiver Request forms are due February 1 of each year for consideration by the Residency Waiver Appeals Committee. Reviews and notification will be completed by February 28. Any student who wants to appeal the residency waiver decision to the Residency Waiver 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 Residency Waiver Appeals Committee are final. *The authorization to live off campus will be granted for that particular academic year only.* If the Residency Waiver Request Form 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 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 residential student living in College housing 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 Housing & Residence 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 keys 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 (at \$150 fine). 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 residential student with a twin bed, dresser, 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 & Residence Life. 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. Outside upholstered furniture is prohibited. Loft kits 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 Office of Housing & Residence Life at (276) 944-6529. 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. desks, chairs, mattresses, 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. Video/Audio Systems.** Due to the community living environment, students should be considerate of others in 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 referral to student conduct.

4. **Refrigerators.** Students are permitted to use refrigerators in their rooms up to 4.5 cu. ft. (UL approved).
5. **Electronics and Appliances.** Students may use the following electronics and appliances in their rooms: computer/laptop, clock, fan, desk lamp (no halogen types are permitted), single serve coffee maker (e.g. Keurig), game consoles, radio, shaver, hair dryer, stereo, DVD player, television, and a small microwave (UL approved/<1000 Watts). 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 common 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 Housing & Residence 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. 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 Housing & Residence Life. A minimum charge of \$5 will be assessed to every occupant for each incident.

#### **H. Check-In and Check-Out.**

**Semester.** To properly monitor the condition of rooms, the College uses Room Condition Inventory reports. When a student prepares to move into a room, a resident will complete a Room Condition Form report. This report describes the physical condition of the room and inventories all items the College provides for the room. The Office of Housing & Residence 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 residential students with checkout procedure details prior to the close of each semester.

1. **Breaks.** For scheduled breaks, information regarding check-out times and procedures will be posted, distributed, and/or e-mailed to all residential 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 \$100 fine. An \$100 fine will be billed to 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.
2. **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 Housing & 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. When in use, outdoor cooking devices must be 100 ft. from any building.

**AA. Campfires and Camping.** Permission must be obtained from the Dean of Students to set an open fire on campus outside of college-owned fire pits. Permission must be obtained in advance from the Dean of Students 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, collection 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 Government Constitution

## Preamble

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

## Article I. Name

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

## Article II. Functions and Responsibilities

The SGA shall collaborate with the Student Life Committee of the Board of Trustees, the President of Emory & Henry College, the Dean of Faculty, 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 SGA 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 twenty students, five from each of the following four categories of the student body: first year, sophomore, junior, and senior. Eligibility for these categories will be dependent upon a student's status as defined by the College. There will be one advisor from the administration, which will be the Dean of Students. SGA will work to foster a relationship with the faculty of the College and the Faculty Senate. The Student Body President or their designee shall serve as an ex officio member of the Senate. The Chief of Staff and officers of the executive shall serve as ex officio members 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.

## 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:

1. Conducting all meetings of the SGA in accordance with parliamentary procedure and Senate rules
2. Serving as the official BC representative of the Senate when called upon
3. Appointing all employees of the Senate with the approval of a majority of the Senate
4. 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 the invocation at the opening and the close of any Senate proceeding.
4. The President shall nominate the SGA Corresponding Secretary to attend every Senate and SGA meeting. The Corresponding Secretary may also attend meetings of the Executive Cabinet at the invitation of the President of the student body. The Corresponding Secretary is responsible for keeping attendance of all Senate seminars and for keeping minutes of seminars. The Corresponding Secretary shall be confirmed by a simple majority of the Senate.

## C. Responsibilities of the Senate

The College Senate shall be the principal legislative body of the Student Government Association (SGA). It shall be responsible for considering, formulating, and enacting all legislation appropriate for the conduct of the business of the SGA. 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 one-half of all 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 SGA. Specifically, the Senate must:

- 1) Create or adopt a system of rules or procedures
- 2) Approve an operating budget for the SGA
- 3) Review and approve the appointments of the executive officers by the Student Body President
- 4) Any or all other legislation necessary to provide for the operation of the SGA and the best interest of the Student Body

## D. Meetings

The College Senate is to convene in two capacities; the first is seminars, which are composed of the Senate in its entirety, as defined by [Article III, Subsection A](#). Legislation will be considered during these meetings, and they will be a public forum for the

Emory & Henry Community. The second is Senate Meetings, which are composed of the student senate, the Presiding Officer, and the SGA Corresponding Secretary. Officers of the Executive, the Student Body President, and the Dean of Students shall attend when appropriate. Workshops will be conducted, senators will meet in committees, and other functions not completed in seminars will be done during these meetings.

1. Seminars must be convened at least once a month during the academic term. Senate Meetings must be convened at least once a month during the academic term. The proposed system as of 2020-21 Academic Year: months are divided into four weeks. Seminars will be convened on weeks one and three; Senate Meetings will be convened on weeks two and four. The schedule of these meetings will be proposed by the Presiding Officer and approved by a simple majority of the Senate.
2. Special meetings of the SGA 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**

### **1. Academic Year Senate**

1. 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 into the discussion by the Presiding Officer, no person who is not a member of the Senate may address the Senate when assembled unless recognized by the Presiding Officer. Passage of legislation shall require a simple majority unless specifically noted elsewhere in this Constitution. The passage of the bill passed by the Senate can be assumed to be affirmed by the President unless otherwise vetoed; the veto must occur within ten days of the passage of the bill and must be accompanied by 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. The President of the College or the Board of Trustees also has the power of veto. A veto by the President of the College or nullification by the Board of Trustees may not be overturned.

### **2. Summer Senate**

1. The Executive Committee as appointed by the SGA President and Vice President, will serve as the Senate during the summer break. They have the authority to create and pass legislation with a simple majority. The passage of the bill passed by the Summer Senate can be assumed to be affirmed by the President unless otherwise vetoed; the veto must occur within ten days of the passage of the bill and must be accompanied by a written reply to the Summer Senate. The veto of the Student Body President may be overridden by a two-thirds majority of the Summer Senate. The President of the College or the Board of Trustees also has the power of veto. A veto by the President of the College or nullification by the Board of Trustees may not be overturned.

## **Article IV. The Executive**

### **A. The Student Body President**

The Student Body President shall be elected by the Student Body as a whole. The President shall be the principal Executive Officer of the SGA. Pursuant to Senate Bill #191 (March 21, 2007), in order to qualify for the office of 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 President shall be responsible for the execution of policies, regulations, and programs legislated by the College Senate. The President shall present a report to the assembled Senate each semester, detailing the progress of the SGA 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 SGA. 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 Student Body President. The Vice President will be called upon to act on behalf of the President in the event that they are not available. The Vice President will become the Student Body 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 Student Body President and with the assistance of the Dean of Students, shall be responsible for the fiscal management of the SGA, including the creation of a proposed budget, including the operating budget for the SGA and all student organizations. The Treasurer shall create the budget in consultation with the Budget Committee. The Treasurer shall submit this proposed budget to the Senate for approval within four weeks of the beginning of each academic semester. Throughout the semester, the Treasurer shall track all expenditures and, with the Dean of Students, authorize payment on all SGA expenditures. The Student Body Treasurer shall be confirmed by a simple majority of the Senate.

#### **E. Chief of Staff**

The Student Body President shall appoint a student to serve as Chief of Staff, who shall aid in executive affairs and organization and provide a liaison of communication between the Student Body President and the Executive Officers as the Student Body President deems appropriate. The Chief of Staff shall be confirmed by a simple majority of the Senate.

#### **D. Other Executive Officers**

The Student Body President must appoint students to serve in the following administrative offices: the Office of Judicial Affairs, the Office of Election Commissions, the Office of Public Relations, the Office of Campus Activities, and the Office of Diversity, Equity, Inclusion, and Belonging (DEIB). The Student Body President may appoint students in other areas as needed, requiring only the approval of the Senate to do so. These areas may include student/resident/commuter life, constituent services/advocacy, food service, religious life, health/safety matters, academic affairs, etc. All Executive Officers shall be confirmed by a simple majority of the Senate.

#### **E. Advisors**

Each of the Executive Officers has the option to choose an Advisor if 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. The President has the right to form a special committee for the length of one academic year. The Executive Committee has to potential to become a regular committee if affirmed by a simple majority of the Senate and with the approval of the President.

#### **G. The Executive Cabinet**

This body shall be composed of the Student Body President, Vice President, Chief of Staff, 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 SGA during the summer session or during the academic term before the Senate is convened in situations where immediate action is crucial.

#### **H. Meetings**

The Executive Cabinet shall meet at least once a week, outside of the Senate and seminars, in order for reports of Officers to be given, discussion to be held, and cohesion to be maintained among the Executive about the direction of the Student Body President and Vice President's administration.

### **Article V. Elections**

#### **A. Student Senators**

1. By the end of the fourth academic week of the Fall term, elections shall be held for the positions of Student Senators from each of the classes composed of First-Year, Second-Year, Third-Year, and Fourth-Year students.
2. Student Senators may be re-elected.

#### **B. Electoral System**

1. The electoral system of the Emory & Henry College is Ranked Choice Voting (RCV). Two types of RCV shall be used.
  1. The Student Senate shall be elected by Proportional Representation by Single Transferable Vote (PR STV).
  2. The Student Body President and Vice President shall be elected by an Instant Runoff Election.

#### **C. Student Body President and Vice President**

The Student Body President and Vice President shall be elected during 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 full-time student of Emory & Henry College.



2. In order to be eligible for an SGA graduation stole, any person must be in good standing with the SGA and have served the SGA for two years.
3. Any person wishing to run for the office of Senator must have the credits of their respective academic year.
4. Any student-elected official who is placed on any type of probation during their term of office would become ineligible for their position.
5. 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 outlined in Article V, Section D, subsection 3.
6. In the case of a vacancy in the Senate, a special election will be held within two academic weeks.
7. In the case of a vacancy in the office of President, the Vice President shall become President.
8. In the case of vacancy in any other executive officers, the President shall appoint a new officer to fulfill the unexpired term with the consent of the Senate.
9. Any elected official of the SGA 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.
10. All full-time students (12-18 credits) are eligible to vote.
11. Any Senator who has had three proxies for the semester may be found negligent in performing duties of the office and 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.
  1. Excused versus unexcused proxies will be taken into account.
12. Any Senator who is habitually absent (3 absences) 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.
  1. Proxies and/or excuses will not count toward this total.
13. 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.
14. The Vice-President may be removed from office only upon the concurrent decision of the President and the Senate.
15. The President may be removed from office by a three-fourths majority of the Senate.
16. No person may hold office in more than one branch of the SGA simultaneously, with the exception of the Student Body Vice President and the Presiding Officer of the College Senate and the Student Body President as an ex officio member of the Senate.

## **Article VI. Stipends**

Each SGA (The College Senate, The Executive, and Judicial Board) position fulfilled by a student shall be a stipend. This is in accordance with the interest expressed by Bill #525: the Promoting Engagement Act, passed by the College Senate on February 10th, 2021.

### **A. Proportional Allocation based on Attendance**

Stipend amounts allocated to positions will be proportional based on the individual fulfilling that position's attendance at constitutionally authorized meetings. The monetary value of each position's stipend is set at the maximum amount the individual in that position can earn. For example, if a combined total of 28 SGA and Senate Meetings are authorized for an academic year, and a senator attends 75% of these meetings (i.e., 21 Meetings), then said senator shall receive 75% of the set stipend (i.e., \$225).

### **B. The College Senate**

1. The position of College Senator shall be stipend at \$220 for the academic year.
2. The position of SGA Corresponding Secretary shall be stipend at \$500.
3. The stipend for the Senators shall not exceed \$5,000 for the academic year.

### **C. The Executive**

1. The Student Body President shall be given a stipend of \$1,000.
2. The Student Body Vice President shall be given a stipend of \$800.
3. The Student Body Treasurer shall be given a stipend of \$500.
4. The Chief of Staff shall be given a stipend of \$500.
5. The Office of Judicial Affairs shall be stipend at \$500.
6. The Office of the Elections Commissioner shall be stipend at \$400.
7. The Office of Public Relations shall be stipend at \$400.
8. The Office of Campus Activities shall be stipend at \$400.
9. The Office of Diversity, Equity, Inclusion, and Belonging (DEIB) shall be stipend at \$400.
10. The stipend for the Executive shall not exceed \$5,000 for the academic year.

#### **D. The Judicial Board**

1. The position of the Judicial Board Justice shall be stipend at \$220 for the academic year..

#### **E. Stipulations**

1. Stipends will be allocated on a yearly basis and are to be requested from the Spring semester SGA budget.
  2. No more than \$12,500 shall be allocated for SGA stipends yearly.
  3. Direct attendance of the individual fulfilling each position is required for the purposes of stipend allocation.
- a. Attendance of a proxy will not suffice for the purposes of stipend allocation.
4. The members of the Executive Cabinet shall not be stipend while acting on behalf of the entire SGA during the summer session.

### **Article VII. 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, written notification will be sent to the President of the College and the Faculty Senate.

### **Article VIII. Ratification Procedure**

This Constitution shall become operative after approval by a majority of the Senate, with written notification being sent to the President of the College and the Faculty Senate.

### **Article IX. The Judicial Structure**

#### **A. The Judicial Board**

##### **1. Structure**

- a. The Judicial Board shall be the final student authority in all campus judicial/honor matters within the jurisdiction established by this SGA Code and applicable College Policy. It shall also be the final authority on the interpretation of the SGA Constitution.
- b. This body shall be composed of nine student Justices appointed by the Secretary of Judicial Affairs with the advice and consent of the Student Body President. It is optional for one Faculty Counselor to be chosen by the Secretary of Judicial Affairs. Terms for all Student Justices shall be for the academic year.

- c. No less than two Alternate Student Justices shall also be appointed by the Secretary of Judicial Affairs, with the consent of the Senate, to serve as substitutes any time a regular Counselor must be absent. When Justices must be excused from a hearing, the Secretary of Judicial Affairs shall determine which alternative will serve as the replacement. No less than three Justices must be present at all Judicial hearings and conduct meetings.
- 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 GPA falls below 2.5. The SGA 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.
- g. The Secretary of Judicial Affairs shall be responsible for keeping records of all Council proceedings in collaboration with the Dean of Students Office.

## 2. Jurisdiction

- a. The Judicial Board shall have the final jurisdiction within the SGA'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 (excluding Title IX violations), including the Code of Conduct established by the College and any other systems of regulations created or implemented by the SGA as defined by the Senate.
- b. The Judicial Board shall have jurisdiction to rule on any question of interpretation of the SGA Constitution that may be presented to it by any elected official of the SGA. Such official rulings of the Council shall be binding upon any/all officials of the SGA. No other body within the SGA shall have this authority.

## 3. Meetings

- a. The Judicial Board shall meet once a month to conduct mock trials and prepare for any cases brought before them. The Judicial Board shall also convene at the direction of the Secretary of Judicial Affairs to consider any cases brought before them. If no such direction is received, any case brought before the Judicial Board shall be heard at the next monthly meeting.

\*Updated by President Carlee Sullins and Secretary of Judicial Affairs Tristin Dollmont in Summer 2023.

\*Passed by the Summer Senate in June of 2023

# 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, Director of Student Activities 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 58] (anonymously, if preferred) to the Student Conduct Board, Director of Student Activities 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 when their sport is in season.
- 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 Student Activities. 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 Student Activities 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.

# Athletic & Recreational Services

## Athletics

Approximately 70% of all boarding students at E&H participate in some form of athletics at one of three levels of competition: varsity sports, club sports, and intramurals. Varsity sports involve official intercollegiate competition in a regular schedule. Visit [GoWasps.com](http://GoWasps.com) for information about varsity athletics. Club sports are sponsored by the Student Government and offer intercollegiate competition on a limited and informal basis. Intramurals are devoted to competition within the Emory & Henry campus, providing recreational competition for students, faculty, and staff.

## Varsity Sports

The College holds provisional membership in the National Collegiate Athletic Association (Division II). E&H will join the South Atlantic Conference (SAC) for the 2022-23 academic year. The College provides 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, wrestling, track & field, cross-country, and equestrian; women compete in basketball, cross-country, volleyball, softball, tennis, lacrosse, soccer, track & field, golf, wrestling, swimming, and equestrian.

## Cheerleading

E&H offers competitive cheer and sideline cheer as a non-NCAA sport. Cheerleading is under the Affinity Group on campus. The team cheers at all home Volleyball, Football, and Men's and Women's Basketball games during the school year. In addition to this, they compete at various competitions throughout the year. Tryouts are held in April each year. All students with a Cheerleading background who love to Compete are welcome to try out. Previous experience in Cheerleading of any kind (sideline or all-star) is preferred. Coach Ashlee Cole.

## Intramurals

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

There is a wide range of events planned for each semester. The events range from one-day tournaments (tennis, ping pong, billiards) to season events (basketball, volleyball, flag football). A schedule of events and deadline dates can be found online, or contact the Intramural Office for more information. The Intramural Office also has work-study jobs available for students who are interested in working in a fun environment. Contact Rakeem Rutherford, the Director of Campus Recreation, 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 Trey McCall, Assistant Director of Athletics, 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 Trey McCall, Assistant Director of Athletics, 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 the use of the King Center, contact Trey McCall, Assistant Director of Athletics.

## 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 Melissa Davis, Assistant Director of Athletics for Sports Performance, Head Athletic Trainer.

## 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 that includes the main dining room and features private dining rooms, meeting rooms, **Stinger's Supply Shelf (Campus Food Pantry)**, 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 and **Summer Conference Coordinator**.

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 gathering location for some campus life and recreational activities. The building houses the Emory & Henry Wrestling team and, in coordination with the Department of Campus Recreation, a playing court which can accommodate basketball, volleyball, badminton, and other activities. Martin Brock also houses the mailroom for all housing, not including The Village, the Hut dining option, a convenience store, a gaming lounge, and front desk recreational equipment checkout.

## The Emory & Henry Outdoor Program

Prof. Jim Harrison, Director

Kent Sanslow, Assistant Director

**Emory & Henry is the College of Connection, and connecting students to our very special place is a big part of the E&H experience: Student Affairs offers trips and programming that are free and available to all students.**

**Outdoor Recreation trips include:**

-**Pony Hikes** in the Grayson Highlands: Explore our very own high country and see the ponies that roam free there.

-**Whitewater Rafting** is a fun way to experience the beautiful rivers of the Southeast.

-**Virginia Creeper Bike Rides** offers scenic tours through some of the finest scenery that Southwest Virginia has to offer. The Virginia Creeper is an old rail line turned bike trail, offering 33 miles of total trail (15 miles of easy downhill coasting).

**The indoor bouldering crag in the Outdoor Center** is available to the entire E&H community at no charge.

**Adventure Team:** The Adventure Team is an exclusive, co-ed mentoring program for adventure sport athletes. Team members hike, whitewater paddle and rock climb for E&H. The Adventure Team is very much like an E&H athletic team in that members establish goals, train, and represent E&H at competitions and other events. The Adventure Team season is the entire fall semester.

**Semester-A-Trail:** The Semester-A-Trail is a unique program that integrates academic courses into an attempt to thru-hike the entire Appalachian Trail (2000 miles) or a long section (500 miles). E&H is the only school in the United States to offer this type of program.

Contact Jim Harrison (harrisj@ehc.edu) or Alex Versen (aversen@ehc.edu) if you have any questions.

## 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 is 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.

3. Keep your dogs leashed. Unleashed dogs lead to troublesome conflicts.
4. Do not alter the course in any way.

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

## Climbing Tower & Indoor Crag

The Emory & Henry Climbing Tower and Indoor Crag are awesome resources for on-campus climbing instruction, exercise, and stress relief.

Hours of operation will be posted by email at the start of each semester. The Crag is typically open multiple nights through the week.

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 crag or attempts to climb the tower/crag 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 or crag when it is not in operation may result in serious injury or death.

## Community Services

### The Emory United Methodist Church

David Jackson and Sharon Wright, Pastors

The Emory United Methodist Church is a local congregation serving the community and the campus. Students are welcome and invited to take part in all aspects of church life. We offer a multi-generational, blended worship service featuring the student-led 9:02 Praise Band, Church Choir, and Handbell Choir. Our primary worship service is at 9:30 a.m. on Sunday mornings in Memorial Chapel. Homemade breakfast, coffee, and juice is available every Sunday morning at 9:15 a.m. For information about the church, please contact David Jackson at [djackson@ehc.edu](mailto:djackson@ehc.edu) or 276-944-6841. 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 mornings, 9:30 a.m., Memorial Chapel

### U.S. Post Office—Emory, VA

The Emory U.S. Post Office is located within walking distance of the campus. The business window at the post office is closed on Sundays and holidays, but the lobby remains open at all times. For hours of operation, please visit [www.usps.com](http://www.usps.com). Call (276) 944-3522 for more information.

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

A confidential and/or anonymous reporting of faculty, student, or staff misconduct. More information is available on page 34 of this handbook in the Student Complaint section.



# About the Student Handbook

The Emory & Henry College Student Handbook is published annually by the Office of the Dean of Students

Emory & Henry College

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