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## **Student Handbook 2016-17**

**Campus/emergency numbers** **inside front cover**

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**Campus Map** **back cover**

Eastern Mennonite University does not discriminate on the basis of sex, gender identity, sexual orientation, race, color, age, disability and national/ethnic origin in administration of its employment and educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

As a religious institution, Eastern Mennonite University expressly reserves its rights, its understanding of, and its commitments to the historic Anabaptist identity and the teachings of Mennonite Church USA, and reserves the legal right to hire and employ individuals who support the values of the university.

EMU is an institution of Mennonite Church USA. EMU claims exemption from federal law requiring nondiscrimination on the basis of religion.

Eastern Mennonite University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate, baccalaureate, and master degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Eastern Mennonite University.

Credits: Bernadette Griffith, editor; Jon Styer, cover design.

Eastern Mennonite University is certified to operate in Virginia by the State Council of Higher Education for Virginia. Updated and printed August 2017.

Check the website <http://www.emu.edu/studentlife/studenthandbook> for the latest, official version.

## **President's Message**

Welcome to the Eastern Mennonite University community! Each year nearly 1,700 undergraduate and graduate students, and more than 325 faculty and staff, come together to study, work, play, and live together on this campus. We come from many experiences and backgrounds, and occasionally each of us has to make adjustments in personal expectations in order to live together in community. We believe that trust and respect are the foundation for success in our life together. This student handbook provides information for community life outside the classroom. May God's peace and blessing be on each of us in the EMU community for the 2016-2017 academic year!

Lee F. Snyder, Interim President

## **EMU Mission Statement**

### **Identity**

A leader among faith-based universities, Eastern Mennonite University emphasizes peacebuilding, creation care, experiential learning, and cross-cultural engagement. Founded in 1917 in Harrisonburg, Virginia, EMU is an educational institution of Mennonite Church USA. EMU serves students of diverse religious and cultural backgrounds and confers undergraduate, graduate, and seminary degrees.

### **Mission**

EMU educates students to serve and lead in a global context. Our Christian community challenges students to pursue their life-calling through scholarly inquiry, artistic creation, guided practice, and life-changing cross-cultural encounter. We invite each person to follow Christ's call to

bear witness to faith,  
serve with compassion, and  
walk boldly in the way of nonviolence and peace.

### **Vision**

EMU envisions a learning community, marked by academic excellence, creative process, professional competence, and passionate Christian faith, offering healing and hope in our diverse world. To this end, we commit ourselves to

do justice,  
love mercy, and  
walk humbly with God.

### **Shared Values**

EMU embodies the enduring values of the Anabaptist tradition:

Christian discipleship,  
community,  
service, and  
peace building.

Together we worship God, seek truth, and care for God's creation.

*Approved by the Board of Trustees, June 28, 2008*

For additional information on expectations and responsibilities, see the Student Handbook (part of this directory) and the Confession of Faith in a Mennonite Perspective. The latter is available on [www.mennolink.org](http://www.mennolink.org)

## EMU Board of Trustees

- **Michelle Armster**  
Wichita, KS
- **Evon Bergey**  
Perkasie, PA
- **Myron E. Blosser**  
Harrisonburg, VA
- **Herman Bontrager**  
Akron, PA
- **Shana Peachey Boshart**  
Wellman, IA
- **Jonathan Bowman**  
Landisville, PA
- **David H. Hersh**  
Line Lexington, PA
- **Randall Bowman**  
Archbold, OH
- **Janet Breneman**  
Lancaster, PA
- **Charlotte Hunsberger**  
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- **Anne Kaufman Weaver**  
Brownstown, PA
- **Clyde G. Kratz**  
Broadway, VA
- **Chad Lacher**  
Souderton, PA
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Harrisonburg, VA
- **E. Thomas Murphy**  
Harrisonburg, VA
- **Kathleen (Kay) Nussbaum**  
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Urbana, IL
- **Mark Prock**  
Virginia Beach, VA
- **Eloy Rodriguez**  
Lancaster, PA
- **Amy L. Rush**  
Harrisonburg, VA
- **Judith Trumbo**  
Broadway, VA

### EMU Addresses

1100 College Ave  
1111 College Ave  
1115 College Ave  
1301 College Ave  
1311 College Ave  
1317 College Ave  
1321 College Ave  
1381 College Ave  
1400 College Ave  
1301 Hillcrest Dr

100 Mt. Clinton Pike  
1088, 1090, and 1092  
Mt. Clinton Pike  
1098 Mt Clinton Pike  
1141 Mt Clinton Pike  
1181 Mt Clinton Pike  
1200 Mt Clinton Pike  
1240 Mt Clinton Pike

1280 Mt Clinton Pike  
1110 Park Rd  
1110 Park Rd  
1160 Park Rd  
1161 Park Rd  
1191 Park Rd  
1194 Park Rd  
1195 Park Rd  
1200 Park Rd  
1304 Park Rd  
1307 Park Rd

Brunk House  
Blosser House  
Suter House  
Northlawn  
Augsburger Art Center  
Sand Volleyball Court  
Roselawn  
Hillside Suites  
Eshleman House  
Discipleship Center/ Astral  
Hall/ Vesper Heights  
Observatory  
South Soccer Practice Field  
Village Apts

Redmond House  
Martin Store  
HD Weaver House  
Lehman House  
Mt Clinton Apts A, B, C, D,  
E, F, G  
Heatwole House  
Rutt House  
Rutt Annex D & E  
Anderson House  
Suter II House  
Lehman Auditorium  
Suter Science Center  
Hartzler Library  
Campus Center/EMU  
Elmwood  
University Commons

1310 Park Rd  
1320 Park Rd  
1330 Park Rd

1481 Park Rd

1510 Park Rd  
1919 Park Rd.

1105 Parkway Dr

1141 Parkway Dr  
720 Parkwood Dr  
850 Parkwood Dr  
880 Parkwood Dr  
902, 912, 922, and  
942 Parkwood Dr  
910 Parkwood Dr  
994 Parkwood Dr

1080 Parkwood Dr  
1085 Parkwood Dr  
1090 Parkwood Dr  
1110 Smith Ave

1181 Smith Ave  
1290 Smith Ave

### Off Campus Addresses

958 College Ave  
1846 Charter Lane  
Lancaster, PA 17601  
836 Taylor St, NE  
Washington, DC 20017

Gehman Field - Softball  
Basketball Courts  
Bomberger Field- Outdoor  
Track & Soccer  
Dorothy Heatwole House  
Basement  
Baseball Field  
Strite House, President's  
House  
Dorothy Heatwole House—  
Main Apartment  
Gnagey House  
Ernie Martin House  
Tolliver House  
Bomberger House

Parkwood Apts.  
Park Cabin  
Physical Plant/Printing  
Services  
Cedarwood  
Turf Field  
Maplewood  
Heatwole II House  
(Ammon)  
Seminary  
Guild

Spruce Lawn Apartments  
Lancaster Campus

Washington Community  
Scholars' Center

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# Section One: University Policies and Expectations

## Community Lifestyle Commitment

*Expectations and Responsibilities for Community Life for faculty, staff, and students at EMU*

### Preamble

Eastern Mennonite University is a Christian community in the Anabaptist Mennonite tradition joined together for the purpose of academic study, personal development and spiritual growth. We are committed to the Lordship of Jesus Christ and believe that the scriptures establish the basic principles that should guide our life together. These principles include the responsibility to love God with all our being, love our neighbors as ourselves, seek after righteousness, practice justice, help those in need, forgive others, seek forgiveness and exercise freedom responsibly with loving regard for others.

We acknowledge that it is impossible to create a community with expectations that are totally acceptable to every member. Nevertheless, clearly stated expectations promote orderly community life. Because of the importance of trust in and responsibility to one another, violations of these standards are regarded as a serious breach of integrity within the community.

### Commitment

As a member of the EMU community, I will strive to practice stewardship of mind, time, abilities and finances. I will pursue opportunities for intellectual and spiritual growth and demonstrate care for my body. I also will exercise social responsibility in my standard of living and use of economic resources. Realizing the destructive character of an unforgiving spirit and harmful discrimination based on prejudice, I will seek to demonstrate unselfish love in my actions, attitudes and relationships. I will be honest and show respect for the rights and property of others.

I recognize that some social practices are harmful to me, as well as harmful or offensive to others. Therefore, respecting the values of others and the mission of Eastern Mennonite University, I recognize my responsibility as a member of the community to refrain from sexual relationships outside of marriage, sexual harassment and abuse, pornography, acts of violence, abusive or demeaning language and the use of illegal drugs. Recognizing that EMU supports nonuse of alcohol and tobacco, I will respect and abide by the university policy that prohibits the use of alcohol and tobacco on campus or at university functions and the misuse of alcohol off campus.

I pledge myself to carry out this commitment in a spirit of openness and helpfulness through mutual accountability motivated by love.—Adopted by the Board of Trustees, March 23, 2001

For additional information on expectations and responsibilities, see the remainder of the Student Handbook and the Confession of Faith in a Mennonite Perspective. The latter is available on [www.mennolink.org](http://www.mennolink.org).

## Safety and Behavioral Expectations for the EMU Campus Community

The Community Lifestyle Commitment of EMU outlines the expectation that all persons on our campus will respect the dignity and diversity of others even when we do not agree. In light of this, we will not tolerate any form of bigotry, harassment, intimidation, threat, destruction of personal property, name calling or other forms of abuse whether written, spoken directly or implied. Alcohol or other substance abuse, fatigue, ignorance or saying, “it was just a joke” will not be acceptable excuses for such behavior. Persons who are gay or lesbian have the same right to be treated with respect and dignity as does anyone else on our campus.

Persons who engage in such non-respectable behavior may be subject to discipline. Persons who believe they have been victims of harassment should report the incident immediately. Faculty should report incidents to the provost. Staff should report incidents to the vice president of finance. Students should report incidents to the vice president for student life.

Every faculty member and administrator is responsible to ensure implementation of this statement in their areas of responsibility by informing those in their spheres of influence.

Adopted by Cabinet consensus, July 16, 2001

Reaffirmed by Cabinet, April 8, 2004

## Student Academic Misconduct Integrity Policy

Eastern Mennonite University fosters a culture where faculty, staff, and students respect themselves and others. In this culture, faculty, staff, and students gain confidence in their desire and ability to discover their ideas, construct new knowledge, and think critically about their own ideas and the ideas of others. In doing so, EMU community members grow as competent thinkers and writers.

EMU faculty and staff care about the integrity of their own work and the work of their students. They create assignments that promote interpretative thinking and work intentionally with students during the learning process. Honesty, trust, fairness, respect, and responsibility are characteristics of a community

that is active in loving mercy, doing justice, and walking humbly before God.

A. At EMU, academic integrity means

1. honesty in producing one's own work.
2. use of documented course information and aids.
3. submission of work that is one's own.
4. honesty in representation of research results, one's credentials, and facts or opinions.
5. honesty in use of technology, including cell phones and the Internet.
6. honesty in acknowledging sources used in research and presented in papers and other assignments.
7. honesty in establishing and maintaining the appropriate parameters of collaborative work.

B. Academic integrity includes

1. using accurate quotations. When used, quotations are exact, word-for-word as they appear in the original document. Every quotation, including a short phrase or a single word if it is unusual, includes the required citation and quotation marks.
2. using appropriate paraphrasing with documentation. Paraphrasing is more than rewording the original material. It must be nearly entirely in the writer's own words, using new phrases and synonyms. The writer may repeat technical terms. Place quotation marks around any exact words that are retained. The sentence structure should not be the same as in the source. In the paraphrase, do not add interpretations, ideas, and assessment that are not in the original source.
3. documenting and citing work that was created for a previous assignment, whether for the current course or for another one.
4. using appropriate documentation when using words from a class speaker, including the class instructor, in an assignment, i.e. cite professors' lectures.
5. using common knowledge appropriately. Common knowledge is information that is easily observed, commonly reported facts (George Washington was the first president of the United States.), or proverbs. Common knowledge does not need to be cited, but be certain that these words are in the public domain. When in doubt, ask the professor.
6. using a dictionary to produce original work in a second language. When using software like Google Translate, to translate words, sentences, or paragraphs from one's native language to the second language, the student is copying and not learning the language or applying skills learned in the classroom. Use a translation dictionary (i.e. English-Spanish, English-Bulgarian) to find the precise word or idiom needed to construct a sentence. Entries

in a dictionary are more accurate than software that translates phrases and paragraphs.

Professors would like to see your original work, not the work of a machine.

EMU defines plagiarism as occurring when a person presents as one's own someone else's language, ideas, or other original (not common-knowledge) material without acknowledging its source (adapted from the Council of Writing Program Administrators, 2005, <http://www.wpacouncil.org>).

C. Academic integrity violation for students may be evidenced as a

1. Minimal Violation

A minimal violation of academic integrity codes includes doing the following without appropriate documentation:

- a. using a minimal number of distinguishing words from a source.
- b. re-arranging the word order of a sentence.
- c. producing a similar sentence or style from a source.
- d. using an idea or argument from a source.
- e. reproducing one's own work from a previous work.

(These items are adapted from "Westmont College Plagiarism Policy" (2002)

[http://www.westmont.edu/\\_academics/pages/parovost/curriculum/plagiarism/.](http://www.westmont.edu/_academics/pages/parovost/curriculum/plagiarism/))

2. Substantial Violation

A substantial violation of academic integrity codes includes (but is not limited to):

- a. cheating on a quiz, test, or exam.
- b. copying or attempting to copy someone else's work, including paraphrasing or quoting a professor's classroom lectures, handouts, and presentations without appropriate documentation.
- c. falsifying results and credentials, withholding data, misrepresenting facts.
- d. using someone else's work as one's own work.
- e. using quotations with no documentation.
- f. using an online source by copying and pasting with no documentation. Online sources may appear free. In this case, *free* means economically free. While a source may not be paid for, it is to be used only for its specified use. A citation must be given if words, graphics, or ideas are used.
- g. presenting material as one's own from a site that sells essays. Some of the papers-for-sale sites do have disclaimers that state the work must be cited. Remember, if a source can be found, the professor can also find it.

- h. frequently committing minimal violations within a single document or repeatedly over time.
- i. Assisting another student to cheat or to copy one's own or someone else's work without appropriate documentation.
- j. Using Google Translator or other software to translate work from one's native language to the language of instruction and submitting the work as one's own work.

Undergraduate academic departments and graduate units are responsible for establishing right-of-use parameters for non-print materials (e.g. presentations).

#### D. Procedures (Graduate, Seminary, and Undergraduate)

When a student violates academic integrity values, the student and professor/advisor will work together to restore the student to community.

##### 1. Procedures for Minimal Violations

When a first-time minimal violation is noted, the professor will use this as an opportunity to teach the student/s explicitly about academic integrity. A minimal violation should be reported to the respective dean's office using the Academic Integrity Violation form. When a second minimal violation occurs, either within the same class or in multiple classes with the same instructor, faculty will document this as a substantial offense using the Academic Integrity Violation form.

##### 2. Procedures for Substantial Violations<sup>1</sup>

At EMU, when academic integrity codes are violated to this level, the following procedure will be followed.

###### a) The professor will:

1. notify the student of the violation.
2. determine whether the student is guilty of the violation.
3. contact the respective chair or program director's office to check on previous student violations in order to determine first, second or third offense.
4. document the finding and the action either taken (First-time offense) or repeated (Second and Third-time offenses) on the Violation of Academic Integrity Record.
5. meet with the student to obtain the student's signature, either acknowledging her/his violation or acknowledging discussion in which the professor explained the charges to the student. In the event that a student refuses to sign, the professor will

document that the violation was discussed with the student and the student refused to sign. (Under some circumstances, the professor may want to request another professor present as witness. Students have the option to include a faculty or staff member, e.g. academic advisor, student life personnel, coach.)

6. submit the Violation of Academic Integrity Record to the respective chair or program director. Copies are forwarded to the dean.

###### b) The dean will:

1. for undergraduate students, inform the Vice President for Student Life of violations and actions taken.
2. for all students, follow steps described below for Second and Third-time offenses.

###### c) The student will either:

1. accept the decision or
2. submit an appeal to the respective dean in writing within five (5) working days following notification of the Academic Integrity Violation report. Reasons for the appeal must be clearly stated and based on one of the following:
  - i. Significant and relevant new evidence,
  - ii. Alleged procedural error that may have affected the decision, or
  - iii. Unduly harsh and arbitrary consequences of the academic integrity violation.

On the basis of these factors, the dean will review the appeal and, in consultation with the course professor, make a decision to uphold or modify the academic integrity violation record. This decision will be communicated to the student in writing within five (5) days after the receipt of the appeal. The decision is final.

Each dean will maintain a database recording all violation of academic integrity reports. Reports of substantial violations will be kept as part of the student's permanent record, unless a report is withdrawn following appeal.

#### E. Consequences for Students

1. First-time substantial violation: If a student cheats on a quiz, test, or exam or plagiarizes material in an assignment, the quiz, test, exam, or assignment receive an F or 0 grade at faculty discretion. For an extreme first time offense, a professor may give the student an F for the course (e.g. essay taken from Internet, test answers from another source). At the discretion of the professor,

educational and restorative outcomes could include enrolling in an Academic Integrity workshop, provided by EMU's Writing Program Director, revising and re-submitting the assignment.

2. Second-time substantial violation: If the student repeats the above violation in the same or another course or commits another violation in the same or another course, a professor may give the student an F for the course, and the student may receive a Letter of Probation. (See Student Handbook, University Policies, <http://www.emu.edu/studentlife/studenthandbook/>)
3. Third-time substantial violation: If the student commits the violation for the third time, the professor may give the student an F for the course, and the student may receive a Letter of Indefinite Suspension/ Disciplinary Withdrawal. (See Student Handbook, University Policies.)
4. Upon re-enrollment and a subsequent violation, the professor may give the student an F for the course, and the student may be subject to a Letter of Dismissal at the discretion of the university. See Student Handbook, University Policies, <http://www.emu.edu/studentlife/studenthandbook/>)
5. When a professor gives a student an F for the course, the student will not be allowed to withdraw from the course. The student is prohibited from attending class after the professor assigns the F grade. The course continues to apply towards the number of credits the student is pursuing that semester.

Faculty and staff who violate academic integrity codes are subject to review by the Provost's office.

The graduate, seminary, and undergraduate units use this policy for processing academic integrity violations with the exception of student appeal. (See above.) This policy appears in yearly course catalogs; the Student Handbook; on graduate, seminary, and undergraduate websites; and at [z://provost/forms](http://z://provost/forms). The Academic Integrity Policy flow chart is also available at [z://provost/forms](http://z://provost/forms).

*Reviewed by* Undergraduate Council, Graduate Council, and Faculty Senate

*Approved by* Academic Cabinet, March 25, 2009 and revised October 6, 2010

*Revised by* Academic Cabinet, November 19, 2014  
*Responsible party* The provost is responsible for this policy.

*Policy Review* This policy is to be reviewed annually.

<sup>1</sup> Adapted from American Association of Collegiate Registrars and Admissions Officers

(2007) Academic Dishonesty: Developing and Implementing Institutional Policy

## Alcohol, Tobacco and Illegal Drug Policy

Eastern Mennonite University supports nonuse of alcohol, tobacco and illegal drugs as the most appropriate and responsible lifestyle choice. The possession or use of alcohol, tobacco and illegal drugs is strictly prohibited from the EMU campus as well as all university-related functions.

The university believes that the use of alcohol, tobacco and illegal drugs is counterproductive to the educational process and contributes to behaviors that are offensive and disruptive to the campus community. Not only is the use of alcohol illegal for those under age 21, but alcohol by its nature creates unhealthy dependencies, generates behavior offensive to others, wastes money, and takes lives. Because of the significant personal and societal dangers associated with alcohol, tobacco and illegal drugs, the university chooses to take a strong stand against their use. For these reasons, Eastern Mennonite University supports nonuse as the most appropriate and responsible lifestyle choice.

Persons who use, obtain for others to use or distribute alcohol, tobacco, or illegal drugs on campus will be disciplined in accordance with the University policy. Persons who misuse alcohol, tobacco or illegal drugs off campus will also be in violation of the policy and dealt with by the appropriate disciplinary body when reported to university officials. Misuse is identified as intoxication, illegal personal use and/or rowdiness, and damage or destruction of property.

EMU complies with the *Drug-Free Schools and Communities Act of 1989* and supports local, state and federal regulations pertaining to the illegal use of alcohol and other drugs. The university fully cooperates with local authorities in dealing with alcohol and illegal drug issues.

NOTE: For persons who have a drug or alcohol related problem that may be alleviated through counseling and intervention, the university will deal with persons through the counseling process rather than through the disciplinary processes if the person voluntarily requests assistance.

## Animals on Campus Policy

The following guidelines provide for a mutually supportive environment for leashed animals, service dogs, the people they accompany and the community at large on campus at Eastern Mennonite University.

All animals on campus must be on a leash and under the constant supervision and control of their owner/guardian at all times.



1. Except for service animals, no animals are permitted in University buildings or facilities.
2. No animal may be left unattended at any time on campus. No animals may be tied or tethered to any University property, including but not limited to buildings, railings, bike racks, fire hydrants, fences, sign posts, benches, and trees.
3. Animals are not permitted in flower gardens/beds or fountains.
4. Animals may not disrupt or interfere with University activities, including but not limited to teaching, research, service or administrative activities.
5. Owners/guardians are responsible for clean up after their animals. Owners/guardians are strictly liable for any damage to property or injury to persons caused by their animals.
6. Owners/guardians must comply with all state and local laws pertaining to animal control while on campus.
7. These guidelines do not apply to animals used by the University for teaching purposes, research or other authorized University activities.

Persons observing non-compliance with these guidelines should call the Physical Plant Office for follow up. Non-compliance that is contrary to state or local regulations will be reported to the Harrisonburg Police Department Support Services Animal Control Unit.

## Safety Policy for Cross-Cultural Programs

The safety and welfare of Eastern Mennonite University's students and leaders participating in cross-cultural programs is always our priority.

### *Pre-travel preparedness*

Our cross-cultural leaders are experienced EMU faculty who accompany students in all their academic travel. During independent travel, students follow additional safety precautions.

Students receive instruction on safety, cultural norms, behavioral expectations, and legal considerations as part of orientation activities.

Students receive identification letters from EMU to be carried on person to assist them in case of emergency.

Students (and parents) receive a detailed itinerary with contact information and emergency contact numbers. The faculty leaders and director of cross-cultural programs maintain regular communication at all times. Periodic updates are sent to parents.

### *Geopolitical monitoring*

EMU carefully monitors the regions of all cross-cultural programs. Sources include U.S. Department of State advisories, consultants, travel agents, regional media sources, field contacts, local area

partners, churches, and expatriate mission personnel. The intimate understanding of on-site field experts is invaluable for evaluating situations.

1. EMU cross-cultural groups register with the U.S. Department of State or directly with embassies and consulates to receive assistance in case of emergency.

### *Health precautions*

Students complete a Health History, Medical Permission, and Emergency Information form, including verification of international health insurance coverage, to assist faculty leaders and the director of cross-cultural programs to arrange for appropriate medical care while traveling. Immunization recommendations for each program are communicated to students in advance. For students under the age of 21, a parent/guardian provides written permission for student participation in a cross-cultural program. Faculty leaders identify health professionals and facilities for all locations of their program to assist in case of illness or accident.

EMU cross-cultural groups embrace an ethic of care for each other.

### *Mental Health Precautions*

A student with concerns or identified need will be seen by the Director of Counseling Services to assess safety for travel and the implication of lack of access to resources.

- a. If the student is a current client on campus, the Director of Counseling Services will rely on records and the in-person assessment.
- b. If the student already has a community counselor, the Director of Counseling Services will request a release to consult with the provider.
- c. If the Director of Counseling Services assesses no threat to safety, recommendations to allow the travel will be made to the student, parents, faculty and administration as appropriate.
- d. If the Director of Counseling Services feels further evaluation is needed, recommendations will be made to the student, parents, faculty and administration as appropriate and may include requests for further assessment by an outside provider which can include a psychiatrist or psychologist.

In consultation with the Cross-Cultural Director, the Director of Counseling Services, and VP for Student Life, the university may reserve the right to consult with parents or guardians and refuse permission to travel with an EMU program.

### *Contingency plans*

EMU faculty leaders take care in planning programs, and design contingency plans in case of emergency. Contingency plans may include, for example, relocation to a nearby country in order to complete studies.

Any decision to evacuate, relocate, or cancel a cross-cultural program rests with the president of the university in consultation with the provost, undergraduate academic dean, director of cross-cultural programs, and faculty leaders. The director of cross-cultural programs calls for such a meeting. While traveling, faculty leaders are authorized to withdraw to a safe location or return home if:

- a. there is a complete breakdown of communications systems making it impossible to contact the university; or,
- b. the danger is so immediate that there is insufficient time to contact the university.

Should it be necessary leave a cross-cultural program location prematurely, the cross-cultural leaders will:

- a. make every effort to complete the program in a similar locality or region; or,
- b. return to campus to complete the program with alternative learning experiences.
- c. If it is impossible to satisfactorily complete the program, arrangements for reimbursement and academic credit will be determined in consultation with the faculty leaders, director of cross-cultural programs, undergraduate academic dean, and university registrar according to university policies.

**Responsible Party**

*Responsibility for this policy lies with the Director of Cross-Cultural Programs.*

**Policy Review**

*This policy is to be reviewed every five years.*

**Distribution**

*This policy is distributed via the Cross-Cultural Leaders Manual, Faculty/Staff Handbook, and Student Handbook.*

*Revised by Cross-Cultural Committee, Feb. 06, 2014*

*Approved by Academic Cabinet, April 9, 2014*

*Approved by President's Cabinet, Sep. 9, 2014*

## Faculty Office Hours

Faculty post their office hours on their office door. All faculty are requested to plan 8-10 hours per week to be available for conferences with students (part-time faculty plan a proportionate number of hours). Please call ahead to schedule an appointment with your teacher or advisor.

## Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the University registrar a written request that identifies the record(s) they wish to

inspect. The University official will make arrangements for access and notify the students of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, the official shall advise the students of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Students may ask the University to amend a record that they believe is inaccurate or misleading. A student who wishes to ask the University to amend a record should write the University official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the University decides not to amend the record as requested, the University will notify the student in writing of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the University discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University.

Disclosure without consent may also be provided to any entity of individual designated by a state or local educational authority to conduct, with respect to federal- or state-supported education programs, any audit, evaluation, or compliance or enforcement activity in connection with federal legal requirements that related to these programs.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

*Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Ave., S.W.  
Washington DC 20202-5920*

## Definition of Directory Information

Eastern Mennonite University's current definition of directory information is listed below in accordance with the Family Educational Rights and Privacy Act of 1974 as Amended. Should you wish not to have that information released, you must file a formal request in writing with the University Registrar. Directory Information may be unconditionally released to the public without the consent of the student, unless he/she has specifically asked that prior consent be obtained before releasing such information. Directory Information includes:

- a. a student's name
- b. enrollment status (full-time or part-time)
- c. address and telephone listing (permanent, local, or residence hall)
- d. date of birth
- e. major and minor field(s) of study
- f. participation in officially recognized activities and sports
- g. weight and height of members of the athletic teams
- h. dates of attendance
- i. degrees, awards, and honors (including Dean's List and graduation honors) received.
- j. the most recent previous education institution attended by the student.
- k. student level (first-year, sophomore, etc.)
- l. degree sought and anticipated graduation date.
- m. photograph
- n. email address

Students will be notified each year in the Student Handbook and in the institutional catalog as to what is considered directory information.

## Conflict and Grievance Procedure

Conflict is a part of life in any healthy community. Conflict may arise whenever individuals work closely with each other. This may result from philosophical disagreements, personality differences, habitual behaviors, miscommunication, misunderstanding, or willful intent to promote one's own agendas with insufficient regard to the well-being of others. When handled poorly, conflicts can create exclusion, harm, and violence; when handled well, they can produce growth, safety, and healthy community life.

Grievances, for purposes of this document, are a specific, and potentially more serious, kind of dispute. They may arise from inadequate or missing institutional policies, the misapplication of policies, or the failure to apply policies, which may result in discriminatory or harmful outcomes.

Eastern Mennonite University is committed to maximizing the positive energy of conflict while minimizing its negative consequences. To this end, we strive to create a community of conflict-competent persons living and working in systems that promote repair of harms and restoration of relationships as a preferred response to conflict.

At EMU, the first approach to any conflict or grievance should be non-adversarial, undertaken with careful attention to fostering understanding and promoting problem solving. Our hope is that the majority of conflicts or grievances can be resolved through an informal process of conflict resolution. Nonetheless, individuals have the right to request a formal process at any time. In some instances, especially for particular kinds of grievances (for example, sexual harassment or misconduct), more formal processes may be necessary and appropriate as the first response.

The following informal and formal procedures are applicable to all students, faculty and staff of Eastern Mennonite University as well as applicants for faculty, staff or student status. These procedures are intended to comply with the requirements of Title IX of the Education Amendments of 1972 and the general employee grievance policy of Eastern Mennonite University. These procedures are subject to amendment and/or pre-emption by applicable law to the extent required to achieve compliance with existing or future regulations, statutes or court decisions and nothing herein is intended to deny or limit any person's right to any remedy under any state or federal law now or hereafter in effect. Furthermore, nothing contained in this document should be construed as legal advice. Persons are advised to seek legal counsel should they have specific legal questions or concerns.

Grievance procedures can be handled in the following ways:

1. INFORMAL RESOLUTION
2. FORMAL GRIEVANCE PROCEDURE
3. LEVEL I PROCEDURES -- MEDIATION PROCESS
4. LEVEL II PROCEDURES -- FORMAL GRIEVANCE COMMITTEE

### Complaints against students

Kenneth L. Nafziger  
Vice President for Student Life & Dean of Students  
432-4135

### Complaints against faculty

Fred Kniss  
Provost  
432-4105

### Complaints against staff

Daryl Bert  
Vice President for Finance  
432-4107

A complete copy of these procedures is available upon request from the president's office or student life office.

## Hover Boards

Due to safety risks of self-balancing electric wheeled boards (hover boards), the use, possession, charging and/or storage of these devices is prohibited on the university campuses, in university facilities, in university housing or university property. See full rationale at <http://www.emu.edu/physical-plant/hoverboard-policy/>

*Approved by President's Cabinet, February 1, 2016*

## Inclement Weather Policy

Because the majority of EMU students live on or very near campus, classes are canceled only for extreme weather conditions. In the event of class cancellation because of weather, announcements will be made over local radio and television stations, posted on EMU's website and via the EMU alert system. Students should use good judgment about whether they can safely drive to campus when there are bad weather conditions in their area and classes are not canceled. Students who miss classes because of weather are expected to contact their instructors as early as possible. Faculty are expected to be flexible about making up absences. All class assignments should be made up within a week of the missed classes unless otherwise arranged with the instructor.

## Information Systems Policies

All Eastern Mennonite University students who are granted accounts to any EMU technology system(s) must read and periodically agree to the *Technology Code of Responsibility for Students*:

By using the EMU network, you are agreeing to the following code of responsibility:

My use and continued use of the EMU network constitutes my agreement to the following statements:

1. I will abide by all EMU Information Systems (IS) Policies at [www.emu.edu/is/policies\\_](http://www.emu.edu/is/policies_)
2. I will not engage in prohibited activities, including, but not limited to:
  - a. Using technology resources to threaten or harass others, even as a joke.

- b. Knowingly distributing malware, phishing emails or other malicious communication.
  - c. Attempting to gain access to computers or network accessible resources for which I am not authorized.
  - d. Hosting for-profit activities using EMU resources (e.g. selling items for personal profit, promoting a personal business--with the exception of advertisements in the eClassifieds system on [www.emu.edu](http://www.emu.edu)).
  - e. Using the EMU network or other technology resources for criminal or malicious activities.
  - f. Engaging in prohibited activities outlined in the EMU Community Lifestyle Commitment.
3. My account (Royal username and password) identifies me to EMU systems. I will safeguard my account by:
    - a. Not allowing others to use my EMU account; nor will I use someone else's account.
    - b. Securing my computer against unauthorized access, including using a password-secured screensaver.
    - c. Not leaving my computer unattended without securing it by either logging out from it or using a password-protected screen saver.
    - d. Using strong passwords and not writing them in places where others can easily see them.
    - e. By treating login pages and requests for my password with skepticism.
  4. I agree that it is illegal to download or share materials in violation of copyright law; that I will respect all copyright laws and that the following referenced documents define the enforcement processes relating to copyright violation allegations for the EMU campus community.
    - a. The Digital Millennium Copyright Act (DMCA) provides strict rules governing the use of copyright protected materials. [[www.copyright.gov/legislation/dmca.pdf](http://www.copyright.gov/legislation/dmca.pdf)]
    - b. The Higher Education Opportunity Act of 2008 requires that EMU to disclose certain information to students. These are shown on the helpZone page ([www.emu.edu/is/helpzone](http://www.emu.edu/is/helpzone)) using the HEOA P2P Disclosure link. It is important that all students read and understand this disclosure information.
    - c. When EMU receives notification of alleged copyright infringements, the computer owner (if computer is not owned by EMU) or the computer user (if the computer is owned by EMU) will face disciplinary actions outlined in the HEOA P2P Disclosure and Responsible use of Electronic Files and Communications Policy.

5. I will report any suspicious activity related to electronic equipment or information systems to the IS Help Desk.

Students may periodically be prompted during the network login process to affirm that by using the EMU network they are agreeing to this code of conduct.

## Intellectual Property

*(excerpt from Intellectual Property Policy)*

The purpose of this policy is to clarify issues related to the ownership, use, and sale of intellectual property created by university personnel.

Eastern Mennonite University wishes to foster an intellectual environment that encourages creativity, innovation, and excellence while managing its resources for the benefit of all constituents. In this policy the university seeks to foster these goals and honor traditions in the academic setting while recognizing federal laws.

*Intellectual property* refers to any copyrightable or patentable work.

Policy with respect to students attempts to balance student and institutional needs. Intellectual property created by *students* is considered the property of the student. The university, however, reserves the right to use such material, with appropriate discretion and attribution, in promotion of the university. Intellectual property created by students and employees jointly is considered to be jointly owned by the creators. (The employee shall have decision-making powers in regard to permissions and sales of jointly created property.)

*To view the complete Intellectual Property Policy, contact the provost's office at: [Provost@emu.edu](mailto:Provost@emu.edu)*

## Undergraduate Pregnancy Policy

EMU strives to create an atmosphere where each student experiences intellectual development and personal growth. It is the responsibility of the faculty, staff and students to foster and protect that atmosphere in order to provide each student with an opportunity for success. When an unmarried student becomes pregnant, she is faced with many difficult decisions. While EMU does not support a student's choice to engage in sexual relationships outside of marriage, we do support the decision to carry the child to full term. In order to provide support, and encourage mental and physical healthcare, unwed pregnant students will be referred to meet with the vice president for student life or an appropriate designee. The student may be required to sign a wellbeing contract agreeing to engage in pre-natal care and personal counseling in order to remain enrolled at EMU. Identified fathers who are EMU

students may also be required to engage in parenting classes designed to help them prepare for the new responsibilities they will have, whether they plan to marry the expectant mother or not. If the expectant mother and father are together as a couple, these parenting classes may be done jointly to prepare for possible marriage or co-parenting responsibilities. Fathers who are not EMU students may be invited to join the expectant mother in couples counseling or parenting classes. Classes and couples counseling at the EMU counseling center will be offered free of charge to both expectant parents, but other services outside EMU will be the responsibility of the expectant parents to pay. A faculty/staff mentor with parenting experience may also be chosen by the expectant parents to aid them in their steps toward parenthood. Additional steps may also be needed as determined by student life personnel on a case-by-case basis.

## Student Complaint Policy

This policy was formerly known as the open communication policy.

Eastern Mennonite University welcomes open communication from students regarding its policies and practices. Student feedback helps administrators determine effectiveness and clarify and improve processes and procedures. If a student has a complaint, such complaint should be communicated to the administrator responsible for the area of the complaint. Most complaints can be dealt with through informal communication between the parties.

When a student wishes to lodge a more formal complaint in writing, the student complaint form at [emu.edu/about/student-complaint-form/](http://emu.edu/about/student-complaint-form/) is to be completed. This form is submitted to the assistant to the president, who determines who will respond and address concerns. That person will respond within five business days, and after hearing the concern, will officially respond in writing to the student, with that response copied to the assistant to the president per the student complaint policy, detailed in the university handbook.

In the event that a student is not satisfied with the response to the complaint, the student may choose to follow the grievance procedure for resolution. The university recognizes its obligation to ensure that students who make complaints do not suffer adverse treatment as a result of the complaint. In the event that a student alleges such treatment, the student shall be referred to the grievance procedure for resolution and reconciliation.

If an issue cannot be resolved by the university's internal processes, students may file a formal complaint with the State Council of Higher Education

## Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and/or verbal or physical conduct or written communications of an intimidating, hostile, or offensive nature, or action taken in retaliation for reporting such behavior, regardless of where such conduct might occur when: (1) submission to such conduct is made a term or condition of a student's employment or academic progress; (2) submission or rejection to such conduct by a student is used as a basis for academic or employment decisions affecting the student; or (3) such conduct has the purpose or effect of substantially interfering with a student's work or academic performance or creating an intimidating, hostile, or offensive academic environment.

The difference between voluntary sexual relationships and sexual harassment are the elements of coercion, threat and/or unwanted attention that exist in a non-reciprocal relationship. Any student who believes that he/she has been the recipient of harassment is strongly encouraged to report the alleged occurrence(s) as soon as possible to EMU administrators and if they so desire to the local law enforcement authorities.

### What is *Sexual Harassment*?

Sexual harassment is defined as unwelcome sexual advances, request for sexual favors, and/or other verbal or physical conduct or written communications of an intimidating, hostile, or offensive nature, or action taken in retaliation for reporting such behavior, regardless of where such conduct might occur, when:

1. Submission to such conduct is made a term or condition of an individual's employment or academic performance.
2. Submission to or rejection of such conduct by an individual is used as the basis for decisions such as employment, promotion, transfer, selection for training, performance evaluation, or the basis of academic evaluation.
3. Such conduct has the purpose or effect of creating an intimidating,

It occurs when a person with power abuses power. It is a breach of the trusting relationship that normally exists between students and professors in the academic community. Sexual harassment creates confusion because the boundary between the professional role and personal relationship blurs. The harasser introduces the personal element into what should be a sex-neutral situation.

The difference between voluntary sexual relationships and sexual harassment are the elements of coercion, threat, and/or unwanted attention that exist in a nonreciprocal relationship. Sexual harassment usually is unwelcome and repeated behavior, but in some instances it can be an action that occurs only once. In most normal interpersonal relationships, an individual can exercise freedom of choice in deciding with whom he/she wishes to establish a close, intimate relationship. These choices are based on mutual attraction, caring and a reciprocal interest in pursuing the relationship. These elements are absent in sexual harassment.

### What are the Types of Sexual Harassment?

Sexual harassment can take many forms. Most sexual harassment falls into two categories, verbal and physical.

1. Verbal harassment may include, but is not limited to, the following:
  - i. Sexual innuendos, comments and sexual remarks about clothing, body or sexual activities.
  - ii. Suggestive or insulting sounds.
  - iii. Whistling in a suggestive manner.
  - iv. Humor and jokes about sex that denigrate women or men in general.
  - v. Sexual propositions, invitations or other pressure for sex.
  - vi. Implied or overt threats.
  - vii. Making obscene gestures.
2. Physical harassment may include, but is not limited to, the following:

- i. Patting, pinching and any other inappropriate touching or feeling.
- ii. Brushing against the body.
- iii. Attempted or actual kissing or fondling.
- viii. Coerced sexual intercourse.
- ix. Assault.

Note: Some of the above may, in fact, constitute criminal behavior.

- 3. Some types of sexual harassment are inappropriate behaviors that continue even after the individual makes it clear that it is unwanted. For example, some people may like to be patted or touched on the back as a gesture of support, but it may not be universally liked when done by a teacher. The gesture becomes sexual harassment when a student asks the teacher not to do it or in some way clearly indicates uneasiness or displeasure and the teacher continues to do it.
- 4. Some people also consider insults about women in general or displaying obscene photographs and literature as a form of sexual harassment while others do not. Obscene gestures are another type of sexual harassment.\

### Ways to Prevent Sexual Harassment

Ignoring sexual harassment does not make it go away. Indeed, it may make it worse because the harasser may misinterpret no response as approval of the behavior. However, there are ways to prevent it, from informal strategies to formal ones. Here are some of options:

- 1. *Know the law and student policies listed in the Student Handbook (specifically, a student's rights).* Sexual harassment is illegal. EMU has a specific policy prohibiting sexual harassment. Review this policy. Copies of the policy and assistance are available from the student life office and human resources.
- 2. *Speak up at the time.* Be sure to say "NO" clearly, firmly, and without smiling. This is not a time to be polite or vague. (For example, "I don't like what you are doing," or "Please stop--you are making me

very uncomfortable.") There is a chance that the harasser did not realize that his/her behavior is offensive. Additionally, if charges are filed at a later date, it is helpful to have objected to the behavior.

- 3. *Seek Advice.* To determine whether a personal level of discomfort is really sexual harassment, students may contact someone at the university's counseling center who can give emotional support, help, and information about informal and formal institutional procedures.
- 4. *Keep records,* such as a journal and any letters or notes received. Note the dates, places, times, witnesses and the nature of the harassment—specifically, what was said and done and the response.
- 5. *Take assertiveness training.* These classes teach a wide range of behaviors in dealing with uncomfortable situations such as sexual harassment.
- 6. *Take a self-defense course.* These courses teach a variety of defenses—physically, and increase participants' self-confidence and self-esteem.
- 7. *Do not accept sexual harassment as "the way things are" or treat it as a joke.* "Silence appears to give consent" when it comes to sexual harassment. The more seriously people treat it, the greater the chances that the harassers will stop their behavior. If there are no consequences to their actions, harassers will continue. By knowing the law, sexual harassment can be stopped.

*Sexual Harassment Policy: What is Sexual Harassment, What are the Types of Sexual Harassment, What You Can Do About Sexual Harassment*

### B. What is Coercion?

*Coercion* is an unreasonable amount of pressure to engage in sexual activity. Coercion begins, not when someone makes the sexual advance, but when he/she realizes

he/she does not want to be convinced and the other person continues to push.

C. What is *Physical Force*?

Force equated with violence or the use of a weapon constitutes physical force. No matter how slight, any intentional physical impact upon another, use of physical restraint, or the presence of a weapon constitutes the use of force.

In order to report sexual harassment, please contact:

*Marcy Engle*  
*Title IX Coordinator*  
*(540) 432-4148*  
*Marcy.engle@emu.edu*

There are three avenues to resolve complaints and to stop inappropriate behavior: (1) informal problem-solving assistance; (2) informal complaint process; (3) formal judicial process (for students) or formal grievance process (for faculty/staff). Grievance procedures can be handled in the following ways:

1. INFORMAL RESOLUTION
2. FORMAL GRIEVANCE PROCEDURE
3. LEVEL I PROCEDURES -- MEDIATION PROCESS
4. LEVEL II PROCEDURES – FORMAL GRIEVANCE COMMITTEE

A complete copy of the EMU Sexual Harassment Policy and Procedures is available upon request from the Student Life Office.

## Student Participation in Institutional Decision Making

Eastern Mennonite University desires students to participate in making decisions that affect them. In its efforts to create a campus community, the administration wishes to include the voices of every group that constitutes the community. At the formal organizational level student participation occurs through membership on selected institutional committees and through student or student/faculty/staff organizations in the various programs. Students are considered voting members of the institutional committees on which they serve. In the case of departmental faculty or staff committees, the department decides whether or not student representatives are voting members of the committee. In all cases student voices are welcomed. Student representatives to committees are encouraged to find ways to communicate with their fellow students about relevant issues, both to acquire feedback from other students and to disseminate information and

committee decisions when appropriate. Students are encouraged to accept opportunities to serve on committees, as well as to be active participants in student organizations.

—Adopted by President's Cabinet, May 12, 1999

## Student Publications Ownership and Appointments

The role of student publications at Eastern Mennonite University is to provide information to students, faculty, staff and subscribers; a forum for student opinion and responsible discussion; a training opportunity for prospective journalists; and a reasonably accurate historical record of the institution in a particular year.

All students are eligible to serve on the staff of the Weather Vane and Phoenix. However, the editor of the Weather Vane is nominated by the Visual and Communication Arts Department and appointed by the academic dean. Staff for the Phoenix are identified by the Language and Literature Department. Eligible staff members may receive journalism credit or financial remuneration. Each staff includes a faculty person who serves in a consultative role, but students direct all aspects of the production and business operations. Student editors accept their tasks with freedom and responsibility, keeping in mind the standards of journalism: accuracy, excellence, newsworthiness and taste. In an agreement of mutual trust the editors expect the publisher to refrain from censorship and interference; the publisher expects the editors to produce an accurate and tasteful publication.

The publications are part of the properties of the EMU Board of Trustees. The university administration acts as publisher of the papers for the Board of Trustees and may dismiss an editor who is not working within established policies.

Some student publications are funded by an allocation from the general student activities fee, the amount approved annually by the Student Government Association, and by the revenue from advertisements and subscriptions. Publications are distributed without additional cost to current fulltime students.

See the "Section 3—Arts, Activities, and Organizations" for further information on individual publications.

## Use of Post Office for Mailing Chain Letters or Inappropriate Surveys

The Campus Post Office will not deliver chain letters, unauthorized surveys (not for course work), or any other mailings that are considered wasteful of time and materials. Permission for questionable mailings



must be obtained from the postmistress and from the vice president for student life. Mailings with no sender's name on them will be discarded.

## Virginia Laws Governing Alcohol & Other Drugs

In accordance with federal legislation, known as the Drug-Free Schools and Communities Act, Eastern Mennonite University is required to communicate the information in this section regarding the unlawful possession, use or distribution of illicit drugs and alcohol to its students and employees. Federal regulations stipulate that this information be distributed annually.

### *Federal Sanctions – Illicit Drug Laws*

Pursuant to federal law, the United States Sentencing Guidelines establish mandatory minimum penalties for categories of drug offenses and provide for penalty enhancements in specific cases. Under these federal guidelines, courts can sentence a person for up to 6 years for unlawful possession of a controlled substance, including the distribution of a small amount (less than 250 grams) of marijuana; a sentence of life imprisonment can result from a conviction of possession of a controlled substance that results in death or bodily injury; and, possession of more than 5 grams of cocaine can trigger an intent to distribute penalty of 10-16 years in prison.

### Federal Penalties and Sanctions for Illegal Possession of Controlled Substances

#### 21 U.S.C. 844 (a)

- 1<sup>st</sup> conviction: Up to 1 year imprisonment and fined at least \$1,000 but not more than \$100,000, or both.
- After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least \$2,500 but not more than \$250,000, or both.
- After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least \$5,000 but not more than \$250,000, or both.
- Special sentencing provisions for possession of crack cocaine: Mandatory at least 5 years in prison, not to exceed 20 years and fined up to \$250,000, or both, if: (a) 1<sup>st</sup> conviction and the amount of crack possessed exceeds 5 grams; (b) 2<sup>nd</sup> crack conviction and the amount of crack possessed exceeds 3 grams; or (c) 3<sup>rd</sup> or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.

#### 21 U.S.C. 853 (a) (2) and 881 (a) (7)

- Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1 year

imprisonment. (See specially sentencing provisions re: crack, above.)

#### 21 U.S.C. 881 (a) (4)

- Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

#### 21 U.S.C. 844a

- Civil fine of up to \$10,000

#### 21 U.S.C. 862

- Denial of Federal Benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 1 year for first offense, up to 5 years for second and subsequent offenses.

#### 18 U.S.C. 922 (g)

- Ineligible to purchase, receive, or transport a firearm.
- Revocation of certain Federal licenses and benefits, e.g. pilot licenses, public housing tenancy, etc., are vested within the authorities of individual Federal agencies.

### Federal Penalties for Illegal Trafficking of Controlled Substances

The Controlled Substances Act (CSA), Title II of the comprehensive Drug Abuse Prevention and Control Act of 1970, is a consolidation of numerous federal laws regulating the manufacture and distribution of controlled substances. The CSA places all use, potential for abuse and safety or dependence liability.

The CSA provides penalties for the unlawful manufacturing and distribution of controlled substances. The charts on pages 28-29 of the U.S. Department of Justice publication, *Drug of Abuse, 2015 Edition*, provides an overview of the penalties for trafficking of controlled substances.

For additional details about Federal illicit drug laws, visit the following websites:

- U.S. Drug Enforcement Agency – [www.dea.gov](http://www.dea.gov)
- Controlled Substances Act – [www.usdoj.gov/dea/agency/csa.htm](http://www.usdoj.gov/dea/agency/csa.htm)
- [https://www.dea.gov/pr/multimedia-library/publications/drug\\_of\\_abuse.pdf](https://www.dea.gov/pr/multimedia-library/publications/drug_of_abuse.pdf)

### City of Harrisonburg Alcohol Ordinances

#### Open Container and Drinking in Public

##### Code 16-8-51

- (a) If any person shall take a drink of alcoholic beverage or shall tender a drink thereof to another, whether accepted or not, at or in any public place, he shall be guilty of a Class 4 misdemeanor.
- (b) It shall be unlawful for any person to possess an open or opened container, can, cup, glass or bottle containing an alcoholic

beverage in any city park or playground or on any public street in the city.

City Ordinance Violations are enforced by both patrol and special enforcement officers of the Harrisonburg Police Department. Violations will receive enforcement action when they are observed, not only in response to complaints. This law does apply to sidewalks and parking lots open to the public. Persons who consume or are in possession of alcoholic beverages while sitting in vehicles are subject to this charge. To avoid being charged with this violation, all those participants at your event must stay on your property. Walking or driving from place to place with an open container of alcoholic beverages, including cups, is a violation of this law.

#### Drunk in Public Code 16-7-33

If any person profanely curse or swear or be drunk in public he shall be guilty of a class 4 misdemeanor. Persons are arrested and taken to detoxify because of dangerous criminal behavior. The safety of the subject, safety of others, and protection of property are the main concerns regarding this code.

### Commonwealth of Virginia Laws

#### Underage Possession of Alcohol VA Code 4.1-305

- (a) No person to whom an alcoholic beverage may not lawfully be sold shall purchase or possess any alcoholic beverage.
- (b) Any person found guilty of a violation of this section shall be guilty of a class 1 misdemeanor (up to 12 months in jail and/or up to \$2500 in fines); and upon conviction, such person's license to operate a motor vehicle in the commonwealth may be suspended for a period of not more than one year.
- (c)

Possession of alcohol by persons under the age of 21 no longer requires that the person be holding the beverage or container in their hand. Recent Virginia Court of Appeals rulings have made it clear that possession included alcohol which had been consumed and is in one's body. The evidence of this is based upon the officer's investigation, not on the existence of a cup, con or other container. If you have consumed any alcoholic beverages illegally and you come into contact with a Law Enforcement Officer, you can be charged with under aged possession.

#### Purchase Alcohol for Another VA Code 4.1-306

If any person purchases alcoholic beverages for another person, and at the time of the purchase knows or has reason to believe that the person for whom the alcoholic beverage was purchased was (a) less than 21 years of age, (b) interdicted, or (c) intoxicated,

he/she shall be guilty of a Class 1 misdemeanor (up to 12 months in jail and/or up to \$2500 in fines).

#### Possession of Fictitious Identification VA Code 18.2-204.2.

Manufacture, sale, etc., or possession of fictitious, facsimile or simulated official license or identification; penalty.

A. Except as provided in subsection D of § 18.2-204.1, it shall be unlawful for any person to manufacture, advertise for sale, sell or possess any fictitious, facsimile or simulated driver's license issued by any state, territory or possession of the United States, the District of Columbia, the Commonwealth of Puerto Rico or any foreign country or government; United States Armed Forces identification card; United States passport or foreign government visa; Virginia Department of Motor Vehicles special identification card; official identification issued by any other federal, state or foreign government agency; or official university or college student identification card, or in any way reproduce any identification card or facsimile thereof in such a manner that it could be mistaken for a valid license or identification of any type specified in this subsection.

B. Any person manufacturing, advertising for sale, selling or reproducing such card or facsimile thereof shall be guilty of a Class 1 misdemeanor.

C. Any person possessing any such card or facsimile thereof shall be guilty of a Class 2 misdemeanor.

D. The provisions of this section shall not preclude an election to prosecute under § 18.2-172, except to prosecute for forgery or uttering of such license or identification card or facsimile thereof as proof of age.

1980, c. 281; 1989, c. 705; 1992, c. 531; 2006, cc. 445, 484; 2011, c. 401.

#### DUI Penalties

##### VA Code 18.2-270

(a) Except as otherwise provided herein, any person violating any provision of 18.2-266 shall be guilty of a Class 1 misdemeanor. If the person's blood alcohol level as indicated by the chemical test administered as provided in the article was at least 0.20, but not more than 0.25, he shall be confined in jail for an additional minimum, mandatory period of five days or, if the level was more than 0.25, for an additional minimum, mandatory period of ten days. The additional minimum, mandatory period of confinement shall not be suspended by the court.

\* For sections (b and c), please refer to the Code of Virginia 18.2-270 (legis.state.va.us)

(d) In addition to the penalty otherwise authorized by this section or 16.1-278.9, any person convicted of a violation of 18.2-266 committed while transporting a person seventeen years of age or younger shall be (i) fined an additional minimum of \$500 and not more than \$1000 and (ii) sentenced to perform forty hours of community service in a program benefiting

children or, for a subsequent offense, eighty hours of community service in such a program.

DUI (Under 21)  
VA Code 18.2-270.

Penalty for driving while intoxicated; subsequent offense; prior conviction.

A. Except as otherwise provided herein, any person violating any provision of § 18.2-266 shall be guilty of a Class 1 misdemeanor with a mandatory minimum fine of \$250. If the person's blood alcohol level as indicated by the chemical test administered as provided in this article or by any other scientifically reliable chemical test performed on whole blood under circumstances reliably establishing the identity of the person who is the source of the blood and the accuracy of the results (i) was at least 0.15, but not more than 0.20, he shall be confined in jail for an additional mandatory minimum period of five days or, (ii) if the level was more than 0.20, for an additional mandatory minimum period of 10 days.

B. 1. Any person convicted of a second offense committed within less than five years after a prior offense under § 18.2-266 shall upon conviction of the second offense be punished by a mandatory minimum fine of \$500 and by confinement in jail for not less than one month nor more than one year. Twenty days of such confinement shall be a mandatory minimum sentence.

2. Any person convicted of a second offense committed within a period of five to 10 years of a prior offense under § 18.2-266 shall upon conviction of the second offense be punished by a mandatory minimum fine of \$500 and by confinement in jail for not less than one month. Ten days of such confinement shall be a mandatory minimum sentence.

3. Upon conviction of a second offense within 10 years of a prior offense, if the person's blood alcohol level as indicated by the chemical test administered as provided in this article or by any other scientifically reliable chemical test performed on whole blood under circumstances reliably establishing the identity of the person who is the source of the blood and the accuracy of the results (i) was at least 0.15, but not more than 0.20, he shall be confined in jail for an additional mandatory minimum period of 10 days or, (ii) if the level was more than 0.20, for an additional mandatory minimum period of 20 days. In addition, such person shall be fined a mandatory minimum fine of \$500.

C. 1. Any person convicted of three offenses of § 18.2-266 committed within a 10-year period shall upon conviction of the third offense be guilty of a Class 6 felony. The sentence of any person convicted of three offenses of § 18.2-266 committed within a 10-year period shall include a mandatory minimum sentence of 90 days, unless the three offenses were committed within a five-year period, in which case the sentence shall include a mandatory minimum

sentence of confinement for six months. In addition, such person shall be fined a mandatory minimum fine of \$1,000.

2. A person who has been convicted of § 18.2-36.1, 18.2-36.2, 18.2-51.4, 18.2-51.5, or a felony violation of § 18.2-266 shall upon conviction of a subsequent violation of § 18.2-266 be guilty of a Class 6 felony. The punishment of any person convicted of such a subsequent violation of § 18.2-266 shall include a mandatory minimum term of imprisonment of one year and a mandatory minimum fine of \$1,000.

3. The punishment of any person convicted of a fourth or subsequent offense of § 18.2-266 committed within a 10-year period shall, upon conviction, include a mandatory minimum term of imprisonment of one year. In addition, such person shall be fined a mandatory minimum fine of \$1,000.

4. The vehicle solely owned and operated by the accused during the commission of a felony violation of § 18.2-266 shall be subject to seizure and forfeiture. After an arrest for a felony violation of § 18.2-266, the Commonwealth may file an information in accordance with § 19.2-386.34.

D. In addition to the penalty otherwise authorized by this section or § 16.1-278.9, any person convicted of a violation of § 18.2-266 committed while transporting a person 17 years of age or younger shall be (i) fined an additional minimum of \$500 and not more than \$1,000 and (ii) sentenced to a mandatory minimum period of confinement of five days.

E. For the purpose of determining the number of offenses committed by, and the punishment appropriate for, a person under this section, an adult conviction of any person, or finding of guilty in the case of a juvenile, under the following shall be considered a conviction of § 18.2-266: (i) the provisions of § 18.2-36.1 or the substantially similar laws of any other state or of the United States, (ii) the provisions of §§ 18.2-51.4, 18.2-266, former § 18.1-54 (formerly § 18-75), the ordinance of any county, city or town in this Commonwealth or the laws of any other state or of the United States substantially similar to the provisions of § 18.2-51.4, or § 18.2-266, or (iii) the provisions of subsection A of § 46.2-341.24 or the substantially similar laws of any other state or of the United States.

F. Mandatory minimum punishments imposed pursuant to this section shall be cumulative, and mandatory minimum terms of confinement shall be served consecutively. However, in no case shall punishment imposed hereunder exceed the applicable statutory maximum Class 1 misdemeanor term of confinement or fine upon conviction of a first or second offense, or Class 6 felony term of confinement or fine upon conviction of a third or subsequent offense.

Code 1950, § 18.1-58; 1960, c. 358; 1962, c. 302; 1975, cc. 14, 15; 1982, c. 301; 1983, c. 504; 1989, c. 705; 1991, cc. 370, 710; 1992, c. 891; 1993, c. 972; 1997, c. 691; 1999, cc. 743, 945, 949, 987; 2000, cc. 784, 956, 958, 980, 982; 2002, c. 759; 2003, cc. 573,

591; 2004, cc. 461, 937, 946, 950, 957, 958, 962; 2006, cc. 82, 314; 2009, c. 229; 2012, cc. 283, 756; 2013, cc. 415, 655; 2014, c. 707.

DUI (Under 21):

VA Code 18.2-266.1. Persons under age 21 driving after illegally consuming alcohol; penalty.

A. It shall be unlawful for any person under the age of 21 to operate any motor vehicle after illegally consuming alcohol. Any such person with a blood alcohol concentration of 0.02 percent or more by weight by volume or 0.02 grams or more per 210 liters of breath but less than 0.08 by weight by volume or less than 0.08 grams per 210 liters of breath as indicated by a chemical test administered as provided in this article shall be in violation of this section.

B. A violation of this section is a Class 1 misdemeanor. Punishment shall include (i) forfeiture of such person's license to operate a motor vehicle for a period of one year from the date of conviction and (ii) a mandatory minimum fine of \$500 or performance of a mandatory minimum of 50 hours of community service. This suspension period shall be in addition to the suspension period provided under § 46.2-391.2. The penalties and license forfeiture provisions set forth in §§ 16.1-278.9, 18.2-270 and 18.2-271 shall not apply to a violation of this section. Any person convicted of a violation of this section shall be eligible to attend an Alcohol Safety Action Program under the provisions of § 18.2-271.1 and may, in the discretion of the court, be issued a restricted license during the term of license suspension.

C. Notwithstanding §§ 16.1-278.8 and 16.1-278.9, upon adjudicating a juvenile delinquent based upon a violation of this section, the juvenile and domestic relations district court shall order disposition as provided in subsection B.  
1994, cc. 359, 363; 1995, c. 31; 2003, c. 605; 2008, c. 729; 2009, c. 660; 2011, cc. 134, 683.

## Virginia Laws Governing Distracted Driving

Below is the state law regarding distracted driving:

§ 46.2-1078.1. Use of handheld personal communications devices in certain motor vehicles; exceptions; penalty.

A. It is unlawful for any person to operate a moving motor vehicle on the highways in the Commonwealth while using any handheld personal communications device to:

1. Manually enter multiple letters or text in the device as a means of communicating with another person; or
2. Read any email or text message transmitted to the device or stored

within the device, provided that this prohibition shall not apply to any name or number stored within the device nor to any caller identification information.

B. The provisions of this section shall not apply to:

1. The operator of any emergency vehicle while he is engaged in the performance of his official duties;
2. An operator who is lawfully parked or stopped;
3. The use of factory-installed or aftermarket global positioning systems (GPS) or wireless communications devices used to transmit or receive data as part of a digital dispatch system; or
4. Any person using a handheld personal communications device to report an emergency.

C. A violation of this section is a traffic infraction punishable, for a first offense, by a fine of \$125 and, for a second or subsequent offense, by a fine of \$250.

### Campus Sex Crimes Prevention Act

The federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, went into effect October 28, 2002. This act requires institutions of higher education to issue a statement advising their campus community where law enforcement agency information provided by their State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice to each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. In the Commonwealth of Virginia, convicted sex offenders must register with the Sex Offender and Crimes Against Minors Registry maintained by the Department of State Police.

The Sex Offender and Crimes Against Minors Registry (SOR) for VIOLENT SEX OFFENDERS is available via Internet pursuant to Section 19.2-390.1, (D), of the Code of Virginia. Registry information provided under this section shall be used for purposes of administration of criminal justice, screening of current or prospective employees, volunteers or otherwise for the protection of the public in general and children in particular. Unlawful use of the information for purposes of intimidating or harassing another is prohibited and willful violation shall be punishable as a Class 1 misdemeanor.

The Virginia State Police are responsible for maintaining this registry. Follow the link below to access the Virginia State Police website.  
<http://sex-offender.vsp.state.va.us/cool-ICE>

### Addiction Resources in the Community

A number of services are available in the area for persons dealing with addictions to alcohol or other

substances. The following are treatment & rehabilitation programs and support services:

#### Support Groups

#### **AA, Al-Anon, Alateen Blue Ridge Area Intergroup**

Websites for complete list of meetings: Al-Anon: [www.va-al-anon.org](http://www.va-al-anon.org) AA: [www.aavirginia.org](http://www.aavirginia.org)

#### Winchester

24 hour hotline (AA meetings) 667-0322  
24 hour hotline (Al-Anon & Alateen meetings) 800-835-6130

#### Harrisonburg

Answering Service (AA) 434-8870  
Additional Phone AA meetings (Valley) 568-2462  
Toll-free AA/Alateen meetings 866-281-8456

#### Staunton

Answering Service/Intake 885-6912  
Toll-free AA/Alateen meetings 866-281-8456

#### **Addiction Support Group 678-391-5950**

##### *Woodstock*

For information regarding dates and times for meetings, please call the number listed above.

#### **Augusta Health 540-213-2509 or 540-941-2509**

##### *Fisherville*

Substance abuse services

#### **Cambios 540-434-1941 Harrisonburg**

A Spanish-speaking group for people with alcohol or drug problems in the Harrisonburg area. Please call Allison Garcia at the number listed above.

#### **Choices 540-564-5629 Harrisonburg**

Alcohol and Drug Prevention program located at the Center for Behavioral Health

#### **Harrisonburg-Rockingham Community Services Board 540-433-3100 or 540-434-1941**

##### *Harrisonburg*

Offers information regarding substance abuse services

#### **Narcotics Anonymous 1-800-777-5155**

BRNA PO Box 623 Harrisonburg, VA 22803

Website: [www.na.org](http://www.na.org)

Please check the following website for a complete list of meetings in the Blue Ridge Area: [www.brna.org](http://www.brna.org)

#### **Sentara RMH Life Recovery Program: 540-564-5960**

The EMU Counseling Center will assist any student in making contact with any of these agencies. *Any such referral is confidential.*

## Voter Registration

Federal legislation requires colleges and universities to make voter registration information available to degree-seeking students studying on their campuses. Accordingly, a link to the official online voter registration form will be provided on myEMU Academics by the University Registrar's Office in order for students to meet state filing deadlines.

While students who are a citizen of any state may use this form to register to vote in their home state, **persons who are not U.S. citizens must not submit this form – doing so may cause serious difficulties with visa status.**

EMU is providing this information in compliance with federal stipulations, but recognizes the responsibility of each student to decide whether to register to vote. Students who do wish to register should keep in mind that individual states' deadlines to register to vote may fall far in advance of election day, and should submit their registration forms in time to meet these deadlines.

Please contact Travis Trotter, Assistant Registrar at 540-432-4085 or [travis.trotter@emu.edu](mailto:travis.trotter@emu.edu) if you have any questions.

Persons interested in coordinating voter registration activities are encouraged to contact the Student Life Division.

## Missing Student Protocol (Clery Act 2008)

Each institution of higher learning is required to establish a Missing Student Protocol for students who reside in on-campus housing. This protocol goes into effect once campus officials determine the student to be missing from campus for more than 24 hours. The Director of Housing then institutes the emergency contact procedure in accordance with the student's designation on the Res Hall Personnel & Emergency Card unless the student is under 18 years of age, in which case the custodial/parent or guardian must be notified.

For details on the Clery Act, including EMU Campus Crime statistics, please visit <http://www.emu.edu/physicalplant/security/>

To review EMU's Annual Security Report, please visit <http://www.emu.edu/safety-and-security/report/>

# Eastern Mennonite University Sexual Violence/Misconduct Policy<sup>1</sup>

As an educational institution, Eastern Mennonite University (EMU) values a learning community in which all members feel secure, physically and intellectually. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. Behavior that harms others or threatens campus security falls under the category of sexual misconduct and is prohibited at EMU. Sexual misconduct is a broad range of behavior that includes but is not limited to non-consensual sexual intercourse, non-consensual sexual contact, domestic/relationship violence, sexual exploitation, sexual harassment, and stalking. Faculty, staff, and students of Eastern Mennonite University are expected to commit themselves to be examples of the highest standards of personal and professional conduct. As an educational institution—particularly a Christian university and theological seminary—EMU affirms by this policy statement that sexual misconduct is detrimental to the integrity of the institution and cannot be tolerated in the academic community.

All faculty, staff, students, and administrators will be held accountable for compliance with this policy. Administrators or supervisors will be responsible for informing all employees and students within their departments of this policy. An individual who is found in violation of this policy will be subject to institutional discipline implemented by the university administration. Determinations relative to the merits of a complaint will be within the scope of the policies and/or grievance procedure utilized by the complainant.

Outside contractors, vendors, and others who do business with the university or enter university premises are expected to comply with this policy, and ensure that their agents comply with this policy; the university will take appropriate action if they fail to do so. The university, for example, may suspend or terminate a contract if the contractor fails to correct a sexual harassment problem that we have brought to their attention. Further, if the university determines that a contractor has failed to take appropriate action or has shown tolerance for any activity which in the belief of the university constitutes sexual harassment, the contractor may be debarred from holding future contracts with the university.

The university's legal advisor will serve as a representative for the interests of the institution rather than as an advocate for either the individual alleging sexual harassment or the respondent. As a recipient

of federal funds, EMU complies with Title IX of the Education Amendments of 1972 (Title IX). Title IX provides: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." EMU also complies with Part 1604.11 of Discrimination Because of Sexual Harassment, Title VII, Section 703, of the Civil Rights Act of 1964, as amended, or other applicable state or federal law and shall not tolerate any sexual harassment.

This sexual violence/misconduct policy ("Policy") also applies to sexual misconduct complaints involving applicants for admission, or students aggrieved by third parties such as contractors or vendors serving the university.

For questions about sex discrimination in education, please contact the University's Title IX Coordinator, Marcy Engle at 540-432-4148. Further information about Title IX and sexual discrimination in education is available from the Office of Civil Rights, 400 Maryland Avenue, SW, Washington, DC, 20202-1100; 800-421-3481; OCR@ed.gov.

## **Eastern Mennonite University's Statement on Non-Discrimination**

Eastern Mennonite University does not discriminate on the basis of race, color, national or ethnic origin, sex, disability, age, sexual orientation, gender identity or any legally protected status. As a religious institution, EMU expressly reserves its rights, its understandings of, and its commitments to the history Anabaptist identity and the teachings of Mennonite Church USA, and reserves the legal right to hire and employ individuals who support the values of the university.

The university is committed to preventing and responding to conduct that violates its non-discrimination policy. Any individual whose conduct violates this policy will be subject to disciplinary action in accordance with applicable university policies and procedures.

### **I. Why Consenting, Amorous Relationships between Employees and Students are Discouraged in the EMU Community**

Amorous relationships that might be appropriate in other circumstances are always inappropriate when they occur between a faculty member or officer of the university and any student for whom he or she has a professional responsibility.

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<sup>1</sup> Working draft, pending final approval

Such relationships may have the effect of undermining the atmosphere of trust on which the educational process depends. Those in positions of authority inherently carry the element of power in their relationships with students. It is imperative that those with authority neither abuse nor appear to abuse this power entrusted to them. The respect and trust accorded a professor by a student, as well as the power exercised by the professor in giving praise or blame, grades, recommendations for further study and future employment, etc., greatly diminish the student's actual freedom of choice should sexual favors be included among the professor's other legitimate demands.

Officers and other members of the teaching staff should be aware that any romantic involvement with their students could make them liable for formal action against them if a complaint is initiated by a student. Even when both parties have consented to such a relationship, it is the officer or faculty member who may be held accountable for unprofessional behavior. Resident directors, community advisors, tutors and undergraduate course assistants who are also professionally responsible for students would be wise to exercise special care in their relationships with students they instruct or evaluate. Therefore, a faculty member who enters into a sexual relationship with a student (or a supervisor with an employee) where a professional power differential exists, must realize that, if a charge of sexual harassment is subsequently lodged, experience has shown that it will be exceedingly difficult to prove immunity on grounds of mutual consent.

Some of the problems inherent in dating a professor or supervisor are:

- A. When he/she has so much power over a student's grade(s) or promotion (and hence, a student's future), it is difficult to have a relationship of equals.
- B. If a student's relationship is known to other people and his/her grades or evaluation are excellent, some students and faculty may question the validity of his/her grades and find it hard to take he/she seriously as a student or colleague.
- C. If the relationship is secret, people could still find out about it and again question the validity of a student's work. Because a personal relationship is likely to influence objectivity, a student may be unsure of his/her own true performance, which can lead to self-doubt.

- D. If the relationship ends badly with a lot of hard feelings on both sides, depending on his/her position.
  1. A grade or evaluation could be sabotaged or at least leave a student wondering whether personal feelings influenced the grade.
  2. The faculty member/officer of the university could talk about the student to others and negatively influence how they perceive the student.
  3. It will be difficult to ensure that the faculty member/officer of the university personal feelings wouldn't affect behavior toward the student in class or at evaluation time.
  4. It would be extremely difficult for the student to use the faculty member/officer of the university as a reference for graduate school or for employment.
- E. Even if the relationship ends amicably, it would be difficult to know for sure if the student's grade or evaluations were influenced by personal feelings, and it might still be awkward to be in any of the faculty member/officer of the university's classes in the future.

*Sexual Harassment Policy: Consenting Relationships*

**II. Sexual Violence/Misconduct<sup>2</sup>  
Definitions, Procedures**

- D. What is *Sexual Violence*?  
The terms sexual assault or sexual violence imply sexual contact without consent and with or without the use or threat of force, regardless of the relationship of the parties. Pursuant to the Code of Virginia, sexual offenses include rape (§18.2-61), forcible sodomy (§18.2-67.1), object sexual penetration (§18.2-67.2), aggravated sexual battery (§18.2-67.3), sexual battery (§18.2-67.4), and attempted sexual offenses (§18.2-67.5). For state crime reporting purposes, the Incident Based Reporting System used by the Virginia Department of State Police defines —forcible sexual offenses as forcible rape, forcible sodomy, sexual assault with an object, and forcible fondling. ”Non-forcible

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<sup>2</sup> Working draft, pending final approval

sexual offenses” include incest and statutory rape. For federal reporting purposes, the Federal Bureau of Investigation’s Uniform Crime Reporting System defines a forcible rape as “Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.” In addition, the National Incident-Based Reporting System (NIBRS) defines rape as, “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.” Sexual offenses are defined as “offenses against chastity, common decency, morals, and the like” and include incest, statutory rape, indecent exposure, indecent liberties, and attempted sexual offenses.

E. What is *Consent*?<sup>3</sup>

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:

1. Individuals who are mentally incapacitated at the time of the sexual contact in a manner that prevents him or

- her from understanding the nature or consequences of the sexual act involved;
2. Individuals who are unconscious or otherwise physically helpless; and
3. Minors.

*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 go beyond the stage of merely reduced inhibition and reach a point in which the victim does not understand the nature and consequences of the sexual act. In such case, the person cannot consent.

A person violates the sexual misconduct policy if he or she has sexual contact with someone he or she knows or should know is mentally incapacitated or has reached the degree of intoxication that results in incapacitation. The test of whether an individual should know about another's incapacitation is whether a reasonable, sober person would know about the incapacitation. An accused student cannot rebut a sexual misconduct charge merely by arguing that he or she was 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.

F. What is *Non-Consensual Sexual Contact*?

Any sexual contact that occurs without consent constitutes non-consensual sexual contact. Examples of sexual contact include but are not limited to: the intentional touching of a person's genitalia, groin, breast, or buttocks or the clothing covering any of those areas, fondling of the described areas or using force to cause the person to touch his/her own genitalia, groin, breast, or buttocks.

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<sup>3</sup> Working draft, pending final approval



G. What is *Non-Consensual Sexual Intercourse*?

The act of sexual intercourse that occurs without consent constitutes non-consensual sexual intercourse. Sexual intercourse is defined by penetration (anal, oral, or vaginal) by a penis, tongue, finger, or inanimate object.

H. What is *Sexual Exploitation*?

Taking sexual advantage of another person without effective consent constitutes sexual exploitation. This includes but is not limited to causing the incapacitation of another person for a sexual purpose; causing the prostitution of another person; electronically recording, photographing, or transmitting intimate or sexual utterances, sounds, or images of another person; allowing third parties to observe sexual acts; engaging in voyeurism; distributing intimate or sexual information about another person; and knowingly transmitting a sexually transmitted infection, including HIV, to another person.

I. What is *Stalking*?

Stalking is commonly defined as “a pattern of behavior directed at a specific person that would cause a reasonable person to feel fear”. In Virginia, stalking is defined by the Code as: Any person...who on more than one occasion engages in conduct directed at another person with the intent to place, or when he knows or reasonably should know that the conduct places that other person in reasonable fear of death, criminal sexual assault, or bodily injury to that other person or to that other person's family or household member. Va. Code Ann. § 18.2-60.3(A)

The conduct may cause the other person reasonable apprehension of imminent physical harm or substantial impairment of the other person's ability to perform the activities of daily life. Contact includes but is not limited to communication (in person, by phone, or by computer), following a person, and watching or remaining in the physical presence of the other person.

J. What is *Sexual Harassment*?

Sexual harassment is defined as unwelcome sexual advances, request for sexual favors, and/or other verbal or physical conduct or written communications of an intimidating, hostile, or offensive nature, or action taken in retaliation for reporting such behavior,

regardless of where such conduct might occur, when:

1. Submission to such conduct is made a term or condition of an individual's employment or academic performance.
2. Submission to or rejection of such conduct by an individual is used as the basis for decisions such as employment, promotion, transfer, selection for training, performance evaluation, or the basis of academic evaluation.
3. Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working or educational environment or interfering substantially with an employee's work performance or student's academic performance.

It occurs when a person with power abuses power. It is a breach of the trusting relationship that normally exists between students and professors in the academic community. Sexual harassment creates confusion because the boundary between the professional role and personal relationship blurs. The harasser introduces the personal element into what should be a sex-neutral situation.

The difference between voluntary sexual relationships and sexual harassment are the elements of coercion, threat, and/or unwanted attention that exist in a nonreciprocal relationship. Sexual harassment usually is unwelcome and repeated behavior, but in some instances it can be an action that occurs only once. In most normal interpersonal relationships, an individual can exercise freedom of choice in deciding with whom he/she wishes to establish a close, intimate relationship. These choices are based on mutual attraction, caring and a reciprocal interest in pursuing the relationship. These elements are absent in sexual harassment.

### **What are the Types of Sexual Harassment?<sup>4</sup>**

Sexual harassment can take many forms. Most sexual harassment falls into two categories, verbal and physical.

4. Verbal harassment may include, but is not limited to, the following:

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<sup>4</sup> Working draft, pending final approval

- i. Sexual innuendos, comments and sexual remarks about clothing, body or sexual activities.
  - ii. Suggestive or insulting sounds.
  - iii. Whistling in a suggestive manner.
  - iv. Humor and jokes about sex that denigrate women or men in general.
  - v. Sexual propositions, invitations or other pressure for sex.
  - vi. Implied or overt threats.
  - vii. Making obscene gestures.
5. Physical harassment may include, but is not limited to, the following:
- iv. Patting, pinching and any other inappropriate touching or feeling.
  - v. Brushing against the body.
  - vi. Attempted or actual kissing or fondling.
  - viii. Coerced sexual intercourse.
  - ix. Assault.

Note: Some of the above may, in fact, constitute criminal behavior.

- 6. Some types of sexual harassment are inappropriate behaviors that continue even after the individual makes it clear that it is unwanted. For example, some people may like to be patted or touched on the back as a gesture of support, but it may not be universally liked when done by a teacher. The gesture becomes sexual harassment when a student asks the teacher not to do it or in some way clearly indicates uneasiness or displeasure and the teacher continues to do it.
- 7. Some people also consider insults about women in general or displaying obscene photographs and literature as a form of sexual harassment while others do not. Obscene gestures are another type of sexual harassment.\

### **Ways to Prevent Sexual Harassment<sup>5</sup>**

Ignoring sexual harassment does not make it go away. Indeed, it may make it worse because the harasser may misinterpret no response as approval of the behavior.

However, there are ways to prevent it, from informal strategies to formal ones. Here are some of options:

- 8. *Know the law and student policies listed in the Student Handbook (specifically, a student's rights).* Sexual harassment is illegal. EMU has a specific policy prohibiting sexual harassment. Review this policy. Copies of the policy and assistance are available from the student life office and human resources.
- 9. *Speak up at the time.* Be sure to say "NO" clearly, firmly, and without smiling. This is not a time to be polite or vague. (For example, "I don't like what you are doing," or "Please stop--you are making me very uncomfortable.") There is a chance that the harasser did not realize that his/her behavior is offensive. Additionally, if charges are filed at a later date, it is helpful to have objected to the behavior.
- 10. *Seek Advice.* To determine whether a personal level of discomfort is really sexual harassment, students may contact someone at the university's counseling center who can give emotional support, help, and information about informal and formal institutional procedures.
- 11. *Keep records,* such as a journal and any letters or notes received. Note the dates, places, times, witnesses and the nature of the harassment—specifically, what was said and done and the response.
- 12. *Take assertiveness training.* These classes teach a wide range of behaviors in dealing with uncomfortable situations such as sexual harassment.
- 13. *Take a self-defense course.* These courses teach a variety of defenses—physically, and increase

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participants' self-confidence and self-esteem.

14. *Do not accept sexual harassment as "the way things are" or treat it as a joke.* "Silence appears to give consent" when it comes to sexual harassment. The more seriously people treat it, the greater the chances that the harassers will stop their behavior. If there are no consequences to their actions, harassers will continue. By knowing the law, sexual harassment can be stopped.

*Sexual Harassment Policy: What is Sexual Harassment, What are the Types of Sexual Harassment, What You Can Do About Sexual Harassment*

- K. What is *Coercion*?<sup>6</sup>  
*Coercion* is an unreasonable amount of pressure to engage in sexual activity. Coercion begins, not when someone makes the sexual advance, but when he/she realizes he/she does not want to be convinced and the other person continues to push.
- L. What is *Physical Force*?  
Force equated with violence or the use of a weapon constitutes physical force. No matter how slight, any intentional physical impact upon another, use of physical restraint, or the presence of a weapon constitutes the use of force.
- M. What are *Threats*?  
*Threats* cause a person to do something that he or she would not have done without the threat (forcible compulsion), e.g., "If you do not have sex with me, I will:
1. harm someone close to you."
  2. tell people you are gay."
  3. tell people you are a whore."
- N. What is *Intimidation*?  
*Intimidation* can be defined as an implied threat, e.g., "If you don't sleep with me, I won't invite you to a party."
- O. What is *Domestic Violence*?  
§ 2.2-515.2  
*Domestic violence* means an act as defined in § 38.2-508 and includes threat of such acts committed against an individual in a domestic situation, regardless of whether

these acts or threats have been reported to law-enforcement officers. Such threat must be a threat of force which would place any person in reasonable apprehension of death or bodily injury....

§ 38.2-508. Unfair discrimination.

The term *domestic violence* means the occurrence of one or more of the following acts by a current or former family member, household member as defined in § [16.1-228](#), person against whom the victim obtained a protective order or caretaker:

1. Attempting to cause or causing or threatening another person physical harm, severe emotional distress, psychological trauma, rape or sexual assault;
2. Engaging in a course of conduct or repeatedly committing acts toward another person, including following the person without proper authority, under circumstances that place the person in reasonable fear of bodily injury or physical harm;
3. Subjecting another person to false imprisonment; or
4. Attempting to cause or causing damage to property so as to intimidate or attempt to control the behavior of another person.

§ 16.1-228. Definitions.

"Family or household member" means (i) the person's spouse, whether or not he or she resides in the same home with the person, (ii) the person's former spouse, whether or not he or she resides in the same home with the person, (iii) the person's parents, stepparents, children, stepchildren, brothers, sisters, half-brothers, half-sisters, grandparents and grandchildren, regardless of whether such persons reside in the same home with the person, (iv) the person's mother-in-law, father-in-law, sons-in-law, daughters-in-law, brothers-in-law and sisters-in-law who reside in the same home with the person, (v) any individual who has a child in common with the person, whether or not the person and that individual have been married or have resided together at any time, or (vi) any individual who cohabits or who, within the previous 12 months, cohabited with the person, and any children of either of them then residing in the same home with the person.

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- P. What is *Dating/Relationship Violence*  
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 will be determined based on a consideration of the following factors:
1. length of relationship
  2. type of relationship
  3. frequency of interaction between the persons involved in the relationship

- Q. What is *Hazing*?  
The university prohibits hazing. *Hazing* is defined as “actions which are initiated against someone’s will by harassing through force, banter, ridicule or criticism”. In some cases conduct may implicate both policies. Hazing is an act that, as an explicit or implicit condition for initiation to, admission into, affiliation with, or continued membership in a group organization, could be seen by a reasonable person as endangering the physical health of an individual or as causing mental distress to an individual through, for example, humiliating, intimidating, or demeaning treatment; destroys or removes public or private property; involves the consumption of alcohol, other drugs, or other substances; or violates any of the policies of the university. Hazing that involves sexual misconduct will be investigated by the university's Title IX coordinator in addition to other campus officials.

### III. University Expectations for Awareness, Education, and Prevention

EMU maintains regular training programs that all faculty, staff and students are expected to view, attend and/or participate in for the purpose of prevention, bystander awareness, intervention and overall campus safety and security. Information on training is located on the Title IX website.

### IV. Reporting Sexual Misconduct to University Officials

EMU strongly supports and encourages prompt reporting of sexual misconduct. Reporting provides resources to victims and contributes to keeping the campus safe.

### V. Options Available for Resolving Complaints of Sexual Misconduct

Charges of sexual misconduct within the university are sensitive and complex. EMU has defined avenues to resolve complaints and to stop inappropriate behavior. Efforts will be made to protect the rights of both (or all) parties.

### VI. How to Make a Formal Complaint of Sexual Misconduct<sup>7</sup>

To seek immediate assistance, please contact the RD on Call at (540) 476-4578 or Security, reachable 24 hours a day at 4911 (from on-campus phones) or (540) 432-4911 (from cell phones or off-campus phones).

Complaints of sexual misconduct can be made to university responsible employees. All reports will be submitted to the Title IX Coordinator for further investigation and review.

You may contact the Title IX Coordinator directly:  
 Marcy Engle  
 540-432-4148  
 Marcy.engle@emu.edu

After immediate assistance or conversation has taken place, all faculty/staff are required to report incidents using the online link [www.emu.edu/safecampus](http://www.emu.edu/safecampus). All students are encouraged to use the same reporting link.

Making a formal complaint about an incident is a separate step from choosing to prosecute. When a report is filed, the alleged victim is not required to continue with legal proceedings.

By reporting to the university, it assists in:

1. Warning future victims and the general campus on safety issues if appropriate.
2. Apprehending the respondent.
3. Bringing awareness to the community.
4. Maintaining future options regarding criminal prosecution, university and/or civil action against the respondent.

### VII. The Role of the Title IX Coordinator

The Title IX coordinator, or designee, seeks first and foremost to ensure that the victim is safe and that the campus community is protected. They will meet with the victim of the reported sexual misconduct, known as the "complainant." The Title IX coordinator and deputies are trained in college sexual misconduct and will provide expert and empathetic counsel to the complainant.

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The Title IX coordinators' responsibilities include but are not limited to:

1. Ensuring the prompt and thorough investigation of any Title IX complaint or question from a student at the university;
2. Establishing processes to identify and address patterns or systemic problems that may arise during the investigation of a Title IX complaint from a student;
3. Ensuring that the university has in place policies and procedures reasonably necessary to foster compliance with Title IX, including, but not limited to grievance procedures for Title IX complaints from students;
4. Ensuring that appropriate school officials receive training regarding Title IX, including reporting and responding to possible incidents of discrimination or sexual harassment;
5. Implementing educational programs and communication plans designed to inform students of their rights under Title IX and how to file a Title IX complaint; and
6. Meeting with students who wish to file a Title IX complaint or raise a question relating to Title IX.

### **VIII. How the Title IX Coordinator Handles a Complaint of Sexual Misconduct**

The Title IX coordinator will provide the following to the complainant(s) and the respondent(s):

1. Resources on campus and within the community, including counseling services;
2. The investigation process and university procedures for pursuing a formal complaint against a student, faculty member, staff member, or third party, including the university's protections from retaliation;
3. The university's obligation to treat both the complainant and the respondent fairly;
4. The university's obligation to promptly investigate the reported sexual misconduct;
5. The complainant's right to pursue criminal action in addition to the EMU's student conduct process; and
6. Possible academic and housing accommodations or other measures designed to assure the complainant's well-being, including "no contact" orders.

## **IX. University Process after a Report is Submitted<sup>8</sup>**

### **Review Committee**

When a report of possible sexual misconduct is made, the Title IX coordinator (or designee) will convene a review committee. The review committee is composed of three individuals: Title IX coordinator (or designee), student life representative, and a member of campus safety. This review committee is required to meet within 72 hours of receiving the Title IX coordinator's report, and thereafter as necessary. The committee has the power to obtain law-enforcement records, criminal history records, health records, available institutional conduct or personnel records and information or evidence known to the institution or law enforcement.

The review committee (or the representative from campus safety) if the committee does not reach a consensus) must determine if disclosure of the information, including personally identifiable information, is necessary to protect the health and safety of the student or other individuals. If so, campus safety representative shall "immediately" disclose such information to the responsible law-enforcement agency. In addition, the Title IX coordinator or designee shall notify the complainant if such a disclosure is made.

As to alleged acts of sexual violence that would constitute a felony under Virginia law, the campus safety representative on the committee will be imposed with the duty to consult with the local Commonwealth's Attorney and provide him or her with the information received by the review committee without disclosing personally identifiable information. If the university security representative *does not* think that alleged acts constitute a felony, yet other members of the committee individually do, then it is that person's duty to provide the same information within 24 hours to the Commonwealth's Attorney.

### **Investigation**

The Title IX coordinator or designee will commence an investigation. As part of that investigation, the Title IX coordinator or designee will interview the respondent, and other possible witnesses. The Title IX coordinator or designee will also gather other relevant information or documents. In general, the Title IX coordinators will investigate promptly and the investigation and findings will take no longer than sixty (60) days, unless extenuating circumstances necessitate a longer time frame.

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At the conclusion of the investigation, the Title IX coordinator or designee will share his or her findings with the complainant and respondent. The Title IX coordinator or designee will also determine whether a formal complaint is warranted.

If the reported sexual misconduct falls under certain categories defined by the Clery Act and occurred on campus or on any property owned or controlled by the university, the Title IX coordinator will report basic information to the campus safety coordinator (or designee) per the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("the Clery Act"). No personal identifiable information will be published as part of the Clery reporting. Basic statistical data will be provided to the Department of Education.

Based on the complainant's report, the campus safety coordinator (or designee) in consultation with threat assessment team may determine that a serious or continuing threat possibly exists and may release either an "emergency notification" or a "timely warning." Emergency notifications must be issued immediately upon confirmation of a significant emergency or dangerous situation and timely warnings must be issued if the crime is considered by the institution to represent a serious or continuing threat. The complainant's name will never be included in emergency notifications or timely warnings.

*When conflict of interest exists with a member of the university administration, an external third party will be contracted to conduct the investigation.*

## **X. University Procedures for Sexual Misconduct Behaviors<sup>9</sup>**

An individual who is found in violation of this policy will be subject to institutional discipline implemented by the university administration after conferring with persons involved in the investigation and hearings. Discipline could include (but not be limited to):

### **a. Disciplinary Procedures**

The Title IX coordinator, or designee, shall assume responsibility for the preliminary investigation of an alleged sexual misconduct complaint. The appropriate student life official will handle all other alleged standard of conduct violations in consultation with his or her immediate supervisor. All pertinent sources of information are checked, including a discussion with the respondent(s). If there is evidence to support that a violation has occurred, it is the responsibility of the Title IX coordinator, or designee, to determine

which of the review bodies should be used. Students who have a class during a scheduled review must notify the Title IX coordinator to make alternative arrangements. Complainants and respondents who fail to attend a scheduled hearing/review may be issued outcomes in absentia.

Complainants may choose to be involved in the disciplinary process. If he or she chooses to be involved in the disciplinary process, the complainant will have the option to bring a support person to be present in these cases with them. In addition, the respondent(s) that is/are accused of the behavior may also have a support person present with them during the disciplinary process.

The university reserves the right to temporarily suspend the respondent(s) prior to formal review if the respondent shows either an extreme (1) behavioral concern or (2) medical concern which poses potential danger to self or others.

**NOTE: Violations which are handled during final exam week will result in student removal from the residence halls. A student may be permitted to take exams but will be excluded from all residence hall areas.**

## **b. Review Bodies**

### **1. Title IX Review Board**

#### **a. Function**

The Title IX Review Board normally will hear serious Title IX disciplinary cases that involve civil or criminal laws or violations that become unusually numerous, seriously disruptive or threatening to the campus community. The RB is called upon to exercise sound objective judgment and to recommend outcomes to the vice president for student life.

#### **b. Membership**

The Title IX Review Board consists of two university administrators, two faculty members and one student life staff member. The five

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member Title IX Review Board will be selected from a pool of trained faculty and administrators appointed by the provost.

A faculty member or administrator shall serve as chair. As much as possible, members of the Title IX Review Board will have limited or no direct personal relationship with the respondent or complainant. Direct personal relationship refers to classroom, club, sports, church or community activities in which both engage and have regular contact. Efforts will be made to include fair gender and ethnic representation.

c. Procedures

In order to assure the complainant and respondent's appropriate rights of privacy, Title IX hearings are closed to the public. Both complainant and respondent are permitted to be accompanied by a support person. The support person must remain quiet while present in the Title IX Review Board. Title IX Review Board hearings may be audio and/or videotaped for future reference and clarification purposes only.

d. Outcomes<sup>10</sup>

The full range of outcomes, possibly including a letter of dismissal, is available for recommendation by the Title IX Review Board. Considering the recommendations from the Title IX Review Board, the vice president for student life will issue outcomes. Title IX Review Board recommendations may be modified by the vice president for student life in consultation with the provost and the Title IX coordinator.

Possible Outcomes

When appropriate, educational outcomes may include one or more of the following:

- i. In-school suspension
- ii. Temporary suspension\*
- iii. Indefinite suspension/disciplinary withdrawal\*
- iv. Dismissal\*
- v. Probation
- vi. Loss of university employment or volunteer position
- vii. Loss of university resources or services
- viii. No contact orders
- ix. Removal from dorm or other campus buildings
- x. Community work assignments
- xi. Application of a specific behavioral contract
- xii. Essays
- xiii. Alcohol and/or drug assessment and recommendations
- xiv. Exclusion from co-curricular or leadership activities
- xv. Completion of issue-relevant education activities
- xvi. Fines
- xvii. Monetary or other restitution
- xviii. Re-commitment to the Community Lifestyle Commitment

\* A prominent notation will be placed on the student's academic transcript if the student is suspended for, permanently dismissed for, or who withdraws while under investigation for an offense involving sexual violence, as required by law.

e. Confidentiality

Each member of the Title IX Review Board will maintain strict confidentiality to the

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fullest extent allowed by law. A breach of confidentiality may result in disciplinary action. In addition, board members may be removed from further service for any such breach.

- f. **Appeal Procedures**  
Either the complainant or the respondent may appeal the outcomes issued. The appeal must be submitted in writing within three working days following notification and should be directed to provost.

Reasons for an appeal must be clearly stated and based on one of the following:

- i. Significant and relevant new evidence.
- ii. Alleged procedural error, which may have materially affected the decision.
- iii. Claims that the outcomes issued are unduly harsh and arbitrary.

On the basis of these factors the appropriate individual will review the appeal. A decision will be made to uphold or modify the review board's action. This decision will be communicated in writing within two working days after the receipt of the appeal. This decision is final.

## 2. Staff Review<sup>11</sup>

- a. **Function**  
These procedures involve a meeting between the respondent and the Title IX coordinator and a member of the student life staff. This type of review is used when the welfare of the student or best interests of the community is

served by private and informal proceedings, would not constitute a violation of civil or criminal law, or the timing of the violation warrants such.

- b. **Outcomes**  
The full ranges of outcomes, including dismissal, are available. Note education and restorative outcomes as listed under the Title IX Review Board.

- c. **Appeal Procedures**  
Either the complainant or the respondent may appeal the outcomes issued. The appeal must be submitted in writing within three working days following notification and should be directed to provost.

Reasons for an appeal must be clearly stated and based on one of the following:

- i. Significant and relevant new evidence.
- ii. Alleged procedural error, which may have materially affected the decision.
- iii. Claims that the outcomes issued are unduly harsh and arbitrary.

On the basis of these factors the appropriate individual will review the appeal. A decision will be made to uphold or modify the review board's action. This decision will be communicated in writing within two working days after the receipt of the appeal. This decision is final.

- d. **Confidentiality**  
The Title IX coordinator and

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the member of the student life staff will maintain strict confidentiality to the fullest extent allowed by law. A breach of confidentiality may result in disciplinary action. In addition, individuals may be removed from further service for any such breach.

### 3. Disciplinary Letters<sup>12</sup>

#### a. Letter of Reprimand

- i. The student is notified that his/her behavior has constituted a violation of university policies.
- ii. Further violations are expected to result in more serious disciplinary actions.
- iii. Additional outcomes may also be issued.

#### b. Letter of Probation

- i. The student is notified that his/her status is such that further violations of university policies may result in suspension.
- ii. Further violations are expected to result in more serious disciplinary actions.
- iii. The Community Lifestyle Commitment is reviewed and the student is asked to recommit
- iv. Additional outcomes may also be issued.
- v. Academic advisors, director of retention, athletic coaches (if applicable), and appropriate staff persons are informed of the probationary status.
- vi. A copy of the letter of the probation is generally sent to parents/legal guardians.

#### c. Letter of In-School Suspension

- i. The student is notified that he/she is separated from co-curricular activities, intercollegiate sports, and/or other on-campus and off-campus activities.
- ii. Additional outcomes may also be issued.
- iii. Further violations are expected to result in more serious disciplinary actions.
- iv. The Community Lifestyle Commitment is reviewed and the student is asked to recommit.
- v. Academic advisors, the director of retention, athletics coaches (if applicable) and appropriate staff persons are informed of the in-school suspension.
- vi. A copy of the letter of in-school suspension is generally sent to parents/legal guardians.

#### d. Letter of Temporary Suspension

- i. The student is notified that he/she is separated from the university for a specific period of time up to 10 class days.
- ii. Additional educational or restorative outcomes may also be issued.
- iii. The student is required to notify his/her parents or legal guardian and make arrangements for leaving campus within 48 hours of notification (unless the decision is being appealed). Parents must verify arrangements by contacting the student life office prior to the suspension.

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- iv. While under suspension, the student is barred from university property. This includes all classes, on-campus work assignments and university related activities (athletic/music/drama practices or performances).
- v. Academic advisors, the director of retention, professors, athletic coaches (if applicable) and appropriate staff persons are informed of the suspension.
- vi. Students are permitted to make up missed quizzes or assignments at the discretion of their professors. In some cases, students may be permitted to postpone a suspension to avoid a major exam/paper conflict if such is verified.
- vii. Following a suspension, the student is placed on probation for two semesters, unless otherwise specified.
- viii. A copy of the letter of suspension is generally sent to the parents/legal guardians.
- ix. Students who have received a temporary suspension outcome may petition to have the suspension purged from their student record after 365 calendar days with no additional disciplinary outcomes on their record. The request must be made between 365 and 465 days after the date of the violation.
- e. Letter of Indefinite<sup>13</sup>Suspension/Disciplinary Withdrawal
  - i. The student is notified that he/she is separated from the university for an indefinite period of time not less than the remainder of the current semester and/or full semester following.
  - ii. The student is required to notify his/her parents or legal guardians and make arrangements for leaving the campus within 48 hours of notification (unless the decision is being appealed). Parents must verify arrangements by contacting the student life office prior to the suspension.
  - iii. The student is barred from campus property until the vice president for student life grants permission. If the decision to suspend a student is made within the last four weeks of the semester, imposition of the suspension may be delayed until the following semester, depending upon the gravity of the offense.
  - iv. Additional outcomes may also be issued.
  - v. In some cases a notation is placed on the university transcript: *[Suspended, or Withdrew while under investigation] for a violation of Eastern Mennonite University's code, rules, or set of standards*. This remains until the procedures for expunging the record have been met.

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- vi. Academic advisors, the director of retention, professors, athletic coaches (if applicable) and appropriate staff persons are informed of the suspension.
  - vii. Re-entry involves reapplication through the admissions.
  - viii. A copy of the letter of suspension/disciplinary withdrawal is sent to the parents/legal guardians.
- f. Letter of Dismissal
- i. The student is notified that he or she is permanently separated from the university.
  - ii. A notation is placed on the official transcript  
*Dismissed for a violation of Eastern Mennonite University's code, rules, or set of standards.*
  - iii. The student is required to notify his/her parents/legal guardians and make arrangements for leaving the campus within 48 hours of the notification (unless the decision is being appealed). Parents must verify arrangements by contacting the student life office prior to the dismissal.
  - iv. Resident students must complete proper checkout procedures with their community advisor before leaving campus.
  - v. The student is barred from campus property unless permission is granted by the vice president of student life.
  - vi. A copy of the letter of dismissal is sent to the parents/legal guardians.

Regardless of whether a complainant decides to pursue a criminal investigation, the university's Title IX coordinator, or his/her deputy, will take immediate steps to investigate the complaint, to protect the victim, and to ensure the safety of the campus community. If a criminal complaint is filed in addition to the university complaint, the university will continue implementing its own procedures regardless of the timeline of the criminal proceedings or their outcome.

Upon receipt of a complaint of sexual misconduct, the University will take action appropriate to the charge presented by the complainant. This action may take the form of an investigation. Any administrator or supervisor being advised of a charge of sexual harassment shall refer the matter according to the procedure specified in this policy.

## **XI. Criminal Investigation and Charges<sup>14</sup>**

To pursue criminal charges in a case, EMU personnel can help contact the police department and in Virginia will follow up with the Commonwealth's Attorney and Victim/Witness Services to assist in understanding and following through with this process. For the Harrisonburg (VA) location, the case itself will come under the jurisdiction of the court of Harrisonburg/Rockingham County. When offenses occur in other locations the local authorities, in the respective jurisdictions, will be involved. The Commonwealth's Attorney (or similar positions in other states) from the appropriate jurisdiction will handle the criminal proceedings and will need to speak with the alleged victim regarding the case. Persons involved may also speak with their personal or family attorneys for legal advice.

## **XII. Declining a Formal Complaint**

In cases in which the complainant chooses to keep his/her name, the name of the respondent, and other information confidential or decides not to file a formal complaint of sexual misconduct against a student, faculty member, staff member, or other third party, the Title IX coordinator will gather as much information as possible about the sexual misconduct complaint(s). The university will respond to this information in pursuit of protecting the campus community while seeking to respect the complainant's request for confidentiality. The Title IX coordinator will inform the complainant that keeping the complainant's name confidential or declining to identify the respondent may limit the university's ability to thoroughly investigate the

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sexual misconduct complaint. The Title IX coordinator will also inform the complainant that in some cases it may not be possible to ensure confidentiality. *See University Process after a Report is Submitted*

After gathering information from the complainant and incorporating the complainant's request for confidentiality, the Title IX coordinator will work with university officials to determine whether any of the following actions are appropriate to protect the campus community from any possible ongoing threat:

- A. Take steps to protect the complainant, including interim measures such as issuing a "no contact order" or a "no trespass order" as the investigation is ongoing;
- B. Take steps to prevent or address retaliation, which is prohibited under Title IX and the university's policies; and
- C. Determine if enough evidence exists to warrant an investigation without the complainant's cooperation.

At the complainant's request and upon review by and approval of the Title IX coordinator, certain complaints of sexual harassment or stalking may be resolved informally through the procedures set forth in the university's policy prohibiting discrimination against students. Informal resolution is not available for misconduct involving non-consensual sexual contact or non-consensual sexual intercourse, or serious incidents of sexual exploitation, sexual harassment, stalking, or other acts of sexual violence. The Title IX coordinator will advise a complainant if the informal resolution procedures are available in a particular matter.

### **XIII. Retaliation against Someone Who Brings a Complaint of Sexual Misconduct or Participates in the Investigation or Hearing Process<sup>15</sup>**

All members of the university community, including faculty, staff, and students, who have a good faith concern regarding possible sexual misconduct are expected to report such concerns to the Title IX coordinator.

The university prohibits retaliation or retribution, in any form, against an individual who reports, in good faith, an actual, potential, or suspected violation of this sexual misconduct policy. As used in this policy, reporting "in good faith" means the individual making the report has a reasonable basis to believe that there has been or may have been a violation of this sexual misconduct policy. Individuals who make

frivolous or false reports shall not be deemed to be acting in good faith.

Threats, other forms of intimidation, and retaliation against a complainant or any other party involved in implementing the university sexual violence/misconduct policy are violations of the policy and may be grounds for disciplinary action.

### **XIV. Frivolous Complaints**

The sanctions mentioned in this information are in addition to, and not in place of, any appropriate criminal action. Although the preponderance of sexual misconduct complaints are valid, it does happen that occasionally a student will charge a faculty member, or an employee may charge the supervisor, with sexual misconduct without good grounds or even out of spite. The student may want to "get at" the professor because of a bad grade, or, as discussed below, because a relationship went sour. A false charge is very serious; it is libelous and could result in a libel suit.

### **XV. Available Legal Remedies**

Notwithstanding anything in this policy, a complainant or respondent may seek redress available under federal or state law. If the Title IX coordinator determines that a formal complaint is not warranted, the complainant may still file a complaint directly with the university's president's office in accordance with the university's grievance procedure.

### **XVI. Getting Help if Assaulted**

For a victim of sexual assault, EMU encourages the following:

- A. Get to a safe place as soon as possible. Call 911 if the police or ambulance is needed for immediate security and transport to the hospital to address any injuries.
- B. Get medical attention as soon as possible. A medical examination will provide any necessary treatment and collect important evidence. Injuries may not be immediately apparent.
- C. Contact security by calling 4911 (from a campus phone) or (540) 432-4911.
- D. Try to preserve all physical evidence. Do not wash clothes, take a shower or bath, or use the toilet. Put all clothing that was worn at the time of the attack in a paper bag, not in a plastic bag.
- E. Talk with a counselor who will maintain confidentiality, help explain options, give information, and provide emotional support.

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On campus, call counseling services at 540-432-4317. When the counseling office is closed, call the RD on Call at 540-476-4578; they will contact a counselor.

- F. In *Harrisonburg, Virginia*, call the Collins Center, a local agency that specializes in providing confidential counseling and support for sexual assault victims. Collins Center phone: 24-hour Sexual Assault Crisis Hotline: 540.434.2272.  
In *Lancaster, Pennsylvania*, call the Lancaster Helpline at 717-299-4855, Samaritan Counseling Center at 717-560-9969 or YWCA Sexual Assault Prevention & Counseling Center 717-392-7273.  
In *Washington, DC*, call DC Rape Crisis Center 202-232-0789, or Brookland Pastoral Counseling Center 646-852-7404  
*Violations of Minors: Report Child Abuse Now: 1-800-552-7096.*
- G. Contact a trusted person such as a family member or a close friend for support.
- H. Contact the university Title IX coordinator or vice president for Student Life. They can discuss options on campus and refer resources in the university community.
- I. If it is uncomfortable to directly contact the above referenced people, the resident director or university counselor may assist with those communications.

### **XVII. Medical Treatment**

Seek immediate and follow-up medical attention for several reasons:

- A. To assess and treat any physical injuries that have been sustained.
- B. To determine the risk of sexually transmitted diseases or pregnancy and take appropriate medical measures.
- C. To gather evidence that may aid criminal prosecution.

Physical evidence should be collected immediately—ideally within the first 24 hours. It may be collected later, but the quality and quantity of evidence may be diminished.

### **XVIII. Past Abuse<sup>16</sup>**

Many individuals experience sexual misconduct and don't tell anyone about it at the time of the incident. If a person was victimized weeks ago or even years ago, assistance is still available. Talking with someone now may help coping abilities with abuse from the past. On campus, call EMU counseling

services at 540-432-4317 or campus ministries at 540-434-0365. Both counseling services and campus ministries are considered confidential resources.

### **XIX. Male Victims**

Records show that most victims of sexual misconduct are women; however, it is important to know that men can also be victims. Male victims at the university receive the same services and support as do female victims. Emotional support, counseling, and medical treatment are available to assist any individuals recovering from sexual misconduct.

### **XX. Follow Up and Support**

The following campus services and personnel are available for follow up as well as ongoing support:  
Counseling Services: 540-432-4317  
Health Services: 540-432- 4308  
Campus Ministries: 540-432-4115 or 540-432-4273  
Collins Center, 24-hour sexual assault crisis hotline: 540-434-2272 (Harrisonburg, VA)  
Lancaster Helpline: 717-299-4855 (Lancaster, PA)  
Samaritan Counseling Center: 717-560-9969 (Lancaster, PA)  
YWCA Sexual Assault Prevention & Counseling Center: 717-392-7273 (Lancaster, PA)  
DC Rape Crisis Center: 202-232-0789 (Washington, DC)  
Brookland Pastoral Counseling Center: 646-852-7404 (Washington, DC)

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<sup>16</sup> Working draft, pending final approval

## Section Two: Student Services for Students in All Programs

This student services section contains information ranging from the practicalities of where to live and eat, financial concerns such as how and where to pay bills, to information sources such as library and computers on campus. You'll want to read carefully so that you're informed of the possibilities in advance!

Most student service offices are open, Monday through Friday from 8 a.m.–5 p.m. For students in non-traditional programs who are on campus weekends or evenings, most offices will accommodate special appointments if contacted in advance during normal hours.

### Practical

#### Housing

EMU full-time (12 hours per semester) undergraduate students, under 25 years of age, may live in any one of the six residence halls or in Theme Housing. Graduate and seminary students, undergraduates who are 21 by Sept. 1 and seniors (90+ credit hours by Sep. 1), or those who have special permission, may choose to live off-campus in Village Apartments or Mt. Clinton Apartments, owned by the University, or other local apartments. For listings check the E-Classifieds section of the emu.edu website.

See detailed undergraduate housing information in the "Program-Specific Info", undergraduate section. To reserve an EMU-owned apartment, contact the Auxiliary Services Office at 540-432-4662.

#### Commuter Students

A commuter student is any person who does not live in residence hall housing. They include students living with family, students living in off-campus apartments, and married students.

##### *Advising and Advocacy*

Commuters have some common needs as well as those that are more specialized. The director of student programs has been identified as an advocate for commuters. The office is located in the University Commons, Student Life Suite A, 2nd floor; telephone 540-432-4133.

##### *Get Involved*

The easiest way to meet other students is to get involved in campus life. Student organizations have

something for everyone and they can be found at [www.emu.edu/studentlife/clubs](http://www.emu.edu/studentlife/clubs). Also, by going to [www.emu.edu/studentlife/recsports](http://www.emu.edu/studentlife/recsports) you will find information about intramurals, the fitness center, the game room and other related physical activities. You also can find out what events are occurring on campus at [www.emu.edu/events](http://www.emu.edu/events).

##### *Vehicle Registration and Parking Permits*

Campus permits are required for all vehicles and may be obtained online through [myemu/accounts](http://myemu/accounts) for students and through [myemu/employee](http://myemu/employee) info for faculty and staff. There is a fee of \$60 per year to all faculty, staff and students who park a vehicle on the EMU campus. All vehicles must be registered within one week after academic registration. Residents of the Mt. Clinton and Village apartments must acquire permits, as well.

The parking designations are available for review at [www.emu.edu/map](http://www.emu.edu/map). Each driver is responsible to review the parking regulations at [www.emu.edu/physicalplant](http://www.emu.edu/physicalplant).

Car owners assume personal liability for the use of their cars and any legal involvement of their vehicles. Drivers carry the responsibility for any incidents involving the vehicle and occupants except where there is negotiation with the university. Additional information about parking and permits can be found at [www.emu.edu/physicalplant](http://www.emu.edu/physicalplant).

##### *Lockers*

Lockers are available in University Commons next to Common Grounds. For questions or feedback, contact the director of student programs (ext.4133).

Additional lockers are available in Hartzler Library. Students should contact the library secretary. Locks are provided when a deposit is paid. Physical education lockers are available in University Commons. Contact the intercollegiate athletics administrative assistant (ext. 4440) for more information.

#### Identification Cards (ID Cards)

An ID card is issued to each undergraduate and graduate student during registration. This card is used for entry to residence halls and entitles students to free or discounted admission to all events sponsored by their student activity fee, including athletic events, films, performing arts series, concerts, and theater performances. The card is required for admission to the Dining Hall for those on meal plans, for all transactions at the Business Office, for checking out books in Hartzler Library, and for purchases at the University Bookstore. Replacement cards are made at the helpdesk for \$15. Your EMU ID photo will be used for your EMU ID card and may also be used in the EMU web directory accessible only by current

authenticated students and employees. You may request that it **not be used** for the EMU web directory by completing the Personal Information Update Form on myEMU (my.emu.edu).

## Photocopying

A copier code has been provided by EMU for your convenience. The code may be used at several copiers located on campus – Hartzler Library (main floor & third floor), Seminary, and Campus Center second and third floor. When using a copier code the cost per copy is \$0.055 cents per side for monochrome, \$.20 per side for color and the cost to scan is \$0.01 cent per side.

## Post Office

The Post Office, located in the Campus Center, carries full postal service, including stamps (and certified, registered, and insured mail for department charges only). United Parcel Service (UPS) is also available. Worldwide, reliable delivery through UPS and DHL may be used if the telephone number of the recipient is provided.

Each student is provided with a mailbox which is used for on-campus as well as postal service mail. Campus mail is delivered free of charge, and mailings to students should be alphabetized. Please restrict items to 3” x 5” and larger. Post Office hours are posted at the window.

A plain-paper fax machine is available during regular Post Office hours. The main EMU fax number is (540) 432-4444. A cover sheet is required for all faxes.

Prices are:

1. Local call faxes: \$1.00 per page
2. Long distance call faxes: \$1.50 per page
3. International faxes: \$1.00 per page plus the cost of the phone call, which must be charged to a student, employee or department account
4. No charge for cover sheet on outgoing faxes; no charge for incoming faxes
5. Prices are subject to change based on actual experience.

## University Bookstore

The bookstore, located in University Commons beside the Royals’ Den, carries textbooks, school and office supplies, religious and secular trade books, gift items, EMU- imprinted clothing and novelty items, and a variety of other items. Special orders for books and supplies not in stock are always available upon request. Purchases may be charged with a valid EMU identification card or major credit card. Store hours are 8:30 a.m. -4:00 p.m., M-F, and extended hours during special events. The bookstore is operated by Follett Higher Education Group.

## Safety and Security Guidelines

Harrisonburg residents enjoy a relatively low crime rate. However, it is the responsibility of every member of the campus community to take reasonable precautions for maintaining personal safety as well as the safety of others. The university’s campus safety and security program is an ongoing process that includes the development and enforcement of regulations, procedures and practices.

Security Concerns may be addressed to:  
Campus Security: Dial x4911 from any campus phone (540-432-4911 from off campus)

The following information is designed to give you “how to” information on staying safe and responding to emergencies should they occur.

## Emergencies: How to Respond

The following guidelines apply to emergency conditions on campus. It is not possible to establish procedures for every conceivable type of emergency, but these guidelines can be used for any similar emergency or hazardous situation. Please review them frequently so you will be prepared in an emergency.

### *Fire Alarm*

If you hear a fire alarm, leave the building immediately via the stairways. Cooperate with all staff members and other authorities. Do not reenter the building until you are given permission to do so. If you discover a fire, immediately sound an alarm and call the fire department at 9-911 stating your location. Then call x4911 to alert Campus Security.

### *Bomb Threats*

Notify the police at 9-911 and Campus Security at ext. 4911 immediately if you receive a bomb threat. You will be notified as to whether or not the building will be evacuated.

### *Intruder/Lockdown Emergencies*

In the event that it becomes necessary to activate and intruder/lockdown response, EMU has various tools to use for emergency notification. RAVE mobile alerts and HEARO/Via Radio devices are a few of the resources available. If actions are required the best response is to be prepared through personal pre-planned response actions. Typically in intruder situations, authorities suggest a stair stepped approach to a response: 1. **Exit the building if at all possible.** 2. **Barricade and go into a lockdown mode.** 3. **Take decisive action against the intruder.** Any response needs to be based on one’s own personal safety. EMU has posted suggestions as how one might respond on the Emergency Procedure guidelines. These can be found throughout campus, it

can also be found by visiting the EMU website. Please familiarize yourself with these guidelines and be prepared.

### *Medical Emergencies*

For any situation requiring emergency medical assistance on campus, call 911. Notify the RD on call immediately (540-476-4578). Remember to dial “9” to call external numbers from landline phones.

### *Physical Facilities*

If you observe what you consider to be a hazardous condition in your residence hall, notify your community advisor or residence director.

### *Weather/Tornado Emergency*

Installed throughout the campus community are Emergency Notification radios that have the capability of rebroadcasting tornado warnings when predetermined sectors within the City of Harrisonburg and Rockingham County have been determined by the National Weather Service to be in a tornado warning area. In the event of a tornado warning; seek shelter ASAP in the pre-designated locations within buildings. These locations can be found, by looking for the **Tornado Shelter Location** signage found throughout all buildings on campus. Please familiarize yourself with these locations.

## Crime Prevention

Crime prevention is essentially being aware of one’s environment and being alert to and avoiding situations that allows vulnerability to crime. Listing specific measures to protect people from every threatening situation that may arise is difficult; however, here are a few “crime prevention” suggestions in day-to-day living. This is not an exhaustive list of crime prevention measures, but serve as examples to make life safer and more secure.

### **Behaviors which may reduce the risk of sexual assault**

- A. Know where to get help when alone with someone.
- B. Try to have a first date in a group.
- C. Don’t give ambiguous messages. Be clear by saying up front that you are committed to only having sex with a spouse.
- D. Remember—No means no.
- E. Be wary of a date who tries to control your behavior in any way.
- F. Never force yourself or your wishes on another person.
- G. Trust your instincts: be aware of specific situations in which you do not feel relaxed or in charge.

- H. If you are uncomfortable being alone with someone, even if you can’t articulate why you feel that way, do not agree to be alone with that person.
- I. Be willing to make a scene, if necessary, to get out of a troubling encounter.
- J. Make decisions for yourself and respect the decisions of others.
- K. Confront people who use sexist language and make jokes that are degrading.
- L. Don’t watch TV/movies/videos or listen to music that depicts sexual violence.
- M. Support your friends who have been sexually assaulted or who tell you they are in an uncomfortable situation.
- N. Don’t treat others as an object to devalue.
- O. Remember—you are more vulnerable to sexual assault if you take drugs and/or drink alcohol.

### **What to do if you are sexually assaulted or raped...**

- A. You are NOT to blame.
- B. Go to a safe place as soon as possible.
- C. Don’t shower, bathe or douche after the attack. Preserve other physical evidence such as clothing, in case you decide to follow through with charges.
- D. Call someone you trust to be with you, like a friend, a CA, a counselor, a professor, etc. You are not alone. Others who have experienced similar abuse or have expertise in counseling are willing to help you. The Collins Center offers a 24 hour crisis hotline: 540-434-2272
- E. You have options. You may choose to:
  1. Seek care at the Health Center or at the emergency room, regardless of whether or not you plan to report the assault to authorities.
  2. Report the assault to EMU officials. The Counseling Center will keep such reports confidential, as does the Health Center, but they will ask you to fill out an anonymous report in keeping with the Clery Act. They will also encourage you to report to the Title IX Coordinator, who would then investigate the incident in keeping with guidelines related to Sexual Assault. One reason for reporting to both campus authorities and civil authorities is that both investigations proceed independently and have different standards of proof. Title IX requires campuses to use a “preponderance of the evidence” standard to determine if sexual violence has occurred (i.e. it is more likely than not that sexual harassment or violence



occurred).” (OCR, Dear Colleague Letter, April 4, 2011)

3. Report it to the police. Calling the police does not mean that you have to go through a trial or that you must follow through with charges. However, your report may prevent further assaults.

Rape by a stranger or rape by an acquaintance are both considered rape.

Consensual sex requires sober, verbal communication without intimidation or threats.

Alcohol inhibits clear thinking, makes it harder to assess risks, and can increase aggression. The laws in many states recognize that when a person is drunk they are unable to give consent. Additionally, being drunk is never an excuse for committing rape.

### **Medical Assistance**

Visit or call the emergency room at Rockingham Memorial Hospital 9-689-1000 (on-campus phone) or 540-689-1000 (cell) and request the Sexual Assault Emergency Nurse. If during school business hours call the EMU Health Center at 540-432-4308.

### **Sexual Assault Support Services**

In the event of sexual assault and/or acquaintance rape, contact:

EMU Counseling Services at 540-432-4317 or  
The Collins Center at 540-434-2272  
Title IX Coordinator 540-432-4148  
RD on call 540-476-4578

### **Reporting Assault**

Reporting an assault to police does not mean the victim has to prosecute; however, it does allow the legal process to proceed if the victim chooses to press charges at a later date. To file a report with the police call:

Emergency Number 9-911  
Non-Emergency Number 9-434-2545

### **File a Report with the University**

Use the (540)-432 area code and prefix below:

Title IX Coordinator x4148  
Vice President for Student Life x4135  
Campus Security (24 hrs./ day, every day) x4911  
Health Services x4308  
Counseling Services x4317

To be compliant with Virginia State Statute as outlined below, any report of a sexual assault will be reviewed by a committee made up of the EMU Title IX coordinator, the Campus Safety Coordinator and a representative from Student Life. Actions taken will be in accordance with the outlined Statute below.

*C. Upon receipt of information pursuant to subsection B, the Title IX coordinator or his designee shall promptly report the information, including any personally identifiable information, to a review committee established pursuant to subsection D. Nothing in this section shall prevent the Title IX coordinator or any other responsible employee from providing any information to law enforcement with the consent of the victim.*

*D. Each public institution of higher education or private nonprofit institution of higher education shall establish a review committee for the purposes of reviewing information related to acts of sexual violence, including information reported pursuant to subsection C. Such review committee shall consist of three or more persons and shall include the Title IX coordinator or his designee, a representative of law enforcement, and a student affairs representative. If the institution has established a campus police department pursuant to Chapter 17 (§ 23-232 et seq.) of this title, the representative of law enforcement shall be a member of such department, otherwise the representative of law enforcement shall be a representative of campus security. The review committee may be the threat assessment team established under § 23-9.2:10 or a separate body. The review committee may obtain law-enforcement records, criminal history record information as provided in §§ 19.2-389 and 19.2-389.1, health records as provided in § 32.1-127.1:03, available institutional conduct or personnel records, and known facts and circumstances of the information reported pursuant to subsection C or information or evidence known to the institution or to law enforcement. The review committee shall be considered to be a threat assessment team established pursuant to § 23-9.2:10 for purposes of (i) obtaining criminal history record information and health records and (ii) the Virginia Freedom of Information Act (§ 2.2-3700 et seq.). The review committee shall conduct its review in compliance with federal privacy law.*

*E. Upon receipt of information of an alleged act of sexual violence reported pursuant to subsection C, the review committee shall meet within 72 hours to review the information and shall meet again as necessary as new information becomes available.*

*F. If, based on consideration of all factors, the review committee, or if the committee cannot reach a consensus, the representative of law enforcement on the review committee, determines that the disclosure of the information, including personally identifiable information, is necessary to protect the health or safety of the student or other individuals as set forth in 34 C.F.R. § 99.36, the representative of law enforcement on the review committee shall immediately disclose such information to the law-*

*enforcement agency that would be responsible for investigating the alleged act of sexual violence. Such disclosure shall be for the purposes of investigation and other actions by law enforcement. Upon such disclosure, the Title IX coordinator or his designee shall notify the victim that such disclosure is being made. The provisions of this subsection shall not apply if the law-enforcement agency responsible for investigating the alleged act of sexual violence is located outside the United States.*

*G. In cases in which the alleged act of sexual violence would constitute a felony violation of Article 7 (§ 18.2-61 et seq.) of Chapter 4 of Title 18.2, the representative of law enforcement on the review committee shall inform the other members of the review committee and shall within 24 hours consult with the attorney for the Commonwealth or other prosecutor responsible for prosecuting the alleged act of sexual violence and provide to him the information received by the review committee without disclosing personally identifiable information, unless such information was disclosed pursuant to subsection F. In addition, if such consultation does not occur and any other member of the review committee individually concludes that the alleged act of sexual violence would constitute a felony violation of Article 7 (§ 18.2-61 et seq.) of Chapter 4 of Title 18.2, that member shall within 24 hours consult with the attorney for the Commonwealth or other prosecutor responsible for prosecuting the alleged act of sexual violence and provide to him the information received by the review committee without disclosing personally identifiable information, unless such information was disclosed pursuant to subsection F.*

*H. At the conclusion of the review, the Title IX coordinator and the law-enforcement representative shall each retain (i) the authority to proceed with any further investigation or adjudication allowed under state or federal law and (ii) independent records of the review team's considerations, which shall be maintained under applicable state and federal law.*

### ***Protect Your Possessions***

**Lock your door when you are away from your room.** Most burglaries in student housing units occur in unlocked rooms. Lock your door to remove the easy opportunity for thieves.

Engrave all personal items of value in your room with your driver's license or other identifying number. Engraving tends to deter theft and facilitates recovery of your possessions should they be stolen.

Keep a record of the serial numbers of all your belongings. Items of value that do not have serial numbers should be photographed. Clothing can be marked on an inside label with an indelible laundry marker.

Do not advertise your valuables. Keep them out of sight. Arrange your room so that high risk items such as cameras, stereos, and televisions are not visible from the hallway when the door is open, or from ground-level windows.

Items of high monetary value and minimal use in a college environment (such as expensive jewelry) should be left at home. Very expensive items should be stored in a safe deposit box.

All students should have insurance for their belongings. ***Insurance against loss of, or damage to, personal possessions must be provided by the student.*** Check with parents regarding coverage under the family's homeowner's policy. Tenant's insurance may be obtained from a local agency if desired.

### ***Protect Your Car***

Lock your car, close the windows, and take the keys. Many car burglaries and car thefts occur because the owner did not take time to secure the car. Don't make your car a target of opportunity by leaving it unlocked and open for all who care to enter.

Do not park in isolated and/or dark places if these areas can be avoided. Park where there are people about and where the car will be lighted.

Do not leave items of value unattended in your car. Expensive cameras, stereo equipment, and even textbooks and clothing left on the seat of an unattended car are invitations to theft. If you must leave items in your car, store them in a locked trunk. Weapons may not be kept in your vehicles or anywhere else on campus.

Specific parking regulations relate to lots dedicated to residential users. Familiarize yourself with these rules and obey them. Vehicles on campus are subject to inspection if deemed necessary.

### ***Protect Your Bicycle***

Never leave your bicycle unlocked and unattended.

Record your bicycle serial number and description of the bicycle. Many recovered bicycles will not be released by the police without proper serial number identification.

Engrave your bicycle with your name or your driver's license number.

Bicycles are not to be taken inside campus buildings. Keep your bicycle locked on one of the bicycle racks or store your bicycle in the designated bicycle sheds. Keys may be obtained from your Residence Director.

## **Rules for Safety and Security in Student Housing**

Specific student housing rules and procedures have been developed and implemented to make your building a safe and secure home. Following are examples of some important rules designed to enhance the safety and security of residents. However, residents should keep in mind that the most foolproof measures are not effective unless those persons they were designed to protect support the measures, and do not violate them.

Never admit an uninvited non-resident into the building. Do not let strangers enter the building as your guest.

Guests of residents should be escorted at all times by their hosts. This is for the guests' protection as well as the protection of other residents.

Report any unescorted stranger on your floor to your CA. If there is no staff member on the floor at the time, call your residence director or the residence director on call at 540-476-4578.

Do not give your ID card or keys to anyone to provide access to residence halls.

Residence hall floors are locked 24 hours a day, 7 days a week for your safety. Under no circumstances should you prop open any exterior door. Although doing so may seem convenient, you are endangering both yourself and everyone else. Neither should interior doors be propped open. These are designed to function as fire doors, and propping them open eliminates their effectiveness in preventing the spread of smoke and fire.

No motorcycles, mopeds, and/or gasoline-powered vehicles may be stored inside the building because of potential fire hazards.

In the interest of health and safety, and to be in compliance with city code, all fireworks are prohibited.

Possession of firearms and other weapons in the residence halls is prohibited.

Open flames including candles are prohibited. Electrical heating devices such as hot plates or other appliances with exposed heating coils are prohibited because of the danger of fire. Acceptable heating devices are coffee pots, self-contained popcorn poppers, hair dryers and curling irons.

Health concerns prohibit pets in college student housing. Dogs, cats, and many other animals carry a variety of parasites and organisms that

can rapidly spread in community living situations. Harmless fish are permitted.

### **Protect Yourself**

Lock the door to your residence hall room when you are asleep or alone in the room. These are some of your most vulnerable moments; you need the extra protection a locked door affords.

Do not lend keys to your room, or ID card with building access to anyone.

Do not open your door to strangers. Immediately report any problems with your door's lock to your CA.

Do not give your name, address, or phone number to strangers. Whether traveling on foot, using public transportation, or operating a personal vehicle, have a friend go with you. It's more fun to travel with company, and there is extra safety in numbers.

When going out, let your roommate, a friend, or a staff member know where you are going and when you expect to return.

### **EMU ID card should be carried at all times**

For your protection persons will be required to present a valid EMU I.D. card on campus in the evenings and for entrance into EMU events. Your ID card is also required for access to all residence halls floors.

### **Protect yourself in public areas**

Do not leave your belongings unattended in public areas such as hall lobbies, restrooms, hallways, laundry rooms, and dining rooms; tables in public restaurants; hallways and classrooms in academic buildings; and public restrooms. If you want to keep it—keep it with you!

Do not carry more cash with you than you anticipate needing in one trip. And do not flash large amounts of cash in public.

Do not carry your identification cards and your checks in the same wallet. Keep them separate; IDs in your billfold in one pocket and checkbook in another pocket. If either are lost or stolen, the finder will not have access to your checking account.

Mark items you regularly take to class, such as books, backpacks, and calculators. Persons in laboratory or studio classes should also mark all of their personal supplies with their name or driver's license number.

Make a list of your credit cards, identification cards, and checking account numbers, and keep the list in a

safe place. If your purse or wallet is lost or stolen, you will then have a list of numbers to use when notifying the proper authorities. Remember, you will need to contact not only the police, but all credit card companies and banks with which you do business. Immediately report these notifications.

## Fire Safety Response Procedures

EMU strives to maintain a fire-safe campus community, through the implementation of proven safety standards and regulations. We hold to high expectations all those who use, and live on our campus with regard to fire safety.

Fire safety is always a concern. Students should not tamper with alarms or make changes to or modify any existing electrical equipment such as lighting, wiring or switches. As well they should understand and abide by all storage policies and guidelines for campus living.

The complete Fire Safety Response Procedure can be found at <http://www.emu.edu/physical-plant>.

The campus fire safety **Right-To-Know** law requires all colleges and universities, to provide full disclosure of fire safety standards and measures with regard to campus buildings. The annual safety and security report is available at the Physical Plant during normal operating hours or online at [www.emu.edu/safety-and-security/report](http://www.emu.edu/safety-and-security/report).

### Fire Procedures for Persons with Physical Disabilities

Living arrangements will be made on the ground level when the incoming student provides timely and necessary information on their housing questionnaire.

Residents who are identified as having a physical disability will be asked, in a private setting, whether he/she desires help in arranging for any needed assistance in evacuation. This includes persons who acquire a temporary disability. If the student declines assistance, documentation should be provided and the student must verify that he/she has made arrangements on his/her own. If the resident requests assistance, the CA will solicit volunteers beginning with roommates, and suitemates, and then occupants in the nearest adjoining rooms.

Carrying an individual downstairs requires training and a great deal of caution and care. It should not be attempted when the stairs are occupied by residents evacuating the building. Wait for a clearing to carry an individual down the stairs.

Landings in the fire stairwells are used as an "area of safe refuge" for individuals who utilize wheelchairs or any other person who, for any reason, is unable to

descend and leave the building. Individuals utilizing wheelchairs may evacuate in their chair from the hall to the landing, where they may await evacuation assistance from fire and rescue or other persons providing assistance, provided egress by others is not impeded.

In the event of an evacuation, the CA on call will check to ensure that residents known to have a physical disability are safely evacuated, provided the CA is not endangering him/herself to accomplish the check.

### Fire Extinguishers/Alarms/Suppression Systems/Emergency Notification Devices, etc.

Tampering with any of these will incur a fine of \$500, may result in additional outcomes (i.e. restitution for harmed parties) and legal repercussions.

### Fireworks

The use or possession of fireworks is prohibited on the university campus. Because of safety concerns, violators will be fined.

### Weapons

The use or possession of firearms, explosives, knives, bows, flammable material or weapons of any kind (including BB, pellet, or paintball guns) is prohibited on the university campus, in vehicles on campus, or at any university-related function. If any of these items be needed on campus for educational purposes the vice president for student life must be contacted. The vice president for the student life must be contacted for storage questions related to hunting weapons.

## Spiritual

With God, Jesus, and the Holy Spirit as our guide, campus ministries offers hospitality, encourages faith formation, challenges for growth, mentors for leadership, and nurtures healing and hope among all members of the EMU campus community. [www.emu.edu/campusministries](http://www.emu.edu/campusministries)

Each student is strongly encouraged to become involved in one or more of the small groups, clubs and organizations on campus that provide a wide variety of opportunities for relationship building, faith formation, spiritual growth, service, leadership development and encouragement.

Campus pastors are available to the entire campus community and are eager to hear your stories, ideas, and vision for ministry on campus. Stop by the Campus Ministries Offices: University Commons,

2nd floor, Student Life Suite for conversation and exploration.

Several worship opportunities of unique style are offered weekly in various locations. For more information, refer to Section Three—Program Specific Information.

Campus pastors welcome e-mail, phone and website interaction with any EMU student, whether on campus, off-campus, in Lancaster, or online. Feel free to check out the campus ministries program and pastoral services on the website or contact one of the pastors directly.

### *Campus Pastors*

Brian Martin Burkholder, University Campus  
Pastor/Director, 540-432-4115,  
brian.burkholder@emu.edu  
Lana Miller, Undergraduate Campus Pastor, 540-  
432-4273, lana.miller@emu.edu

### *Campus Ministries Program Assistant*

Carmen Miller, 540-432-4196,  
campus.ministries@emu.edu

### *Campus Ministries Website*

emu.edu/studentlife/campus-ministries

## Congregational Involvement

Students are encouraged to worship with and relate to one of the many congregations in the Harrisonburg area. A directory of area churches and faith communities of several denominations is provided on EMU's website: [www.emu.edu/churchdirectory](http://www.emu.edu/churchdirectory).

Students needing transportation to church services will find a link on this page or postings on the Church Ride-Sharing Network bulletin board located near the Registrar's Office, Campus Center.

## Physical

### Health Services

The primary goal of Health Services is to promote wellness and provide needed health services to the EMU campus community. Health Services is under the medical direction of a physician and services are provided by health care professionals. The director of Health Services is a registered nurse.

Health Services is located on the upper level of the University Commons in the Weaver Wellness Suite. Health Services provides a comprehensive program of health care needs and wellness programming. A health care provider is available every day of the week at varying hours of the day. Specific hours of operation can be found at

<http://emu.edu/studentlife/health/hours-and-appointments/>

Health Services provides evaluation and treatment for a wide range of health care needs including, but not limited to, physical examinations, well woman examinations, sick visits, blood draws for laboratory testing, vaccinations, PPDs, and TB screenings. Health Services also works closely with cross-cultural groups to provide Up-to-date travel advice, first-aid kits and vaccines.

Health Services maintains electronic medical records and accepts health insurance and directly bills health insurance companies. Insurance cards and co-pays are expected at the time of service. Persons without health insurance can pay a self-pay fee.

The clinic also has equipment such as crutches, wheelchairs, and heating pads available for loan. Health Services makes referrals to specialty health care providers in the area and has a good working relationship with the local hospital, Sentara RMH. Health Services sponsors preventative programming and encourages students to take responsibility for his/her own health.

## Office of Academic Access

Web: [emu.edu/academics/access/](http://emu.edu/academics/access/)

Phone: 540-432-4233

Eastern Mennonite University is committed to providing reasonable accommodations for students with documented disabilities to ensure equal access to the University and its related programs. The University seeks to comply with Section 504 of the Rehabilitation Act of 1973, the Civil Rights Restoration Act of 1988, the ADA of 1990 and the ADA of 2008.

Students with disabilities must initiate contact with the Office of Academic Access in the Academic Success Center, Hartzler Library, 3<sup>rd</sup> floor, or call 540-432-4233. Students with physical disabilities related to housing should also contact the Director of Housing and Residence Life located in the University Commons, (ext. 4128).

Students who wish to appeal a decision on their accommodations may use the University grievance procedures located in the President's Office or the Student Life Office.

See also "Office of Academic Access" in the "Student Services – Informational" section.

## Dining Services

The Dining Hall is located on the lower level of Northlawn. It is operated by Pioneer College Caterers, a nationwide company serving Christian colleges. The program offerings include such daily

features as a Grill Station and Pizza Program at lunch and Pasta Bar, Deli Bar and Vegetable Combo for dinner. Come and prepare your own Belgian waffles and omelets. Monthly theme dinners, weekly bonus bites and exam treats will be scheduled for a change of pace.

Special dietary needs should be coordinated with the school nurse and dining manager. Student parties, gift packages and special services are also available.

All students living in a traditional residence hall will have continuous meal service:  
Monday through Friday 7:00am-7:00pm Saturday  
10:30am-1:00pm and 5:00-6:00pm Sunday 8:15-9:00am, 11:30am-1:00pm, and 5:00-6:00pm.

Meal plans and Lion Share (declining cash account) are described in the Campus Dining brochure. Both of these plans are open to graduate students and others.

The Dining Hall closes during extended breaks. Meal plans begin with the first meal after residence halls open and end with the last meal before the residence halls close. Services remain available during short breaks but are subject to schedule changes. These changes are posted in the Dining Hall and on campus e-mail. Questions and concerns may be directed to Bruce Emmerson, Food Service Director (ext. 4313). Additional information and operating hours are listed in the Campus Dining brochure.

## Royals' Den

The Royals' Den is a friendly and inviting dining place for the Eastern Mennonite community, located on the upper level of the University Commons. Offered here are freshly made soups and salads, deli and grilled sandwiches, assorted appetizers and freshly baked goods.

Whether you are looking for an in-between class snack or a leisurely meal, the Royals' Den atmosphere and hours will easily accommodate you. Try some pizza or a cup of gourmet coffee.

Operated by Pioneer College Caterers, the Royals' Den offers continual variety with daily specials and monthly promotions. It will close during breaks. Changes will be posted in the Den and on email. Come often and enjoy Eastern Mennonite University's dining alternative, the Royals' Den.  
Monday –Friday 7:30am-10:00pm  
Saturday-closed  
Sunday-6:00-10:00pm

## Emotional

### Counseling Services

Web: [emu.edu/studentlife/counseling/](http://emu.edu/studentlife/counseling/)

Phone: 540-432-4317

EMU Counseling Services is available for those times when you need someone to talk to, sort a situation out, or review what is not working well in your life. All interactions between students and counselors are strictly confidential and are not subject to disclosure without a student's written permission. If a student is at risk of harm to self or others, confidentiality may be broken for safety purposes.

Counseling is provided in the Counseling Services office in the Wellness Suite of the second floor, University Commons.

Scheduling an appointment can be arranged by calling or stopping by the Wellness Suite Office (University Commons, 2nd floor) any weekday.

Counseling Services provides direct services for undergraduate and graduate students enrolled and attending classes on EMU campus. Off campus or on-line program faculty, staff or students are able to consult with an EMU counselor via email or phone on locating resources or assistance in their own geographic area.

## University Accord (UA):

### Restorative Justice, Mediation, Dialogue and Problem Solving.

University Accord serves the EMU community in the following ways: provides forums for dialogue and decision making through mediation, restorative justice, conferencing, facilitation, consultation and other problem-solving and relationship building processes. UA also offers training in mediation, restorative justice and "compassionate witnessing and action" where students, faculty and staff are encouraged to move from a "bystander" role to one that creatively and constructively challenges discrimination and other forms of injustice.

### Restorative Justice:

A system of justice that emphasizes harms, needs and obligations through facilitated dialogue between the individual(s) who experienced the harm and the individual (s) who caused harm. Together these parties meet in a safe space, to identify the harms, and needs of both parties, and to explore solutions to repair harms and rebuild trust. In *The Little Book of Restorative Justice*, EMU professor Howard Zehr presents the following single-sentence definition of RJ that guides our practice:

*“Restorative justice is a process to involve, to the extent possible, those who have a stake in a specific offense and to collectively identify and address harms, needs, and obligations, in order to heal and put things as right as possible.”*

### **Mediation:**

A confidential and voluntary process that helps people in conflict discuss issues, identify needs, and settle problems with the help of impartial, trained mediators. **Mediation services are available to persons experiencing conflict with another student, faculty, roommate, ex-date or friend and can be arranged by contacting the Director of University Accord at (540) 432-4690.** Mediation offers a healthy, constructive alternative for conflict resolution, usually requiring only one or two sessions.

### **Communication Coaching:**

A one-on-one process designed to assist and promote individuals understand conflict and improve their relationships, whether personal or professional.

### **Pastoral Care:**

Campus pastors are available to provide pastoral care. Referrals will be made for long-term care, counseling and/or therapy. The campus pastors are available at the Student Life Suite, University Commons, (540) 432-4115 or (540) 432-4273.

## Financial

### **Student Accounts Office**

*Web: [emu.edu/business-office](http://emu.edu/business-office)  
Phone: 1-888-432-4112*

The Student Accounts staff welcomes the opportunity to answer any questions you may have concerning your accounts and to help you explore ways of meeting payment due dates. The office is located in the Campus Center, room 104 next to the Post Office. Hours are Monday through Friday, 9:00 am to 4:00 pm. A cashier is available to receive payments, cash checks up to \$75.00 per day and to answer questions concerning the student account. Please have the student ID number available for each transaction.

### **Payment Policy**

Tuition, room and meal plan charges, less processed financial aid, are due one week before classes begin for each semester. Unpaid accounts may be subject to the following:

1. EMU network access for student-owned computers will be denied.
2. Charging items from the university bookstore and Common Grounds Coffee House to the student account will be denied.
3. Grades, transcripts, enrollment, and diploma will be denied.
4. Monthly finance charge of 1.5% (18% annually) will be assessed
5. Delinquent accounts will be reported to the Credit Bureau.
6. Collection and/or attorney fees necessary for collection of unpaid accounts will be paid for by the debtor.

For information regarding refunds of credit balances, please contact the cashier.

## Financial Assistance Office

*Web: [emu.edu/financial-aid](http://emu.edu/financial-aid)  
Phone: 1-800-330-9683 or 540-432-4137*

The Financial Assistance Office coordinates student financial aid programs, which include scholarships, grants, employment and loans. The staff is available to assist students in the application process and welcomes questions and concerns about their financial planning.

All students are encouraged to apply. Priority is given to those students who have completed and returned all forms by April 15. (See EMU catalog.) Most financial aid awards are subject to available funding and satisfactory academic progress. Students should contact the Financial Assistance Office prior to withdrawing from classes or reducing academic loads during a semester. Office hours are 9 a.m. to 4 p.m. Monday through Friday.

## Student Employment

### *Federal Work Study*

Many students are able to help meet their educational costs by working at part-time jobs during their university experience. Student employment is available in many academic and administrative offices on campus, as well as in the food service and physical plant departments and numerous off-campus community service locations. Students work about 7 hours per week. Students may apply for employment positions by completing the student employment application and contacting appropriate supervisors.

Returning students are encouraged to make arrangements for employment with supervisors before they leave campus in the spring. New students should pursue work-study placements as soon as eligibility has been determined.

### *EMU Work Program*

Not all students are eligible for the Federal Work-Study program. A limited number of undergraduate international students may be offered the opportunity for on-campus employment *prior* to enrolling as a regular undergraduate student. No additional offers are made to international students after enrollment. Also, due to the nature of certain on-campus employment opportunities, students may be paid from EMU Work Programs funds.

### *Off-Campus Employment*

Many persons in the community ask for students to provide child care, do yard work, clean house, etc. These jobs are posted on the website at: [myemu.edu/e-classifieds](http://myemu.edu/e-classifieds).

## Insurance

### *Health Insurance*

All traditional undergraduate students taking 12 or more credit hours, all international students, all full-time Seminary and full-time CJP graduate students are automatically enrolled in and billed for the student health insurance plan. If you are currently insured by a plan that provides comparable coverage, you can waive enrollment.

For a complete description of the benefits available, limitations and exclusions, please visit [www.gallagherstudent.com/emu](http://www.gallagherstudent.com/emu)

### *Disability Insurance*

Injury incurred while a student is engaged in student employment is covered by regulations of the Virginia Workman's Compensation Act.

### *Personal Property Insurance*

EMU does not maintain insurance on student-owned property. Students' property is sometimes covered under their family homeowner's policy. Tenant insurance may also be obtained from a local agency if desired.

## Liability

Students are expected to respect the rights and property of others and to use campus facilities in a responsible manner. Costs of damage to university property are charged to the account of the student responsible for the damage. Students assume responsibility for damaged property and should report it promptly to the residence director and/or Physical Plant Office.

EMU is not liable for the loss of money or valuables or the loss of or damage to any person's private property on the campus due to fire, water, or theft. This includes the property of resident and non-resident students and their guests. Students should

insure their personal property through their own policy or their parents' homeowners' policy.

## Refund and Withdrawal Policy

Two situations may result in a student receiving a refund of payments made for institutional charges (tuition and room and meal plans):

1. Changing enrollment to fewer credit hours, or
2. Withdrawing from the university.

Similarly, these two situations may require the return of funds (refunds) of student financial aid to various financial aid programs. Whether or not a student receives an actual cash refund will depend on financial aid adjustments and other miscellaneous charges the student may have on his or her account.

### *Changing Enrollment to Fewer Credit Hours*

Procedure: Students who wish to drop a class shall obtain a drop/add form from the Registrar's Office. The date the student completes the process and signs the form is the date used in calculating adjustments for tuition and other charges.

### *Adjustments for Tuition Charges*

Tuition charges are adjusted downward using a two-step process. First the difference between the new per credit hour charge and the original higher charge is calculated. This difference is then multiplied by the percentage of the enrollment period not yet completed. The Adjustment and Refund Chart at the end of this section is used for determining percentage not completed. Please note activity fees are not refunded.

### *Adjustment for Room and Meal Plan*

The Adjustment and Refund Chart outlined at the end of this section determines the adjustment to room and meal charges. The room and meal adjustment percentage may be different than the tuition adjustment percentage depending on the actual days the student remained in a residence hall. (Note: students must be enrolled full time in order to reside in a residence hall).

### *Adjustments to Financial Aid Awards*

Most grants and scholarships require full-time enrollment. Most loans require at least half-time enrollment. Students should consult the Financial Assistance Office to determine what adjustments will be required by change in enrollment status. No adjustments are made after the 9th week of classes or after the date a student may withdraw from a class and receive a "W" grade, whichever is later.

### *Withdrawing from the University, including Medical Leave or Administrative Withdrawal*



Undergraduate students who intend to withdraw from Eastern Mennonite University shall schedule a meeting with the Vice President for Student Life (University Commons, 220) who determines the official withdrawal date. It shall be no later than the date the student meets with the Vice President for Student Life, but may be earlier. The official withdrawal date is based on class attendance dates and other extenuating circumstances.

**Medical Leave** may be available for undergraduate students who, due to a documented serious physical or psychological condition, need to leave Eastern Mennonite University during the semester without completing their coursework. Students on medical leave are not regarded as having permanently withdrawn from the University and need not apply for readmission through the Admissions Office. However, students must be approved for fitness to return to campus through the process described in the policy. A student requesting medical leave must make the request in writing to the vice president for student life. The vice president for student life will notify the Registrar of the request and will direct the student to provide appropriate documentation from a physician, licensed care provider or other qualified caregiver under licensed supervision. A decision approving or disapproving the medical leave request will be made by the vice president for student life in consultation with a Medical Leave Committee including but not limited to the directors of health services and/or counseling services. Full details of the medical leave policy may be obtained in the Student Life office.

**Information about Medically Excused** status, relevant for seeking incomplete grades in the last 40% of the semester, may be discussed with professors and is found in the appendix of the faculty/staff handbook or is available from the student life office.

In the case of an **administrative withdrawal**, the withdrawal date and requirement to withdraw from classes is determined by the Registrar in consultation with the Vice President for Student Life and the Assistant Dean and Coordinator of Student Success. For all types of withdrawals or leaves, refunds will be finalized by the business office according to written protocols in consultation with the financial aid office after the withdrawal or leave form has been completed and submitted to the business office. Students are generally required to check out of the residence hall within 48 hours of completing the

withdrawal process or may be required to leave sooner in the case of an administrative withdrawal. At the time of withdrawal or leave, their ID will be deactivated and they will no longer have card access to residence or dining halls.

#### *Adjustments for Institutional Charges (Tuition/Room and Meals)*

The first step in the refund process is to adjust the institutional charges. The adjustment is based on the percentage of the enrollment period not completed as determined by the official withdrawal date. The Adjustment and Refund Chart at the end of this section determines the amount (percentage) of adjustment. Adjustments for tuition charges and room and meal charges may differ depending on the actual days a student remains in a residence hall. At the end of this section is an example illustrating adjustments to institutional charges and financial aid refunds.

No adjustments are made for withdrawal dates after the end of the ninth week of class or after the date that represents at least 60% of the enrollment period has been attended, whichever is later. Supplementary information for certain programs of study may be included in the “Program Specific Info” sections of this handbook.

#### *Refunds to Financial Aid Programs*

The official withdrawal date is used to determine the percentage of the enrollment period completed. For student aid purposes the percentage is based on days rather than weeks.

Student aid is considered to have been “earned” during the period of enrollment completed. Federal and institutional student aid received in excess of the earned amount is considered “unearned” and must be returned to financial aid programs. Aid from private sources, including matching grants provided by the university, is refunded in its entirety, subject to specific guidelines of the aid provider. Federal Work-Study is excluded from the refund calculation.

No student aid refunds are made for withdrawal dates that occur after least 60% of the enrollment period has been attended.

Please see the institutional withdrawal and financial aid refund policy document for more information and an example of a withdrawal scenario at [http://emu.edu/financial-aid/financial-assistance-policies/Refund\\_Policy.pdf](http://emu.edu/financial-aid/financial-assistance-policies/Refund_Policy.pdf)

## Adjustment and Refund Percentages (Chart) for 2016-2017

Time Period	Fall Semester	Spring Semester	%	Summer Term	%
First day of classes	Aug 30	Jan 9	100%	May 8	100%
1st week/day of classes	Aug 31 - Sept 6	Jan 10-16	98%	May 9	87%
2nd week/day of classes	Sept 7 - 13	Jan 17-23	93%	May 10	80%
3rd week/day of classes	Sept 14-20	Jan 24-30	86%	May 11	73%
4th week/day of classes	Sept 21-27	Jan 31 - Feb 6	80%	May 12	67%
5th week/day of classes	Sept 28 - Oct 4	Feb 7-13	73%	May 15	60%
6th week/day of classes	Oct 5-11	Feb 14-20	67%	May 16	53%
7th week/day of classes	Oct 12-18	Feb 21-27	60%	May 17	47%
8th week/day of classes	Oct 19-25	Feb 28 - Mar 6	54%	May 18	40%
9th week/day of classes	Oct 26-31	Mar 7-17	47%	May 19	0%
After the 9th week/day	Nov 1 and later	Mar 18 and later	0%		

\*Summer courses with dates to be arranged will be refunded on a pro-rated basis.

Please note: This chart does not apply to students in the RN to BS in Nursing and Leadership and Organizational Management programs; students in these programs should see their respective program directors for adjustment and refund percentages.

## Informational

### Academic Success Center

*Hartzler Library, 3rd floor*

*Linda Gnagey, Director, (540) 432-4254*

*Web: [emu.edu/academics/success/](http://emu.edu/academics/success/)*

The Academic Success Center is an academic support and enrichment resource for all students. Staff and peer tutors are available Monday through Friday for course-specific tutoring, writing and math support, and study skill and time management coaching. Course specific study halls are offered as needed.

The Academic Success Center staff counsel and serve as advocates for first-year conditionally admitted students as well as for students with disabilities or chronic disorders to assist them in their transition into college and in meeting their academic goals.

Students may drop in or make appointments on WOnline, available on myEMU. All services are free.

### CoachLink

CoachLink is a program that pairs undergraduate students looking for help with mentors who help you get rooted at EMU and make choices that are right for you as you adjust to life away from home. When you feel like you need a little extra support, someone to listen without judging, to help you think through a problem, to understand how your moods get in your way, CoachLink is just the answer. CoachLink can be your

safety net, an extra layer of attention that keeps you afloat. It provides one-on-one personalized coaching and mentoring to support you in college life, a person who can stay in touch with you as you need them. Email [coachlink@emu.edu](mailto:coachlink@emu.edu) for more information.

### Computing for Students

Information Systems provides computer services to students to facilitate their learning experience at EMU. When on campus, students have network and internet access in dorms and in many public areas via wireless connections. Students can receive assistance connecting to the network and help with viruses at the Helpdesk. Computer labs provide access to special software, as well as printers and scanners.

From on or off campus, students can access their EMU e-mail, connect to personal and shared network space, access Moodle, the EMU Library catalog, and myEMU.

For available resources, policies, and other information, check the information Systems website at [www.emu.edu/is](http://www.emu.edu/is) or call 540-432-HELP (4357)

Students living off-campus and needing access to the Internet from their residences are encouraged to obtain service from a local provider.

See also "Information Systems Policies" under the "University Policies" section of this handbook.

## Hartzler Library

Web: [emu.edu/library](http://emu.edu/library)

Phone: 540-432-4175

You will find the Hartzler Library to be a good partner in your education at EMU. Hartzler Library supports the academic mission of EMU by providing access to a wide variety of books, journals, DVDs and electronic resources. The building is located in the southeast corner of the campus. The entrance to the library is on the north side of the building.

Please present your EMU ID when checking out materials. EMU faculty, staff and students also have access through interlibrary loan to materials not owned by EMU. For more information about library holdings and policies, see the library web site ([www.emu.edu/library](http://www.emu.edu/library)).

Computers and wireless access are available for student use on all three floors. Copiers are available for patron use.

Regular hours during the school year are as follows. Check on the web for updates.

Monday-Thursday	7:45 a.m. – 11:30 p.m.
Friday	7:45 a.m. – 8 p.m.
Saturday	10:00 a.m. – 6 p.m.
Sunday	2:00 p.m. – 11:30 p.m.

The library building houses the Historical Library, Academic Success Center, Art Gallery, Information Systems Helpdesk, Library Technology Classroom, Library Instruction Classroom, several classrooms, EMU Archives, Virginia Conference Archives and JAMAR Suite (LB-121) which has its own outside entrance.

## Menno Simons Historical Library and Archives

The Menno Simons Historical Library on the third floor of Hartzler Library is a specialized collection of Anabaptist/Mennonite history, thought, arts and culture. The collection also includes family history, Shenandoah Valley history, and genealogy.

Materials do not circulate. The Historical Library staff is eager to help with research needs. The library is open Monday through Friday, 9:00 a.m.-5:00 p.m. If these hours do not suit, please contact the Historical Library at 432-4178 to make other arrangements.

The EMU Archives on the first floor contain the official papers of EMU as well as manuscript and personal papers owned by EMU. Hours are by appointment.

Virginia Conference Archives house the records of Virginia Mennonite Conference and Eastern Mennonite

High School, including the papers of congregations and church leaders. Hours are by appointment.

## Helpdesk

Web: [emu.edu/is](http://emu.edu/is)

Phone: 540-432-HELP (4357)

The Helpdesk is located in the northeast corner of the lower level of Hartzler Library and is open Monday-Friday, 8:00 a.m.-5:00 p.m.

The Helpdesk provides support for the following student technology at EMU:

1. Password support
2. Wireless connectivity
3. Computer labs
4. Audiovisual equipment (available for checkout)
  - a. VCR Player
  - b. DVD Player
  - c. LCD Projector
  - d. 70x70 Screen
  - e. Tripod
  - f. Digital Audio Recorder
  - g. Canon XL-1 Video Camera
  - h. Digital Video Camera
  - i. iPad
  - j. LCD TV
  - k. Digital Camera
5. Moodle Learning Management System
6. myEMU
7. E-mail
8. Telephone
9. Copiers

## Registrar's Office

Web: [emu.edu/registrar](http://emu.edu/registrar)

Phone: 1-888-432-4110

### Grade Reporting

Grades are available to students through myEMU at <https://my.emu.edu/ics/Academics>. Payment of account is required for the release of grades.

### Registration

Course registration materials will be provided to continuing students prior to each term of study. A student wishing to add or drop a course shall contact his or her advisor. For courses offered on a standard semester basis the following applies: courses may be added through the first five days of the semester and may be dropped with no grade through the first four weeks. Courses dropped during the fifth through ninth week are recorded as "W" (withdrawal). No change is permitted after the ninth week. Drop/Add deadlines are adjusted accordingly for courses offered on other time frames.

### *Transcripts*

To assure confidentiality of academic records, all requests for official transcripts must be submitted by the student in writing. Requests should be made to the University Registrar's Office. For instructions on how to request an official transcript, go to [www.emu.edu/registrar/transcript-ordering](http://www.emu.edu/registrar/transcript-ordering).

If found responsible for sexual assault, a student's transcript will be noted according to the requirements of the Commonwealth of Virginia. Notation also occurs if a reported student withdraws before a finding has been reached.

## Office of Academic Access

*Web: [emu.edu/academics/access/](http://emu.edu/academics/access/)*

*Phone: 540-432-4233*

EMU students who have disabilities are served through the Office of Academic Access located in the Academic Success Center, Hartzler Library, 3<sup>rd</sup> floor.

EMU promotes equal educational opportunities and full participation for persons with learning, emotional, physical, and other disabilities. Students are provided access through reasonable accommodations in the academic program. According to Section 504 of the Rehabilitation Act of 1973, "students with documented disabilities may request modifications, accommodations or auxiliary aids which will enable them to participate in and benefit from all post-secondary educational programs and activities." This was confirmed and strengthened by the Americans with Disabilities Act of 1990 and the ADA Amendment Act of 2008. Faculty and staff support individual students needing reasonable accommodations in the classroom due to documented needs. The faculty and staff also foster the development and use of strategies which promote independence and personal success.

Students with disabilities should initiate contact with the Office of Academic Access *upon acceptance* to EMU. Disclosure of a disability is voluntary. However, students need to identify their disabilities and provide appropriate documentation prior to receiving accommodations. All documentation is confidential and is kept in the Office of Academic Access. Students who wish to appeal a decision on their accommodations may use the University grievance procedures located in the President's Office or the Student Life Office.

Students without documentation of a disability who exhibit indicators of learning or attention disorders may make an appointment with the Office of Academic Access. Referrals for a professional evaluation can be made to community assessment resources, if needed.

Make an appointment with the Office of Academic Access by calling 540-432-4233 or 540-432-4254.

## Telephone Service

Telephones on campus give access to local service by dialing "9" for an outside line, and to on-campus extensions by dialing the last four digits of the number.

## Multicultural & International Student Services

The office of Multicultural and International Student Services is dedicated to providing creative, effective and purposeful services to better recruit, educate, retain and support a diverse student body at Eastern Mennonite University.

The Multicultural and International Students Services Office is located in the University Commons, Student Life Suite.

### **Multicultural Services**

All members of the EMU community are encouraged through Multicultural Services, to participate in educational opportunities and programs that celebrate diversity, stimulate dialogue and build relationships across racial/ethnic/religious differences. Multicultural Services is committed to work towards creating an environment that encourages and attracts diverse populations so that all may receive the full benefit of an EMU education. Through Multicultural Services, students will be empowered to succeed academically, socially and spiritually through a variety of leadership opportunities.

The office oversees programming for Latino Heritage Month, Black History Month, Dr. Martin Luther King Jr. Celebration Week and Dialog on Race and Diversity Week.

### **International Student Services**

International students are a valued part of the Eastern Mennonite University community, as they bring a rich cultural perspective that enhances the learning process since EMU seeks to educate students to think, serve and lead in a global context.

International Student Services is dedicated to providing services, social and educational programming and leadership opportunities to assist in the growth and development of enrolled international students. These services include orientation to American culture, US higher education system, and EMU campus culture; assistance on immigration related matters (maintaining status, work authorizations, etc.); advising; mentoring; social and educational activities; leadership development and advocacy.

The office oversees programming for International Education Week.

# Occupational

## Career Services

Web: [emu.edu/careers/](http://emu.edu/careers/)

Phone: 540-432-4131

Students are invited to use Career Services at all points in their university experience. Whether choosing a major, changing a major, or finding a job, we can help. Available services include career counseling, graduate school information, résumé and cover letter reviews, internship and job search assistance, and interview preparation. Testing services are also provided for the following tests: CLEP, DSST, ACTFL OPI, and MAT. See [emu.edu/careers](http://emu.edu/careers) for additional information.

Career Services is located on the 2nd floor of University Commons, Weaver Wellness Suite, 244. Off-campus students should feel free to contact the office by email or phone. Career Services offers online resources, phone consultations and document reviews via email.

# Recreational

Access to a wide variety of activities is one of the advantages of a university campus. These programs are supported by student activity fees. Further information on activities fees for various programs and what those fees support is available in the “Program-Specific” sections of this handbook or from program offices.

## Recreational Facilities—Indoor

### *Park Cabin*

This facility provides a spot for students and faculty to relax in the beauty of Park Woods, located at the east edge of campus. This building does not have running water or cooking stove. A heating stove in the one-room cabin provides an atmosphere for creative activity. Reservations may be made through the Physical Plant Office (ext. 4390).

### *Gymnasium University Commons*

The gym may be reserved by contacting the Athletic Office (ext. 4440) and providing the date, time, group name and function. A rental charge from the Auxiliary Services Office is assessed for non-EMU related groups.

### *Fitness Center, University Commons*

The University Commons Fitness Center provides safe and enjoyable facilities, equipment and programs to meet the recreation and exercise interests of the campus community. The fitness center includes: a weight room, a group exercise room and a cardio room with various aerobic fitness machines. Classes are offered in the group exercise

room, including: aerobics, dance, relaxation, and stretching and body control. An indoor track is also available. A friendly and helpful student staff is present during open hours.

There is no charge for full time students and full time faculty/staff. Others may purchase a membership in the Fitness Center by contacting the Fitness Center Front Desk at (540) 432-4341.

### *Game Room, University Commons*

The University Commons Game Room is available for the campus community as a place to relax, socialize and enjoy a friendly game. It has four pool tables, four tennis tables, two foosball tables, and two televisions. Also available are a wide variety of sports equipment and games that can be checked out with an EMU ID or Fitness Center membership card. Friendly and helpful student staff members are present during open hours. Contact the Game Room coordinator at (540) 432-4644.

## Recreational Facilities—Outdoor

The various outdoor recreational facilities include tennis and basketball courts, a lighted turf field, a 400 meter all-weather surface track, and two sand volleyball courts. Facilities may be reserved for faculty, staff and student groups based on availability. Contact the Director of Athletics (540-432-4646).

For open air fires, the person planning the event needs to read and sign an “Open Air Fires – EMU Policy” form. Contact the Physical Plant Office (540-432-4390) for permission/information.

## Museum

The D. Ralph Hostetter Museum of Natural History is a resource for campus and community groups. Contact the Science Center secretary (ext 4400) for special showings and admission fees. The museum is open to the public on Saturdays and Sundays from 2-5 pm, from mid- September through end of April, excluding holidays. The cost is \$3.00 for adults, \$1.50 for children 10 and under. The Museum is closed during the summer months, except by special arrangement. [www.emu.edu/science-center/museum/](http://www.emu.edu/science-center/museum/)

## EMU “Eden” Arboretum

Consisting of over 13 acres of oak-hickory forest and one acre of perennial gardens, the Eden Arboretum is dedicated to conservation and restoration ecology. The Park Woods Preserve contains hundreds of native wildflowers, shrubs and trees, providing a site for ecological study and wildlife appreciation. The Peace Garden offers alternatives to environmentally unsustainable lawn care practices by featuring locally adapted natives and other perennials suitable for home landscaping.

# Miscellaneous

## Meeting Facilities

To reserve any of these spaces, call the Physical Plant at ext. 4390 except where specifically noted otherwise.

<b>Room</b>	<b>Location of Room</b>	<b>Abbreviation</b>	<b>Purpose</b>	<b>Seats</b>
Discipleship Center	Campus hill	DC101	Multi-purpose	100
Lehman Auditorium	Lehman Auditorium	LA102	Large meeting area generally available from 7 pm - midnight	878
Lehman Board Room	Campus Center	CC301/CC302	Group meetings	12/room
Conference Rooms	Hartzler Library	LB303/LB304	Meetings	30/40
Martin Chapel	Seminary	SB215	Multi-purpose	145
Room 106	Science Center	SSC106	Multi-purpose w/stage	272
Classrooms	Science Center		Available when classes aren't in session	30-272
Strite Conference Room	Campus Center	CC105	Multi-purpose	40
Common Areas	University Commons	UC100, UC100.1 UC200, UC200.1	Multi-purpose	100-200
President's Reception Room	Univ. Commons	UC201	Special occasions Contact President's Office to reserve	30
Seminar Rooms	Univ. Commons	UC211/UC212	Conference rooms	16 each
Park Cabin	Park Woods	PC101	Multi-purpose No running water, cooking stove or restrooms	

For open air fires, the person planning the event needs to complete an "Open Air Fires-EMU Policy" form and check out a fire extinguisher and a bucket for water. Contact Physical Plant at 432-4390 for more information.

## Sponsoring Speakers and Demonstrations

1. EMU reserves the right to properly regulate the on-campus appearance of extra-curricular lecturers and guest speakers. Students are expected to reference a proposed invitation with their organization's faculty or staff advisor.
2. All students have a right to lawful and peaceful demonstrations provided they do not disrupt class work or other university business or create substantial disorder or invasion of the rights of others. Questions about this policy may be addressed (in advance of a planned demonstration) to the VP for Student Life.

## Box Office

The Box Office is located in the lower lobby of the University Commons and is open Monday-Friday from 10:30 am – 2:30 p.m. when tickets are on sale. To order tickets, please call (540) 432-4582 or visit our website <http://www.emu.edu/boxoffice/> for information on ordering tickets online. If you want to sell tickets, please contact the Box Office manager at (540) 432-4663.

## Auxiliary Services

This office provides supervision and oversight to several services on campus including university owned apartment rentals, the Box Office, custodial services, facility set-up, and University Commons' facility management. Additionally, this office serves as the EMU liaison with Pioneer College Caterers and Follett Bookstore which is our university food service provider and university bookstore. The Auxiliary Services Office also coordinates groups visiting campus for everything from wall climbing to large-scale meetings and catering, sporting events and occasional concerts. Summer activity resembles the operation of a large hotel/conference complex. Summer conference assistants (students) learn valuable skills as they assist in providing excellent customer service to the groups. The office is located near the main first-floor entrance of the University Commons.

## Constituency Relationships

The advancement division staff welcomes student suggestions and cooperation in relating to the University's diverse constituency. The division consists of three departments: Alumni and Parent Relations, Development and Church Relations, both of which are located on the 3<sup>rd</sup> floor of the Campus Center and Marketing and Communications located in the Anderson House (at 1160 Park Road). The office of the vice president for advancement is located on the 3<sup>rd</sup> floor of the Campus Center in the administrative suite.

These departments coordinate the university's brand and key messages professional image, conduct all

fundraising for EMU including annual giving, capital campaigns for new and renovated facilities, endowment giving, and work with foundations and corporations for grant support. The advancement team also oversees community and church relations and continuously communicates with alumni, friends, parents and other supporters of the university, including the seminary and CJP. Advancement also implements a variety of special events, including planning for EMU's Centennial in 2017-18.

As part of the advancement division, the alumni and parent relations department coordinates Homecoming and Family Weekend, Parent and Alumni Councils, Tuition Freedom Day, annual fundraising initiatives including class reunion giving, parent and alumni giving programs and phone-a-thons, and various on and off-campus alumni events. The marketing and communications department works with every department and program on campus to provide strategic direction and support in marketing efforts in web, print, photography, social media, publications, and more. Members of the development office engage alumni, parents and friends of the university to invite prayer and financial support and assists donors in establishing or adding to endowed scholarships, academic program endowments and/or chair endowments. The church relations department fosters a healthy relationship with the Mennonite Church USA and other supporting denominations by providing opportunities for worship, leadership, continuing education, interaction and conversations.

## Section Three: Program Specific Information for Undergraduates

### Activities Fee

Full-time undergraduates pay an activities fee of \$70 per semester, while part-time pay \$6 per credit hour. These fees fund a wide variety of recreational and co-curricular activities, listed under “Students Services-Recreational”.

### Allocation of Student Fees

Recognized student organizations and committees that are open to all interested full-time undergraduate students and that are beneficial to the education mission of Eastern Mennonite University may apply to receive funds from the comprehensive student fee. Requests for allocations are considered by the SGA Finance Committee, which is chaired by the SGA treasurer. Regular members of the committee include the SGA executive officers and the vice president for student life as advisor.

The SGA Finance Committee conducts annual budget meetings in the spring of each year for the purpose of allocating funds for the following year. The recommendation of the committee is taken to the Senate for preliminary approval and to the President’s Cabinet for final approval. The Finance Committee has the responsibility of reviewing the financial status of the bodies to which it has given funding.

The following guidelines are used by the Finance Committee in evaluating requests:

1. Only organizations or committees with full recognition status will be considered for allocations.
2. Requests for funding must be submitted in writing to the SGA Finance Committee at least 24 hours before the date of the review. A representative of the organization must be available to meet with the Finance Committee to clarify any items in the request.
3. An organization may request funds for operating expenses by presenting an itemized budget proposal.
4. Requests for funds involving programming must be specific (for example, the name of the film and the current catalog cost). Only program activities providing benefits both to members and to persons outside the sponsoring group itself are eligible for funding.
5. Equipment needs must be submitted as separate one-time requests and must not be included in the annual operating budget request.

6. An organization that has overspent the budget in the previous year may be denied that amount in the following year’s allocation.
7. The following are not normally funded from the comprehensive student fee:
  - a. Organizations that are politically or denominationally affiliated or represent partisan interests.
  - b. Clubs directly related to academic majors, which tend to be exclusive in membership.
  - c. Gifts or contributions to third party charities or causes. (Student fees are for use by students in the on-campus co-curricular program only.)

Funds allocated to student organizations from the comprehensive fee must be retained in a Business Office account. Regular procedures for requesting the expenditure of institutional funds must be followed.

In order to keep the comprehensive student fee as reasonable as possible for all students, organizations are encouraged to consider various methods of funding: membership dues, user fees, gifts and contributions, and fundraising projects.

### Co-curricular Organizations and Activities

Co-curricular program to the educational mission of the university. Therefore, co-curricular programs are planned for the purpose of reinforcement of classroom instruction and academic learning, social interaction, group cooperation, development of leadership skills, service to the community and profitable use of leisure time.

Please contact the director of student programs, x4133, for information on how to develop a new student organization or become involved with existing ones.

All organizations are expected to honor university policies for student life in the same spirit of shared responsibility as are individual students. Misconduct by organization members may result in a sanction against the organization if the organization fails to fulfill its responsibilities or if the misconduct occurs in conjunction with activities planned by the organization.

### Arts, Activities and Organizations

#### Alpha and Omega Dancers for Christ (AODC)

Alpha Omega Dancers for Christ is a liturgical ministry whereby students worship through dance. They learn to praise, pray to, and worship God through the art of rhythmic movement. There are both biblical and historical references to dance; Psalms 149 and 150 instruct us to praise God with dance; and Romans 12:1 and 1 Corinthians 6:19-20 bless the body as a worthy



instrument. For more information, contact the Multicultural and International Student Services office, University Commons, Student Life Suite.

### **Art Gallery**

The EMU art galleries host exhibits each year, including regional and national artists and student shows. For more information, the Visual and Communication Arts (VACA) department x4360.

The Hartzler Gallery is located on the main floor of the library. The Margaret Martin Gehman Art Gallery is located next to the theater in the University Commons.

### **‘Arters Anonymous**

The student-led improvisational theater group, ‘Arters Anonymous, frequently performs on and off campus. The group is open to all members of the EMU community. Auditions are usually held once each semester.

### **Association of Computing Machinery**

ACM gathers to investigate industry standards in computing, debate current practices, and provide professional examples and experiences through competitions and programs. They also partner computer science with other disciplines, investigate the incorporation of missions, service, and peacemaking in technology and develop responsible student leadership.

### **Athletics (Intercollegiate)**

EMU fields varsity teams for men in soccer, cross-country, basketball, baseball, golf, track and field, and volleyball. Women’s sports include field hockey, golf, volleyball, cross-country, basketball, softball, soccer, and track and field. Club sports are sponsored according to student interest.

Both men and women compete as members of the National Collegiate Athletic Association (NCAA) Division III and the Old Dominion Athletic Conference (ODAC). Men’s volleyball, competes in the new, Continental Volleyball Conference (CVC).

The EMU Royals have been competitive in the Conferences and have participated in national post-season tournaments in both team and individual sports. Individuals and teams have won numerous athletic and academic honors at conference, regional and national levels. For more information on any phase of the athletic program, contact the Director of Athletics (ext. 4646) or check our website at [www.emuroyals.com](http://www.emuroyals.com)

#### *Athletic Admission Fees*

- EMU Game Admission: Students, Faculty, and Staff with ID are FREE
- Admission fees are charged for NCAA tournament events.

Intercollegiate athletics are an integral part of life at Eastern Mennonite University. At EMU, Christian values, goals and standards are the foundation for all athletic activities. The athletic program provides men and women with opportunities to experience personal growth in leadership, athletic skills, wholesome attitudes and spiritual understanding. An emphasis is placed on a balance between academic achievement and athletic excellence.

The dynamics of interpersonal relationships are an important consideration of the athletic program. Coaches stress teamwork, interpersonal communication and self-sacrifice. As athletes interact with others and as they are challenged to develop their talents, they learn about themselves in ways not possible in the classroom. EMU athletics provides everyone the opportunity to learn about self, others, and God and how those three intersect and interact.

Athletics also builds campus identity. Athletic events provide entertainment and opportunity for socialization and growth experiences for the entire community.

### **Black Student Union (BSU)**

The mission of The Black Student Union is to provide an arena of support, recognition, celebration and education, where African-American and Black students can take pride in their heritage and share their culture with others from different racial/ethnic backgrounds. We strive to develop unity and leadership opportunities that empower students to learn to work with diverse groups as well as develop positive self-initiatives. BSU facilitates programs and activities at EMU that are relevant to the African-American and Black experience. BSU plans special campus-wide events, along with The Multicultural and International Student Services office, during Black History Month (February). We aim to enrich the life of the campus community by strengthening our common bonds through mutual respect and Christian love. We also strive to build relationships with the broader Harrisonburg area through Community Service Programs. All persons from different racial/ethnic backgrounds are welcomed to participate, learn, and celebrate the history and uniqueness of the African and African-American culture. For more information, contact The Multicultural and International Student Services Office in University Commons, Student Life Suite.

### **Campus Activities Council (CAC)**

The Campus Activities Council is dedicated to providing a variety of exciting activities throughout the academic year for the purpose of fun and fellowship. CAC serves as the main undergraduate social programming body for Eastern Mennonite University and is comprised of a student leadership team and several programming committees. With questions and feedback, contact the director of student programs, x4133.

## **Celebration**

Celebration is a student-led song, prayer and praise service held each Sunday, 9-10 p.m. in Martin Chapel of the seminary building. This worship service is open to all who wish to participate. For information call ext. 4196 or email [celebration@emu.edu](mailto:celebration@emu.edu).

## **Coalition for the Prevention of Sexual Assault**

The coalition is a group of students, faculty and staff who believe in supporting survivors, preventing assault, empowering bystanders, advocating for change and knowing ourselves and our rights. The goal of our coalition is to establish integrated education, awareness and prevention efforts that address sexual violence, encourage sexual well-being and promote healthy relationships.

**Common Grounds Coffeehouse** is EMU's student-run gathering place located on the first floor of the University Commons. Whether you want to grab coffee, have lunch, find a spot to hang out with friends, watch a concert, or just relax, Common Grounds is *the* place to go on campus. Common Grounds Coffeehouse is part of the Division of Student Life. For more information e-mail [commongrounds@emu.edu](mailto:commongrounds@emu.edu).

## **Community of Praise Gospel Choir (COPGC)**

Vision Statement: To celebrate Black American music, culture, and realities through the historical and current expressions of Gospel music.

Mission Statement: We are first and foremost artists. Our medium is Gospel Music. Gospel music is the embodiment of rhythm, language, culture, and spirituality of those a part of the African Diaspora in America. As a choir, we commit to musical professionalism, to inspiring creativity in all those who participate and attend, and to uplift the Black Afro-American experience in a world still dominated by racism. We aim to produce an atmosphere of worship and praise to our Lord and Savior, Jesus who is the Christ. For more information, contact the Multicultural and International Student Services office in University Commons, Student Life Suite.

## **Cycling Club**

This club gives riders, both serious and casual, a place to meet other riders. Weekly rides are taken as weather permits.

## **Disability Awareness Committee**

The purpose of this committee is to offer educational and inspirational programming for the entire campus that increases understanding and support for persons with disabilities. The committee, *initiated by student interest*, provides programming emphasizing a balance of ability and disability. Contact the Office of Academic Access, x4233 with your ideas.

## **Earth Keepers**

Students who wish to establish awareness of environmental issues affecting the campus, local, national, and global communities participate in a variety of activities during the year.

## **Economic Business Innovators of Tomorrow (EBIT)**

The EMU EBIT club strives to provide a network of academic exploration, relationship building and post-grad opportunities among students pursuing accounting, administration and economic vocations. Serving each other, the EMU and Harrisonburg community, and people around the world, EBIT members are challenged and prepared to meet the call of faith-filled ethics in business. Advisor: Walt Surratt, x4156.

## **EMU Explore**

The purpose of this club is to provide an outdoors outlet for any member of EMU's campus community, including faculty and staff. This will benefit the community by eventually being able to provide recreation opportunities and information about local and regional trips, opportunities, and general outdoors knowledge. Advisor: Brian Martin Burkholder

## **Eastern Mennonite Student Women's Association (EMSWA)**

EMSWA's purpose is to empower members of the community; to deepen awareness; to develop relationships; and to create open and safe dialogue all with the focus on women and gender studies. Advisor: Kirsten Beachy.

## **Fellowship of Christian Athletes**

All EMU athletes, students and coaches will have an opportunity to strengthen their spiritual lives and to learn about Christ through activities centered on the FCA Vision, Mission and Values Statements. FCA's vision is to see the world impacted for Jesus Christ through the influence of athletes and coaches. Our mission is to present to athletes and coaches and all whom they influence the challenge and adventure of receiving Jesus Christ as Savior and Lord, serving Him in their relationships and in the fellowship of the church. FCA's values are to show how our relationships will demonstrate steadfast commitment to Jesus Christ and His Word through Integrity, Serving, Teamwork and Excellence. We believe that FCA will grant our student-athletes a chance to strengthen their spiritual lives and to learn about Christ in the mist of our busy schedules with academics and athletics.

## **International Student Organization (ISO)**

The mission of this group is to support international students as they adjust to life at EMU and to bring international and American students together for intellectual and social interaction in a multicultural setting. We welcome any undergraduate, graduate or

Intensive English Program student enrolled at EMU, regardless of nationality. For more information, contact the Multicultural and International Student Services office in University Commons, Student Life Suite.

### **Latino Student Alliance (LSA)**

LSA is a source of encouragement, strength and support for all Latina/o students. Our main goal is to help facilitate a positive transition for Latino students to the EMU community. LSA provides a place for Latino Students to celebrate and take pride in their heritage. LSA co-leads the implementation of Latina/o Heritage Month (Sept. 15<sup>th</sup> - Oct. 15<sup>th</sup>), with the Multicultural and International Student Services office. Educational, cultural, spiritual and social programs are planned for all to enjoy. We welcome and invite non-Latinos to take advantage of this wonderful on-campus, cross - cultural opportunity to embrace, learn and celebrate Latina/o cultures! For more information, contact the Multicultural and International Student Services office in University Commons, Student Life Suite.

### **Math Club**

The Math Club strives to enhance the educational experience of math students and those students interested in math. It also promotes community services by coaching a junior high math team.

### **Third Culture Kid (TCK) Student Fellowship**

TCK offers a place of fellowship and support for TCKs and others who have spent their developmental years in multiple cultures. The TCK Student Fellowship provides a safe environment for students to process their experiences of interacting with the broader society and to share openly about the benefits and difficulties of adjusting to US society from a multicultural background.

### **Music Groups**

The organizations in the following list are open to all students. Credit may be arranged. For more information, contact the director of the group you are interested in joining.

#### Chamber Ensemble

Small ensembles of voices and/or instruments are organized and coached by the Music Department faculty. Groups are formed according to the interest and abilities of the students (by permission). For information: Joan Griffing, griffing@emu.edu

#### Chamber Orchestra

Open to students, faculty and members of the community, the orchestra provides an outlet for those interested in symphonic music. Each semester the orchestra plays a varied repertoire. Collaboration with various soloists rounds out each season with ample performance opportunities. Director: Joan Griffing, griffing@emu.edu

#### Chamber Singers

A select choir of mixed voices which studies and performs music from various periods of choral literature. Performances occur on and off campus, with an off-campus tour each year. An audition is required. Director: Kenneth J. Nafziger, ken.j.nafziger@emu.edu.

#### Choir Without Borders

A large choir of mixed voices, singing music from a variety of eras and cultures. A minimum of one on-campus concert is scheduled each semester, with an occasional off-campus concert. Other opportunities sometimes include involvement in chapel. All interested singers are encouraged to participate. Director: James Richardson, ext. 4221, james.richardson@emu.edu.

#### Emulate

Emulate is an intimate vocal ensemble specializing in jazz, modern, and contemporary concert literature, both secular and sacred. Performances occur on and off campus; including several touring opportunities. The ensemble is under the direction of Ryan Keebaugh. Audition is required.

#### EMU Jazz

A small ensemble featuring rhythm, brass, and saxophones emphasizing contemporary jazz solo improvisation. The group performs on campus and for local churches and schools. Audition is required. Director: Mark Whetzel, mark.whetzel@emu.edu.

#### Flute Lessons

Calling all flute players! Elizabeth Brightbill, flute instructor in the music department has openings for students interested in applied lessons in classical or Irish flute playing (Irish style can be taught on either the modern Boehm flute or wooden simple-system flute). Please contact Elizabeth at Elizabeth.brightbill@emu.edu

#### Wind Ensemble

This large instrumental ensemble of wind and percussion instruments is open to students, faculty, and members of the community. The wind ensemble plays a varied and challenging repertoire. Director: John Dull, john.dull@emu.edu.

#### Men's Choir

A choir for men's voices that will rehearse one day a week. No audition is required. The choir will be used to add to the musical life of the campus, and will, on occasion, perform with the Women's Choir. Contact Mathew Hunsberger for more information, matthew.hunsberger@emu.edu

#### Women's Choir

A choir for women's voices that will rehearse one day a week. No audition is required. The choir will be used

to add to the musical life of the campus, and will, on occasion, perform with the Men's Choir. Contact James Richardson for more information, james.richardson@emu.edu

#### National Association for Music Education

This is a professional organization that aims to acquaint future music teachers with current issues and trends of music education. Members receive the Music Educators Journal each month and the group attends a conference each year. The EMU chapter also welcomes non-music majors.

#### **International Nursing Honor Society**

Sigma Theta Tau, Pi Mu Chapter-at-Large is a combined international honor society with James Madison University and EMU. Honor Society membership brings together students, faculty, and nursing leaders in the community. Membership is offered to students who are in the top one third of their class. The purpose of the honor society is to provide opportunities which encourage growth, further education and enhance professionalism of nursing students who have demonstrated academic excellence. Sigma Theta Tau emphasizes research, scholarship, and innovations in nursing and health care.

#### **Peace Fellowship**

This group invites speakers, screens films, raises awareness about current events, and plans inter-collegiate trips to facilitate broader student participation in peace and justice issues. Peace Fellowship poses this question: "What does it mean to live a Christian life advocating wholeness and justice at home and abroad?" Advisor: Gloria Rhodes, x4270.

#### **The Phoenix**

The Phoenix is EMU's student-led literary arts journal, a compilation of photography, poetry, and short stories that gets published each spring by students at EMU. Since its first issue in 1958, the Phoenix has become a great venue for students, faculty, and staff to share their creative work. And for students who decide to serve as editors and designers, it's also a great opportunity to see a journal through its beginning to final stages of publication.

#### **Pre-Professional Health Society**

This group encompasses all pre-professional health science students (except nursing), including those interested in pre-medicine, pre-dentistry, clinical laboratory science, pre-physical therapy, pre-occupational therapy, pre-podiatry, pre-optometry, and pre-veterinary medicine. Students interested in allied health programs or biomedical graduate program in public health, pharmacy or pharmacology, neurobiology, microbiology, physiology, anatomy, pathology, etc. are included. The organization provides opportunities for social interactions, learning about health science professions, visits to medical schools and

clinics, and programs on applying to professional health science schools. Advisor: Jeff Copeland x4625

#### **Recreational Sports**

Students and faculty are provided an opportunity to participate in positive recreational activities that appeal to a wide variety of people. Over 60% of the student body currently participates. Events are conducted tournament style or operated on a league basis. The leagues that are currently offered include volleyball, floor hockey, basketball, kickball, tennis, football, dodge ball and outdoor and indoor soccer. Tournaments are offered on the weekends and include billiards, volleyball, table tennis, sand volleyball, disc golf, and 3-on-3 basketball.

Students, faculty, staff, and their spouses are welcome to participate in the various events. Interested persons should form teams and register at [www.simleagues.com/EMUI](http://www.simleagues.com/EMUI) or contact the coordinator of Recreational Sports (ext. 4644). Financial responsibility for the treatment of any injury incurred while participating in a recreational activity belongs to the participant.

#### **Res Judicata**

This group raises awareness on campus and in the Shenandoah Valley as to how law helps shape local, national and global affairs. Students debate and invite speakers to address how peace, justice, faith, and reconciliation relate. Res Judicata also enables planning for a law-related vocation and graduate school. With graduate studies costing about \$50,000+/year, Res Judicata can provide helpful GRE and LSAT test-taking skills and strategy sessions to help students achieve their post-EMU goals. Advisor: Mark Sawin, x 4468.

#### **Royals Ambassadors**

EMU Royal Ambassadors & Executive Royal Ambassadors are passionate about Eastern Mennonite University, articulate, fun, and dedicated to recruiting the best and brightest Royals. The Undergraduate Admissions Office looks for students who bring a variety of EMU experiences, both on and off campus. Royal Ambassadors are eager to represent the campus community to past, present, and future students and their families by sharing their love and knowledge of EMU through hosting, tours, and escorting prospective to class, chapel, and other campus events.

#### **Safe Space**

EMU Safe Space desires to be an open and loving space affirming people of all sexual orientations. They long to engage respectfully with students, faculty, and administrators as a presence for the LGBTQ community, creating a space for safe dialogue about sexual identity and sexual expression. Advisors: Deanna Durham, x4912 or [deanna.durham@emu.edu](mailto:deanna.durham@emu.edu); Steven Johnson, x4364 or [steven.johnson@emu.edu](mailto:steven.johnson@emu.edu).

### **Social Work is People (SWIP)**

SWIP is social work students' club, which plans campus wide activities related to social issues, including the annual *Take Back the Night* event. Additionally, SWIP promotes professional development and organizes events for social work majors. Advisor: Melody Pannell x4454.

### **Student Education Association (SEA)**

This is a voluntary organization open to all of EMU students interested in teaching early childhood, elementary, secondary, all-grade and special education that meets approximately once a month to learn more about teaching and/or complete service projects.

Students are provided the opportunity to join the Virginia Education Association (VEA) but are not required to join for membership in SEA. Membership in VEA entitles the student to affiliate membership in the National Education Association (NEA), including its student publications, for one year and a subscription to the Virginia Education Journal. Student teachers receive \$1,000,000.00 in liability insurance with VEA membership and encouraged to join.

SEA executive board members will be elected in the fall by the membership. Advisor: Beth Lehman x 4368 Education Office, ext. 4142

### **Student Government Association (SGA)**

All EMU undergraduate students compose the membership of this organization. SGA coordinates student involvement in the campus community, organizes student opinions concerning campus life, communicates concerns to and from the administration, aids in decision making, educates about representative government and encourages each student towards full Christian commitment.

The executive committee is headed by the SGA president/co-presidents and includes the following elected officers: vice-president, secretary, and treasurer.

The senate is composed of 13 elected students, a faculty representative and an administrative representative. The vice-president for student life is an ex-officio member. Students are assigned to serve on specified EMU committees and are given a vote on most of those committees. Senators are responsible to report on those committees to SGA as well as to represent students and their concerns.

#### ***2016-17 SGA Officers***

Co-Presidents Quinn Kathrineberg; and Elisabeth Wilder

Vice President: Kat Lehman

Treasurer: Tyler Denlinger

Secretary: Taylor Esau

Vice President for Marketing: Rachel Holderman

### **Student Nurses Association (SNA)**

SNA is dedicated to giving voice to current and future nursing students. SNA maintains a connection with the nursing faculty and are active participants in departmental meetings. As an organization SNA strives to develop future nurse leaders who learn the importance of responsibility, delegation, appropriate use of power and promoting a team environment.

All EMU nursing students are automatically members of SNA upon entering the program. Students are charged \$5 per semester.

Leadership roles include a president, co-president, secretary and treasurer.

### **Sustainable Food Initiative**

SFI advocates for and lives into a new food system that is more sustainable. They desire to create a more sustainable food system at EMU. To do this they care for the campus garden, promote local eating through monthly local meals in the cafeteria, and develop a way of using the cafeteria leftovers to support the community. Advisor: Gregory Sachs x4010.

### **Table Tennis Club**

The Table Tennis club encourages recreation and relationship building through table tennis. It also helps to expand the opportunities for students to become involved in a group. Advisor: Christian Early, x4456.

### **Theater at EMU**

EMU Theater produces a full season of theatre performances, both faculty and student-directed pieces, from main stage musicals to studio performance art and everything in between. Notice of auditions, performances and other events may be found on the campus events calendar or on the departmental web page. Every student at EMU is welcome to participate in theater activities. Students may also earn up to three semester hours of credit through their participation. Students involve themselves in acting; directing; playwriting; scenic or costume construction; lighting, scenic, costume or sound design; music composition; promotions; public relations; or box office operations. The department offers work-study positions in most technical and publicity areas.

### **Valley Aikido: Way of Harmony**

A martial art that creates body, mind and spirit integration towards peaceful and harmonious interaction. For more information, please contact the advisor, Eric Payne at [eric.payne@emu.edu](mailto:eric.payne@emu.edu)

### **Weather Vane**

This is a weekly campus newspaper produced by and for students. Those interested in reporting, editing, layout and design, photography, circulation, business management and advertising sales are encouraged to become involved. Weather Vane works with

contributing writers. Weather Vane contributors may be work study, practicum, or volunteer. The 2015-16 editors-in-chief are Devon Fore and Jacinda Stahly.

## **Y-Serve**

Y-Serve, a student organization that provides opportunities for mission, service, and outreach in the name of Jesus. The Y-Serve leadership team of student leaders and a campus pastor advisor, plans and coordinates service opportunities.

Y-Serve provides a place to discuss, encourage, and grow a desire for missions, provides opportunities to engage in service both locally and more widely, and facilitates ministry opportunities by creating partnerships with area churches, agencies and organizations.

Highlights of the Y-Serve program include community service projects, Y-scholarships for seminars and conferences, and spring break Y-trips. More information about Y-Serve is available at [www.emu.edu/y-serve](http://www.emu.edu/y-serve). Contact the leadership team at [y-serve@emu.edu](mailto:y-serve@emu.edu) or 540-432-4115.

## **Campus Ministries**

### *Campus Pastors*

The Campus Pastors are a spiritual resource available to students, faculty and staff for conversation, counseling, support and prayer. The pastors offer pastoral care, invite and nurture leadership, and coordinate programs for spiritual formation and growth including university chapel services, faith formation groups, Bible study speakers and spiritual retreats. The Campus Ministries Offices are located in the University Commons, 2<sup>nd</sup> floor, Student Life Suite and the Northlawn Prayer Room area.

### *Campus Pastors*

Brian Martin Burkholder, University Campus  
Pastor/Director, 4115, [brian.burkholder@emu.edu](mailto:brian.burkholder@emu.edu)  
Lana Miller, Undergraduate Campus Pastor, 4273,  
[lane.miller@emu.edu](mailto:lane.miller@emu.edu)

### *Chapel (University Chapel)*

The chapel experience at EMU reflects God among us in the context of a Christian (Mennonite) liberal arts university. University chapel nurtures members of the campus community in faith, hope and love as disciples of Jesus Christ. A community gathering place for worship and forum, university chapel reflects an Anabaptist/Mennonite perspective as well as the diverse gifts, traditions and cultures of the broader Christian faith.

University Chapel is held every Wednesday and Friday from 10-10:30 a.m. in the Lehman Auditorium. Chapel Gathering is held regularly on Tuesdays and Thursdays

beginning at 11 a.m. in Martin Chapel (Seminary building).

### *Chapel Attendance Policy*

All offices and departments, other than essential services, are closed during university chapel period in order to allow the community to attend and support chapel.

All undergraduate students, faculty and staff are expected to regularly participate in chapel experiences at Eastern Mennonite University. Students, faculty and staff are expected to attend at least one chapel each week.

### *Chapel Schedule and Podcasts*

The schedule for university chapel is posted in the events box of the My EMU (portal). It is found at this link: <http://www.my.emu.edu/ics>. Podcasts of input from university chapel services are posted at this link: <http://emu.edu/blog/podcast/>.

### *Ministry Assistants and Pastoral Assistants*

Ministry Assistants (MAs) are students who have been called and equipped to serve as spiritual resources on the residence hall floors. Their ministry includes facilitating Bible studies and small groups and being available for conversation, peer support and prayer. Training and support is offered to all MAs through class, retreats and ministry support groups led by pastoral assistants.

Pastoral Assistants (PAs) are mature student leaders who assist the campus pastors in planning and leading chapels, mentoring and training MAs and with special events and ministry on campus.

### *Small Groups*

Assistance and support in forming small group ministries is provided. Any student desiring to lead a specific type of small group is encouraged to discuss it with a campus pastor or pastoral assistant.

### *Retreats and Adventures*

Periodic faith and spiritual growth retreats are offered through campus ministries. One-day and overnight retreats, focusing on exploring one's vocation and Christ's call for one's life, are offered in the fall and spring. Other options include quiet prayerful retreats, spiritual disciplines retreats, and outdoor adventures.

### *Spiritual Direction/Companion*

Campus pastors will assist students in finding a seminary student spiritual companion and provide spiritual direction themselves as available.

### *Spiritual Renewal and Spiritual Life Weeks*

Once each semester, additional emphasis is given to spiritual awakening and renewal on campus. Christian

leaders are invited to provide input and special activities are planned by campus pastors, pastoral assistants and other interested students.

## Disciplinary Information and Policies<sup>17</sup>

### Discipline in an Anabaptist Christian Community

The purposes of discipline at Eastern Mennonite University are to create an opportunity for change and growth in the individual and to maintain an environment that furthers the educational purposes of the academic community. For these reasons, a punitive list of actions with specific punishments is not kept. Instead, a model of restorative justice (RJ), taking into account the harm done to persons and the context for a particular incident, is practiced when possible and amenable to all concerned parties. Please note that Title IX regulations do not currently allow RJ to be used to adjudicate sexual assault/misconduct cases. Such cases are addressed using a specially trained Title IX university review board.

As a private, Christian university governed by Mennonite Education Agency, EMU seeks to provide an educational setting where faculty, administrators, staff and students work together in the common purpose of creating and maintaining the highest possible standards of academic and community life. This task occurs in the context of a community that is characterized by Christian discipleship and responsibility for each other.

The specific standards of EMU reflect two basic concerns. The university encourages and reinforces behavior that is in harmony with the aims and purposes of the institution. At the same time, sufficient freedom of individual action must be permitted in order to foster the personal development of each student.

EMU believes that personal maturity and growth are encouraged most when the entire university community shares in responsibility for one another. Matthew 18:12-17 outlines the principles of this approach to behavior and relationships. Thus, growth is not simply an individual process; rather, it involves the entire Christian community as we seek to share our own convictions and at the same time respect others who may have different viewpoints.

The standards of EMU reflect underlying principles in the Community Lifestyle Commitment to which faculty, administrators, staff and students commit themselves. These principles include the responsibility to love God and to seek after righteousness, to love others and

practice justice, and to exercise stewardship and freedom responsibly.

### Nature and Scope of Authority

The nature of the relationship between a private university and its students is generally viewed as a contract. The terms of the contract are found in printed materials such as this handbook and the materials given to and received from students in the application process.

Prior to admission to EMU, each prospective student is asked to study and respond to the Community Lifestyle Commitment. By enrolling, the student accepts this description of community life at EMU and the disciplinary procedures adopted in order to implement those standards. In turn, the university is committed to offer those programs and services it has promised to the student.

Students are expected to conduct themselves in a manner consistent with this document, whether or not on university premises, and may be considered for disciplinary action whenever and wherever a breach of conduct has occurred. In cross-cultural settings, students may encounter different cultural standards and values. They, along with faculty leaders, will agree upon culturally appropriate behavior. Sanctions may include but are not limited to the student being sent home early from the cross-cultural at the added expense of the student. While at home during vacation periods, students are primarily responsible to their parents and their local churches.

Whenever conduct violates both public law and EMU policies, disciplinary action may be taken by the university irrespective of the action taken by civil authorities. The university enlists assistance from civil authorities when the lives, property or safety of its students or personnel are believed to be in jeopardy and cooperates with law enforcement officers as they carry out their duties as long as institutional philosophy and Christian principles are not compromised.

### Lines of Responsibility

The disciplinary authority of the university is vested in the president, provost, vice president for student life, associate dean of students, faculty, and residence life staff, fellow students, and individuals themselves.

Self-discipline is the foundation of accountability. One of EMU's goals is to help students become less dependent on rules and more dependent on ethical principles to govern their behavior. The highest objectives of self-discipline are consistent with biblical principles and are emphasized in the Community Lifestyle Commitment: "I will seek to follow Christ's

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<sup>17</sup> Any situations related to sexual violence or Title IX will be handled by the Title IX Coordinator according to the Sexual Violence and Misconduct policy. *See Section 1: University Policies and Expectations, Sexual Violence and Misconduct Policy*

example of unselfish love in my actions, attitudes and relationships.”

When an individual realizes that his/her behavior is contrary to community lifestyle expectations and self-reports such behavior (prior to an incident report), university officials engage the student outside the usual disciplinary process. Responses will focus on support and accountability for the student while also taking into account safety and security concerns.

When self-discipline breaks down, members of the EMU community are expected to share responsibility for each other’s growth and to confront one another in a spirit of concern and caring.

Behavior that is inappropriate to community life may require official confrontation by a community advisor, a residence director or another university official. It is generally desirable for this confrontation to occur at the level closest to the infraction. Issues unresolved at one level are generally taken to the next higher level of authority.

Any student, faculty or staff member may bring an alleged behavioral violation to the attention of the associate dean of students for investigation. Formal action requires compelling evidence and/or direct sensory observation (i.e. seeing, hearing, sensing, tasting, smelling, touching). Hearsay-only accounts are not sufficient for disciplinary action.

Other persons believed to have knowledge of the incident may be asked to meet with the university official (and/or review body) who is conducting the investigation or with a judicial body. Names of individuals who serve as witnesses in an investigation are kept confidential and are not generally shared with the referred student(s).

### **Standards of Conduct<sup>18</sup>**

EMU recognizes its students as adults who can be expected to obey the rules and regulations of the university, take personal responsibility for their own conduct, and respect the rights and property of others. The university does not police the personal lives of students or invade their privacy without due cause. However, students who cause disorder, present a danger to themselves or others, or inflict property loss or damage are disciplined.

The list of standards presented below is not comprehensive, but is believed to be in the best interests of all members of the campus community and are applicable to cross-cultural and other off-campus programs. In cases not specifically described here, students are expected to govern their behavior in harmony with biblical principles.

### *Alcoholic Beverages*

Eastern Mennonite University supports nonuse of alcohol and prohibits the misuse of alcohol, where misuse refers to underage drinking and/or drinking to excess. (See alcohol, tobacco and illegal drug policy in “University Policies” section.). The possession or use of alcohol is strictly prohibited from the EMU campus as well as at all university-related functions. Remaining in the presence of persons who consume alcohol on campus or at EMU-sponsored activities is also considered a violation. Those who host (i.e. provide a venue and/or provide alcohol or other substances where misuse occurs) will receive more serious outcomes. All members of the community are encouraged to report alcohol use by themselves or others preferably as a self-report for follow-up by EMU personnel.

### *Damage or Destruction*

Damage to or destruction of property owned or operated by the university, its’ students, faculty, administrators and staff is prohibited. Conduct which threatens to damage, or creates hazardous conditions such as dropping, throwing, or causing objects or substances to fall from windows, doors, ledges, balconies or roofs is also prohibited.

### *Dishonesty*

All forms of dishonesty, including cheating, plagiarism, forgery, furnishing false information to university officials acting in the performance of their duties, and falsification of official documents are prohibited. Also see “Academic Integrity” in the policy section.

### *Drugs*

The use and possession of drugs prohibited by law (such as hallucinogens, heroin, cocaine and marijuana) and the abuse of those drugs controlled by law (such as prescription drugs, narcotics, amphetamines and barbiturates) are prohibited. In addition, any substances which mimic the effects of illegal drugs or controlled substances (e.g. K2, bath salts, “designer drugs”, etc.) are also prohibited. Drug paraphernalia or other contraband are also prohibited. If for any reason drugs are suspected in an on-campus location, those said locations including residence hall rooms and personal vehicles may be searched and drugs or other contraband confiscated.

### *Endangerment*

Actions or threats which put other persons in real or imagined danger are prohibited.

### *Facebook & Social Networking Sites*

Many students use Facebook, Twitter, Instagram, and other social media on a regular basis to communicate with friends from EMU and other schools. When any

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<sup>18</sup> Any situation related to sexual violence or Title IX will be handled by the Title IX Coordinator according to the Sexual Violence and Misconduct Policy. See Section 1: University Policies and Expectations, Sexual Violence/Misconduct Policy



inappropriate pictures or other questionable entries are reported to Student Life staff, disciplinary action may be taken if necessary. Inappropriate entries that do not fit our CLC may be removed or blocked from on-campus servers by our IS department.

It is important for students to be aware that the web is treated as “public” rather than “private” space. Anything that is not encrypted can be read by others. Old information that is erased may actually be stored in various databases of search engines such as Google, etc.

### *Fire Extinguishers/Alarms/Suppression Systems/Emergency Notification Devices, etc.*

Tampering with any of these will incur a fine of \$500 and may result in additional outcomes (i.e. restitution for harmed parties, meeting with local fire department officials), and/or legal repercussions.

### *Gambling*

The exchange of money and/or goods by betting or wagering is viewed as an unwise use of one’s resources and is prohibited.

### *Hazing*

The university prohibits hazing. Hazing is defined as “actions which are initiated against someone’s will by harassing through force, banter, ridicule or criticism”. Hazing is an act that, as an explicit or implicit condition for initiation to, admission into, affiliation with, or continued membership in a group organization, could be seen by a reasonable person as endangering the physical health of an individual or as causing mental distress to an individual through, for example, humiliating, intimidating, or demeaning treatment; destroys or removes public or private property; involves the consumption of alcohol, other drugs, or other substances; or violates any of the policies of the university. Hazing that involves sexual misconduct will be investigated by the university’s Title IX coordinator in addition to other campus officials.

### *Inappropriate Use of Internet*

Visiting pornography sites and use of so-called “hook-up” apps for the purpose of developing inappropriate relationships, or other immoral uses are strictly prohibited (See also University Policies: Information Systems Policies).

### *Language Abuse*

Profanity, vulgarity, and the use of words or names that demean, intimidate, or contain threats of unwanted physical contact or damage to property are prohibited.

### *Non-Compliance*

Failure to comply with reasonable requests, sanctions, or directions is prohibited.

### *Open Hours*

Students will be fined \$1 per minute during the first hour beyond closing if on an opposite gender hall after open hours. Students occupying the room are also charged if a student of the opposite gender is visiting after open hours. A \$75 fee plus additional outcomes are assigned for incidents over 60 minutes beyond hall closing, following a staff review. Three hours past open hours may be considered an overnight visitation; outcomes will be determined by a staff review. Students with repeat violations will be subject to additional outcomes determined by staff review.

### *Pranks*

Actions which cause harm, damage and/or inconvenience to others and property are strictly prohibited.

### *Racial or Ethnocentric Harassment*

Respect for the dignity of all persons is the standard. Communications, actions or threats which intentionally denigrate others because of their race, sex, sexual orientation, gender identity, religion, age, handicap or national origin are prohibited.

### *Retaliation*

Retaliation against any student, faculty or staff member reporting an alleged policy violation, regardless of where such conduct or retaliation might occur, is prohibited.

### *Title IX: Sexual Violence/Misconduct<sup>19</sup>*

EMU prohibits all forms of sexual violence and misconduct. The University has a full Sexual Violence/Misconduct policy including resources, options and procedures for persons who report having been sexually assaulted (see <https://www.emu.edu/safecampus/>). Reporting to local police is also an option that EMU officials support and encourage. One reason for reporting to both campus and civil authorities is that both investigations proceed independently and have different standards of proof. Title IX requires campuses to use a “preponderance of the evidence” standard to determine if sexual violence or misconduct has occurred (i.e. it is more likely than not that it occurred).” (OCR, Dear Colleague Letter, April 4, 2011). Criminal investigations use the “beyond a reasonable doubt” standard.

### *Sexual Assault/ Sexual Violence*

The terms sexual assault or sexual violence imply sexual contact without consent and with or without the

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<sup>19</sup> Any situation related to sexual violence or Title IX will be handled by the Title IX Coordinator according to the Sexual Violence and Misconduct Policy. See Section 1: University Policies and Expectations, Sexual Violence/Misconduct Policy

use or threat of force, regardless of the relationship of the parties. Sexual offenses include rape, forcible sodomy, object sexual penetration, aggravated sexual battery, sexual battery, and attempted sexual offenses, incest and statutory rape. Sexual offenses are defined as “offenses against chastity, common decency, morals, and the like” and include incest, statutory rape, indecent exposure, indecent liberties, and attempted sexual offenses.

### *Sexual Harassment*

Sexual harassment is defined as unwelcome sexual advances, request for sexual favors, and/or other verbal or physical conduct or written communications of an intimidating, hostile, or offensive nature, or action taken in retaliation for reporting such behavior, regardless of where such conduct might occur, when:

1. Submission to such conduct is made a term or condition of an individual's employment or academic performance.
2. Submission to or rejection of such conduct by an individual is used as the basis for decisions such as employment, promotion, transfer, selection for training, performance evaluation, or the basis of academic evaluation.
3. Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working or educational environment or interfering substantially with an employee's work performance or student's academic performance.

It occurs when a person with power abuses power. It is a breach of the trusting relationship that normally exists between students and professors in the academic community. Sexual harassment creates confusion because the boundary between the professional role and personal relationship blurs. The harasser introduces the personal element into what should be a sex-neutral situation.

The difference between voluntary sexual relationships and sexual harassment are the elements of coercion, threat, and/or unwanted attention that exist in a nonreciprocal relationship. Sexual harassment usually is unwelcome and repeated behavior, but in some instances it can be an action that occurs only once. In most normal interpersonal relationships, an individual can exercise freedom of choice in deciding with whom he/she wishes to establish a close, intimate relationship. These choices are based on mutual attraction, caring and a reciprocal interest in pursuing the relationship. These elements are absent in sexual harassment. *See Section 1: University Policies and Expectations, Sexual Violence and Misconduct policy*

### *Sexual Misconduct*

The definition of sexual misconduct includes any one or more of the following: a) sexual exploitation, b) sexual abuse, and/or c) any form of premarital or extramarital

genital activity regardless of whether consent is implied or given. EMU prohibits all forms of sexual misconduct.

### *Violence: Domestic/ Relationship*

Threatening, attempting, or engaging in violence as well as responding to violence with violence against another person or group is prohibited.

*Domestic violence* means the threat of such acts committed against an individual in a domestic situation, regardless of whether these acts or threats have been reported to law-enforcement officers. Such threat must be a threat of force which would place any person in reasonable apprehension of death or bodily injury.

### *Stalking*

Stalking is commonly defined as “a pattern of behavior directed at a specific person that would cause a reasonable person to feel fear”. In Virginia, stalking is defined by the Code as: Any person who on more than one occasion engages in conduct directed at another person with the intent to place, or when he/she knows, or reasonably should know, that the conduct places that other person in reasonable fear of death, criminal sexual assault, or bodily injury to that other person or to that other person's family or household member.

The conduct may cause the other person reasonable apprehension of imminent physical harm or substantial impairment of the other person's ability to perform the activities of daily life. Contact includes but is not limited to communication (in person, by phone, or by computer), following a person, and watching or remaining in the physical presence of the other person.

### *Telephone Misuse*

Use of cell phones or other telephone systems to disturb, alarm or harass other persons at any time of day or night is strictly prohibited.

### *Theft*

Theft of money or property, shoplifting, possession or stolen property and the unauthorized use of personal or institutional property are prohibited.

### *Tobacco*

The possession or use of tobacco is prohibited in all university buildings as well as at university related functions. No smoking is permitted within 25 feet of any university building, nor anywhere on EMU property unless specifically posted as a designated smoking area. Exceptions are made for unique circumstances with explicit permission from the vice president for student life.

### *Unauthorized Use or Entry*

Unauthorized entry into, presence in, or use of university facilities, equipment or property which has not been reserved or accessed through appropriate university officials is prohibited.

### *Weapons*

The use or possession of firearms, explosives, knives, bows, flammable materials or weapons of any kind (including BB, paintball, pellet, and airsoft guns) is prohibited on the university campus or at any university-related function. If any of these items are needed on campus for educational purposes, the vice president for student life must be contacted for prior approval. The vice president must also be contacted for storage questions related to hunting weapons. If weapons are allegedly stored on campus in a locker, room, or vehicle, campus authorities may search said location and confiscate weapons or other contraband that may be found.

### **Disciplinary Procedures<sup>20</sup>**

The student disciplinary process is intended to create an opportunity for students to accept responsibility for their behavior and create an opportunity for growth and change. The process is an administrative rather than a criminal, civil or juvenile law process and attempts to model restorative justice by addressing the harm done to the victim and the community.

Matters of concern which do not necessarily involve rule violations, such as self-defeating behavior and attitudes, problems with interpersonal relationships, and perceived need for personal counseling may be brought to a student's attention in a private conference. This type of confrontation is without recourse to disciplinary procedures and no disciplinary record is created.

A member of the Student Life Division shall assume responsibility for the preliminary investigation of an alleged standard of conduct violation in consultation with his or her immediate supervisor. All pertinent sources of information are checked, including a discussion with the respondent(s). If there is evidence to support that a violation has occurred, it is the responsibility of the supervisor to determine which of the review bodies should be used. Students who have a class during a scheduled review must notify the Student Life Office to make alternative arrangements. Students who fail to attend a scheduled hearing/review may be issued outcomes in absentia.

Students who lodge a complaint against another student or those victimized may request to be involved in the disciplinary process. However, to avoid re-victimization, complainants will not generally be required to meet directly with the respondent who allegedly committed the offense.

The university reserves the right to temporarily suspend a student prior to formal review if in the opinion of the administration the student shows either an extreme (1)

behavioral concern or (2) medical concern which poses potential danger to self or others.

**NOTE: Violations which are handled during final exam week will result in student removal from the residence halls. A student may be permitted to take exams but will be prohibited from all residence hall areas.**

### **Staff Review**

#### *Function*

These procedures involve a meeting between the respondent and one or two Student Life staff members. This type of review is used when the welfare of the student or best interests of the community are served by private and informal proceedings or the timing of the violation warrants such.

#### *Procedures*

Generally, the process will be:

1. A staff member and a student meeting during the preliminary investigation phase may agree to consider their meeting a staff review. At other times, a respondent(s) receives a written statement prior to the staff review stating the standard(s) of conduct alleged to have been violated; the date(s) of alleged occurrence(s); the date, time, and place of the hearing.
2. The standard of conduct violation is discussed informally and in private. The student may be invited to participate in this process.
3. The staff members consult or the single staff member and his/her supervisor consult making a decision regarding the educational/restorative outcomes.
4. The student is notified of the outcomes by letter within two full working days of the review.
5. A copy of the incident report and the outcome of the staff review are placed in the respondent's active student life file. The student is expected to follow through with the outcomes or further disciplinary outcomes will be assessed.

#### *Educational and Restorative Outcomes*

The full ranges of outcomes, including dismissal, are available. In issuing the outcomes, the staff member(s) may consider the student's previous behavior, general attitude and contribution to pertinent academic and community life as well as the rights of affected community members.

The conduct and conflict worksheet provides an overview of what students might expect when they are asked to attend a staff review, including different processes that may be engaged, a summary of common outcomes (when applicable), and questions that are

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commonly asked. Students are encouraged to be familiar with this document before attending a staff review. The worksheet may be found at <http://www.emu.edu/studentlife/StudentConductandConflictWorksheet.pdf>

### *Appeal Procedures*

A respondent may appeal the outcomes issued. The appeal must be submitted in writing within three working days following notification and should be directed to the Vice President for Student Life.

Reasons for an appeal must be clearly stated and based on one of the following:

1. Significant and relevant new evidence.
2. Alleged procedural error which may have materially affected the decision.
3. Claims that the outcomes issued are unduly harsh and arbitrary.

On the basis of these factors, the appropriate individual will review the appeal. A decision will be made to uphold or modify the review board's action. This decision will be communicated in writing within four working days after the receipt of the appeal, except in cases where the review is complex and requires more time or contacts to corroborate or refute claims. This decision is final.

### **University Review Board (URB)<sup>21</sup>**

#### *Function*

The URB normally will hear serious disciplinary cases that involve: violations of the Community Lifestyle Commitment, civil or criminal laws, or violations that become unusually numerous, seriously disruptive or threatening to the campus community. The URB is called upon to exercise sound objective judgment and to recommend outcomes to the vice president for student life.

#### *Membership*

The URB consists of

- a. two university administrators appointed by the President
- b. two faculty members appointed by the Provost in consultation with the President of Faculty Senate
- c. two EMU students in good standing appointed by the Director of Housing and Res Life
- d. one Student Life staff member appointed by the Vice President for Student Life

A trained faculty or administrator shall serve as chair. As much as possible, members of the URB will have limited or no direct personal relationship with the respondent or complainant. Direct personal relationship refers to classroom, club, sports, church or community

activities in which both engage and have regular contact. Efforts will be made to include fair gender and ethnic representation.

### *Procedures*

In order to assure students appropriate rights of privacy, URB hearing are closed to the public, including legal counsel, except when concurrent criminal charges are pending. The role of counsel is limited to consultation only. Hearings may be audio and/or videotaped for future reference and clarification purposes only.

Generally the process will be:

1. A respondent(s) receives a written statement at least two working days prior to the URB hearing specifying the incident of concern; the date(s) of the alleged occurrence(s); the standard(s) of conduct alleged to have been violated; the date, time, and place of the hearing; and the right of appeal.
2. An incident report is given to the URB and to the respondent(s) and/or complainants by a member of the Student Life Division who is available for questions.
3. The respondent(s) and/or complainant(s) are present to discuss the incident and answer questions. The respondent and complainant may each be supported by an advisor who is an employee of EMU and whose role is limited to consultation with the student.
4. Students are generally limited to two witnesses on their behalf. Requests for witnesses to attend must be made at least one working day prior to the hearing.
5. After the situation has been thoroughly reviewed, all persons except for the URB are excused. The URB fully discusses all issues relevant to the case and reaches a decision of responsibility when a simple majority agrees. Appropriate outcomes, if any, are recommended by the URB to the vice president for the student life.
6. The vice president for student life, considering the recommendation of the URB, issues outcomes to the respondent(s), if any, within five full working days of the hearing.
7. A copy of the incident report and outcomes of the hearing are placed in the respondent's active student life file.
8. Specific details of the procedures may be modified to accommodate an individual situation as long as fairness is not compromised. The chairperson and the respondent(s) should be aware of any such modifications prior to the hearing.

### *Educational and Restorative Outcomes*

The full range of outcomes, possibly including a letter of dismissal, is available for recommendation by the

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<sup>21</sup> Any situation related to sexual violence or Title IX will be handled by the Title IX Coordinator according to the Sexual Violence and Misconduct Policy. *See Section 1: University Policies and Expectations, Sexual Violence/Misconduct Policy*

URB. In recommending the outcomes the URB may consider the student's previous behavior, general attitude and contribution to pertinent academic and community life as well as the rights of the affected community members. Considering the recommendations from the URB, the Vice-President for Student Life will issue outcomes. URB recommendations may be modified by the Vice President for Student Life in consultation with the University President and/or the Provost.

### *Confidentiality*

Each member of the URB and any other participants in the hearing process will maintain confidentiality to the fullest extent allowed by law. A breach of confidentiality may result in disciplinary action. In addition, board members may be removed from further service for any such breach.

### *Appeal Procedures*<sup>22</sup>

A respondent may appeal the outcomes issued. The appeal must be submitted in writing within three working days following notification and should be directed to the supervisor of the individual who issued the outcomes.

Reasons for an appeal must be clearly stated and based on one of the following:

1. Significant and relevant new evidence.
2. Alleged procedural error, which may have materially affected the decision.
3. Claims that the outcomes issued are unduly harsh and arbitrary.

On the basis of these factors the appropriate individual will review the appeal. A decision will be made to uphold or modify the review board's action. This decision will be communicated in writing within two working days after the receipt of the appeal. This decision is final.

### **Educational and Restorative Outcomes**

When appropriate, educational and restorative outcomes may include (but are not limited to):

1. mediation or conferencing
2. personal and/or group counseling
3. anger management training
4. application of a specific behavioral contract
5. alcohol assessment and recommendations
6. drug assessment and recommendations
7. community work assignments
8. exclusion from co-curricular or leadership activities
9. restriction of housing or other privileges
10. completion of issue-relevant education activities
11. fines
12. monetary or other restitution

13. re-commitment to the Community Lifestyle Commitment

### **Disciplinary Letters**

1. *Letter of Reprimand*
  - a. The student is notified that his/her behavior has constituted a violation of university policies
  - b. Further violations are expected to result in more serious disciplinary actions
  - c. Additional educational or restorative outcomes may also be issued.
2. *Letter of Probation*
  - a. The student is notified that his/her status is such that further violations of university policies may result in suspension
  - b. Further violations are expected to result in more serious disciplinary actions
  - c. The Community Lifestyle Commitment is reviewed and the student is asked to recommit
  - d. Additional educational or restorative outcomes may also be issued
  - e. Academic advisors, athletic coaches and appropriate staff persons are informed of the probationary status
  - f. A copy of the letter of the probation is generally sent to parents/legal guardians.
3. *Letter of In-School Suspension*
  - a. The Student is notified that he/she is separated from co-curricular activities, intercollegiate sports, and/or other on-campus and off-campus activities.
  - b. Additional educational or restorative outcomes may also be issued.
  - c. Further violations are expected to result in more serious disciplinary actions.
  - d. The Community Lifestyle Commitment is reviewed and the student is asked to recommit.
  - e. Academic advisors, athletics coaches and appropriate staff persons are informed of the in-school suspension.
  - f. A copy of the Letter of In-School Suspension is generally sent to parents/legal guardians.
4. *Letter of Temporary Suspension*
  - a. The student is notified that he/she is separated from the university for a specific period of time up to 10 class days
  - b. Additional educational or restorative outcomes may also be issued
  - c. The student is required to notify his/her parents or legal guardian and make arrangements for leaving campus within 48 hours of notification (unless the decision is being appealed). Parents

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<sup>22</sup> Any situation related to sexual violence or Title IX will be handled by the Title IX Coordinator according to the Sexual Violence and Misconduct Policy. *See Section 1: University Policies and Expectations, Sexual Violence/Misconduct Policy*

- must verify arrangements by contacting the Student Life Office prior to the suspension.
- d. While under suspension, the student is prohibited from university property. This includes all classes, on-campus work assignments and university related activities (athletic/music/drama practices or performances)
- e. Academic advisors, professors, athletic coaches and appropriate staff persons are informed of the suspension.
- f. Students are permitted to make up missed quizzes or assignments at the discretion of their professors. In some cases, students may be permitted to postpone a suspension to avoid a major exam/paper conflict if such is verified.
- g. Following a suspension, the student is placed on probation for two semesters, unless otherwise specified.
- h. A copy of the letter of suspension is generally sent to the parents/legal guardians.
- i. Students who have received a temporary suspension outcome may petition to have the suspension purged from their student record after 365 calendar days with no additional disciplinary outcomes on their record. The request must be made between 365 and 465 days after the date of the violation.

#### 5. *Letter of Indefinite Suspension/Disciplinary Withdrawal*

- a. The student is notified that he/she is separated from the university for an indefinite period of time, but not less than the remainder of the current semester and/or full semester following.
- b. The student is required to notify his/her parents or legal guardians and make arrangements for leaving the campus within 48 hours of notification (unless the decision is being appealed). Parents must verify arrangements by contacting the Student Life Office prior to the suspension.
- c. The student is prohibited from campus property until the vice president for student life or a designee grants permission. If the decision to suspend a student is made within the last four weeks of the semester, imposition of the suspension may be delayed until the following semester, depending upon the gravity of the offense.
- d. Additional educational or restorative outcomes may also be issued.
- e. In some cases a notation is placed on the University Transcript: "Suspended on (date) for a violation of the University's Standards of Conduct." This notation remains until such time as the student successfully completes the term of the suspension and any conditions thereof.

- f. Re-admission involves reapplication through the Admissions Office.
- g. A copy of the letter of suspension/disciplinary withdrawal is sent to the parents/legal guardians.

#### 6. *Letter of Dismissal*

- a. The student is notified that he or she is permanently separated from the university
- b. A notation is placed on the official transcript "Dismissal on (date) for a violation of the University's Standards of Conduct"
- c. The student is required to notify his/her parents/legal guardians and make arrangements for leaving the campus within 48 hours of the notification (unless the decision is being appealed). Parents must verify arrangements by contacting the Student Life Office prior to the dismissal.
- d. Resident students must complete proper checkout procedures with their CA before leaving campus
- e. The student is prohibited from campus property unless permission is granted by the vice president for student life or a designee.
- f. A copy of the letter of dismissal is sent to the parents/legal guardians.

## Refund and Withdrawal Policy

In the case of Dismissal or Disciplinary Withdrawal refer to procedures, adjustments and refund calculations in Section Two of this Handbook. See "Student Services- Financial, Refunds and Withdrawal Policy".

## Residence Life

### Residence Life Philosophy

Eastern Mennonite University is a Christian residential school committed to the education of the whole person. Higher education is a 24-hour experience. Some of this experience takes place in the classroom; an equally important part of the experience occurs in other settings, including the residence hall. Here students face the challenges of personal growth and group sharing as they respond to the invitation to understand and respect each other. A sense of belonging and community develops as students are exposed to differences in backgrounds, ideas, beliefs and personalities. As students learn to live with these differences, they learn more about themselves. The residence experience fosters social, emotional, intellectual and spiritual growth.

### Residence Hall Organization

There is a full-time director of housing, a part-time assistant director, and two full-time resident directors (RDs) that fill out the leadership team. Both RDs are staff members of the department of housing and residence life and the Student Life division. They have

appropriate educational background and experience and are carefully selected on the basis of their ability to provide leadership and facilitate interpersonal relationships among the residents of the hall.

There is a professional staff member living in each residence hall. These staff members are Associate Residence Directors (ARDs) who are also members of the department of housing and residence life and the Student Life Division. ARD's will have appropriate undergraduate education and experience and are carefully selected on the basis of their ability to provide leadership and facilitate interpersonal relationships among residents of the hall.

Community Advisors (CAs) are student paraprofessional members of the residence staff. There is a CA designated to live on each floor of the residence halls. Each residence hall is divided into units with student community advisors as leaders. CA's are carefully selected and trained to serve as peer counselors and facilitators.

## Housing Information

### *Housing Policy*

Because EMU believes that residence hall living fosters social and emotional development, it is required that all full-time single, undergraduate students live on campus. Exemption may be given to students who meet one or more of the following criteria:

1. Earn a total of 90 semester hours and be 21 years of age by September 1 of the academic year in which off-campus housing is requested
2. Live with a parent or legal guardian within 50 miles of EMU campus.
3. Need to reserve an apartment due to marriage plans within the semester
4. Require specialized care as prescribed by a medical doctor.
5. Are 23 years old by September 1 of the academic year.

Off-campus housing is **not approved** for students on academic probation, conditional readmission, and probationary status.

Students must submit a request for off-campus housing documenting their eligibility during the semester prior to living off campus. This form is available on this web page: <http://www.emu.edu/studentlife/residence-life/forms/#off-campus>

It is strongly recommended that international students live in on-campus housing during the first year of their enrollment in order to receive adequate orientation for cross-cultural adjustment and in order that majority students may be enriched by their acquaintance.

Special circumstances not referred to in the above criteria may be presented in writing to the director of housing. A housing committee reviews the requests

before a final decision is made. Registration may not be finalized until the housing status is approved.

### *Housing Options*

The University makes available a variety of living arrangements in an attempt to meet the developmental needs of students. Each residence hall houses men and women separated by floors. The following options are available.

1. **Cedarwood** – houses 120 students; double and triple rooms.
2. **Hillside Suites** – houses 84 upper-class men and women in twenty-five 2- or 4- person suites. Eligible students must be 20 years of age or older or be classified as a junior or senior. Application required.
3. **Maplewood** – houses 84 students; double rooms and 6-person suites and 4 singles.
4. **Elmwood** – houses 84 students; 4 singles, double rooms, and one 4-person suite.
5. **Northlawn** – houses 180 students; single rooms, double rooms, and 4-6 person suites available by application; dining room on ground level.
6. **Parkwoods Apartments** – houses 90 students in two bedroom furnished apartments. Eligible students must be 20 years of age or older or be classified as a junior or senior. Application required.

### *Single Rooms and Room Consolidation*

There are a limited number of rooms on campus that are designated as single rooms. Students are only guaranteed single rooms if they are in one of these. Occasionally, it is possible for students to live alone in a non-designated single room. Students choosing to live alone in a designated double room are charged an additional fee per semester for this privilege. This charge is billed in September for fall semester. Room fees for designated single rooms are billed initially during the summer for fall semester and during the fall for spring semester.

Room consolidation is a procedure that allows the housing office to provide the maximum amount of space to students in the residence halls. The process affects students who live alone in a double occupancy room, which occurs when a roommate does not arrive or withdraws. Students are required to pay a single room fee (an additional fee per semester), move into another student's room, or have another student move in with them. The residence life staff will assist in making decisions about who changes rooms if the students cannot agree. Room consolidation are generally completed by the second week of each semester, or in the case of mid semester changes, by the fifth day after a roommate has left.

### *Theme Housing: When houses are available*

This housing opportunity provides an option for six to eight persons to live together in a house. Students must apply and demonstrate maturity and the ability to live in a group situation. An application, with a full explanation of theme housing, is available from the housing office and students are encouraged to apply late in the fall semester.

## **Residence Life Procedures**

### **Selection and Assignment of Room/Room Occupancy**

#### *Current Students*

For current students who are continuing their enrollment into the following year, room selection procedures begin early in the spring each year. Each student is required to pay a non-refundable, housing down payment (which is credited to the room charge the following spring) before he or she can reserve a room on campus. Students who pay their deposit may participate in the housing lottery according to their fall classification. The housing lottery is conducted in March each year.

Hillside Suites, Parkwood Apartments, suites in Northlawn, and Theme housing require an application. These applications are due in February of each year for the following year. The non-refundable down payment and a contract are required.

#### *New Students*

The director of housing makes room assignments for new students. Students are given housing assignments in accordance with their preferences whenever possible. Assignments are made by entering information from the "Housing Questionnaire and Request Form", completed by all new students on the EMU website. Persons with the most similar responses are assigned as roommates. Late applicants may be assigned on a space-available basis.

The university reserves the right to make housing assignments or to change room assignments whenever this seems in the best interest of the community.

#### *Roommate Assignments for Returning Students*

The director of housing coordinates roommate assignments for new students only. Returning students are responsible for finding their own roommates. If they have trouble finding a roommate they must notify the director of housing. If there are other students needing roommates, this information will be passed along to the returning student.

#### *Check-In*

When checking in to a residence at the beginning of the year, each student must report to his or her community advisor or residence director who issues the room key. The student also completes a room clearance form,

indicating the condition of the room and its furnishings and acknowledging receipt of the key.

#### *Check-Out*

Each resident must check out in person with the CA in the event of a room change or withdrawal, as well as at the end of the year. The room is inspected according to the check-in form and damages assessed. Any charges are placed on the student's account. The resident must sign the room clearance form and turn in the room key. Failure to follow the check-out procedure results in a fine. Students are requested to make an appointment in advance with the CA for checkout. Students need to be checked out by 11:00am on the Saturday after exams, or within 24 hours of their last final, whichever comes first.

#### *Changing Rooms*

Student-initiated room changes are not made during the first two weeks and the last month of any semester. The residence director (RD) must authorize all room changes before any move is made. Mediation is the first step in dealing with any roommate or suitemate conflict. Requests to change rooms will only be considered after mediation is completed. Changes after November 15 will incur a fee. Changes from fall to spring will occur during a room change period at the end of fall semester prior to leaving for break.

#### *Residence Hall Closings*

Residence halls (except for Hillside Suites and Parkwood Apartments) are closed during Christmas vacation and spring break. Students are responsible to make their own housing arrangements during these times. International students may request assistance from the director of International Student Services during those times should temporary housing be needed. The student incurs all costs associated with temporary housing arrangements.

### **Facilities/Services/Policies**

#### *Bicycles*

Bicycles are not permitted in students' rooms, hallways, or stairwells of dormitories. They are not to be stored in or near building entrances. Bicycles are not allowed in academic buildings anytime. Bicycle racks and sheds are provided. All stored bicycles should be locked, never leave bicycles unlocked.

#### *Candles*

Candles are not permitted to be burned at any time, in any resident housing on campus.

#### *Community Damages*

The resident student community shares responsibility for the condition of each residence hall. When damages occur to common areas such as hallways, restrooms, and lounges, individuals are expected to take responsibility



for their actions and behavior. However, in situations where this does not occur, the resident community will share expenses for damages at the end of each semester. EMU encourages its residents to hold one another accountable to be good stewards of our facilities and resources.

### *Community Responsibility*

Students are expected to demonstrate the ability to live interdependently as members of a community. This includes respecting the rights of others. Students who disrupt community life or pose a threat to themselves or others may be required to seek professional assistance or lose their housing privilege.

### *Electrical Appliances*

The use of electrical appliances is limited because of safety and circuit-overload factors. Appliances such as lamps (except halogen bulb lamps), hair dryers, curling irons, etc. are permitted in all buildings. Personal air conditioners are not allowed in any residence hall unless the Housing Office grants special permission for health concerns. Microwaves are permitted only in the floor lounges. Refrigerators that do not exceed 2.5 cubic feet in size or 1 kwh per day in energy consumption and are UL-approved may be used in all residence halls (not more than one per room).

### *Fines*

Failure to adhere to residence policies may result in a fine. The intent of fines is prevention. The following are examples of actions which may result in fines: violation of open hours policy, unauthorized duplication of keys, entrance into a residence hall during Christmas vacation or spring break, unapproved entry into a residence hall, raids, possession or use of fireworks, tampering with fire extinguishers, smoking or possessing tobacco, possession or use of alcoholic beverages or illegal drugs, abusing vending or laundry machines, abusing residence hall property, noise violations, unauthorized room changes, inappropriate art and media forms, failure to leave building during a fire drill; climbing on roofs, balconies, side of buildings; unauthorized use of EMU property (furniture), and failure to comply with requests of RDs, or other staff, regarding specific residence hall policies.

### *Fire Safety*

Fire safety in a residence hall is always a concern. Students should not tamper with existing electrical equipment such as lighting, wiring or switches. Prohibited: possession and/or use of fireworks, tampering with fire safety equipment including ViaRadio/HEARO devices, possession of flammable materials in any quantity, blocking or in any way preventing use of the fire exit doors or residence hall room doors or building hallways. Violators will incur a fine of \$500 and may result in additional disciplinary outcomes. All open flames are prohibited in all on

campus housing. All persons are required to leave the building during a fire drill.

### *Fireworks*

The possession or use of fireworks will incur a fine and/or additional outcomes, since all fireworks are prohibited on campus.

### *Furnishings*

University furniture may not be moved from one room, section or lounge to another without the approval of residence director. Residence hall room furniture may not be moved without approval from the RD. Alterations of any kind to university-owned property are prohibited.

### *Guest Housing*

Adult guests may stay overnight in the residence hall when space is available. All guests need to register with the appropriate community advisor. Registration insures guests of three nights of free lodging. A \$15 per night fee is charged to guests staying more than three nights. A guest may stay a maximum of one week unless special permission is granted. Guests are under the same residence hall regulations as residents. A guest failing to comply with regulations is asked to leave the hall.

### *Inappropriate Material*

Standards from the Community Lifestyle Commitment should be followed in the choice of various art and media forms, including choice of music, videos, and posters hung in rooms. No items pertaining to alcoholic beverages or which are sexually provocative or degrading should be displayed in the residence halls, including cans, bottles or posters. A student may be asked to remove items which do not follow community standards.

### *Inspection of Rooms*

The university reserves the rights to have authorized personnel enter a student's room in cases of emergencies where danger to life, safety, health or property is reasonably feared. Personnel may also search a student's room when there is reasonable cause to believe that EMU policies or federal, state and criminal laws have been or are being violated. Student permission is not necessary for such search procedures. Personnel may also randomly check rooms for safety and guideline infractions.

### *Keys*

Students are responsible for the keys to their rooms and the hall floors. If a key is lost during the year, the student must report it to the CA so that a replacement key can be made. There will be a fee for a replacement key. Any student found with an unauthorized key is subject to disciplinary action.

### *Kitchens*

Residence halls are equipped with kitchenettes for the use of students within that hall. Residents are responsible to keep the kitchen clean and to respect the property of others (food, in particular). Kitchens may be closed or fines levied if these guidelines are not followed.

### *Drink and Snack Machines*

Coin-operated vending machines are available in the residence halls. Any mechanical problem should be reported to your Residence Director or to Pioneer College Caterers directly.

### *Laundry Machines*

Each residence hall is equipped with state-of-the-art laundry machines. Residential EMU students are permitted to use these free facilities. Students who do not live in the residence halls are strictly prohibited from using these machines.

### *Lockouts*

It is very important that you keep your room key with you. If you are locked out of your room, please contact your CA. After your first lockout, the second and subsequent lockouts in which a Residence Life staff unlocks your room, there will be a \$10 per incident fee.

### *Lofts/Platforms*

Student-owned lofts are not permitted in any on campus residence. For your convenience, furniture provided by EMU in each room can be lofted, bunked or set on the floor as a single bed. Wood platforms or any other structures are not permitted.

### *Lounges*

The public lounges in the residence halls are to be used for relaxing, socializing, and entertaining visitors and friends. Lounges are considered public areas and therefore respect and consideration of others is necessary. The behavior of couples should not offend others. Inappropriate display of affection is not acceptable. Lounge furniture is not to be removed from lounges.

### *Mandatory Residence Meetings*

There a few meetings each semester within each dorm, suite or apartment building that are mandatory for all residents to attend. Failure to communicate to your CA about attending these meetings/not attending may result in a fine.

### *Personal Property*

Students are responsible for the safekeeping of their property, and no reimbursement from the university can be expected from the loss of such property. Rooms should be kept locked at all times. Students are encouraged to insure their personal property.

### *Pets*

Students are not permitted to have pets in the residence hall. The only exception is harmless fish.

### *Quiet Hours*

The residence halls are used for studying, sleeping and socializing. A careful balance of these activities must be maintained so that the needs of individuals on the hall can be met. All residents are expected to refrain from causing any noise or disruption that would infringe on the needs of fellow students to study or sleep during the hours from **11 p.m. to 8 a.m.** both inside and outside the building areas. Courtesy hours are in effect throughout the day. The residence staff reserves the right to confiscate equipment that is disruptive to the community when a student does not respond to requests. Students are asked to be responsive to the needs of others. In the case of excessive noise violations, a \$10 per incident fine may be given.

### *Refrigerators*

One refrigerator that does not exceed 2.5 cubic feet in size or one kwh per day is permitted in each traditional residence hall room. Suites are provided with a university refrigerator and therefore no individual refrigerators are permitted.

### *Room Decorating*

Room decoration and personalization are encouraged. Several guidelines should be followed, however. Students should not use nails or tacks anywhere in their rooms. Mounting rails are available in some residence halls and should be used for hanging posters and other items. Be aware that tape or other kinds of adhesives may cause wall damage and therefore you would be assessed a damage fee. Talk with your RD should you have any special decorating requests. Painting is not permitted.

### *Room Decorating Fire Safety*

String lights may only be used from November 1 until December 15. Extension cords may not be used in conjunction with lights, appliances or any electric device. Live Christmas trees are not allowed in any resident housing on campus. Any other decorative material (i.e. posters, cloth material, artificial foliage, etc.) shall not exceed 20% of the total aggregate of any one wall within a room or housing unit, 10% for any common hallway wall.

### *Security*

In the case of emergency, call the police (911) or the residence director to determine what appropriate action should be taken. A "security alert" will be posted on all residence floors in the event of a potential threat. A residence director can be reached 24-hours-a-day by calling **540-476-4578**. Night security can be reached from 5 p.m. to 7:30 a.m. at **x4911**.

### *Selling and Soliciting*

Students wishing to make sales presentations to individuals or groups on campus need to secure permission from the vice president of finance. Off-campus sales personnel are not permitted to sell to students on campus. Marketing of credit cards is prohibited.

### *Skateboards, Scooters, Rollerblades, and Hover Boards*

Hover boards are not permitted on campus at any time. Other alternative modes of transportation that are NOT hand braked, should only be used on asphalt surfaces (i.e. parking lots) at times when there is not high vehicle or pedestrian traffic.

### *Storage*

Each residence hall has a limited amount of storage space. Articles stored must be boxed and clearly marked with a university label indicating the name of the owner. Articles remaining after the removal deadline become the property of EMU. The university assumes no responsibility and does not provide insurance or any other financial protection for the personal property stored by students.

A storage fee per item is collected from students storing items in the designated storage areas. The fee is charged to the student's account.

Students must store items in the residence hall where they will reside the following school year. Students

should check with their RD regarding specific storage policies, as they vary according to each residence hall. Storage space is not guaranteed and is available on a first-come, first-served basis.

### *Visitation Policy*

“Open Hours” provide resident students the opportunity for informal interaction and interpersonal growth within the context of the residence hall atmosphere.

Additionally, there are social events which can provide students the opportunity to meet other students within a group context. It is expected that students conduct themselves with discretion and respect for the rights of others.

Students are responsible for the conduct of their visitors and guests (both EMU students and non-students) and should insure that behavior occurring in their room is not in violation of the standards of conduct or other EMU policies. Guests who violate policies will be asked to leave campus immediately. Students should leave a room where a violation of policy is occurring to avoid infraction charges.

The following hours have been designated as open for visitation: **Sunday-Thursday (noon-11 p.m.) and Friday and Saturday (noon- 1 a.m.)** Outcomes as outlined in the “Standards of Conduct” section will be imposed for violations. Overnight visitation by members of the opposite gender is prohibited. Violations involving overnight visitation are considered serious misconduct.

## Orientation

A key opportunity for enhancing the EMU experience is participation in the undergraduate orientation program which is designated to help new students (first-year and transfer) make connections and adjust to the university.

An important aspect of orientation for first year students is participation in small groups led by returning students. These groups provide an excellent opportunity to build relationships and learn more about the EMU community. After orientation these groups are incorporated into the College Writing for Transitions Class.

New students receive detailed information about orientation in August (December for spring semester entrants). Contact the director of orientation (x4133) for more information go to: [www.emu.edu/studentlife/orientation](http://www.emu.edu/studentlife/orientation)

## Writing Standards – Undergraduate Level

<b>Criteria</b>	<b>A excellent</b>	<b>B good</b>	<b>C emerging skills</b>	<b>D to F below expectations; may be unacceptable</b>
<b>Content</b> <i>(quality of the information, ideas and supporting details.)</i>	<ul style="list-style-type: none"> <li>- shows clarity of purpose</li> <li>- offers depth of content</li> <li>- applies insight and represents original thinking</li> <li>- follow guidelines for content</li> </ul>	<ul style="list-style-type: none"> <li>- shows clarity of purpose</li> <li>- offers some depth of content</li> <li>- applies some insight and some original thinking</li> <li>- mostly follows guidelines for content</li> </ul>	<ul style="list-style-type: none"> <li>- shows minimal clarity of purpose</li> <li>- offers minimal depth of content</li> <li>- applies minimal insight and original thinking</li> <li>- somewhat follows guidelines for content</li> </ul>	<ul style="list-style-type: none"> <li>- lacks clear purpose</li> <li>- lacks depth of content</li> <li>- lacks insight and original thinking</li> <li>- does not follow guidelines for content</li> </ul>
<b>Structure</b> <i>(logical order or sequence of the writing)</i>	<ul style="list-style-type: none"> <li>- shows coherence and logically developed paragraphs</li> <li>- uses very effective transitions between ideas and sections</li> <li>- constructs appropriate introduction and conclusion</li> </ul>	<ul style="list-style-type: none"> <li>- show some coherence and some logically developed paragraphs</li> <li>- uses some effective transitions between ideas and sections</li> <li>- shows some construction of appropriate introduction and conclusion</li> </ul>	<ul style="list-style-type: none"> <li>- shows minimal coherence and logically developed paragraphs</li> <li>- uses minimal transitions between ideas and sections</li> <li>- shows minimal construction of appropriate introduction and conclusion</li> </ul>	<ul style="list-style-type: none"> <li>- lacks coherence and logically-developed paragraphs</li> <li>- lacks transitions between ideas and sections</li> <li>- lacks construction of appropriate introduction and conclusion</li> </ul>
<b>Rhetoric and Style</b> <i>(appropriate attention to audience)</i>	<ul style="list-style-type: none"> <li>- is concise, eloquent and rhetorically effective</li> <li>- effectively uses correct, varied, an concise sentence structure</li> <li>- is engaging to read</li> <li>- writes appropriately for audience and purpose</li> </ul>	<ul style="list-style-type: none"> <li>- is somewhat concise, eloquent, and rhetorically effective</li> <li>- generally uses correct, varied, and concise sentence structure</li> <li>- is somewhat engaging to read</li> <li>- generally writes appropriately for audience and purpose</li> </ul>	<ul style="list-style-type: none"> <li>- shows minimal conciseness, eloquence, and rhetorical effectiveness</li> <li>Uses little correct, varied, and concise sentence structure</li> <li>- is minimally engaging to read</li> <li>- somewhat writes appropriately for audience and purpose</li> </ul>	<ul style="list-style-type: none"> <li>- not concise, eloquent, or rhetorically effective</li> <li>- uses incorrect, monotonous or simplistic sentence structure</li> <li>-is not engaging to read</li> <li>- lacks appropriate writing for audience and purpose</li> <li>- uses inappropriate jargon and clichés.</li> </ul>
<b>Information Literacy</b> <i>(locating, evaluating, and using effectively the needed information as appropriate to the assignment)</i>	<ul style="list-style-type: none"> <li>- uses academic and other reliable sources</li> <li>- chooses sources from many types of resources</li> <li>- chooses timely resources for the topic</li> <li>- integrates references and quotations to support ideas fully</li> </ul>	<ul style="list-style-type: none"> <li>- uses mostly high-quality and reliable sources</li> <li>-chooses sources from a moderate variety of types of resources</li> <li>-chooses resources with mostly appropriate dates</li> <li>- integrates references and quotations to provide some support for ideas</li> </ul>	<ul style="list-style-type: none"> <li>-uses a few academic or unreliable sources</li> <li>-chooses sources from a few types of resources</li> <li>-chooses a few resources with inappropriate dates</li> <li>-integrates references or quotations that are loosely linked to the ideas of the paper</li> </ul>	<ul style="list-style-type: none"> <li>- lacks academic or reliable sources</li> <li>-chooses sources that are not varied, mostly from one type of source</li> <li>-chooses many resources with inappropriate dates</li> <li>- uses disconnected references and quotations and does not support ideas</li> </ul>
<b>Source Integrity</b> <i>(appropriate acknowledgment of sources used in research)</i>	<ul style="list-style-type: none"> <li>- correctly cites sources for all quotations</li> <li>- cites paraphrases correctly and credibly</li> <li>- includes reference page</li> <li>- makes virtually no errors in formatting</li> <li>-incorporates feedback given in previous written assignments</li> </ul>	<ul style="list-style-type: none"> <li>- cites sources for most quotations</li> <li>- usually cites paraphrases correctly and credibly</li> <li>- includes reference page with some errors</li> <li>- makes some errors in documentation style</li> <li>- makes some errors in formatting</li> <li>-incorporates feedback given in previous written assignments</li> </ul>	<ul style="list-style-type: none"> <li>- provides sources for all quotations without correctly citing them</li> <li>- sometimes cites paraphrases correctly and credibly</li> <li>- includes reference page with many errors</li> <li>-makes many errors in documentation style</li> <li>-makes many errors in formatting</li> <li>- incorporates little feedback given in previous written assignments</li> </ul>	<ul style="list-style-type: none"> <li>- lacks sources for all quotations</li> <li>- lacks correctly and credibly-cited paraphrases</li> <li>- shows little to no evidence of source usage</li> <li>- include no reference page or an extremely weak one</li> <li>- lacks correct formatting</li> <li>- entirely lacks correct documentation style</li> <li>- lacks incorporation of feedback given in previous written assignments</li> </ul>
<b>Conventions</b> <i>(adherence to grammar rules: usage, spelling &amp; mechanics of Standard Edited English or SEE)</i>	<ul style="list-style-type: none"> <li>- makes virtually no errors in SEE conventions</li> <li>- makes accurate word choices</li> </ul>	<ul style="list-style-type: none"> <li>-makes some errors in SEE conventions</li> <li>- almost always makes accurate word choices</li> </ul>	<ul style="list-style-type: none"> <li>- makes many errors in SEE conventions</li> <li>- makes some inaccurate word choice</li> </ul>	<ul style="list-style-type: none"> <li>- lacks appropriate SEE conventions</li> <li>- makes many inaccurate word choices</li> </ul>

The weighting of each of the five areas is dependent on the specific written assignment and the teacher's preference. Plagiarism occurs when a person presents as one's own "someone else's language, ideas, or other original (not common-knowledge) material without acknowledging its source" (adapted from Council of Writing Program Administrators).

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