

Student Handbook 2017-2018



Eastern
Mennonite
University

LANCASTER

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lancaster.emu.edu

The Lancaster site Student Handbook contains excerpts from the Eastern Mennonite University main campus Student Handbook and site specific addendums.

Updated September 2017

Check the website <http://www.emu.edu/studentlife/studenthandbook/> for latest official version of EMU Student Handbook.

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SECTION ONE

Office and Administration

EMU at Lancaster Street Address

EMU at Lancaster
1846 Charter Lane
Lancaster, PA 17601

County: Lancaster

Municipality: East Lampeter Twp.

Mailing Address

EMU at Lancaster
PO BOX 10936
Lancaster, PA 17605-0936

Phone Numbers

Main Number	717-397-5190
Toll-Free	866-368-5262 (888-EMU-LANC)
Fax	717-397-5281

Emergency Numbers

Police / Fire / Medical Emergency: call 911

After Hour Maintenance Hotline: 717-293-4404

High Associates Ltd. 24 hr. Maintenance hotline

Office Hours:

Monday - Thursday 8:00 a.m. to 5:00 p.m.

Friday 8:00 a.m. to 4:00 p.m.

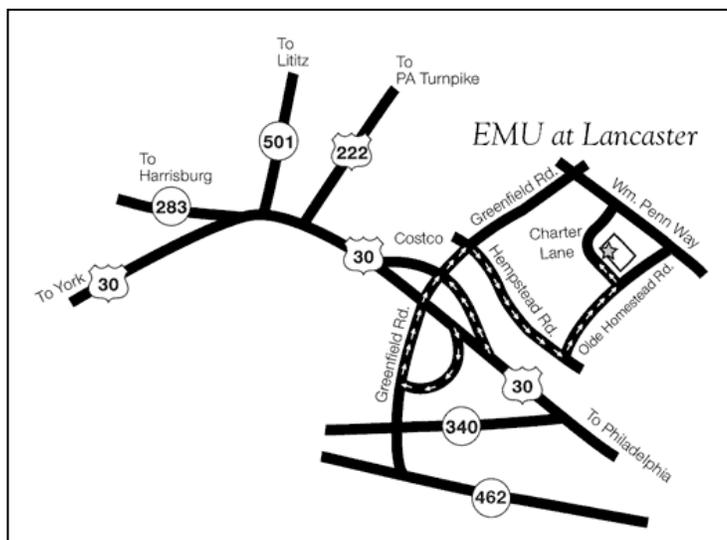
For evening classes, the office is locked at 6:30 p.m.

Email Contacts

Admissions	admissions.lancaster@emu.edu
Registration	registration.lancaster@emu.edu
Student Accounts	studentaccounts.lancaster@emu.edu
Testing Services	testing.lancaster@emu.edu
General Info	lancaster@emu.edu
Graduate Teacher Education	maed.lancaster@emu.edu
Seminary	seminary.lancaster@emu.edu
General Education	geneds.lancaster@emu.edu
Nursing	nursing.lancaster@emu.edu

Main Campus Toll-Free Numbers:

Business Office	888-432-4112
Library	800-205-9996
Student Financial Services	800-330-9683



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 2017-2018 academic year!

Susan Schultz Huxman, President

EMU Mission, Vision, Values

What does the Lord require of you, but to do justice, love mercy, and to walk humbly with your God? — Micah 6:8

Mission

EMU prepares students to serve and lead in a global context.

Our community of learning integrates Christian faith, academic rigor, artistic creation and reflective practice informed by the liberal arts, interdisciplinary engagement, and cross-cultural encounter.

Vision

EMU will be renowned for academic excellence and faithful discipleship in addressing the most significant challenges in our complex world.

We seek to be a leader among Christian universities, united by a hopeful and enquiring spirit, cultivating meaningful relationships locally and globally, and engaging the rich diversity of human identity, experience, and need.

Values

EMU's mission and vision are grounded in the enduring biblical values of Christian discipleship, community, service, and peace.

These values are embodied throughout the university in our distinctive commitment to peacebuilding, social justice, cross-cultural engagement, and sustainability. Rooted in the Anabaptist tradition, we follow Jesus' call to bear witness to truth, serve with compassion, and walk boldly in the way of nonviolence and peace.

Approved by EMU Board of Trustees, June 23, 2017

EMU's mission, vision and values are the foundation of EMU's [strategic plan](#).

Accreditation

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.

Eastern Mennonite University at Lancaster is certified to operate an educational enterprise in Pennsylvania as a foreign corporation by the Pennsylvania Department of Education.

EMU at Lancaster Faculty/Staff/Administration

Tandi Book, BA

Graduate Programs Assistant

Lisa Campbell, BA

Enrollment Counselor

James H. Cistone, PhD

Aviation Program Coordinator

Brenda Martin Hurst, PhD

Director of Seminary and Theological Studies

Mary Krahn Jensen, EdD

Associate Provost

Dawn Lambert, PhD

Faculty, MSN and RN to BS in Nursing

David E. Martin, PhD

Associate Director, Master of Arts in Education

Marcy Root

Receptionist and Executive Administrative Assistant

Enid Rosa, BS

Undergraduate Programs Assistant

Lisa Sauder, MSW

Coordinator, Registration and Student Advising

Kyle Sellers

Coordinator, IS User Services

Julie R. Siegfried, MA

Director of Operations

Priscilla Simmons, PhD

Faculty, RN to BS in Nursing

Catherine Stover, MEd

Associate Director, Communications and Marketing

Troy Swinehart, MBA

Coordinator, Business Services

Nancy Wise, PhD

Coordinator, RN to BS in Nursing Lancaster Faculty, RN to BS in Nursing

Linda E. Witmer, MSPH, MDiv

Director, RN to BS in Nursing Faculty, RN to BS in Nursing

EMU at Lancaster Advisory Board

Elizabeth Soto Albrechet

*Professor of Practice
Lancaster Theological Seminary*

Eva Bering

*Vice President of Operations
Landis Homes*

Michael Corrandino

*Dean of Academic Affairs
Harrisburg Area Community College ~ Lancaster*

Michele Dula

*Lead Pastor
Blossom Hill Mennonite Church*

Robin Felty

*Superintendent
Manheim Township School District*

Jim Haverstick

*Business Owner
Haverstick Bros, Inc.*

Nadine Larkin

*Assistant Superintendent
ELANCO School District*

Peter Mecouch

*Chief Executive Officer
Select Specialty Hospital*

Nelson Okanya

*President
Eastern Mennonite Missions*

Brinton Rutherford

*Missional Anabaptist Identify
Lancaster Mennonite Conference*

Connie Stauffer

Retired Educator

Dick Thomas

*Retired Superintendent
Lancaster Mennonite Schools*

EMU Board of Trustees

Michelle Armster
Wichita, KS

Evon Bergey
Perkasie, PA

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Landisville, PA

Randall Bowman
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Janet Breneman
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Charlotte Hunsberger
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Clyde G. Kratz
Broadway, VA

Chad Lacher
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Chesterfield, VA

E. Thomas Murphy
Harrisonburg, VA

Manual Nunez
Alexandria, VA

Kathleen (Kay) Nussbaum
Grant, MN

Dannie Otto
Urbana, IL

Eloy Rodriguez
Lancaster, PA

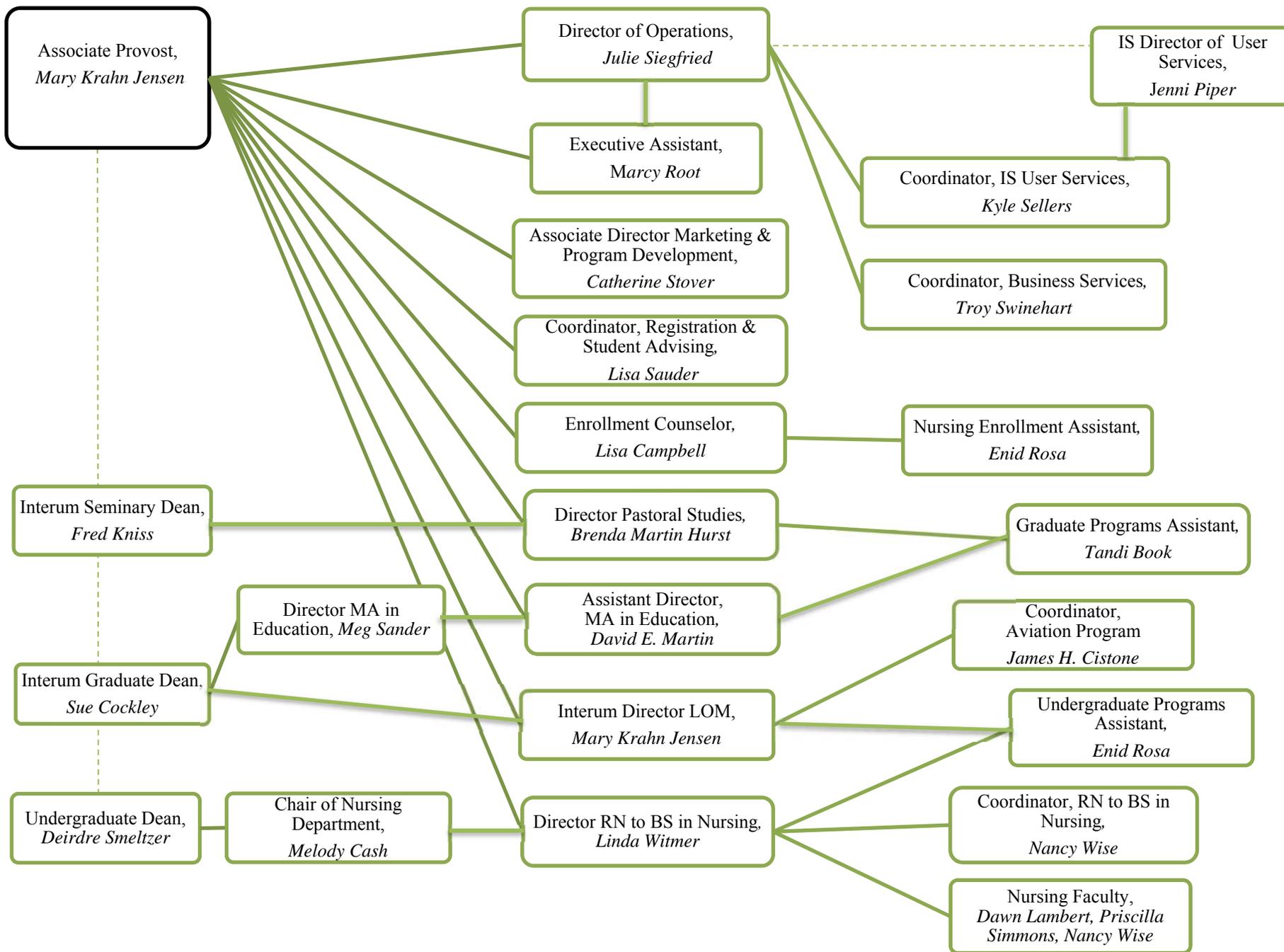
James Rosenberger
State College, PA

Amy L. Rush
Harrisonburg, VA

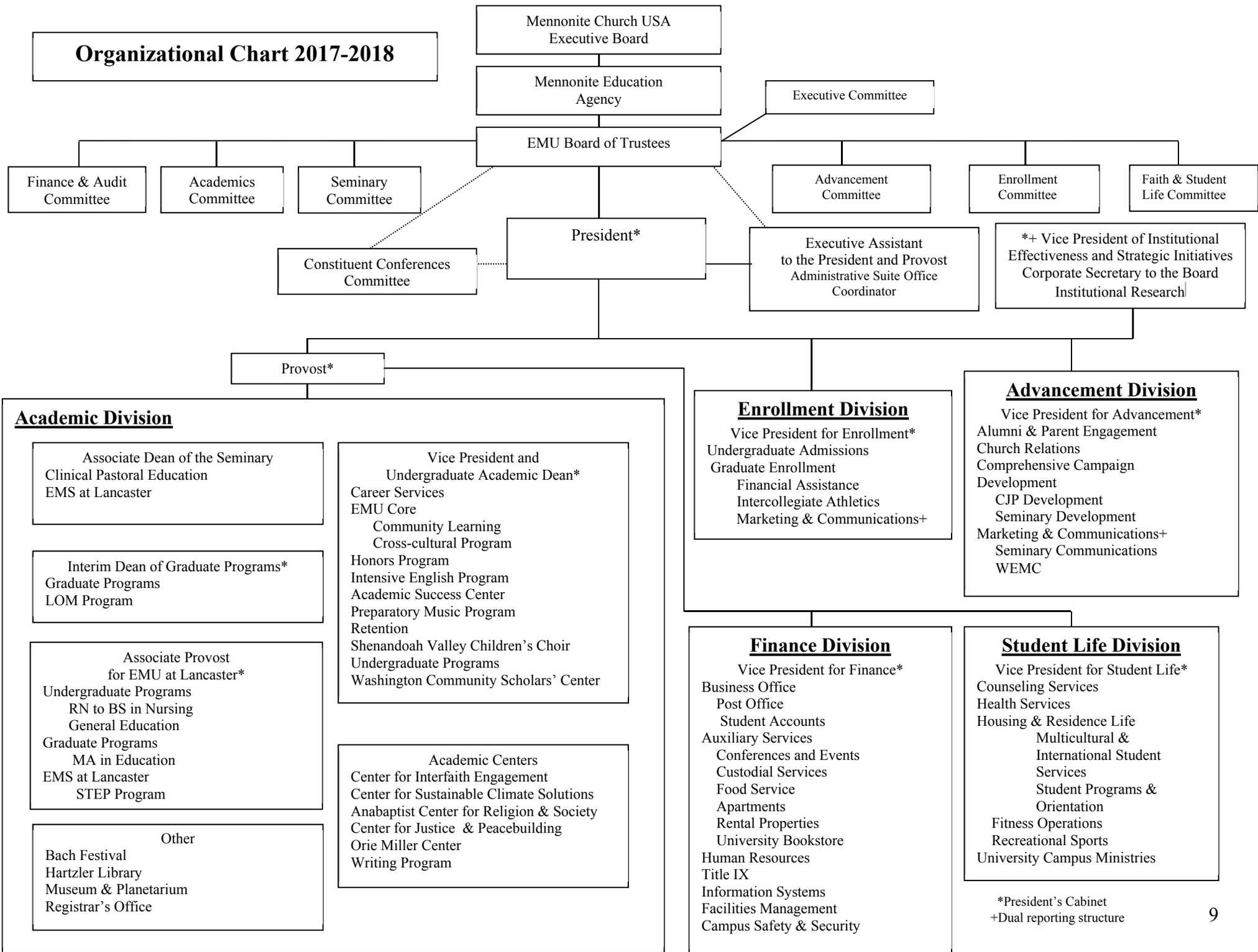
Judith Trumbo
Broadway, VA

Anne Kaufman Weaver
Brownstown, PA

LANCASTER ORGANIZATION CHART
2017-2018



Organizational Chart 2017-2018



Seminary and Pastoral Studies Program

Mission Statement: Eastern Mennonite Seminary prepares men and women to serve and lead in a global context. In response to God's saving grace, we educate students to bear witness to the gospel of Jesus Christ in the power of God's Spirit as wise interpreters, mature practitioners, discerning communicators and transformational leaders.

EMS Lancaster: EMS has a strong record of preparing pastors, mission workers and leaders for the church. At its extension site in southeastern Pennsylvania, EMS offers a flexible array of non-traditional learning opportunities. These are designed so that students can choose what is right for them in pursuing God's call to ministry. One size does not fit all. Much depends on a variety of factors: ministry experience, level of education, ministry setting, personal interests, time constraints and long-term goals. Students select what is right for them for their current ministry needs.

Basic

❖ **Enrichment:** Students can Audit most courses if they have an active interest but aren't pursuing an academic goal. We also co-sponsor Continuing Education events and courses for CEUs with local agencies and congregations

❖ **STEP Program (Study and Training for Effective Pastoral Ministry):** This is a part-time, three-year training course of study designed for pastoral leaders – or those exploring a call – who don't have college or Bible school training. Over three years, students earn 30 college-level credit hours and an accredited Certificate in Pastoral Ministry. STEP is not available for non-credit.

❖ **Gateway Courses:** These are a series of four graduate-level courses – one per semester on a two-year cycle – that focus on Anabaptist identity formation. Pastors and congregational leaders who want to be better grounded in the Anabaptist perspective are encouraged to enroll.

❖ **Master of Divinity and Seminary Courses:** Students can earn the M.Div. degree or a graduate Certificate in Ministry or in Theological Studies. Many of these courses are also available for non-credit students.

Advanced

Master of Arts in Education Program

The mission of the Master in Arts in Education and the Graduate Education non-degree program at EMU is to increase educators' professional knowledge and competence and to enhance reflective teaching among practitioners, enabling them to:

- ❖ develop leadership by becoming agents of change who advocate for children and youth,
- ❖ create a climate of caring and learning,
- ❖ initiate and respond to change and
- ❖ value service to others.

Guiding program principles include scholarship, inquiry, professional knowledge, communication, caring and leadership.

The Master of Arts. in Education is a program of study for the teacher practitioner providing opportunities for professional growth and personal development through applicable course work and relevant experiences. Constructivist theory is integrated with faith and learning applications. The program's core addresses four areas of teacher development: peacebuilding and conflict resolution, cultures of change, social and ethical issues and action research in educational settings.

The Master of Arts in Education program consists of 36 semester hours including a required core of 12 hours, a specialty area of 21 hours and 3 hours of reflective practice in the form of action research. Specialty areas include *literacy agent*, *diverse needs strategist*, and *curriculum practitioner*.

State certifications in *English As A Second Language (ESL)* and *Reading Specialist* can be earned as part of the MA in Ed program or as stand-alone non-degree certifications, added to an existing teaching certificate.

EMU Lancaster Nursing

The goal of EMU Lancaster's nursing programs is to graduate nurses who have the capacity to develop a personal art of nursing that grows from an excellent knowledge base, their own personal resources, a sense of the sacred in moments and places and a profound sense of respect for all people.

RN to BS in Nursing

The RN-BS in Nursing program attempts to accommodate the educational needs and lifestyles of adult students. It is designed to fit people who already have full lives with professional and/or family commitments. The Baccalaureate degree earned through this program has the following features:

- ❖ Offered in Hybrid and online formats
- ❖ Develops community through a cohort model
- ❖ Capitalizes on the experiences and skills of adult learners
- ❖ Offers General Education courses to meet requirements over and above the required core courses

Master of Science in Nursing (MSN) with two tracks

- ❖ Leadership and Management
- ❖ Leadership and School Nursing

Our advanced nursing education program runs fall, spring and summer semesters, and offers a 24-month full-time/48-month part-time, 37 credit hour, online Master's Program in Nursing. Both tracks prepare graduates to lead and collaborate within complex health care systems.

Certifications in Nursing

- ❖ School Nurse Certification - this post-baccalaureate program consists of 13 credits of coursework, including a practicum, leading to a certificate. Courses are offered online and in a blended format. The certification can be taken as part of the Master of Science in Nursing (MSN) with the school nurse track. The certification is approved by the Pennsylvania Department of Education.
- ❖ Faith Community Nurse Certification - Faith Community Nurses assist the members of their faith community to maintain and/or regain wholeness in body, mind and spirit. This course is offered is certified through the International Parish Nurse Resource Center (IPNRC).

Continuing Education for Nurses

EMU Lancaster is approved by the Pennsylvania Department of Education to provide the continuing education necessary for license renewal. A broad range of topics are offered for nurses and congregational health ministries.

Calendar 2017-2018

EMU at Lancaster Academic Calendar

FALL Semester 2017-2018

New Student Meet & Greet	August 24
FALL Semester Begins	August 29
Registration Fall 2017-18 Closed	
Seminary	August 21
Gen Ed, MA in Ed	August 29
Last day-drop Fall class without record	September 29
Registration Spring 2017-18 Opens	October 3
<i>Thanksgiving Break ~ Office closed</i>	November 22 - 24
Registration Closed Spring 2017-18	December 15
FALL Semester Ends	December 15
<i>Christmas Break ~ Office closed</i>	December 25 – January 2

SPRING Semester 2017-2018

New Student Meet & Greet	January 4
SPRING Semester Begins	January 10
Last day-drop Spring class without record	February 2
Registration Open – Summer 2017-18	February 6
<i>Easter Break ~ Office closed</i>	March 30 – April 2
Registration Closed Summer 2017-18	
Gen Ed, Seminary	April 23
MA in Ed	June 15
Registration Open – Fall 2018-2019	
Seminary	February 6
Gen Ed, MA in Ed	April 3
SPRING Semester Ends	April 27
Commencement	May 6 ~ Harrisonburg, VA
<i>Memorial Day ~ Office closed</i>	May 28

SUMMER Semester 2017-2018

New Student Meet & Greet	April 10
SUMMER Semester Begins	May 7
Last day-drop summer class without record	June 8
<i>Independence Day ~ Office closed</i>	July 4
SUMMER Semester Ends	August 17

Diploma Dates 2017-2018

** No Seminary Diploma Date in June

December 15, 2017

April 29, 2018

June 15, 2018**

August 10, 2018

Section Two

University Policies and Expectations

Life Together: Commitments for a Community of Learning

At Eastern Mennonite University our life together supports our work, and in turn, our work shapes our life together. EMU serves the church and the world by engaging in academic inquiry in conversation with God's story through scripture, Christ, and the church. As a Christian university in the Anabaptist tradition, we encourage each other in Christ-like ways of living and learning.

The following ideals describe the learning community we aspire to be. They are derived from scripture as read in the Anabaptist tradition, our own century of tradition as an academic church institution, and the traditions we continue to make together today. Formal policies and procedures outlined in EMU faculty, staff, and student handbooks are designed to hold us accountable to these principles and sustain the identity and values that bind us together while creating space for questioning that identity in a spirit of continual renewal. We commit ourselves to regularly review and update all university policies in light of these ideals.

Love for God and one another: Our most important work is to love as God loves us, as shown in the life of Jesus. We seek relational, collaborative, and restorative approaches to teaching and learning, administration, policy, and discipline. We commit ourselves to practice generosity and hospitality, demonstrating reconciling love, sustained by collective worship and spiritual formation.

Wisdom: Our learning community pursues truth and seeks wisdom in its practice. We bring creativity and rigorous inquiry to our academic work, including our curricular distinctives of peacebuilding, social justice, cross-cultural engagement, and sustainability. We listen to each other with compassion and boldly share our own authentic statements of faith and doubt. We commit ourselves to intellectual, physical, and spiritual growth in all aspects of academic and social life.

Equality: Because each person has immeasurable worth in God's eyes, we value participatory processes and pedagogies. Each person has a right to be heard, and to work and study in a safe environment. Policies and procedures aspire toward equity, including individuals of all backgrounds in the benefits of community membership and giving everyone a recourse against abuse of power. We commit ourselves to show respect for the rights, dignity, and full personhood of one another.

Sustainability: We strive to use God's gifts wisely and generously, emphasizing well-being and supporting policies that enable students and employees to live balanced lives. We commit ourselves to exercise responsibility in our care for the

earth and our use of resources as we practice stewardship of mind, time, abilities, and finances.

Accountability: Our individual and collective actions affect the health of the entire community. We expect each person to conduct themselves ethically and faithfully in personal and public matters, in order that all may thrive physically, spiritually, emotionally, and intellectually. We commit ourselves to mutual accountability motivated by love in a spirit of generosity and grace.

*Adopted by the Board of Trustees
June 23, 2017*

Student Academic 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

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

B. Academic integrity includes

- 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.
- 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.

- documenting and citing work that was created for a previous assignment, whether for the current course or for another one.
- using appropriate documentation when using words from a class speaker, including the class instructor, in an assignment, i.e. cite professors' lectures.
- 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.
- 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:

- using a minimal number of distinguishing words from a source.
- re-arranging the word order of a sentence.
- producing a similar sentence or style from a source.
- using an idea or argument from a source.
- 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/provost/curriculum/plagiarism/.)

2. Substantial Violation

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

- cheating on a quiz, test, or exam.
- copying or attempting to copy someone else's work, including paraphrasing or quoting a

professor's classroom lectures, handouts, and presentations without appropriate documentation.

- falsifying results and credentials, withholding data, misrepresenting facts.
- using someone else's work as one's own work.
- using quotations with no documentation.
- 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.
- 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.
- frequently committing minimal violations within a single document or repeatedly over time.
- Assisting another student to cheat or to copy one's own or someone else's work without appropriate documentation.
- 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.

Procedures for Minimal Violations

When a first-time minimal violation is noted in a project, the professor will use this as an opportunity to teach the student/s explicitly about academic integrity. Faculty should keep internal records of minimal violations. 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 by submitting a Violation of Academic Integrity Report to the respective program director. Program directors must forward a copy of the report to their respective dean and the associate provost.

Procedures for Substantial Violations¹

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

The professor will

- notify the student of the violation.
- determine whether the student is guilty of the violation.
- contact the respective Dean's office to check on previous student violations in order to determine first, second or third offense.
- 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.

- 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.)
- submit the Violation of Academic Integrity Record to the associate provost. Copies are forwarded to respective dean.

The associate provost will follow steps for Second and Third-time offenses.

The student will either

- accept the decision or
- submit an appeal by following the *Appeal Procedures*. (See respective catalog.)

[Graduate & Professional Studies Academic Policies](#)

[Seminary Catalog](#)

[Undergraduate Student Handbook](#)

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 resubmitting 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/student-handbook/>)
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.

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.

(See *Student Handbook*, University Policies)

<http://www.emu.edu/studentlife/student-handbook/>

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>. The Academic Integrity Policy flow chart is also available at <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, 2004

Responsible party The provost is responsible for this policy.

Policy Review This policy is to be reviewed annually.

¹ Adapted from American Association of Collegiate Registrars and Admissions Officers (2007) *Academic Dishonesty: Developing and Implementing Institutional Policy*.

See APPENDIX C ~ *Undergraduate Writing Standards*

See APPENDIX D ~ *Graduate Writing Standards*

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

distribution to an underage person, rowdiness, behavior harmful or threatening to others, and damage or destruction of property.

EMU at Lancaster 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.

Important Telephone Numbers

A number of services are available in the area for persons dealing with an alcohol or other substance abuse addiction. The following are drug or alcohol counseling, treatment & rehabilitation programs:

Out-Patient Programs

Public Provider

Drug & Alcohol Commission	717-299-8023
Gate House for Men	717-626-9524
Gate House for Women	717-285-2300

Private Providers

Lancaster Hogar Crea, Inc.	717-397-8633
Salvation Army	717-541-0203
Vantage Gaudenzia House (for women)	717-291-1020
White Deer Run of Lanc.	877-907-6237
SACA	717-293-4150
Jeremiah Project	717-627-7106

Support Groups

Alcoholics Anonymous of Lancaster County	717-394-3238
AI-Anon	800-671-5994

Animals on Site 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 the Eastern Mennonite University at Lancaster site.

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.

Family Educational Rights & Privacy Act FERPA Provisions for Student Rights

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 Universities 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*

FERPA-based 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 this information released, please file a written request 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 student's name
- enrollment status (full-time or part-time)
- address and telephone listing (permanent, local, or residence hall)
- date of birth
- major and minor field(s) of study
- participation in officially recognized activities and sports
- dates of attendance
- degrees, awards, and honors (including Dean's List and graduation honors) received.
- the most recent previous education institution attended by the student.
- student level (first-year, sophomore, etc.)
- degree sought and anticipated graduation date.
- photograph
- email address

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

Conflict and Grievance Procedures

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:

- INFORMAL RESOLUTION
- FORMAL GRIEVANCE PROCEDURE
- LEVEL I PROCEDURES – MEDIATION PROCESS
- LEVEL II PROCEDURES – FORMAL GRIEVANCE COMMITTEE

Complaints against a student

Mary Krahn Jensen, Associate Provost (Lancaster)

mary.jensen@emu.edu

717-397-5190

Jim Smucker,

V.P. for Enrollment and Student Life

jim.smucker@emu.edu

540-432-4135

Complaints against faculty

Fred Kniss, Provost

fred.kniss@emu.edu

540-432-4105

Complaints against staff

Daryl Bert, V. P. for Finance

daryl.bert@emu.edu

540-432-4107

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

Inclement Weather Policy

In the event of class cancellation because of weather, announcements are distributed across a number of media outlets including: EMU Alert message system, EMU email to current students, faculty and staff, WGAL, WJTL, LNP. Lancaster site makes closing or delay decisions for morning and afternoon classes by 6:00 a.m., for evening classes by 2:00 p.m. For all inclement weather schedule changes, be in direct communication with your instructor.

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. 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 following *Technology Code of Responsibility for Students*.

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

1. I will abide by all EMU Information Systems Policies found in the [Information Systems Policy Manual](#).
2. I will not engage in prohibited activities, including, but not limited to:
 - Using technology resources to threaten or harass others, even as a joke.
 - Using, distributing or propagating chain letters.
 - Knowingly distributing viruses or other malicious code.

- Attempting to gain access to computers or network accessible resources for which I am not authorized.
 - Transmitting music, movies, or software in breach of copyright over the network.
 - 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).
 - Using the EMU network or other technology resources for criminal or malicious activities.
 - Engaging in prohibited activities outlined in the EMU Life Together statement.
3. I will safeguard my account access to EMU systems by:
 - Not allowing others to use my EMU accounts; nor will I use someone else's account.
 - Securing my computer against unauthorized access, including using a password-secured screen saver.
 - Not leaving my computer unattended without securing it by either logging out from it or using a password-protected screen saver.
 - Using strong passwords¹ and not writing them in places where others can easily see them.
 4. I agree that it is illegal to download or share copyright protected materials; 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.
 - The Digital Millennium Copyright Act (DMCA) provides strict rules governing the use of copyright protected materials. [www.copyright.gov/legislation/dmca.pdf]
 - The Higher Education Opportunity Act of 2008 requires EMU to disclose certain information to students. These are shown on the helpZone page ([EMU helpZone](#)) using the HEOA P2P Disclosure link. It is important that all students read and understand this disclosure information.
 - 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 will 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 student's 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

Selling and Soliciting

Students wishing to make sales presentations to individuals or groups on campus need to secure permission from the Administrative Team. Off-campus sales personnel are not permitted to sell to students on campus. Marketing of credit cards is prohibited.

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.

Pennsylvania's General Assembly has determined that public safety will be enhanced by making information about registered sex offenders available to the public through the Internet. Knowledge whether a person is a registered sex offender could be a significant factor in protecting yourself, your family members, or persons in your care from recidivist acts by registered sex offenders. Public access to information about registered sex offenders is intended solely as a means of public protection.

Pursuant to the provisions of Pennsylvania's Megan's Law, 42 Pa.C.S. § 9791 et seq., the State Police has established this web page to provide timely information to the public on registered sex offenders who reside, attend school, are employed/carry on a vocation, within this Commonwealth.

Pennsylvania's Megan's Law, 42 Pa.C.S. § 9799.1, requires the State Police to create and maintain a registry of persons who reside, work/carry on a vocation, or attend school in the Commonwealth and who have either been convicted of, entered a plea of guilty to, or adjudicated delinquent of certain sex offenses in Pennsylvania or another jurisdiction. Additionally, the Pennsylvania State Police is required to make certain information on registered sex offenders available to the public through an Internet website. The Pennsylvania State Police has established this website according to the requirements of 42 Pa.C.S. § 9798.1. [Megan's Law web site](#)

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/ 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 for Virginia (SCHEV) at <http://www.schev.edu/index/students-and-parents/resources/student-complaints/student-complaint-form>

*Approved by President's Cabinet May 21, 2003
Revised March 12, 2007
Revised February 11, 2009*

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 if you have any questions.

Relationship Violence and Sexual Misconduct Policy (*Title IX*)

Eastern Mennonite University (EMU) is committed to establishing and maintaining a community rich in equality and free from all forms of discrimination and harassment. As an institution rooted in the values of Christian discipleship, community, service, and peacebuilding; EMU commits itself to the highest standards of personal and professional conduct. Relationship violence and sexual misconduct are prohibited at EMU. Relationship violence and sexual misconduct are community issues and can only be prevented through active community participation.

As a Christian institution of higher education, EMU affirms that relationship violence and sexual misconduct is harmful to the individuals involved as well as to the campus community. Furthermore, instances of relationship violence and sexual misconduct are often experienced as trauma and can thus have lasting impacts even many years after the originating event/incident. EMU recognizes that healing from sexual violence is a process that often takes time, resources, and empathic support. Many individuals in the university community are survivors of multiple forms of trauma, including: historical trauma, repeated victimization, marginalization, discrimination, and other forms of violence. EMU seeks to ground this policy and procedures within this awareness and understanding.

The university will take prompt and equitable action to eliminate relationship violence and sexual misconduct, prevent its recurrence, and repair the harm that has been caused. When the conduct has a propensity to create a hostile, manipulative, or coercive environment on campus, the university obligates itself to respond in support of victims/survivors, the campus community, and others who have been impacted. EMU

commits itself to proactively build a campus community that prioritizes health and safety. The university strives to achieve this by ensuring the safety of those who have been harmed, holding accountable those who have done harm, and addressing the root causes of relationship violence and sexual misconduct.

EMU commits itself to the prevention of relationship violence and sexual misconduct, and commits itself to response efforts that are focused in the following ways: through policies that reflect EMU values and meet federal and state guidelines, a response procedure that is clear and supportive, ongoing sexual violence prevention and healthy relationship education, and establishing and maintaining a community that is survivor-supportive.

The purpose of the *Relationship Violence and Sexual Misconduct Policy* is to define relationship violence and sexual misconduct, describe the process for reporting violations of the policy, outline the procedure used to investigate and resolve alleged violations of policy, and identify resources available to members of the EMU community who are involved in an incident of relationship violence and/or sexual misconduct.

Conduct Prohibited Under This Policy

The University prohibits the following forms of conduct:

Relationship Violence

- Domestic Violence
- Dating Violence
- Intimate Partner Violence
- Stalking
- Bullying and Intimidation
- Hazing
- Retaliation

Sexual Misconduct and Sexual Violence

- Sexual Harassment
- Gender-based harassment
- Sexual Assault
- Sexual Exploitation
- Indecent Exposure

Conduct under this policy is prohibited regardless of the sex, sexual orientation and/or gender identity/expression of the complainant or respondent. Relationship violence, sexual misconduct or other forms of prohibited conduct includes the following specifically defined forms of behavior: domestic violence, dating violence, intimate partner violence, stalking, bullying and intimidation, hazing, retaliation, sexual harassment, gender-based harassment, sexual assault, sexual exploitation, and indecent exposure, and forms of complicity to any of these forms of behavior.

The complete version of this policy and its procedures is available at emu.edu/titleix/relationship-violence-policy

Section Three Student Services

For Students in All Programs

This student services section contains information ranging from the practicalities of 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 are informed of the possibilities in advance!

EMU at Lancaster office hours:

Monday - Thursday, 8:00 a.m. to 5:00 p.m.

Friday 8:00 – 4:00 p.m.

For evening classes, the building is locked at 6:30 p.m.

Academic

Advising and Advocacy

Non-traditional students have specialized needs. Program Directors are the primary advocate for the students in their program. EMU at Lancaster has a student services team comprised of Coordinator of Registration & UG Student Advising, Coordinator of Business Services, Coordinator of IS User Services and Graduate and Undergraduate Program Assistants.

Faculty Office Hours

Faculty maintain irregular office hours but are available for conferences with students. Please call ahead to schedule an appointment with your instructor or advisor.

Academic Support

EMU at Lancaster students who have disabilities are served through the Office of Academic Access. Lancaster students are encouraged to contact their Program Director or the Lancaster Coordinator of Student Advising, Lisa Sauder, if they have concerns related to academic success at 717-397-5190.

Office of Academic Access

Phone: 540-432-4233
or 540-432-4254

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 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 contact the Office of Academic Access. Referrals for professional evaluations can be made to community assessment resources, if needed.

Library Resources

[Hartzler Library](#)

Reference Desk: 540-432-4185
Circulation Desk: 540-432-4175
Toll Free number: 800-205-9996

Regular hours during the school year are posted on the Library Website. [Library Hours](#)

EMU at Lancaster maintains a limited library of resources but facilitates access to all main campus resources. For assistance with library holdings in Lancaster, contact Tandi Book at 717-397-5190.

Your EMU ID is required when checking out materials. EMU faculty, staff and students also have access to materials not owned by EMU through interlibrary loan. For more information about library holdings and policies, see the library web site.

EMS at Lancaster has signed Memos of Understanding with a number of local theological schools providing library access for our Seminary and Pastoral Studies students. Links to these local resources are provided for current students in the EMS-PA Commons Moodle course.

[Evangelical Seminary – Rostad Library](#), Myerstown, Pa.

[Biblical Theological Seminary](#), Hatfield, Pa.

[Lancaster Mennonite Historical Society](#), Lancaster, Pa.

[Lancaster Theological Seminary -Schaff Library](#), Lancaster, Pa.

[Lutheran Theological Seminary - Krauth Memorial Library](#), Philadelphia, Pa.

Hartzler Library supports the academic mission of EMU by providing access to a wide variety of books, journals, videos, DVDs and electronic resources.

The library website (<http://www.emu.edu/library>) is your gateway to the resources available at the Hartzler Library and through the Research Databases.

Sadie, the online catalog, gives information about the Hartzler Library holdings. You may request items EMU owns through Sadie. The Research Databases link on the library website provides access to a wide variety of databases, many of which

provide access to full-text journal articles. You will need to log into the EMU proxy server in order to use most of these databases off-campus. Your EMU Royals username and password will get you into the proxy server.

See APPENDIX A

Check In – Check Out Instructions

See APPENDIX B

Library Resources -Lancaster

Registrar's Office

Lisa Sauder serves as the Lancaster Registration Coordinator and is available to assist Lancaster students with their registration needs at 717-397-5190, or registration.lancaster@emu.edu

Virginia Campus Registrar's Office hours:
Monday - Friday, 9:00 a.m. to 4:00 p.m.

Phone: 540-432-4110

Email: registrar@emu.edu

Grades

For Graduate students and Undergraduate Gen Ed courses
Grades are available to students through my.emu.edu.

For Undergraduate RN-BS in Nursing students
Grade Sheet invoices will be distributed at the end of each course through EMU email

Registration

Course registration materials will be provided through the respective programs and/or website. Due to the non-traditional nature of EMU at Lancaster classes, see your program specific handbook for withdrawal policies and procedures.

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, allowing one week for processing. There is a \$5 charge for each transcript. An unofficial transcript is available through myEMU portal, student tools on the Academic tab.

For options and instructions to request an official transcript, go to: [Ordering Your Transcript](#)

Financial

Student Accounts

EMU at Lancaster administers program specific tuition, fees and payment policies. The Coordinator of Business Services, Troy Sellers, is welcomes the opportunity to help you navigate your personal student account. Contact Troy at 717-397-5190 or, email studentaccounts.lancaster@emu.edu Please have your program name and student ID number available.

Coordinator Business Services office hours:

Monday, Wednesday	9:00 a.m. to 5:00 p.m.
Tuesday	10:00 a.m. to 6:30 p.m.
Friday	8:30 a.m. to 4:00 p.m.

Main Campus Business Office hours:

Monday – Friday:	9:00 a.m. to 4:00 p.m.
Toll Free Number:	888-368-2327

Credit Card Payments & Payment Options

EMU accepts eChecks, major credit and debit cards via our partner, CASHNet. (Please note a fee will be assessed for credit or debit card services.)

Students can access their statement and the CASHNet portal through myEMU. Due to the non-traditional nature of most of the EMU at Lancaster programs, payment plans are managed by Lancaster Coordinator of Business Services, Troy Swinehart.

Payment Policy

Tuition and fee charges less processed financial aid are due on or before the first class session or the beginning of each semester. Please refer to your program specific handbook for specific details.

Unpaid accounts may be subject to the following:

1. Registration for the next term will be denied.
3. Release of Grades, transcripts, and diplomas 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 (student).

For information regarding refunds of credit balances, please contact the Coordinator of Business Services.

Refund and Withdrawal Policy

When a student withdraws from a program, or changes enrollment to fewer credit hours, certain procedures must be followed and the student may be eligible for a partial refund of tuition payments.

Aid recipients who **change** their course registration or **withdraw** after the beginning of each semester **must notify the financial assistance office**. Enrollment status is very important to aid eligibility. Financial aid refunds due to withdrawal are calculated using percentage of the term not completed as dictated by federal aid regulations. More information about aid adjustments and refunds due to change in enrollment status, may be obtained from the Financial Assistance Office and the Coordinator of Business Services.

Financial Aid Office

Office hours:

Monday – Friday:	9:00 a.m. to 4:00 p.m.
Toll Free Number:	800-330-9683

Download Financial Aid Forms

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.

Technology

Technology Fee

\$50 per enrolled student per traditional term (Fall, Spring and Summer). Programs with non-traditional terms have program specific technology fees. Refunds will be assessed at same rate as the corresponding tuition refunds.

Identification Cards

An ID card is issued to each undergraduate and graduate student upon completion of the Lancaster Online Orientation. Replacement cards are made at the helpdesk for \$15. Your EMU ID photo will be used for your EMU ID card, Moodle LMS photo 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).

Printing Services

A copier is available for student use, in the student resource area. The copier is also a network printer LANC_05.

The fees are as follows:

- Scanning Free
- Printing or Copying 5 cents per page
- Color printing 10 cents per page

Telephone & Fax Service

The public use telephone located in the Café area gives access to local service – Dial 9 for outgoing line.

A plain-paper fax machine is available during regular hours. The main EMU at Lancaster fax number is 717-397-5281.

A cover sheet is recommended.

Prices are:

- No charge for local or 800 # faxes
- Long distance call faxes: \$ 1.00 per page
- International faxes: \$1.50 per page
- Prices are subject to change

Information Systems

Help Desk hours:

Monday – Friday: 8:00 a.m. to 7:00 p.m.
Phone: 540-432-HELP (4357)
Email: helpdesk@emu.edu

The Director of Operations is the on-site liaison for technology needs and provides limited helpdesk assistance. The Coordinator of IS User Services, Kyle Sellers, works Monday through Friday and is available afternoons and evenings when classes are in session.

Students expect a high level of access to computers, networks, and digital information as part of their university experience. EMU encourages that expectation and aspires that its graduates display a level of computer proficiency that will prepare them for graduate school or professional life. Students are encouraged to bring their own computer to ensure adequate access to computing services.

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*.

See *Information Systems Policies, Section Two, pg.21*

EMU at Lancaster provides a number of computers for student access. These are located in student library area, which is open to all students. These computers default printer is the copier [Lanc_05].

Wireless Access is available for all our students. You will need your Royals username and password to initiation and configure your access. Detailed instructions are available under the Network Services heading on [helpZONE](#).

Direct Links to wireless instructions:

[Wireless instruction](#) [helpZONE](#)

Personal

Health Services

EMU at Lancaster does not provide formal health services. A stocked first aid kit is provided in the office workroom.

Disability Services

Students with disabilities should register their necessary documentation with Office of Academic Access.

See *Office of Academic Access, Section Three, Academic, pg. 25*.

Dining Services

EMU at Lancaster has a small equipped kitchen including refrigerator, microwave and vending machines. Please label any items in the refrigerator with your name or they are considered available for anyone to consume or discard. Each classroom is equipped with coffee, tea, drinking water and a microwave for your use. Information regarding local restaurants and eateries are available on the student information bulletin board.

Safety and Security Guidelines

The Greenfield Corporate Center enjoys a relatively low crime rate. However, it is the responsibility of every member of the EMU community to take reasonable precautions for maintaining personal safety as well as the safety of others.

Security Emergencies: notify the police, call 911
Security Concerns may be addressed to:
Director of Operations (or Staff / Faculty on duty)

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

Protect Your Car

Lock your car 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 open to all who care to enter.

Do not park in isolated, 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.

Protect Yourself in Public Areas

Do not leave your belongings unattended in public areas such as hallways and classrooms in academic buildings; and public restrooms. If you want to keep it —keep it with you!

Fireworks

The use or possession of fireworks is prohibited on the university property. Because of safety concerns, violators may be fined and/or assigned other disciplinary outcomes.

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 property or at any university-related function. Should any of these items be needed on campus for educational purposes requests and permission must be arranged and authorized in writing by the directors.

Emergency Guidelines

The following guidelines apply to emergency conditions on site. 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

If you hear a fire alarm, leave the building immediately. 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, sound an alarm and call **911** for the fire department immediately. Emergency numbers and evacuation instructions are posted in each classroom and public areas of the Lancaster facility.

See APPENDIX E ~ *EMU at Lancaster Emergency Procedures and Evacuation Plan*

Bomb Threats

Notify the police and staff immediately if you receive a bomb threat. You will be notified as to whether or not the building will be evacuated.

Medical Emergencies

For any situation requiring emergency medical assistance on campus, call the Rescue Squad at **911**. Notify the office manager, faculty or staff on duty immediately.

Facilities

If you observe what you consider to be a hazardous condition in or around the facility, notify the office manager, faculty or designated staff on duty.

Crime Report Statistics

Detailed statistics are available on the [Pennsylvania State Police](#) web site, searchable by: County (Lancaster) Municipality (East Lampeter Twp.)

East Lampeter Township Crime Alerts are posted and available on the [East Lampeter Township](#) web pages. [EMUCampus Safety & Security Report](#)

Crime Prevention

Crime prevention is essentially being aware of your environment and being alert to and avoiding those situations that could make you vulnerable to crime.

Sexual Assault Support Services

In the event of sexual assault and/or acquaintance rape contact: Medical Assistance..... Visit or call the emergency rooms at Lancaster General Hospital 717-290-5511 Lancaster Regional Med. Ctr. 717-291-8211

File a Report with the University..... Mary Krahn Jensen, Associate Provost 717-397-5190 Marcy Engle, Title IX Coordinator 540-432-4148 [ONLINE - Campus Safety Incident Report](#)

NOTE: Reports are private and will remain as confidential as possible.

File a Report with the Police..... Emergency Number 911 Non-Emergency Number 717-661-1180 800-957-2677

Counseling Services..... Lancaster Helpline 717-299-4855 Samaritan Counseling Ctr. 717-560-9969 YWCA Sexual Assault Prevention & Counseling Center 717-392-7273

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 Office Manager.

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. Students should insure their personal property through their own policy.

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 alongside the diverse gifts, traditions and cultures of the broader Christian faith.

Schedule and Podcasts of Chapel

The schedule for university chapel is posted in the events box of the [MyEMU](#). Input from university chapel services can be listened to remotely via podcast found on the [EMU blog](#) site.

Main Campus Resources

Campus Ministries

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

[Campus Ministries Staff](#)

Career Services

Office hours:

Monday – Friday: 8:30 a.m. to 3:30 p.m.

Phone: 540-431-4131

Off campus students are invited to check the Career Services home page at the above listed address. Individual assistance includes job search tips, preparation of a resume, writing a cover letter, coaching through the job search process, information about job listings and graduate schools.

Counseling Services

Students who desire access to counseling services in Lancaster should contact Lisa Sauder, Coordinator of Student Advising for information regarding options and referrals.

In case of a mental health crisis, Lancaster students are advised to contact one of the following:

Lancaster Helpline 717-299-4855

Samaritan Counseling Center 717-560-9969

YWCA Sexual Assault Prevention
& Counseling Center 717-392-7273

EMU VA Phone: 540-432-4317

The EMU Counseling Center is only staffed to provide clinical services to undergraduate and graduate students enrolled in and attending classes on EMU's Virginia campus. Services for Lancaster-enrolled students are for consultation, not primary clinical care.

Requests for information on counseling assessment, treatment, and support for mental health needs from Lancaster enrolled students will be processed by the counseling center director. Every effort will be made to advise the student or front line personnel on how to access services in their area. Guideline regarding risk assessment will be provided if needed.

Requests in situations of high risk and emergency will be handled by any counselor on duty. Advice will be given on assessing risk and determining emergency services to contact. Faculty, staff, and students will be advised to make safety the primary goal.

Miscellaneous

EMU at Lancaster Facility Access

During business hours, the site will be open to students, employees, contractors, guests, and invitees. During non-business hours, access to the facility is by key only, or by admittance via the appropriate departmental contact.

Reserving and Using Lancaster site Facilities

Permission to use a specific classroom can be arranged through the Receptionist and by completing an "Application for use of Facilities and Services."

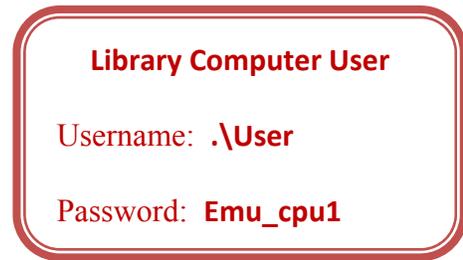
[EMU Lancaster Conference & Training Center Information](#).

APPENDIX A

To Check out and Check in Library Books

Preliminary steps: (if WorkFlows is already running or minimized, skip these steps and go directly to Check Out or Check In books below.

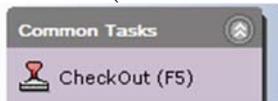
- With Computer on double Click on the “WorkFlows” icon
- A dialog box will open
 - For User ID type “LANCASTER”
 - The PIN is “REDROSE”



It will take a few minutes for the program to load.

To Check out Books:

- The Common Tasks menu will open (if not open click on the down arrows to open the menu) and click on the first Icon (a rubber stamp) for Check out



- Enter your student ID # in the User ID box, click “Get User Information” or Enter (NOTE: if the system returns a message of “User not found”, you may be new to the library system or you may no longer be in the system for various reasons and we will need to call the library to activate your account.)
- Your account will appear, in the box “Item ID,” scan in the barcodes of the books you would like to check out. You may also type in the barcode numbers; be sure to hit enter so the item registers.
- When you are finished be sure to click the “Close” button to close out your account.

To Check in Books:

- On the common Tasks Menu the second Icon (Discharging) is used to check books back in.



- Click on the Icon
- Scan in or type in the Barcode for each book you want to return. If you type in the barcode be sure to hit enter to register the action.
- Close the window when you are finished.

To Renew Books:

- On the Common tasks Menu you can choose to use Renew Item (when you have books in hand) or renew user to renew all of your items.



- When you choose Renew Item you can scan each item or type in the barcode
- When you choose Renew User, you’ll type in your student ID. The computer will ask you if you want to renew all your items or select the one you want to renew. Click “Renew Selected Items”.

Closing Workflows

To Close Workflows you must have all windows closed. Click on the X in the upper right hand corner. The system will ask you if you want to halt, click yes.

After books are successfully checked in, please place in book return bin.

If you need assistance, check with our receptionists or call the Hartzler Library (1-800-205-9996) and ask for Jennifer Ulrich.

APPENDIX B

Library Resources

<http://www.emu.edu/library>

The subject guides are a comprehensive list of resources and services for individual programs.

Bible and Religion - http://libguides.emu.edu/Bible_Religion

Education - <http://libguides.emu.edu/education>

Nursing - <http://libguides.emu.edu/nursing>

Books

Sadie, the Online Catalog -- **Materials owned by EMU including ebooks.**

You can request materials be sent up from the main campus through Sadie. You will need your EMU ID number to request items. These items will be delivered by courier or mailed to EMU at Lancaster.

EMU-Lancaster has a small collection of resources listed in Sadie.

Access Pennsylvania -- <http://www.accesspa.state.pa.us/>

A union catalog of materials owned by PA libraries. Check with your local library about borrowing materials you find in Access Pennsylvania.

WorldCat

WorldCat is an online database of materials owned by the majority of libraries worldwide and is generally used to find books. EMU library holdings are listed.

Libraries in the area that have granted library privileges to EMS Pennsylvania students

- Lancaster Theological Seminary
- Lancaster Mennonite Historical Society
- Biblical Seminary, Hatfield, PA

Articles

Bible and Religion

- ATLA Religion database with ATLASerials
- Christian Periodical Index
- Religion and Philosophy Collection
- Religious and Theological Abstract

Education

- ERIC
- Education Research Complete

Nursing

- Cumulative Index to Nursing & Allied Health Literature (CINAHL)
- MEDLINE
- Nurse Theorist online

Interlibrary Loan – For materials not owned by EMU

Anyone using ILL will need an ILLiad account. You will use your EMU Royal username and password to login. <https://illiad.emu.edu/illiad/logon.html> Your ILLiad account is where you can find request forms and see the status of your requests. Check out <http://www.emu.edu/library/interlibrary-loan/> for more information on ILL.

Off-Campus Access

For accessing resources from off-campus students must log on using their royal username and password.

Contact the Helpdesk 540.432.4357 or helpdesk@emu.edu if you do not know your Royal username and password.

More Information:

Information for off-campus students

<http://libguides.emu.edu/distance>

Contact information:

Jennifer Ulrich 540.432.4173 ulrichjm@emu.edu

Stephanie Bush 540.432.4170 stephanie.bush@emu.edu

Reference Desk 1.800.205.9996

Live Chat option available on library website.

APPENDIX C ~ Writing Standards – Undergraduate Level (Grid Version)

Criteria	A excellent	B good	C minimal expectations	D to F below expectations; may be unacceptable	Comments
Content <i>(quality of the information/ideas and sources/details used to support them)</i>	- shows clarity of purpose - shows depth of content - applies insight and represents original thinking -demonstrates quality and breadth of resources	- shows clarity of purpose -shows substantial information and sufficient support - represents some original thinking -uses quality resources	-shows clarity of purpose -lacks depth of content and may depend on generalities or the commonplace - represents little original thinking -uses mostly quality resources	-lacks clear purpose - is superficial in content - lacks original thinking -uses resources of poor quality - includes factual or logical errors -may not follow the instructions in content or length	
Structure <i>(logical order or sequence of the writing)</i>	- is coherent and logically developed -uses very effective transitions	-is coherent and logically developed -uses smooth transitions	-is coherent and logically (but not fully) developed -uses some awkward transitions	-uses inadequate, irrelevant or illogical development and transitions	
Style <i>(appropriate attention to audience: effective word choice, sentence variety, voice; appropriate level of formality for academic writing vs. informal text messages and email)</i>	- is concise, eloquent, and rhetorically effective - composes varied sentence structure	- displays concern for careful expression - composes some varied sentence structure	- displays some personality <u>but</u> lacks imagination and may be stilted - composes little varied sentence structure - frequently uses jargon and clichés	- is simplistic - composes ineffective sentence style - applies limited vocabulary with jargon and clichés - is clearly below expectations for college students	
Conventions <i>(adherence to grammar rules: usage, mechanics)</i>	- composes well-constructed sentences - makes virtually no errors in grammar and spelling - makes accurate word choices	- almost always composes well-constructed sentences - makes minimal errors in grammar and spelling - makes accurate word choices	- usually composes well-constructed sentences - makes several errors - makes word choices that distract the reader	- does not compose well-constructed sentences - confuses readers with many errors - makes frequent inappropriate word choices	
Source Integrity <i>(appropriate acknowledgment of sources used in research)</i>	- cites sources for all quotations - credible paraphrases, cited correctly - includes reference page - makes virtually no errors in documentation style	- cites sources for all quotations - credible paraphrases, usually cited correctly - includes reference page - makes minimal errors in documentation style	- cites sources for all quotations - mostly credible paraphrases, sometimes cited correctly - includes reference page - makes several errors in documentation style	- does not cite sources for all quotations - less than credible paraphrases, often not cited correctly -little to no evidence of source usage - may not include a reference page or is very weak - makes many errors in documentation style	
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).					Grade

APPENDIX D ~ Writing Standards – Writing Standards –Graduate Level *(revised Spring 2012)*

Criteria	A excellent	B minimal expectations	C below expectations	Comments
Content <i>(quality of the information, ideas and supporting details.)</i>	<ul style="list-style-type: none"> - shows clarity of purpose - offers depth of content - applies insight and represents original thinking 	<ul style="list-style-type: none"> - shows clarity of purpose - offers substantial information and sufficient support - represents some original thinking 	<ul style="list-style-type: none"> - shows clarity of purpose -lacks depth of content and may depend on generalities or the commonplace - represents little original thinking 	
Structure <i>(logical order or sequence of the writing)</i>	<ul style="list-style-type: none"> - is coherent and logically developed -uses very effective transitions 	<ul style="list-style-type: none"> -is coherent and logically developed -uses smooth transitions 	<ul style="list-style-type: none"> -is coherent and logically (but not fully) developed -has some awkward transitions 	
Rhetoric and Style <i>(appropriate attention to audience)</i>	<ul style="list-style-type: none"> - is concise, eloquent and rhetorically effective - uses varied sentence structure -is engaging throughout and enjoyable to read 	<ul style="list-style-type: none"> - displays concern for careful expression - uses some variation in sentence structure -may be wordy in places 	<ul style="list-style-type: none"> - displays some originality <u>but</u> lacks imagination and may be stilted - uses little varied sentence structure - frequently uses jargon and clichés -uses generally clear but frequently wordy prose 	
Information Literacy <i>(locating, evaluating, and using effectively the needed information as appropriate to assignment)</i>	<ul style="list-style-type: none"> - uses high-quality and reliable sources - chooses sources from many types of resources - chooses timely resources for the topic - integrates references and quotations to support ideas fully 	<ul style="list-style-type: none"> - uses mostly high-quality and reliable sources -chooses sources from a moderate variety of types of resources -chooses resources with mostly appropriate dates - integrates references and quotations to provide some support for ideas 	<ul style="list-style-type: none"> -uses a few poor-quality or unreliable sources -chooses sources from a few types of resources -chooses a few resources with inappropriate dates -integrates references or quotations that are loosely linked to the ideas of the paper 	
Source Integrity <i>(appropriate acknowledgment of sources used in research)</i>	<ul style="list-style-type: none"> - cites sources for all quotations - cites credible paraphrases correctly - includes reference page - makes virtually no errors in documentation style 	<ul style="list-style-type: none"> - cites sources for all quotations - usually cites credible paraphrases correctly - includes reference page - makes minimal errors in documentation style 	<ul style="list-style-type: none"> - has sources for all quotations - has mostly credible paraphrases, sometimes cited correctly - includes reference page with several errors -makes several errors in documentation style. 	
Conventions <i>(adherence to grammar rules: usage, mechanics)</i>	<ul style="list-style-type: none"> - uses well-constructed sentences - makes virtually no errors in grammar and spelling - makes accurate word choices 	<ul style="list-style-type: none"> - almost always uses well-constructed sentences -makes minimal errors in grammar and spelling - makes accurate word choices 	<ul style="list-style-type: none"> - usually uses well-constructed sentences - makes several errors - makes word choices that distract the reader 	
<p>The weighting of each of the six areas is dependent on the specific written assignment and the teacher’s preference. Plagiarism occurs when one 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).</p>				

EMU at Lancaster Emergency Procedures

Emergency Number	On-campus phone
Police/Fire/Medical Emergency	911
After hours maintenance hotline	(717) 293-4404

Your location: Eastern Mennonite University at Lancaster, 1846 Charter Lane

Fire

- Alert others in building.
- Call 911.
- **Everyone must always evacuate** the building when an alarm is activated to designated gathering point and follow instructions from the administrative team. Remain calm and assist others.
- Do not take time to turn off computers.
- Confine the fire by closing all doors and windows if possible.
- Extinguish the fire if you have been trained and it is safe to do so.
- Do not re-enter until authorized to do so by emergency personal or the administrative team.

Weather emergency

- The administrative team coordinates response. (After notification through official EMU communication.)
- **Seek shelter inside a building** until notified by university officials that it is safe to leave.
- If flooding occurs, seek higher ground and avoid walking through standing or moving water.
- Stay away from electrical lines and devices.

Official EMU Communications

Campus emergency? EMU will communicate through these methods:

- Critical Information Alert on EMU at Lancaster home page
- E-mail to primary and secondary e-mail accounts
- Blackboard announcement in cohort commons for RN to BS degree
- Local media/WGAL channel 8

Hostile Intruder

- Remain calm; do not engage the intruder.
- If safely possible, try to escape the area quickly and quietly.
- If attempting to escape, do not carry phones or other objects in your hands. **Keep hands elevated and open palms** when moving through open areas.
- If you cannot safely exit the building, seek shelter in a room where doors can be locked or barricaded securely.
- **If intruder is inside**, raise blinds, **if intruder is outside**, lower blinds, close and lock windows, remain out of sight, turn off lights.
- Once secured inside, take cover behind concrete walls, thick desks, filing cabinets, away from windows and doors.
- Remain quiet, **turn off cell phone ringer**, and assist others if they are injured.
- Only one person from the room should call 911. Provide location, intruder location and condition of others. If you cannot speak, leave the line open so the dispatcher can hear what is going on.
- Do not respond to any unfamiliar voice commands until you are sure they are coming from a police officer.
- Do not open the door until you are positive it is a police officer or recognized campus official coming to help you.

Emergency Preparedness

Review EMU's comprehensive safety plan at www.emu.edu/crisisplan



APPENDIX E – CONTINUED

