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## EMU Board of Trustees

Learn more about the [members of our board](#)

**Kathleen (Kay) Nussbaum, Chair** - *Grant, MN*

**Diann Bailey**, *Granby, CT*

**Evon Bergey**- *Lancaster, PA*

**Herman Bontrager**- *Ephrata, PA*

**Shana Peachey Boshart**, *Wellman, IA*

**Jonathan Bowman**- *Landisville, PA*

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**Chad Lacher**- *Souderton, PA*

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**Cedric Moore**- *Midlothian, VA*

**E. Thomas Murphy**- *Harrisonburg, VA*

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**Eloy Rodriguez**- *Lancaster, PA*

**James Rosenberger**- *State College, PA*

**Vaughn Troyer** - *Millersburg, OH*

**Carlos Romero** - *Elkhart, IN*

**Anne Kaufman Weaver**- *Brownstown, PA*

## Graduate and Seminary Student Handbook

**Section One: University  
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Life Together: Commitments for a Community of Learning

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Student Publications Ownership and Appointments

Use of Mail Room for Sending Chain Letters or Inappropriate Surveys

Virginia Laws Governing Alcohol & Other Drugs

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Voter Registration

Most student service office are open Monday-Friday 9 a.m.- 4 p.m. For student in non-traditional programs who are on campus weekends or evenings, most office will accommodate special appointments if contacts in advance during normal hours.

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- Accountability and Support
- Restorative Justice and Student Accountability at EMU
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## Section IV Seminary Specific Information

Includes:

- Worship and Fellowship
- Computer Resources
- Counseling Services
- Facilities
- Activities Fee
- Information Flow
- Seminary Community Council
- Snack and Food Service
- Whom to See

## Academic Support

Perhaps the first lesson one learns at EMU is that there are skills involved in mastering the curriculum and assignments. Your first point of contact for any academic support you may require should be your program director, who can connect you with appropriate resources within the university. The offices and services below are also valuable resources for you.

## Office of Academic Access

Web: <http://www.emu.edu/academics/access/> Phone: (540) 432-4233 or (540) 432-4254

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

EMU promotes equal educational opportunities and full participation for persons with 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, reasonable accommodations or auxiliary aids which will enable them to participate in and benefit from all post-secondary educational programs and activities." This was confirmed and strengthened by the Americans with Disabilities Act of 1990 and the ADA Amendment Act of 2008. Faculty and staff support individual students needing reasonable accommodations in the classroom due to documented needs. The faculty and staff also foster the development and use of strategies which promote independence and personal success.

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

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

## Graduate & Professional Studies Writing Center

Web: <http://www.emu.edu/writing-program/> Phone: 540-432-4316

Students in the school of graduate and professional studies on the main campus have access to a dedicated writing center in [Ammon Heatwole House](#), room 202. The center also offers consultations for off-campus and online students, including students on the Lancaster Campus. Visit the center's website and the links below for more information.

- [Writing Center Policy](#)
- [Writing Strategy Videos](#)
- [Meet the Graduate Student Tutors](#)
- [Student Resources](#)

### Writing Standards –Graduate Level *(revised 2/22/2017)*

Criteria	A <i>excellent</i>	B <i>adequate expectations</i>	C <i>below expectations</i>	Comments
<b>Content</b> <i>(quality of the information, ideas and supporting details)</i>	<ul style="list-style-type: none"> <li>• shows clarity of purpose</li> <li>• offers depth of content</li> <li>• applies insight and represents original thinking</li> <li>• follows guidelines for content</li> </ul>	<ul style="list-style-type: none"> <li>• shows some clarity of purpose</li> <li>• offers some depth of content</li> <li>• applies some insight and some original thinking</li> <li>• mostly follows guidelines for content</li> </ul>	<ul style="list-style-type: none"> <li>• shows minimal clarity of purpose</li> <li>• offers minimal depth of content or incorrect content</li> <li>• applies minimal insight and original thinking</li> <li>• does not follow guidelines for content</li> </ul>	
<b>Structure</b> <i>(logical order or sequence of the writing)</i>	<ul style="list-style-type: none"> <li>• shows coherence, and logically developed paragraphs</li> <li>• uses very effective transitions between ideas and sections</li> <li>• constructs appropriate introduction and conclusion</li> </ul>	<ul style="list-style-type: none"> <li>• shows some coherence and some logically developed paragraphs</li> <li>• uses some effective transitions between ideas &amp; sections</li> <li>• shows some construction of appropriate introduction and conclusion</li> </ul>	<ul style="list-style-type: none"> <li>• shows minimal coherence and logically developed paragraphs</li> <li>• uses minimal transitions between ideas and sections</li> <li>• shows minimal construction of appropriate introduction and conclusion</li> </ul>	
<b>Rhetoric and Style</b> <i>(appropriate attention to audience)</i>	<ul style="list-style-type: none"> <li>• is concise, eloquent and rhetorically effective</li> <li>• effectively uses correct, varied and concise sentence structure</li> <li>• is engaging to read</li> <li>• writes appropriately for audience and purpose</li> </ul>	<ul style="list-style-type: none"> <li>• is somewhat concise, eloquent, and rhetorically effective</li> <li>• generally uses correct, varied, and concise sentence structure</li> <li>• is somewhat engaging to read</li> <li>• generally writes appropriately for audience and purpose</li> </ul>	<ul style="list-style-type: none"> <li>• shows minimal conciseness, eloquence, and rhetorical effectiveness</li> <li>• uses incorrect, monotonous or simplistic sentence structure</li> <li>• is not engaging to read</li> <li>• lacks appropriate writing for audience and purpose</li> <li>• uses inappropriate jargon and clichés</li> </ul>	
<b>Information Literacy</b>				

<i>(locating, evaluating, and using effectively the needed information as appropriate to assignment)</i>	<ul style="list-style-type: none"> <li>• uses academic and reliable sources</li> <li>• chooses sources from many types of resources</li> <li>• chooses timely resources for the topic</li> <li>• integrates references and quotations to support ideas fully</li> </ul>	<ul style="list-style-type: none"> <li>• uses mostly academic and reliable sources</li> <li>• chooses sources from a moderate variety of types of resources</li> <li>• chooses resources with mostly appropriate dates</li> <li>• integrates references and quotations to provide some support for ideas</li> </ul>	<ul style="list-style-type: none"> <li>• lacks academic and reliable sources</li> <li>• chooses sources from a few types of resources</li> <li>• chooses a few resources with inappropriate dates</li> <li>• integrates references or quotations that are loosely linked to the ideas of the paper</li> </ul>	
<b>Source Integrity</b> <i>(appropriate acknowledgment of sources used in research)</i>	<ul style="list-style-type: none"> <li>• correctly cites sources for all quotations</li> <li>• cites paraphrases correctly and credibly</li> <li>• includes reference page</li> <li>• makes virtually no errors in documentation style</li> <li>• makes virtually no errors in formatting</li> <li>• incorporates feedback given in previous written assignments</li> </ul>	<ul style="list-style-type: none"> <li>• correctly cites sources for most quotations</li> <li>• usually cites paraphrases correctly and credibly</li> <li>• includes reference page with some errors</li> <li>• makes some errors in documentation style</li> <li>• makes some errors in formatting</li> <li>• incorporates some feedback given in previous written assignments</li> </ul>	<ul style="list-style-type: none"> <li>• provides minimal sources for quotations</li> <li>• sometimes cites paraphrases correctly and credibly,</li> <li>• includes reference page with many errors</li> <li>• makes many errors in documentation style</li> <li>• makes many errors in formatting</li> <li>• lacks incorporation of feedback given in previous written assignments</li> </ul>	
<b>Conventions</b> <i>(adherence to grammar rules: usage, spelling &amp; mechanics of Standard Edited English or SEE)</i>	<ul style="list-style-type: none"> <li>• makes virtually no errors in SEE conventions</li> <li>• makes accurate word choices</li> </ul>	<ul style="list-style-type: none"> <li>• makes some errors SEE conventions</li> <li>• almost always makes accurate word choices</li> </ul>	<ul style="list-style-type: none"> <li>• makes many errors in SEE conventions</li> <li>• makes many inaccurate word choices</li> </ul>	
<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>				

## Accountability and Support

A community exists on the basis of shared values, principles, and ideals. At EMU these ideals are articulated in Life Together: Commitments for a Community of Learning - Love for God and one another, wisdom, equality, sustainability, and accountability. EMU strives to build a community in which all belong and see themselves as members, owners, and curators of community.

All members of the community are expected to uphold and abide by standards of conduct that form the basis of the Standards of Conduct. Together with the ideals stated in Life Together, the standards of conduct are embodied within a set of core values that include integrity, justice, respect, community, and responsibility.

**Integrity:** members exemplify honesty, honor and a respect for the truth in all of their dealings.

**Justice:** members are just and equitable in their treatment of all and act to discourage and/or intervene to prevent unjust and inequitable behaviors.

**Respect:** members show positive regard for each other, for property and for the community.

**Community:** members build and enhance their community.

**Responsibility:** members are given and accept a high level of responsibility to self, to others, and to the community.

EMU seeks to provide an educational setting where faculty, administrators, staff and students work together in the common purpose of creating and maintaining the highest standards of academic and community life. This task occurs in the context of a community that is characterized by Christian discipleship and responsibility for each other.

EMU is committed to building and maintaining a campus environment that is conducive to academic inquiry, engaged campus life, and thoughtful study and discourse. The student accountability program is committed to educational, developmental, and restorative processes that meet the needs of individual students as well as the needs of the university community.

## Auxiliary Services

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

## Bookstore

The [University Bookstore](#) is conveniently located next to the Royals Den snack shop in University commons.

## Box Office

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

## Business Office

### Student Accounts Office

*Web: [emu.edu/business-office](https://emu.edu/business-office)*

*Phone: (540) 432-4112*

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

## Payment Policy

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

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

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

## Insurance

### Health Insurance

EMU offers [health insurance](#) plans through RCM&D. Health insurance is an EMU requirement for full-time undergraduate, full-time CJP, full-time seminary, full-time MA in counseling, and all international students. The plan options are only available to those student groups.

### Personal Property Insurance

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

## Liability

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

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

## Refund and Withdrawal Policy

When a student withdraws from a graduate 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.

Students who withdraw prior to the first day of classes shall receive a full refund of all payments except tuition deposits. Contact your graduate program to initiate withdrawal proceedings.

Aid recipients who change their course registration after the beginning of each semester must notify the financial assistance office. Enrollment status is very important to aid eligibility. Students who withdraw must also notify the financial assistance office. 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.

Medical Leave for graduate students may be available due to documented serious physical or psychological conditions. Matters of this nature should be taken to the Program Director for an evaluation and decision.

Adjustment and Refund Percentages (Chart) for 2018-2019

Time Period	Fall Semester	Spring Semester	%
1st week	Aug 28 - Sept 3	Jan 9 -15	97%
2nd week	Sept 4 - 10	Jan 16 - 22	90%
3rd week	Sept 11-17	Jan 23 - 29	83%
4th week	Sept 18-24	Jan 30 - Feb 5	76%
5th week	Sept 25 - Oct 1	Feb 6 - 12	69%
6th week	Oct 2-8	Feb 13 - 19	62%
7th week	Oct 9-15	Feb 20-26	55%
8th week	Oct 16-24**	Feb 27 - Mar 12**	48%
9th week	Oct 25-31	Mar 13- 19	40%
After the 9th week	Nov 1 and later	Mar 20 and later	0%

\*\*period includes midterm break

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

## Career Services

Web: <http://www.emu.edu/careers/> Phone: (540) 432-4131

The University Career Services office, in UC 244 (Weaver Wellness Suite), is open for use by graduate students. Visit the career services website for more information and resources including assistance with resume development, interview and job search skills, and job search strategies. Off-campus and online students can contact the career center via phone or email; contact information is on the office's website. All students have access to free online resources.

## Computing for Students

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

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

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

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

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

## Constituency Relationships

The advancement division staff welcomes student suggestions and cooperation in relating to the university's diverse constituency. The division consists of Alumni and Parent Engagement and Development and Church Relations.

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



As part of the advancement division, the alumni and parent engagement department coordinates Homecoming and Family Weekend, Parent and Alumni Councils, LovEMU Giving , annual fundraising initiatives including class reunion giving, parent and alumni giving programs and phone-a-thons, and various on and off-campus alumni events. Members of the development office engage alumni, parents and friends of the university to invite prayer and financial support to the university. Staff assists donors in establishing or adding to endowed scholarships, and/or chair endowments. The church relations department fosters a healthy relationship with the Mennonite Church USA and other supporting denominations by providing opportunities for worship, leadership, continuing education, interaction and conversations.

## Counseling Services

Web: <http://www.emu.edu/studentlife/counseling/> Phone: (540) 432-4317

Counseling services on the main campus are provided by qualified mental health professionals, residents in counseling under supervision and graduate students under supervision. Services include individual counseling, referral, support and educational groups, and educational workshops and programming. Off-campus and online students can contact the counseling office for consultation and referral information, but the counseling staff are only able to provide clinical services in-person for students studying at the main campus. Visit the counseling website for more information.

The center maintains contact with a network of on-and off-campus counseling professionals who the student can be referred to for specialized services. Counseling on campus is confidential unless a student is a safety risk to self or others.

The seminary campus pastor is available to provide counseling on spiritual and personal matters. She/he will assist seminary students in referral to university counseling services.

## Dining Services

### Dining Services

Meal plans and Lion Share (declining cash account) are open to graduate students and others.

### Royals' Den

The Royals' Den snack shop is located in the upper level of the University Commons.

## Facilities for Meetings

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

Room	Location of Room	Abbreviation	Purpose	Seats
Discipleship Center	Campus Hill	DC101	Multi-purpose	100
Lehman Auditorium	Lehman Auditorium	LA102	Large meeting area generally available from 7 pm - midnight	878
Lehman Board Room	Campus Center	CC301/CC302	Group meetings	12/room
Conference Rooms	Hartzler Library	LB303/LB304	Meetings	30/40
Martin Chapel	Seminary	SB215	Multi-purpose	145
Room 106	Science Center	SSC106	Multi-purpose w/stage	272
Classrooms	Science Center		Available when classes aren't in session	30-272
Strite Conference Room	Campus Center	CC105	Multi-purpose	40
Common Areas	University Commons	UC100, UC100.1 UC200, UC200.1	Multi-purpose	100-200
President's Reception Room	University Commons	UC201	Special occasions  Contact President's Office to reserve	30
University Commons 211 & 212	University Commons	UC211/UC212	Conference rooms	16 each
Park Cabin	Park Woods	PC101	Multi-purpose  No running water, cooking stove or restrooms	

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

## Faculty Office Hours- Graduate

All full-time faculty are requested to plan 8-10 hours per week to be available for conferences with students (part-time faculty plan a proportionate number of hours). Faculty are asked to post their office hours outside their office for students to reference. Students should call or email ahead to secure an appointment time. Consult individual graduate programs for more detailed information regarding their faculty members' availability.

## Financial Assistance Office

### Financial Assistance Office

*Web:* [emu.edu/financial-aid](http://emu.edu/financial-aid)

*Phone:* 1-800-330-9683 or 540-432-4137

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

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

## Health Services

The Health Center provides comprehensive health services and wellness programming for students on the main campus. The center is located in the Weaver Wellness Suite, 2nd floor of University Commons.

Both full time (9 sh per semester) and part time graduate students will be able to access the services of the Health Center. Full time students will be required to fill out Health information form. Failure to fill out this form will result in a registration hold until it is completed. The Health Care Evaluation form only needs to be completed once during the student's program.

Part time students will not get a registration hold if they do not fill out the form, but if they want to access the Health Center, they will need to fill out the form before they need the services.

Please note that payment of this fee enables students to be seen at Health Services. The fee covers services not billable to insurance including processing the Graduate Health Evaluation Form and immunization requirements (the fee does not cover actual appointments, immunizations or other services rendered). Health Services is able to bill health insurance for services provided. Any applicable co-pays are to be paid at the time of the visit or paid in full if not covered by health insurance. See <http://www.emu.edu/studentlife/health/> for more details.

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

Health Services provides a comprehensive program of health care needs and wellness programming. A health care provider is available every day of the week at varying hours of the day. Specific hours of operation can be found at <http://emu.edu/studentlife/health/hours-and-appointments/>; services are available for EMU students and employees.

Health Services provides evaluation and treatment for a wide range of health care needs including, but not limited to, physical examinations, well woman examinations, sick visits, blood draws for laboratory testing, vaccinations, PPDs, and TB screenings. Health Services also works closely with various departments across campus including nursing, education, cross-cultural and bio-medicine to assist with medical requirements for required coursework.

Health Services maintains electronic medical records and accepts health insurance and directly bills health insurance companies. Insurance cards and co-pays are expected at the time of service. The clinic also has equipment such as crutches, wheelchairs, and heating pads available for loan. Health Services makes referrals to specialty health care providers in the area and has a good working relationship with the local hospital, Sentara RMH.

## Helpdesk

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

*Phone:* 540-432-HELP (4357)

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

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

1. EMU Password
2. Wireless connectivity
3. Computer labs
4. Audiovisual equipment (available for checkout)
  1. VCR Player

2. DVD Player
3. LCD Projector
4. 70x70 Screen
5. Tripod
6. Digital Audio Recorder
7. Canon XL-1 Video Camera
8. Digital Video Camera
9. iPad
10. LCD TV
11. Digital Camera
12. Chromebook
5. Moodle Learning Management System
6. myEMU
7. E-mail
8. Copiers/Printers

## Housing

To reserve an EMU-owned apartment, contact the Auxiliary Services Office at 540-432-4662.

<https://emu.edu/auxiliary-services/apartment-rentals/>

For apartment listings check the E-Classifieds section of the [emu.edu](https://emu.edu) website

## Identification Cards

An ID card is issued to each graduate student as arranged by their program. This card entitles students to free or discounted admission to all events sponsored by their student activity fee, including athletic events, films, performing arts series, concerts, and theater performances. The card is required for admission to the Dining Hall for those on meal plans, for all transactions at the Business Office, for checking out books in Hartzler Library, and for purchases at the University Bookstore. Replacement cards are made at the helpdesk for \$15. Your EMU ID photo will be used for your EMU ID card and may also be used in the EMU web directory accessible only by current authenticated students and employees. You may request that it not be used for the EMU web directory by completing the Personal Information Update Form on myEMU ([my.emu.edu](https://my.emu.edu)).

## International Student Services

### International Student Services

*Web:* <https://emu.edu/studentlife/iss>

*Phone:* (540) 432-4459

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

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

## Library

### Hartzler Library

*Web:* [emu.edu/library](https://emu.edu/library)

*Phone:* 540-432-4175

Hartzler Library supports EMU's academic mission of EMU by providing guidance in identifying, finding, using and citing materials for your presentations, papers, and other creative work. The library provides access to a wide variety of books, journals, articles, films and videos, DVDs and electronic resources. The building is located in the southeast corner of the campus. The entrance to the library is on the north side of the building.

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

Computers, wireless access, copiers and printers are available for student use on all three floors.

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

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

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

## Menno Simons Historical Library and Archives

The Menno Simons Historical Library on the third floor of Hartzler Library is a specialized collection of Anabaptist/Mennonite history, thought, arts and culture. The collection also includes family history, Shenandoah Valley history, and genealogy.. The Menno Simons Historical Library and Archives provides access to EMU Archives and those of the Virginia Mennonite Conference, including official documents, personal papers, congregational materials and the records of Eastern Mennonite School.

The Historical Library staff is eager to help with research needs. The library is open Monday, Wednesday, and Friday, 9:00 a.m.-4:00 p.m. Please contact the Historical Library at 432-4178. Materials do not circulate.

## Mail Room

The EMU Mail Room is located in the Campus Center and provides a wide range of postal services to students, faculty, and staff. Postage stamps and USPS mail, as well as shipping via UPS, FedEx, and DHL are available.

Mail Room hours are posted at the window. The phone number for the Mail Room is 540-432-4253.

## Multicultural Student Services

### Multicultural Student Services

*Web:* <https://emu.edu/studentlife/multicultural/>

*Phone:* (540) 432-4458

The Multicultural Student Services office serves students who have been historically underrepresented and marginalized in our country as well as students from many nations of the world. Their presence helps enrich the campus and helps bring the global connection into daily campus life. We provide them with tools and resources to enhance their sense of belonging and help them successfully navigate the complex challenges and opportunities they may encounter during their time at EMU.

Additionally, we strive to build connections with campus constituencies who work with and on behalf of multicultural students to collaborate on areas of mutual concern; and strengthen cultural understanding across areas of difference, including national/international background, language, and all areas of identity.

Multicultural Student Services provides an inviting environment for multicultural students at Eastern Mennonite University. We embrace the African Proverb, "It takes a village to raise a child." We provide a place for students to develop and grow through mentoring each other, spending time together and planning and implementing programs for the campus and greater community, with the goal of affirming and celebrating diversity. Welcome to "The Village."

The office and student clubs offer annual campus wide programs and encourage the EMU and greater community to participate. Some of our offerings include: Black History Month, Latino Heritage Month, Town Hall on Race, Alfombra and Reverend Dr. Martin Luther King, Jr. Celebration, along with other cultural activities.

The Multicultural Student Services office also provides support and advocacy to American students of African, Hispanic, Asian and Native American descent (AHANA). Also, with guidance from staff, students are empowered to succeed academically, culturally, socially and spiritually. We assist students in recognizing, cultivating and actualizing their potential to thrive and succeed at EMU and beyond. This is accomplished through student run organizations such as the Black Student Union, Latino Student Alliance, and Alpha and Omega Dancers for Christ and the EMU Gospel Choir. These clubs are advised by the director of Multicultural Student Services and serve as a venue for cross-cultural experiences for the entire EMU and greater community. The communities benefit from opportunities to partake in our positive, welcoming and diverse community.

## Preliminary Inquiry/Staff Conference

The function of a preliminary inquiry is to determine the nature and the impact of the violation of policy and/or harm/impact involved in the situation. The preliminary inquiry is purposely meant to be an opportunity for the student to describe the situation from their perspective. The inquiry can be investigatory at times, but is meant to provide opportunity for a student to take ownership and responsibility for their actions. Students may bring a support person\* to this initial inquiry as well as any other meetings that follow.

\*Described more fully in the worksheet, a support person (SP) can be a student, faculty, or staff person from EMU - provided the SP is not of family relation to the respondent. The role of the SP is to provide support for the respondent during the resolution process. The SP assists the respondent in the areas of taking responsibility, determining which resolution process is desired and appropriate, as well as providing support upon completion of the accountability process.

### Procedure

- During the preliminary inquiry the university staff person will use the [EMU Student Conduct and Conflict Worksheet](#) to determine the nature of the incident as well as procedural options.

- The preliminary inquiry may lead to:
  1. A determination that there is insufficient evidence to pursue the alleged violation any further. If this happens the matter is considered closed and no records (other than the notice) are kept.
  2. A determination that investigation is needed when it is clear that more information must be gathered.
  3. A determination that the incident should be moved to a different procedure (Restorative Justice Conference/Circle, Staff Conference, University Review Board).
  4. A determination that the preliminary inquiry be considered a Staff Conference.
  
- If a determination is made that further investigation is needed (#2 above), the staff members will be responsible to complete the investigation (interviews, evidence gathering, etc.) and stay in communication with individuals involved. When the investigation is complete, the inquiry will be reconvened and any new information will be presented and discussed.
  
- If a determination is made that the incident will be most adequately processed through a different procedure (#3 above), the staff members will consult with the Director of Residence Life, Student Accountability, and Restorative Justice, and the Graduate Dean to proceed. (see procedural descriptions below)
  
- If a determination is made that the preliminary inquiry be considered a Staff Conference (#4 above), the staff members will continue with Staff Conference procedure. (see procedural descriptions below)

## Procedure Descriptions

### ***Staff Conference***

A staff conference is a meeting between the respondent(s) and one or two graduate program staff members. Respondents may bring a support person with them to a staff conference. Support persons are not character witnesses. If present, their role is to provide support for the respondent in taking responsibility as well as supporting the respondent upon completion of the accountability process.

As much as possible, the dialogue in a staff conference is focused on the harm that was caused and how the respondent can take responsibility for and be accountable to repair the harm.

Examples of violations that are typically managed via a Staff Conference: alcohol and drug violations, repeated open hours violations, incidences where there is no clear other individual or group who has been harmed/impacted.

During a staff conference the alleged violation is discussed and responsibility (for the violation of policy and/or harm) is determined. If, based on the preponderance of the evidence, it is determined that the respondent is not responsible for a violation of university policy or responsible for harm, the accountability process stops and no records are kept.

If it is determined that the respondent is responsible for the violation/harm, the staff members will lead a discussion of potential outcomes. As much as possible, outcomes are meant to provide opportunity to repair harm and rebuild trust and re-enter the campus community. In cases where there is no clear harmed party, outcomes are intended to be educational and developmental while providing opportunities to engage the campus community.

The full range of outcomes are available (see "outcomes" below). Before ending the Staff Conference, the staff members and respondent will discuss and confirm outcomes for the violation. The staff members, in consultation with the Director of Residence Life, Student Accountability, and Restorative Justice, will write an Outcome Letter to the respondent(s). The letter will include a brief description of the violation/harm, a record of whether respondent took responsibility or was held responsible for the violation/harm, and a list of outcomes. In most cases the Outcome Letter will be hand-delivered to the respondent(s), but can also be sent via campus mail or emailed as a pdf.

A copy of the Outcome Letter will be placed in the respondent's student life file. The respondent is expected to complete the outcomes within the determined timeframe or further outcomes may be assessed.

### ***Restorative Justice Conference/Circle***

A Restorative Justice Conference involves structured and unstructured dialogue between respondent(s), impacted parties, and support persons. Facilitators hold pre-conference meetings with all involved parties before the conference to ensure full and active participation, and to determine if the parties are ready and able to (in good faith) proceed with the conference. The focus of the conference itself is on the harm that was done, the needs that have been created because of the harm, and the obligations that follow in order to make things as right as possible.

Examples of violations that may be suitable to be processed via a RJ Conference: alcohol incidents with wide impact, theft, harassment, assault, academic integrity, abusive language, dishonesty, severe alcohol or other drug incidents.

A Restorative Justice Circle allows for larger numbers of harmed parties, and can be especially effective with mixed-responsibility conflicts and harms where the distinction between respondent and harmed party is not clear. Restorative Circles involve respondents, impacted parties, community members, support persons, resource persons, and facilitators. The process involves specific questions posed to all participants, who are invited to participate equally. A Circle can be particularly impactful when there is shared responsibility for a particular incident, and the circle can provide the space needed for resolution.

Examples of violations that may be suitable to be processed via RJ Circles: alcohol incidents with wide impact, fights, roommate conflicts, bias incidents, noise, cases with multiple harmed parties/respondents, topics that affect the university community - racism, sexism, alcohol abuse, etc.

Because restorative justice processes are generally voluntary processes to repair acknowledged harm and rebuild trust, the following general criteria must be met in order to pursue a restorative conference/circle as a formal procedural option in EMU's student accountability process:

1. Respondent(s) takes responsibility for their actions.
2. Impacted parties are willing to participate.
3. Respondent is aware of the harm caused by their actions.
4. Respondent has a desire to meet impacted parties and listen to the needs of those individuals.
5. The existence of a clearly identifiable community impact resulting from the violation.

If the preliminary inquiry reveals that the above criteria have been met, and the determination is made to proceed with a RJ conference or circle, the Director of Residence Life, Student Accountability, and Restorative Justice will inform staff RJ facilitators (trained in RJ conferencing and circles) and those facilitators will contact impacted parties for pre-conference meetings to determine if the incident is appropriate for a conference or circle. If facilitators determine that a particular incident is not appropriate for a conference or circle, it will revert to a Staff Conference for appropriate resolution.

Generally, a restorative conference or circle will develop a Restorative Agreement that describes the harm that has been caused as well as the agreed upon steps to be taken (by the respondent or others) to repair the harm and rebuild trust. The full range of outcomes are available (see "outcomes" below) though many times the specific harm done will require a specific action to repair. Depending on the severity of the harm and the desires of those harmed/impacted, a restorative agreement may include a temporary suspension from the university to provide the needed space for community recovery. The Restorative Agreement is considered to be the outcomes of the process. A copy of the Restorative Agreement (if there is one) will be placed in the respondent's student life file. The respondent is expected to follow through with the outcomes within the determined timeframe or further outcomes may be assessed.

### ***University Review Board (URB)***

#### **Function**

The URB normally will hear serious disciplinary cases that involve: violations of civil or criminal laws, violations that become unusually numerous, seriously disruptive or threatening to the campus community, or violations in which a larger, more representative group is needed to determine responsibility for violating university policy. The URB is called upon to exercise sound objective judgment and to recommend outcomes to the vice president for student life.

#### **Membership**

The URB consists of

- a. two university administrators appointed by the President
- b. two faculty members appointed by the Provost in consultation with the President of Faculty Senate
- c. two EMU students in good standing; one appointed by the Director of Residence Life, Student Accountability and Restorative Justice, and a second appointed by the Graduate Dean.
- d. one Student Life staff member appointed by the Vice President for Student Life

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

#### **Procedures**

In order to assure students appropriate rights of privacy, URB hearing are closed to the public, including legal counsel, except when concurrent criminal charges are pending. The role of counsel is limited to consultation only. Hearings may be audio and/or videotaped for future reference and clarification purposes only.

Generally, the process will be:

1. A respondent(s) receives a written statement at least two working days prior to the URB hearing specifying the incident of concern; the date(s) of the alleged occurrence(s); the standard(s) of conduct alleged to have been violated; the date, time, and place of the hearing; and the right of appeal.
2. An incident report is given to the URB and to the respondent(s) and/or complainants by a member of the Student Life Division who is available for questions.
3. The respondent(s) and/or complainant(s) are present to discuss the incident and answer questions. The respondent and complainant may each be supported by an advisor who is an employee of EMU and whose role is limited to consultation with the student.
4. Students are generally limited to two witnesses on their behalf. Requests for witnesses to attend must be made at least one working day prior to the hearing.
5. After the situation has been thoroughly reviewed, all persons except for the URB are excused. The URB fully discusses all issues relevant to the case and reaches a decision of responsibility when a simple majority agrees. Appropriate outcomes, if any, are recommended by the URB to the vice president for the student life.
6. The vice president for student life, considering the recommendation of the URB, issues outcomes to the respondent(s), if any, within five full working days of the hearing.
7. A copy of the incident report and outcomes of the hearing are placed in the respondent's active student life file.

8. Specific details of the procedures may be modified to accommodate an individual situation as long as fairness is not compromised. The chairperson and the respondent(s) should be aware of any such modifications prior to the hearing.

## Outcomes

The full range of outcomes, up to and including dismissal, is available for recommendation by the URB. In recommending the outcomes the URB may consider the student's previous behavior, general attitude and contribution to pertinent academic and community life as well as the rights of the affected community members. Considering the recommendations from the URB, the Graduate Dean will issue outcomes. URB recommendations may be modified by the Vice President for Student Life in consultation with the University President and/or the Provost.

## Confidentiality

Each member of the URB and any other participants in the hearing process will maintain confidentiality to the fullest extent allowed by law. A breach of confidentiality may result in disciplinary action. In addition, board members may be removed from further service for any such breach.

## Outcomes

In issuing outcomes, staff member(s) may consider the student's previous behavior, general attitude and contribution to pertinent academic and community life as well as the rights and dignity of affected community members.

Standard Outcomes for Alcohol and Other Drugs: The last page of the [EMU Student Conduct and Conflict Worksheet](#) provides a summary of common outcomes for incidents involving alcohol and other drugs.

Outcomes for Accountability Procedures (Staff Conference, Restorative Justice Conferences/Circles, University Review Board):

The following outcomes are available,

1. mediation or conferencing
2. personal and/or group counseling
3. anger management training
4. application of a specific behavioral contract
5. mentor
6. alcohol assessment and recommendations
7. drug assessment and recommendations
8. community work/service assignments
9. exclusion from co-curricular or leadership activities
10. restriction of housing or other privileges
11. completion of issue-relevant education activities
12. fines
13. monetary or other restitution
14. reprimand
15. probation (unless otherwise specified, the period of probation lasts until outcomes have been completed and verified as completed)
16. extra-curricular suspension (separation from co-curricular activities, intercollegiate sports, elected and/or appointed leadership positions, and/or other on-campus and off-campus activities)
  - Academic advisors, professors, athletic coaches and appropriate staff persons are informed of the suspension.
1. suspension (separated from the university for a specific period of time up to 10 class days)
  - The student is required to make arrangements for leaving campus within 48 hours of notification (unless the decision is being appealed).
  - While under suspension, the student is prohibited from university property. This includes all classes, on-campus work assignments and university related activities (athletic/music/drama practices or performances)
  - Academic advisors, professors, athletic coaches and appropriate staff persons are informed of the suspension.
  - Students are permitted to make up missed quizzes or assignments at the discretion of their professors. In some cases, students may be permitted to postpone a suspension to avoid a major exam/paper conflict if such is verified.
2. indefinite suspension/disciplinary withdrawal (separated from the university for an indefinite period of time, but not less than the remainder of the current semester and/or full semester following)
  - The student is required to make arrangements for leaving the campus within 48 hours of notification (unless the decision is being appealed).
  - The student is prohibited from campus property until the vice president for student life or a designee grants permission. If the decision to suspend a student is made within the last four weeks of the semester, imposition of the suspension may be delayed until the following semester, depending upon the gravity of the offense.
  - In some cases, a notation is placed on the University Transcript: "Suspended on (date) for a violation of the University's Standards of Conduct." This notation remains until such time as the student successfully completes the term of the suspension and any conditions thereof.
  - Re-admission involves reapplication through the Admissions Office.
3. dismissal (permanently separated from the university)
  - A notation is placed on the official transcript "Dismissal on (date) for a violation of the University's Standards of Conduct"
  - The student is required to make arrangements for leaving the campus within 48 hours of the notification (unless the decision is being appealed).
  - The student is prohibited from campus property unless permission is granted by the vice president for student life or a designee.

## Appeal Procedures

For a Staff Conference or University Review Board, any party may appeal the outcomes issued. (Because of the voluntary and participatory nature of Restorative Conferences and Circles, Restorative Agreements are not subject to appeal). Appeals for a Staff Conference decision must be submitted in writing within three working days following notification and should be directed to the Graduate Dean. Appeals for a University Review Board decision must be submitted in writing within three working days following notification and should be directed to the Provost.

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

1. Significant and relevant new evidence.
2. Alleged procedural error which may have materially affected the decision.
3. Claims that the outcomes issued are unduly harsh and arbitrary.

On the basis of these factors, the Graduate Dean, Seminary Dean or Provost will review the appeal. A decision will be made to uphold or modify the decision. This appeal decision will be communicated in writing within four working days after the receipt of the appeal, except in cases where the review is complex and requires more time or contacts to corroborate or refute claims. The decision is final.

## Printing, Copying and Scanning

Multifunction devices are available in each building. Instructions for printing can be found at [emu.edu/print](http://emu.edu/print). Swipe your EMU ID at multifunction device to copy, scan or release your print job. Students are given \$25 twice a year on their PaperCut account. Additional funds can be added in the Library or by emailing [helpdesk@emu.edu](mailto:helpdesk@emu.edu).

Cost per side	Single sided	Duplex
Black & white	\$0.06	\$0.045
Color	\$0.08	\$0.06
Scan	\$0.01	

## Recreational

Access to a wide variety of activities is one of the advantages of a university campus. These programs are supported by student activity fees.

### Recreational Facilities—Indoor

#### *Park Cabin*

Located on the east side of campus, this facility provides a spot for students and faculty to relax in the beauty of Park Woods. This building does not have running water, a cooking stove, or restrooms. A wood-burning stove in the one-room cabin provides an atmosphere for creative activity. Reservations may be made through the Auxiliary Services Office (540) 432- 4391.

#### *University Commons Gymnasium*

The gym may be reserved by contacting the athletic office (540) 432-4440 and providing the date, time, group name and function. Groups outside of EMU make their reservations through the Auxiliary Service office.

#### *Fitness Center, University Commons*

The University Commons Fitness Center provides safe and enjoyable facilities, equipment and programs to meet the recreation and exercise interests of the campus community. The fitness center includes: a weight room, a group exercise room and a cardio room with various aerobic fitness machines. An indoor track is also available. Student staff is present during open hours.

There is no charge for full time students and full time faculty/staff. Others may purchase a membership in the Fitness Center by [completing a membership application and paying online](#). For questions, contact the Fitness Center Front Desk at (540) 432-4341.

#### *Game Room, University Commons*

The University Commons Game Room is available for the campus community as a place to relax, socialize and enjoy a friendly game. It has four pool tables, four table tennis, one foosball tables, and two televisions. Also available are a wide variety of sports equipment and games that can be checked out with an EMU ID or Fitness Center membership card. Friendly and helpful student staff members are present during open hours. Contact the Game Room coordinator at (540) 432-4655.

### Recreational Facilities—Outdoor

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



For open air fires, the person planning the event needs to read and sign an "Open Air Fires – EMU Policy" form. Contact the Facilities Management Office, (540) 432-4391, for permission and information.

### **EMU "Eden" Arboretum**

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

## **Registrars Office**

### **Registrar's Office**

*Web:* [emu.edu/registrar](http://emu.edu/registrar)  
*Phone:* 540-432-4110

#### *Grade Reporting*

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

#### *Registration*

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

#### *Transcripts*

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

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

## **Restorative Justice and Student Accountability**

Restorative justice is a philosophy that emphasizes healing and accountability to repair harm and wrongdoing, build community, and strengthen relationships (definition developed by Dr. Johonna Turner, Assistant Professor of Restorative Justice and Peacebuilding at CJP at EMU). Restorative justice begins with the assumption that all people should be treated with dignity and respect, recognizing that each person has a unique perspective. By our presence we are all members of communities and are therefore connected to each other. Each of us needs to be responsible for our own actions and need to be held accountable for those actions. Restorative justice is a philosophy that focuses on meeting the needs of individuals and groups through community/relationship building as well as through the development of processes that lead to active and meaningful accountability. RJ embraces community empowerment and participation, multi-partial facilitation, active accountability, and social support. Restorative justice is not an easy way out for those who do harm, because restorative justice requires taking responsibility and being accountable in ways that are not easy.

The purpose of a restorative justice process is to bring together all parties involved in an incident for the purposes of addressing the harms associated with the incident. The RJ process enhances the opportunity for learning amongst all involved, as well as providing a venue for discussion of various points of view.

As far as possible, the student accountability processes at EMU attempt to embody this restorative justice philosophy by creating space for inclusive decision-making, active accountability, repairing harm, and rebuilding trust. However, there may be incidences where respondents/those who have done harm refuse to take responsibility and/or need to be held responsible for harm done or for a violation of university standards of conduct. While highlighting the restorative processes (conferencing and circles) used for repairing harm, rebuilding trust, and building community, the EMU student accountability procedures also contain mechanisms for incidents in which those who have done harm/respondents are held responsible for harm/wrongdoing/violation of policy.

EMU has also developed a table of common outcomes for incidents involving alcohol and other drugs. See the last page of the [EMU Student Conduct and Conflict Worksheet](#) for this information.

## **Safety and Security**

### **Safety and Security Guidelines**

Safety and Security guidelines can be found on the EMU website at <https://emu.edu/safety-and-security/guidelines>.

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

Security concerns may be addressed to:

Campus Security: (540) 432-4911

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

## **Crime Prevention**

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

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

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

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

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

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

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

Never leave your bicycle unlocked and unattended.

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

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

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

## **Protect Yourself**

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

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

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

Do not give your name, address, or phone number to strangers.

Whether traveling on foot, using public transportation, or operating a personal vehicle, have a friend go with you. It's more fun to travel with company, and there is extra safety in numbers.

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

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

## **Protect yourself in public areas**

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

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

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

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

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

## Emergencies: How to Respond

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

### *Fire Alarm*

If you hear a fire alarm, leave the building immediately via the stairways. Cooperate with all staff members and other authorities. Do not reenter the building until you are given permission to do so. If you discover a fire, immediately sound an alarm and call the fire department at 911 stating your location. Then call 540-432-4911 to alert Campus Security.

### *Bomb Threats*

Notify the police at 911 and Campus Security at 540-432-4911 immediately if you receive a bomb threat. You will be notified as to whether or not the building will be evacuated.

### *Intruder/Lockdown Emergencies*

In the event that it becomes necessary to activate an intruder/lockdown response, EMU has various tools to use for emergency notification. RAVE mobile alerts and HEARO/Via Radio devices are a few of the resources available. If actions are required the best response is to be prepared through personal pre-planned response actions. Typically in intruder situations, authorities suggest a stair stepped approach to a response:

1. **Exit the building if at all possible. AVOID** the situation.
2. **Barricade and go into a lockdown mode. DENY** entry or access
3. **Take decisive action against the intruder. DEFEND** yourself with whatever means possible.

Any response needs to be based on one's own personal safety. EMU has posted suggestions as how one might respond on the Emergency Procedure guidelines. These can be found throughout campus, it can also be found by visiting the EMU website. Please familiarize yourself with these guidelines and be prepared.

### *Medical Emergencies*

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

### *Physical Facilities*

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

### *Weather/Tornado Emergency*

In the event of a tornado warning, seek shelter ASAP in the pre-designated locations within buildings. These locations can be found by looking for the **Tornado Shelter Location** signage found throughout all buildings on campus. Please familiarize yourself with these locations.

## Fire Safety Response Procedures

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

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

The complete Fire Safety Response Procedure can be found at <https://emu.edu/safety-and-security>.

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

### *Fire Procedures for Persons with Physical Disabilities*

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

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

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

Landings in the fire stairwells are used as an "area of safe refuge" for individuals who utilize wheelchairs or any other person who, for any reason, is unable to descend and leave the building. Individuals utilizing wheelchairs may evacuate in their chair from the hall to the landing, where they may await evacuation assistance from fire and rescue or other persons providing assistance, provided egress by others is not impeded.

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

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

#### **Fireworks**

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

#### **Weapons**

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

### **Scope of Community Expectations**

Students at EMU are provided a copy of the Student Handbook annually in the form of a link on the EMU website. Students are responsible for reading and abiding by the provisions of the standards of conduct. The standards of conduct apply to the conduct of individual students. A student will be considered enrolled if the following conditions are met:

1. the student is pre-registered for courses in any term (fall, spring or summer); and
2. the student's attendance in at least one class has been verified.

After classes begin, students need to attend classes to continue their enrollment status. Students are considered continuously enrolled when they are registered for consecutive fall and spring terms.

Students are expected to conduct themselves in a manner consistent with the standards of conduct, whether or not on university premises /property, and may be considered for disciplinary action whenever and wherever a breach of conduct has occurred\*. The standards of conduct apply to conduct that takes place on campus, at university-sponsored events, and off-campus, especially when the conduct has impact on the campus community.

\*In cross-cultural settings, students may encounter different cultural standards and values. They, along with faculty leaders, will agree upon culturally appropriate behavior that still honors EMU's standards of conduct. Outcomes for violations of standards of conduct while on cross-cultural trips may include but are not limited to the student being sent home early from the cross-cultural at the expense of the student.

The standards of conduct may be applied to behavior conducted online, via email, or other electronic medium. Community members should be aware that online postings such as blogs, web postings, chats, and social networking sites and applications are considered to be in the public sphere and are not private. The university does not regularly search for this information, but may take action if and when such information is brought to attention.

The standards of conduct apply to guests of EMU campus community members, whose hosts may be held accountable for the behavior of their guests. Visitors to and guests of the university may seek resolution of violations committed against them by members of the EMU campus community.

Whenever conduct violates federal, state and/or local law and EMU policies, the university is obligated to follow through on its own accountability processes separate from and independent of action taken by civil authorities. A civil and/or criminal process may move forward simultaneously and independently from the university's process. The university enlists assistance from civil authorities if and when the lives, property, or safety of its students or personnel are endangered and cooperates with law enforcement officers as they carry out their duties.

### **Seminary Addendum to Life Together Commitment**

The seminary seeks to provide an educational setting where faculty, administration, staff and students work together in the common purpose of creating and maintaining the highest possible and also life-giving standards of academic and community life. This task occurs in the context of a community characterized by Christian discipleship, responsibility, and grace amid human failures.

We expect that persons who participate in the seminary will, by their life, attitudes and relations with others, contribute to the creation of a community that reflects the transforming and saving grace of Christ in the fellowship of the Holy Spirit. This includes evidence of a living relationship with Jesus as follower or seeker, serious attention to biblical and related studies, and readiness to share mutual counsel as responsible members of the community.

We believe that personal maturity and growth are fostered as all community participants share in responsibility for one another. Matthew 18:12-17 outlines principles of this approach to behavior and relationships. Thus growth is both an individual process and one that involves the entire Christian community as we share our own concerns and at the same time respect and are shaped by the convictions of other Christians. Our commitments include responsibility to love God and to seek after righteousness, to love others and practice justice, to exercise stewardship and freedom responsibility, and to engage differences in viewpoints in a peacemaking spirit rooted in the reconciling power of Christ.

### **Seminary and Graduate Student General Services Fee**

(in all cases throughout this handbook, seminary students are deemed to be graduate students)

A General Services Fee of \$100 per semester will be charged to seminary and graduate students registered for nine or more credits in the fall and/or spring semester (\$12/credit hour for part-time students taking less than nine credits). This fee applies to all students: on-campus, evening and distance learning.

Payment of the fee ensures that various services and activities/events can be accessed in case they are desired or needed. Below is a sampling of university services provided to students (this is a representative list of services not an exhaustive list). As one might expect, different student populations will utilize these services in different proportions. That said, failing to utilize a specific service will not result in a reduction of the fee. Please note that this fee does not pay the entire cost of these services but is meant to be a contributory fee only (not a full cost reimbursing fee).

#### **Student Services**

- Counseling Services\*\*
- Health Services\*
- Fitness Center Library
- Career Services
- Campus Pastoral Support
- Athletic events
- Fine Arts programs

#### **Academic Support Services**

- Academic Success Center
- Writing Program
- Resources including online journals

#### **Technology Services**

- Help Desk
- Online technology
- Internet bandwidth
- Classroom Technology and Learning Management Software
- Lab resources

#### **\*HEALTH SERVICES**

Both full time (9 credits or more per semester) and part time graduate students will be able to access Health Center services. Full time students are required to fill out the Grad Student Health information form, whether or not they plan to access services. Failure to fill out this form will result in a registration hold until it is completed. Part time students will not get a registration hold if they do not fill out the form, but it must be completed prior to accessing Health Center services. The Grad Student Health Information form only needs to be completed once during the student's program.

Please note that payment of this fee enables students to be seen at Health Services. The fee covers services not billable to insurance including processing the Graduate Student Health Information Form and immunization requirements (the fee does not cover actual appointments, immunizations or other services rendered). Health Services is able to bill health insurance for services provided. Any applicable co-pays are to be paid at the time of the visit or paid in full if not covered by health insurance. See <http://www.emu.edu/studentlife/health/> for more details.

#### **\*\*COUNSELING SERVICES**

Payment of this fee ensures access to free short term counseling with one of the counselors in Counseling Services. See <http://www.emu.edu/studentlife/counseling/> for more details.

## **Seminary specific handbook information**

### **Worship and Fellowship**

Chapel gathering is held regularly on Tuesday and Thursday at 11:00 a.m. These experiences of worship are central to community life and students are expected to attend chapel on the days they are on campus.

Occasionally a fellowship lunch is scheduled after chapel. A dean's forum is scheduled during a lunch period after chapel, once each semester.

Campus Worship, a Christian worship service to nurture faith and spiritual growth, is held every other Wednesday from 10:10-11 a.m. in Lehman Auditorium. Convocation takes place at the same time and place the opposite week. Seminary students are welcome to attend; a schedule is posted on the seminary worship board.

### **Computer Resources**

Web: <http://www.emu.edu/is/> Phone: (540) 432-HELP (4357)

Computers are available to seminary students in the computer room (#121) on the first floor of the seminary building. EMU general purpose computer labs are open to students. For more detailed information on EMU computing resources, see the "Computing for Students" section in the Graduate Student Handbook.

## **Counseling Services**

Web: <http://www.emu.edu/studentlife/counseling/> Phone: (540) 432-4317

In addition to academic advising, the seminary provides counseling in the areas of personal crisis and career planning. The seminary campus pastor is available for counseling on spiritual and personal matters. She/he can assist the student in referral to university counseling services (see "Counseling Services" section in the Graduate Student Handbook) or other professional counseling if the need arises. Counseling on campus is confidential unless a student is a safety risk to self or others.

## **Facilities**

### **Seminary Building**

The seminary building is located on Smith Avenue on the southwest corner of the EMU campus. Located on the first floor are administrative offices, faculty offices, student mailboxes, a large lecture room, classrooms, the study/reference room, prayer room and the computer lab. On the second floor are classrooms, faculty offices, the kitchen, Koinonia Commons, Martin Chapel, fellowship area and a prayer room.

### **Study Room**

The study room on the main floor of the seminary is available for use by seminary students, and other students as space allows. Please request a copy of the Study Room Guidelines from the seminary office coordinator. A copy is also available in the Seminary Community Council folder in Moodle.

## **Activities Fee**

Included in the tuition charges, the student activities fee of \$30 per semester for full-time students and \$3 per credit hour for part-time students provides special services for the benefit of seminary students. These include lectures for colloquiums, and Seminary Community Council activities.

## **Information Flow**

All seminary students have mailboxes in the seminary building. Official messages as well as personal mail and messages are placed in the boxes. Incoming mail is delivered to the seminary building twice a day (about 10 a.m. and 3 p.m.) Outgoing mail is taken at the same time.

Telephones are available for campus use and local calls in the Koinonia Commons on the second floor and in the main lobby on the first floor.

Bulletin boards are located on first and second floors. Acquaint yourself with their location and content. Students should form the habit of reading the boards to keep abreast of announcements and general information. Most seminary and graduate school information is communicated via e-mail.

## **Seminary Community Council**

Representing students, administration and faculty, the Seminary Community Council (SCC) assists in structuring a community life of Christian sharing and caring. It operates from the understanding that a dynamic community life is vital to the academic process. Since Christian community requires committed individuals, every student, faculty and staff person is expected to use his or her gifts and influence for the enrichment of community life.

Committees or activities functioning under SCC:

### **Fellowship Committee**

- plans major social functions
- stays alert to student financial needs and plans for assistance where possible

### **Forum Organizing**

- In collaboration with a faculty adviser, the SCC works at addressing seminary issues and concerns through organizing a variety of events, such as town hall meetings, round table discussions and forums, presentations by professors or guest speakers.

## **Snack and Food Service**

Vending machines and coffee are located in the kitchen area on second floor. Hot drinks are available to seminary and counseling students only, since the cost is covered by their activity fees. Microwave ovens are available in the kitchen. Lunch and snacks may be eaten in the gathering or fellowship areas. Other campus facilities such as the dining hall and Royal's Den snack shop are shared with the University and are available to seminary students according to the stated policies.

## Whom to See

### Faculty Advisor

- for academic program planning, course scheduling, registration changes, graduation requirements
- for formative advising/mentoring, including degree candidacy and readiness for ministry

### Associate Dean of the Seminary, Nancy Heisey

- in relation to special requests upon referral by the academic advisor
- when considering a change of curriculum
- for exploration of an independent study

- for evaluation of transfer credit

### Seminary Registrar, Beth H. Brunk

- for information on degree requirements and course scheduling
- for processing drop and add requests

### Admissions Director, Veva Zimmerman Mumaw

- when persons you know are interested in receiving information on seminary programs, courses and admission applications

(contact by letter, visit, or phone – 540-432-4257, email: [veva.mumaw@emu.edu](mailto:veva.mumaw@emu.edu) )

### Office of Academic Access

Web: <http://www.emu.edu/academics/access/> Phone: (540) 432-4233 or (540) 432-4254

- for persons with disabilities needing accommodations
- to learn about community resources and services

### Instructors

- for any matters related to their respective courses

### Director of Mentored Ministry, Penny Driediger

- on matters related to Formation in Ministry internships
- on placement for Mentored Ministry
- to discuss matters related to Mentored Ministry

### Vocational Services

- for post-graduation placement in ministry, see Director of Placement Veva Zimmerman Mumaw
- for general career counseling, see Director of Career Services at EMU

### Campus Pastor, Kevin Clark, in cooperation with Campus Ministries Team

- for spiritual support and pastoral counseling
- for guidance regarding spiritual direction
- for referral to professional counseling
- for counsel on vocational direction

### EMU Registrar's Office

- on requests for transfer of credit

- on request for official transcripts

Financial Assistance Office

- on matters related to grants, loans, scholarships and other aid

- upon changing from full-time to part-time status or from part-time to less than part-time (if you are receiving any type of financial assistance)

Cashier in Business Office

- to make payments on your account (the preferred method is through CASHNet online)

Student Accounts Office

- to ask questions regarding your student account (ext.4112)

- to discuss options for payment

International Student Director, Micah Shristi

- on any matters pertaining to alien status and Immigration and Naturalization Service regulations regarding work or length of stay in the U.S (See International Student Handbook)

- on changes in course load, program, address or telephone number

## Spiritual

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

Campus pastors are available to the entire campus community and are eager to hear your stories, ideas, and vision for ministry on campus. Stop by the Campus Ministries Offices: University Commons, 2nd floor, Student Life Suite, ext. 4115, for conversation and exploration, or the Seminary campus pastor's office, Room 137

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

### Fellowship and Spiritual Companioning for Graduate Students

#### *Spiritual Companioning*

Graduate students wanting to meet one-to-one or in small groups for spiritual companioning (spiritual direction) are welcome to request meeting with a spiritual companion. This is an opportunity to explore God awareness and spiritual connections alongside graduate studies. Apply with [this request form](#).

### Worship Opportunities for Graduate Students

Chapel and campus worship experiences at EMU represents our acknowledgment of God among us in the context of a Christian (Mennonite) liberal arts university.

Seminary Chapel Gathering is held regularly on Tuesdays and Thursdays from 11-11:45 a.m. in Martin Chapel in the seminary building. All graduate students are invited to attend. The schedule for seminary chapel is posted in the events box of the EMU Portal and may be found at <http://www.my.emu.edu/ics>.

Campus Worship, a Christian worship service to nurture faith and spiritual growth, is held every other Wednesday from 10:10-11 a.m. in Lehman Auditorium. Convocation takes place at the same time and place the opposite week.

#### *Attendance Policy*

All offices and departments, other than essential services, are closed Wednesdays from 10:10-11 a.m. in order to allow the community to attend and support convocation, campus worship and convo break-out groups. Graduate students are invited to regularly participate in chapel experience. For more information, contact campus ministries at 540-432-4115 or [campusministries@emu.edu](mailto:campusministries@emu.edu).

#### *Convocation-Campus Worship Schedule and Podcasts*

The schedule for Convocation and Campus Worship is posted in the events box of the EMU Portal. It is found at this link: <http://www.my.emu.edu/ics>. Podcasts of input from Convocation, Campus Worship and Seminary Chapel Gathering services are posted at this link: <http://emu.edu/blog/podcast/>.

### Campus Ministries

#### *Campus Ministries Staff*



The campus pastor and staff are a spiritual resource available to students, faculty and staff for conversation, counseling, prayer and support. The pastors offer pastoral care and spiritual direction, invite and nurture leadership, coordinate programs for spiritual formation and growth including campus worship services, faith formation groups, Bible study, small groups and spiritual retreats. The Campus Ministries offices are located in the University Commons, 2nd Floor, Student Life Suite. [www.emu.edu/campusministries](http://www.emu.edu/campusministries)

University Campus Pastor and Director of Campus Ministries

Brian Martin Burkholder, 540-432-4115, [brian.burkholder@emu.edu](mailto:brian.burkholder@emu.edu)

Seminary Campus Pastor

Kevin Clark, 540-432-4217, [clarkka@emu.edu](mailto:clarkka@emu.edu)

## Religious Involvement

Students are encouraged to connect with one of the many religious congregations in the Harrisonburg area. A directory of area churches and faith communities is provided on EMU's website: [www.emu.edu/churchdirectory](http://www.emu.edu/churchdirectory). Students needing transportation to services will find contact information on this page.

## Sponsoring Speakers and Demonstrations

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

## Standards of Conduct

The list of standards presented below is not comprehensive, but is believed to be in the best interests of all members of the campus community and are applicable to cross-cultural and other off-campus programs. These standards apply to all students (undergraduate and graduate/seminary). The university considers the behaviors described in the following section to be in opposition to the core values set forth above. In addition, the behaviors described below are harmful (to self, to others, to the campus community). The university encourages any and all students, faculty, and staff to report instances of harm that they have experienced or participated in.

**Integrity:** EMU students exemplify honesty, honor, and a respect for the truth in all of their dealings. Conduct that violates this value includes, but is not limited to:

### 1. Dishonesty

All forms of dishonesty, including cheating, plagiarism, forgery, furnishing false information to university officials acting in the performance of their duties, and falsification of official documents. See "Academic Integrity" in the policy section.

### 2. Falsification

Knowingly furnishing or possessing false, falsified, or forged materials, documents, accounts, records, identification, or financial instruments.

### 3. Unauthorized Use or Entry

Unauthorized entry into, presence in, or use of university facilities, equipment or property which has not been reserved or accessed through appropriate university officials.

### 4. Collusion

Action or inaction with another or others to violate the standards of conduct.

### 5. Election Tampering

Tampering with the election of any university-recognized student organization.

**Community:** EMU students build and enhance their community. Conduct that violates this value includes, but is not limited to:

### 6. Disruptive Behavior

Substantial disruption of community operations including obstruction of teaching, research, administration, residential life, athletics events, and/or other university activities which occur on campus.

### 7. Damage or Destruction

Intentional, reckless, and/or unauthorized damage to or destruction of university property or the personal property of another (student, faculty, staff). Conduct which threatens to damage, or creates hazardous conditions such as dropping, throwing, or causing objects or substances to fall from windows, doors, ledges, balconies or roofs.

## 8. Endangerment

Actions or threats which put other persons in danger, whether physical, psychological or emotional.

## 9. Social Media and Social Networking (Facebook, Instagram, SnapChat, Twitter, etc.)

Many students use Facebook, Twitter, Instagram, and other social media on a regular basis to communicate with friends and acquaintances. When inappropriate, threatening, or otherwise questionable entries are reported, the university may take action if necessary. It is important for students to be aware that the web is treated as "public" rather than "private" space. Anything that is not encrypted can be read by others. Old information that is erased may actually be stored in various databases of search engines such as Google, etc.

## 10. Fire Safety

Violation of local, state, federal or campus fire policies including, but not limited to:

- a) Intentionally or recklessly causing a fire which damages university or personal property or which causes injury;
- b) Failure to evacuate a university building during a fire alarm;
- c) Improper use of university fire safety equipment; or
- d) Tampering with or improperly engaging a fire alarm or fire detection equipment while on university property. \* Such action may result in a local fine in addition to university outcomes.

## 11. Gambling

Gambling as prohibited by the laws of the Commonwealth of Virginia. The exchange of money and/or goods by betting or wagering.

## 12. Inappropriate Use of Internet

Visiting pornography sites, viewing pornography, and use of so-called "hook-up" apps for the purpose of developing inappropriate relationships. Also included in inappropriate use of internet is downloading and/or viewing films or other media content that has not been legally released, as well as using the internet for purposes of gambling. #11 above. (See also University Policies: Information Systems Policies and Eastern Mennonite University Policy on Relationship Violence and Sexual Misconduct).

## 13. Weapons

The use or possession of firearms, explosives, knives, bows, flammable materials or weapons of any kind (including BB, paintball, pellet, and airsoft guns) is prohibited on the university campus or at any university-related function. If any of these items are needed on campus for educational purposes, the vice president for student life must be contacted for prior approval. The vice president must also be contacted for storage questions related to hunting weapons. If weapons are allegedly stored on campus in a locker, room, or vehicle, campus authorities may search said location and confiscate weapons or other contraband that may be found.

Justice: EMU students are just and equitable in their treatment of all and act to discourage and/or intervene to prevent unjust and inequitable behaviors. Conduct that violates this value includes, but is not limited to:

## 14. Abuse of Conduct Process

Abuse or interference with, or failure to comply in, University/College processes including conduct and academic integrity hearings including, but not limited to:

Falsification, distortion, or misrepresentation of information; Failure to provide, destroying or concealing information during an investigation of an alleged policy violation; Attempting to discourage an individual's proper participation in, or use of, the campus accountability system; Harassment (verbal or physical) and/or intimidation of a member of a campus conduct body prior to, during, and/or following a campus conduct proceeding; Failure to comply with the sanction(s) imposed by the campus accountability system; Influencing, or attempting to influence, another person to commit an abuse of the campus conduct system.

## 15. Bystanding

Complicity with or failure of any community member to appropriately address known or obvious harm to other community members and/or violations of the standards of conduct.

## 16. Discrimination

Eastern Mennonite University does not discriminate on the basis of race, color, national or ethnic origin, sex, disability, age, sexual orientation, gender identity or any legally protected status. Discrimination is defined as any act or failure to act that is based upon an individual or group's actual or perceived status that is sufficiently severe that it limits or denies the ability to participate in or benefit from the university's educational program or activities.

## 17. Harassment

Respect for the dignity of all persons is the EMU standard. Any unwelcome conduct based on actual or perceived status including: [sex, gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, sexual orientation or other protected status]. Any unwelcome conduct should be reported to campus officials, who will act to remedy and resolve reported incidents on behalf of the victim and community.

Hostile Environment. A hostile environment happens when harassment is sufficiently severe, pervasive and/or persistent and objectively offensive that it unreasonably interferes with, limits or denies the ability to participate in or benefit from the University's educational or employment program or activities.

#### 18. Retaliation

Retaliation against any student, faculty or staff member reporting an alleged policy violation, regardless of where such conduct or retaliation might occur.

Respect: EMU students show positive regard for each other, for property and for the community. Conduct that violates this value includes, but is not limited to:

#### 19. Assault

Acts of violence or use of physical force against any member of the community, or any act that threatens the use of physical force.

#### 20. Bullying

Bullying includes any intentional electronic, written, verbal, or physical act or a series of acts of physical, social, or emotional domination that cause physical or emotional harm to another student or group of students. Bullying conduct may not only cause a negative effect on individuals targeted but also others who observe the conduct. Bullying conduct is severe, persistent, or pervasive and has the effect of doing any of the following: substantially interfering with a community member's education, employment, or full enjoyment of the college; creating a threatening or intimidating environment; or substantially disrupting the orderly operation of the University. Bullying is prohibited at EMU.

#### 21. Hazing

Hazing is prohibited at EMU. Hazing is defined as "actions which are initiated against someone's will by harassing through force, banter, ridicule or criticism". Hazing is an act that, as an explicit or implicit condition for initiation to, admission into, affiliation with, or continued membership in a group organization, could be seen by a reasonable person as endangering the physical health of an individual or as causing mental distress to an individual through, for example, humiliating, intimidating, or demeaning treatment; destroys or removes public or private property; involves the consumption of alcohol, other drugs, or other substances; or violates any of the policies of the university. Hazing that involves sexual misconduct will be investigated by the university's Title IX coordinator. See Eastern Mennonite University Policy on Relationship Violence and Sexual Misconduct.

#### 22. Language Abuse

Profanity, vulgarity, and the use of words or names that demean, intimidate, or contain threats of unwanted physical contact or damage to property.

#### 23. Pranks

Actions which cause harm, damage and/or inconvenience to others and property.

#### 24. Relationship Violence\*

Relationship violence is a broad term that encompasses domestic violence, dating violence, intimate partner violence, and stalking (definitions provided below). Relationship violence often includes ongoing emotional, psychological, physical, and fiscal abuse. Conduct that constitutes relationship violence is covered under the Eastern Mennonite University Policy on Relationship Violence and Sexual Misconduct.

Domestic Violence: violence committed by a current or former spouse, or sexual or intimate partner of the alleged victim, a person who is living as a spouse or who lived as a spouse with the alleged victim, parents and children, other persons related by blood or marriage, or by a person with whom the alleged victim shares a child in common. (see EMU Policy on Relationship Violence and Sexual Misconduct)

Dating Violence: violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the alleged victim. The existence of such a relationship will be determined based on the reporting party's statement, taking into consideration the following factors: a) the length of the relationship, b) the type of relationship, and c) the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. (see EMU Policy on Relationship Violence and Sexual Misconduct)

Intimate Partner Violence: includes dating violence, domestic violence, and relationship violence, includes any act of violence or threatened act of violence against a person who is, or has been involved in, a sexual, dating, domestic, and/or other intimate relationship with that person. It may involve one act or an ongoing pattern of behavior. (see EMU Policy on Relationship Violence and Sexual Misconduct)

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

- i. Course of conduct means two or more acts, including but not limited to acts in which a person directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to, or about another person, or interferes with another person's property.
- ii. A reasonable person means a person under similar circumstances and with similar identities to the victim.
- iii. Substantial emotional distress means significant mental suffering or anguish.

Stalking includes cyber-stalking, a particular form of stalking in which a person uses electronic media, such as the internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact. (see EMU Policy on Relationship Violence and Sexual Misconduct)

\*To report an instance of sexual violence and/or sexual misconduct, contact the Title IX coordinator at 540-432-4302 or by email at [titleixcoordinator@emu.edu](mailto:titleixcoordinator@emu.edu) OR complete a Campus Safety Incident Report at <https://emu.edu/safecampus/> OR see EMU Policy on Relationship Violence and Sexual Misconduct "Reporting" section for full details on reporting options and process.

## 25. Sexual Violence/Misconduct\*

Sexual violence/misconduct is a broad term that encompasses sexual harassment, gender-based harassment, sexual assault, sexual exploitation, and indecent exposure. Conduct that constitutes sexual violence and/or sexual misconduct is covered under the Eastern Mennonite University Policy on Relationship Violence and Sexual Misconduct.

Sexual harassment is a form of unlawful gender discrimination. Sexual harassment means unwelcome sexual advances, unwelcome requests for sexual favors, or other unwelcome behavior of a sexual nature. (see EMU Policy on Relationship Violence and Sexual Misconduct)

Gender-based harassment includes harassment based on gender, sexual orientation, gender identity, or gender expression which may include acts of aggression, intimidation, or hostility, whether verbal or non-verbal, graphic, physical, or otherwise. (see EMU Policy on Relationship Violence and Sexual Misconduct)

Sexual assault consists of sexual contact and/or sexual intercourse that occurs without affirmative consent. (see EMU Policy on Relationship Violence and Sexual Misconduct)

Sexual exploitation is purposely or knowingly doing any of the following:

- i. causing the impairment or incapacitation of another person (through alcohol, drugs, or any other means) for the purpose of compromising that person's ability to give affirmative consent to sexual activity;
- ii. allowing third parties to observe sexual activity from a hidden location (e.g., closet) or through electronic means (e.g., Skype or live-streaming of images);
- iii. engaging in voyeurism (e.g., watching private sexual activity without the consent of the participants or viewing another person's intimate parts (including genitalia, groin, breasts or buttocks) in a place where that person would have a reasonable expectation of privacy);
- iv. recording or photographing sexual activity and/or a person's intimate parts (including genitalia, groin, breasts or buttocks) without affirmative consent;
- v. disseminating or posting images of private sexual activity and/or a person's intimate parts (including genitalia, groin, breasts or buttocks) without affirmative consent;
- vi. prostituting another person; or
- vii. exposing another person to a sexually transmitted infection or virus without the other's knowledge.

(see EMU Policy on Relationship Violence and Sexual Misconduct)

Indecent Exposure: A person commits indecent exposure if that person exposes their genitals, buttocks and breasts in any public place or in any place where there are other persons present and under circumstances in which one knows or should know that this conduct is likely to offend, affront, or alarm. (see EMU Policy on Relationship Violence and Sexual Misconduct)

\*To report an instance of sexual violence and/or sexual misconduct, contact the Title IX coordinator at 540-432-4302 or by email at [titleixcoordinator@emu.edu](mailto:titleixcoordinator@emu.edu) OR complete a Campus Safety Incident Report at <https://emu.edu/safecampus/> OR see EMU Policy on Relationship Violence and Sexual Misconduct "Reporting" section for full details on reporting options and process.

Procedures related specifically to conduct that has occurred that is listed in the EMU Relationship Violence and Sexual Misconduct Policy as prohibited conduct can be found at <https://emu.edu/cms-links/titleix/docs/SVMCP-Appendix-A.pdf> if the violation is between two students and at <https://emu.edu/cms-links/titleix/docs/SVMCP-Appendix-B.pdf> if the conduct has occurred between a student and an employee.

## 26. Theft

Theft of money or property, shoplifting, possession of stolen property and/or the unauthorized use of personal or institutional property.

Responsibility: EMU students are given and accept a high level of responsibility to self, to others, and to the community. Conduct that violates this value includes, but is not limited to:

#### 27. Alcohol

Eastern Mennonite University supports nonuse of alcohol and prohibits the misuse of alcohol, where misuse refers to underage drinking and/or drinking to excess. (See alcohol, tobacco and illegal drug policy in “University Policies” section.). The possession or use of alcohol is strictly prohibited from the EMU campus as well as at all university-related functions. Remaining in the presence of persons who are consuming alcohol on campus or at EMU-sponsored activities without objecting to its use may be considered a violation. Those who host (i.e. provide a venue and/or provide alcohol or other substances where misuse occurs) will receive more serious outcomes. All members of the community are encouraged to report alcohol use by themselves or others preferably as a self-report for follow-up by EMU personnel\*;

#### 28. Drugs

The use and possession of drugs prohibited by law (such as hallucinogens, heroin, cocaine and marijuana) and the abuse of those drugs controlled by law (such as prescription drugs, narcotics, amphetamines and barbiturates) are prohibited. In addition, any substances which mimic the effects of illegal drugs or controlled substances (e.g. K2, bath salts, “designer drugs”, etc.) are also prohibited. Drug paraphernalia or other contraband are also prohibited. If for any reason drugs are suspected in an on-campus location, those said locations including residence hall rooms and personal vehicles may be searched and drugs or other contraband confiscated, even without the owner of the location present;

#### 29. Prescription Medications

Abuse, misuse, sale, or distribution of prescription or over-the-counter medications;

#### 30. Non-Compliance

Failure to comply with the reasonable directives of university officials or law enforcement officers during the performance of their duties and/or failure to identify oneself to these persons when requested to do so. EMU students are expected to have their EMU ID card with them at all times and must show it to university officials if and when they are asked.

#### 31. Tobacco

The possession or use of tobacco (including vapors and e-cigarettes) is prohibited in all university buildings as well as at university related functions. No smoking is permitted within 25 feet of any university building, nor anywhere on EMU property unless specifically posted as a designated smoking area. Exceptions are made for unique circumstances with explicit permission from the vice president for student life.

## Standards of Conduct: Procedures- Graduate

### INTRODUCTION AND OVERVIEW

This overview gives a general idea of how the university's campus conduct procedures work, but it should be noted that not all situations are of the same severity or complexity. Because of this, these procedures are flexible and are not exactly the same in every situation, though consistency in similar situations is a priority.

The student accountability procedures are intended to provide opportunities for students to be actively accountable for their behaviors as well as provide opportunity for learning, growth, and change. The procedures are administrative procedures rather than criminal, civil, or juvenile law procedures. This means that the procedures are primarily focused on determining responsibility for a violation of university policy or responsibility for harm done to another individual or group rather than the focus being on guilt or innocence (as in criminal law). When sanctions are necessary, the sanctions will be focused as much as possible on the repair of harm and rebuilding of trust (to individuals and groups that have been harmed) rather than on punishment. The university commits itself to accountability procedures that are fair, equitable, and impartial.

The Vice President for Student Life is responsible for the application of these procedures. Many times the procedures will be implemented by the Graduate Dean or Seminary Dean or by their designee.

### PROCEDURES

Notice:

The campus accountability process begins with a report being given to a member of the campus community. A report of harm and/or violation of university policy may come from any source (victim/harmed party, student leader, staff, faculty, student) and may come through multiple formats including online (via incident report form), email, phone conversation, or face to face meeting. The most direct and efficient forms of report for graduate and seminary students are face to face conversations with the student's Program Director, Dean, or Associate Dean. Other Graduate and Seminary faculty and staff or other students may also become aware of harm and/or violation of university policy. When members of the campus community become aware of harm done and/or violation of university policy, they are obligated to consult with the appropriate staff person to determine next steps. Once a report is received, in most cases, a university representative will contact the respondent (as well as harmed and otherwise impacted parties when appropriate) for an initial conference to explain the accountability process and gather information. Generally this first contact (via [emu.edu](mailto:emu.edu) email) will include a copy of the [EMU Student Conduct and Conflict Worksheet](#) for the student to look over before the initial inquiry.

## Vehicle Registration and Parking Permits

All vehicles owned by faculty, staff and students that are parked on the EMU campus need to be registered within one week of being brought to campus. This also applies to individuals living in EMU-owned housing or apartments. The fee for the permits is \$60 per person for the academic year. Students involved in the Degree Completion Studies or in graduate programs that meet in the evening also need to obtain a permit at the beginning of each academic school year at no charge. All permits are valid only for the academic year and will expire on August 25.

To register a vehicle you are required to:

- Hold a current vehicle registration card as evidence of ownership and the right to register the vehicle
- Hang the registration permit on the rear view mirror

View the [campus map](#) to find out where to park.

### How to Register Your Vehicle

Vehicle registration is completed online through my.emu.edu. Once logged in, the registration process can be found under the **Accounts** tab for students and the **Employee Info** tab for faculty and staff. After completing the registration, all permits will be delivered through campus mail.

**Retired employees of EMU** who routinely use the premises must register their vehicle at the Facilities Management office to receive a permit but will not be charged a permit fee.

**Campus visitors** who are on campus for something other than an organized sporting event or a major activity are asked to register their vehicles and utilize a temporary permit available at the Facilities Management office.

### Temporary Handicapped Parking Permits

Temporary handicapped parking permits may be issued to students from the Health Center or athletic trainer that confirms a student's warranted need for a handicapped space. These permits are to be used only on EMU property and are not acceptable under state law to be used off campus. They are available from the Facilities Management office during regular business hours.

### Partial-year Permits

Any faculty, staff or student who will not be on campus for spring semester may return their parking permit to the Facilities Management office. If it is received by January 15, a refund of \$30 will be issued. This does not apply to faculty or staff who opted to pay for the permit through payroll deduction.

## Graduate Writing Standards

### Writing Standards – Writing Standards –Graduate Level (*revised Spring 2012*)

<b>Criteria</b>	<b>A excellent</b>	<b>B minimal expectations</b>	<b>C below expectations</b>	<b>Comments</b>
<b>Content</b> ( <i>quality of the information, ideas and supporting details.</i> )	<ul style="list-style-type: none"><li>• shows clarity of purpose</li><li>• offers depth of content</li><li>• applies insight and represents original thinking</li></ul>	<ul style="list-style-type: none"><li>• shows clarity of purpose</li><li>• offers substantial information and sufficient support</li><li>• represents some original thinking</li></ul>	<ul style="list-style-type: none"><li>• shows clarity of purpose</li><li>-lacks depth of content and may depend on generalities or the commonplace</li><li>• represents little original thinking</li></ul>	
			-is coherent and logically (but not fully) developed	

<b>Structure</b> (logical order or sequence of the writing)	<ul style="list-style-type: none"> <li>• is coherent and logically developed</li> <li>-uses very effective transitions</li> </ul>	<ul style="list-style-type: none"> <li>-is coherent and logically developed</li> <li>-uses smooth transitions</li> </ul>	<ul style="list-style-type: none"> <li>-has some awkward transitions</li> </ul>	
<b>Rhetoric and Style</b> (appropriate attention to audience)	<ul style="list-style-type: none"> <li>• is concise, eloquent and rhetorically effective</li> <li>• uses varied sentence structure</li> <li>-is engaging throughout and enjoyable to read</li> </ul>	<ul style="list-style-type: none"> <li>• displays concern for careful expression</li> <li>• uses some variation in sentence structure</li> <li>-may be wordy in places</li> </ul>	<ul style="list-style-type: none"> <li>• displays some originality but lacks imagination and may be stilted</li> <li>• uses little varied sentence structure</li> <li>• frequently uses jargon and clichés</li> <li>-uses generally clear but frequently wordy prose</li> </ul>	
<b>Information Literacy</b> (locating, evaluating, and using effectively the needed information as appropriate to assignment)	<ul style="list-style-type: none"> <li>• uses high-quality and reliable sources</li> <li>• chooses sources from many types of resources</li> <li>• chooses timely resources for the topic</li> <li>• integrates references and quotations to support ideas fully</li> </ul>	<ul style="list-style-type: none"> <li>• uses mostly high-quality and reliable sources</li> <li>-chooses sources from a moderate variety of types of resources</li> <li>-chooses resources with mostly appropriate dates</li> <li>• integrates references and quotations to provide some support for ideas</li> </ul>	<ul style="list-style-type: none"> <li>-uses a few poor-quality or unreliable sources</li> <li>-chooses sources from a few types of resources</li> <li>-chooses a few resources with inappropriate dates</li> <li>-integrates references or quotations that are loosely linked to the ideas of the paper</li> </ul>	
<b>Source Integrity</b> (appropriate acknowledgment of sources used in research)	<ul style="list-style-type: none"> <li>• cites sources for all quotations</li> <li>• cites credible paraphrases correctly</li> <li>• includes reference page</li> <li>• makes virtually no errors in documentation style</li> </ul>	<ul style="list-style-type: none"> <li>• cites sources for all quotations</li> <li>• usually cites credible paraphrases correctly</li> <li>• includes reference page</li> <li>• makes minimal errors in documentation style</li> </ul>	<ul style="list-style-type: none"> <li>• has sources for all quotations</li> <li>• has mostly credible paraphrases, sometimes cited correctly</li> <li>• includes reference page with several errors</li> <li>-makes several errors in documentation style.</li> </ul>	
<b>Conventions</b> (adherence to grammar rules: usage, mechanics)	<ul style="list-style-type: none"> <li>• uses well-constructed sentences</li> <li>• makes virtually no errors in grammar and spelling</li> <li>• makes accurate word choices</li> </ul>	<ul style="list-style-type: none"> <li>• almost always uses well-constructed sentences</li> <li>-makes minimal errors in grammar and spelling</li> <li>• makes accurate word choices</li> </ul>	<ul style="list-style-type: none"> <li>• usually uses well-constructed sentences</li> <li>• makes several errors</li> <li>• makes word choices that distract the reader</li> </ul>	
<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>				

## Lancaster Student Handbook



### Section One

#### Office and Administration

### Section Two

#### University Policies

### Section Three

#### Student Services

Academics

#### About EMU at Lancaster

- President's Message
- EMU Mission, Vision, Values
- Accreditation

#### Location and Contact Information

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- Street and Mailing Address
- Email Contact Information
- Emergency Numbers
- Main Campus Toll-Free Numbers
- Lancaster Facilities
  - Facility Access Information
  - Reserving and Using Facilities

#### Lancaster Faculty, Staff and Administration

- Lancaster Organizational Chart
- University Organizational Chart
- EMU Board of Trustees

#### EMU at Lancaster Academic Programs

- Undergraduate Programs
- Graduate and Seminary Programs
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- Continuing Education
- Academic Calendars
- Academic Writing Standards

Life Together: Commitments for a  
Community of Learning  
Student Academic Integrity  
Alcohol, Tobacco and Illegal Drug Policy  
Animals on Site  
Bias-related Incident Reporting  
FERPA Provisions for Student Rights  
FERPA-based Definition of Directory  
Information  
Conflict and Grievance Procedures  
Inclement Weather  
Information Systems Policies  
Intellectual Property  
Selling and Soliciting  
Campus Sex Crimes Prevention Act  
Student Complaint Policy  
Voter Registration  
Relationship Violence and Sexual  
Misconduct Policy (Title IX)

- Advising & Advocacy
- Faculty Office Hours
- Academic Support
- Office of Academic Access
- Library Resources
- Registrar's Office

#### Financial

- Student Accounts
- Financial Assistance
- Payment Policy
- Refunds and Withdraw Policy

#### Technology

- Technology Fee
- Identification Cards
- Printing Services
- Telephone & Fax Services
- Information Systems - IS

#### Personal

- Health Services
- Disabilities Services
- Dining Services
- Counseling Support Services
- Safety & Security Guidelines
- Liability

#### Other Main Campus Resources

- Campus Ministries
- Career Services
- Counseling Services

#### Appendices

## EMU at Lancaster

### 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 2018-2019 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*

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

## Location and Contact Information

### EMU at Lancaster

Street Address	Mailing Address
EMU at Lancaster 1846 Charter Lane Lancaster, PA 17601	EMU at Lancaster PO BOX 10936 Lancaster, PA 17605-0936
<b>County:</b> Lancaster Municipality: East Lampeter Twp.	

Office Hours	
Monday-Thursday	8:00 a.m. to 5:00 p.m.
Friday	8:00 a.m. to 4:00 p.m.
Evening classes	Building locked at 6:30 p.m.
<b>Lancaster Facilities</b>	

Phone Numbers	
Main Numbers	717-397-5190 717-690-8600
Toll-Free	866-368-5262 888-EMU-LANC
Fax	717-397-5281

Email Contacts	
Admissions	<a href="mailto:admissions.lancaster@emu.edu">admissions.lancaster@emu.edu</a>
General Info	<a href="mailto:lancaster@emu.edu">lancaster@emu.edu</a>
Registration	<a href="mailto:registration.lancaster@emu.edu">registration.lancaster@emu.edu</a>
Student Accounts	<a href="mailto:studentaccounts.lancaster@emu.edu">studentaccounts.lancaster@emu.edu</a>
Testing Services	<a href="mailto:testing.lancaster@emu.edu">testing.lancaster@emu.edu</a>

Academic Department Email Contacts	
Aviation	<a href="mailto:aviation.lancaster@emu.edu">aviation.lancaster@emu.edu</a>
General Education	<a href="mailto:geneds.lancaster@emu.edu">geneds.lancaster@emu.edu</a>
Graduate Teacher Education	<a href="mailto:maed.lancaster@emu.edu">maed.lancaster@emu.edu</a>
Leadership & Organizational Mngmt	<a href="mailto:lom.lancaster@emu.edu">lom.lancaster@emu.edu</a>
Nursing	<a href="mailto:nursing.lancaster@emu.edu">nursing.lancaster@emu.edu</a>
Seminary	<a href="mailto:seminary.lancaster@emu.edu">seminary.lancaster@emu.edu</a>

Emergency Numbers	
Police / Fire / Medical Emergency	call 911
After Hour Maintenance Hotline:	
High Associates Ltd. 24 hr. Maintenance hotline	717-293-4404

Main Campus Toll-Free Numbers:	
Business Office	888-432-4112
Library	800-205-9996
Student Financial Services	800-330-9683

## Lancaster Facilities

### *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."

*Facility Floor Plan and Emergency Evacuation Plan*

*EMU Lancaster Conference & Training Center Information.*

## Faculty, Staff and Administration

### Lancaster Organization Chart

### EMU Organization Chart

## EMU at Lancaster Faculty, Staff and Administration

**Tandi Book, BA**

*Graduate Programs Assistant*

**David E. Martin, PhD**

*Associate Director, Master of Arts in Education*

**Julie R. Siegfried, MA**

*Director of Operations*

**Lisa Campbell, BA**

*Enrollment Counselor*

**Abby Mowrer**

*Assistant Chief Flight Instructor*

**Catherine Stover, MEd**

*Associate Director, Communications and Marketing*

**James H. Cistone, PhD**

*Aviation Program Coordinator*

**Marcy Root**

*Receptionist and Executive Administrative Assistant*

**Troy Swinehart, MBA**

*Coordinator, Business Services*

*Director, Professional Development*

**Brenda Martin Hurst, PhD**

*Director of Pastoral and Theological Studies*

**Enid Rosa, BS**

*Undergraduate Programs Assistant*

**Nancy Wise, PhD**

*Coordinator, RN to BS in Nursing Lancaster*

*Faculty, RN to BS in Nursing*

**Zach Hurst, BA**

*Chief Flight Instructor*

**Lisa Sauder, MSW**

*Coordinator, Registration and Student Advising*

**Linda E. Witmer, MSPH, MDiv**

*Director, RN to BS in Nursing*

*Faculty, RN to BS in Nursing*

**Mary Krahn Jensen, EdD**

*Associate Provost*

*Director, Leadership & Organization Management*

**Kyle Sellers**

*Coordinator, IS User Services*

## EMU Board of Trustees

Learn more about the [members of our board](#)

**Kathleen (Kay) Nussbaum, Chair** - Grant, MN

**Chad Lacher**- Souderton, PA

**Diann Bailey**, Granby, CT

**Kevin Longenecker**- Harrisonburg, VA

**Evon Bergey**- Lancaster, PA

**Cedric Moore**- Midlothian, VA

**Herman Bontrager**- Ephrata, PA

**E. Thomas Murphy**- Harrisonburg, VA

**Shana Peachey Boshart**, Wellman, IA

**Manual Nunez**- Devon, PA

**Jonathan Bowman**- Landisville, PA

**Eloy Rodriguez**- Lancaster, PA

**Randall Bowman**- Richmond VA

**James Rosenberger**- State College, PA

**Hans Harman**- Harrisonburg, VA

**Vaughn Troyer** - Millersburg, OH

**Charlotte Husberger**, - Telford, PA

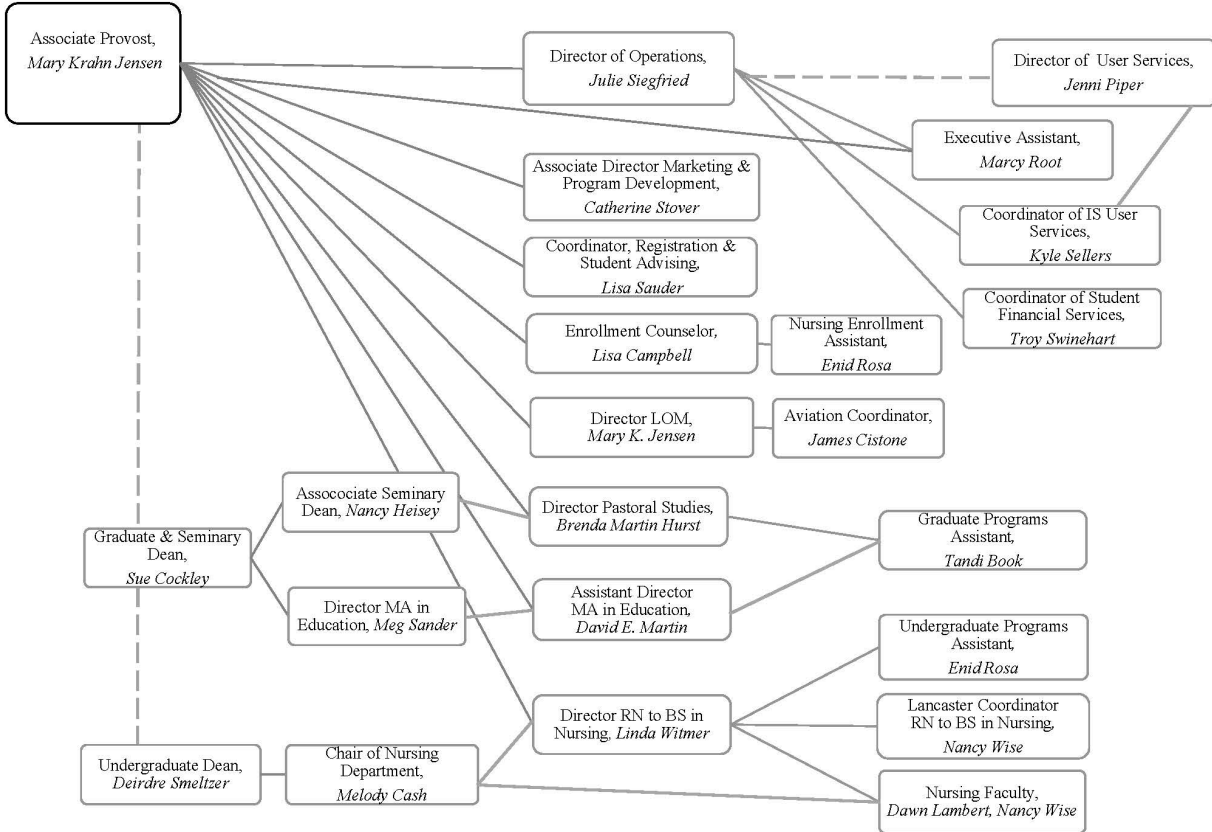
**Carlos Romero** - Elkhart, IN

**Clyde G. Kratz**- Broadway, VA

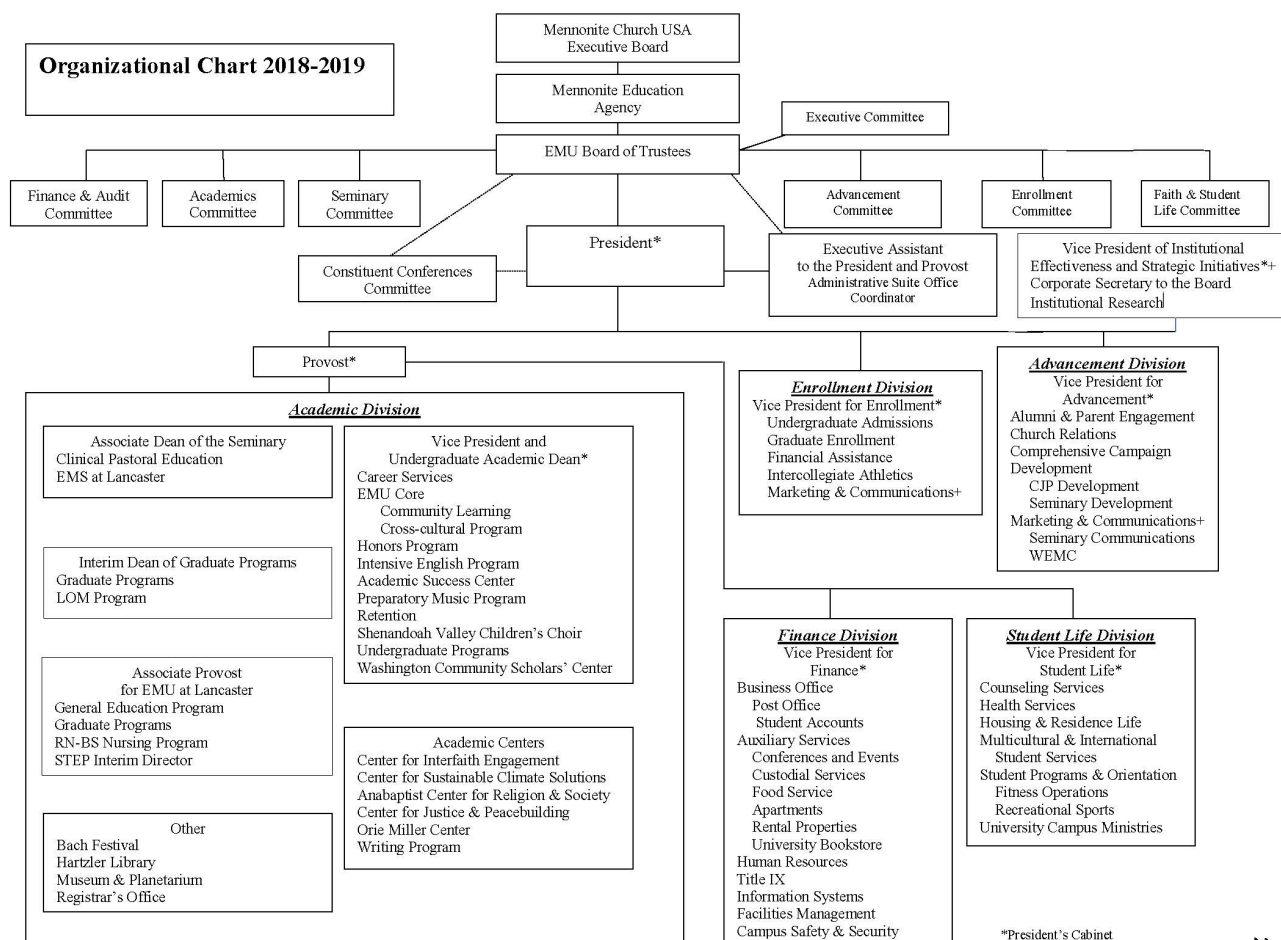
**Anne Kaufman Weaver**- Brownstown, PA

## Lancaster Organizational Chart

LANCASTER ORGANIZATION CHART  
2018-2019



## EMU Organizational Chart



\*President's Cabinet  
+Dual reporting structure

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Eastern Mennonite University

Approved by President's Cabinet: June 28, 2017

Z:/Provost/EMU Org Chart

## EMU at Lancaster Academic Programs

### UNDERGRADUATE

- Leadership and Organization Management
- Leadership and Organization Management with Aviation Concentration
- RN to BS in Nursing
- General Education

### ONLINE PROGRAMS

- Early Enrollment for High School Students
- RN to BS in Nursing
- Faith Community Nursing
- School Nurse Certification

### ACADEMIC CALENDARS

## GRADUATE & SEMINARY

- Graduate Teacher Education
- Pastoral and Theological Studies

## CONTINUING EDUCATION

## ACADEMIC WRITING STANDARDS

## Undergraduate Programs

*Leadership and Organization Management*

*RN to BS in Nursing*

*Leadership and Organization Management with Aviation Concentration*

*General Education*

*Undergraduate Student Handbook*

## Leadership and Organizational Management

### Bachelor of Science in Leadership and Organizational Management (LOM)

### LOM Advisory Committee Members:

Our Bachelor of Science (BS) Degree in Leadership & Organizational Management offers convenience, flexibility, and affordability while providing students with expertise in leadership formation, human dynamics, and organizational behavior for business and public administration. Classes meet one night a week for 16 months.

To Be Announced

### Bachelor of Science in Leadership and Organizational Management with Aviation concentration (LOMV)

### Aviation Advisory Committee Members:

Our B.S. in Leadership and Organizational Management with an Aviation Concentration produces aviation leaders who are prepared to contribute to the changing landscape of the aviation industry. Although a college degree is not a requirement for becoming a pilot, a collegiate degree is perceived as the *preferred path for aviation professionals*, including, but not limited to, commercial or corporate airline pilots, flight instructors, airport operations manager, mission aviators and aviation safety inspector. Professionals with a strong foundation in both aviation and leadership principles are in demand throughout the air transport industry.

To Be Announced

EMU at Lancaster contracts with Aero-Tech Services, Inc., an FAA-approved Part 141 Pilot School, to provide ground and pilot training. Flight training occurs at the Aero-Tech facility at Lancaster Airport in Lititz, PA. This partnership, between a specialized training provider and a liberal arts university, represents an integrated and collaborative approach to delivery of a collegiate aviation program.

## RN to BS in Nursing

*The goal of EMU RN-BS in nursing program 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

### RN to BS in Nursing Advisory Committee Members:

Juanita Angelini, Lancaster PA

Trudy Bauer, Lancaster, PA

Eva Bering, Lancaster, PA

Tina Citro, Ephrata, PA

Heidi McMullen, Lebanon, PA

Carmen Miller, Lancaster, PA

## 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 certified through the Westburg Institute.

## Other Nursing Programs at EMU

### Master of Science in Nursing (MSN)

- 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.

### Doctorate in Nursing Practice (DNP)

Our 33 credit, 22 month online program prepares nursing professionals to lead dynamic healthcare systems and engage in post secondary instruction.

## Graduate and Seminary Programs

### Graduate Teacher Education

- Master of Arts in Education  
Graduate Certificates
  - Restorative Justice in Education
  - Trauma and Resilience in Education Environment
- PA State Certifications
  - English as a Second Language (ESL)
  - Reading Specialist

### Pastoral and Theological Studies Program

- Master of Divinity
- Graduate Certificate
  - Ministry Leadership
- Gateway Courses

### Graduate & Seminary Student Handbook

### Graduate Catalog

### Seminary Catalog

## Graduate Teacher Education

*The mission of the Graduate Teacher Education 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

### Master of Arts in Education Advisory Committee Members:

Jody Allen, Lancaster PA

Wynne Kinder, Wrightsville,  
PA

and conflict resolution, cultures of change, social and ethical issues and action research in educational settings.

Nadine Larkin, Ephrata, PA

Suzanne Fisher, Mt Joy, PA

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, curriculum practitioner, and restorative justice in education practitioner*.

Pennsylvania 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.

## Pastoral and Theological 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.***

This seminary program at EMU-Lancaster is an extension program of Eastern Mennonite Seminary in Harrisonburg, VA. This program offers graduate-level theological education for those called to various leadership roles in the church as well as those exercising leadership in other professions. Courses designed to accommodate the schedules of working students meet on weekday evenings or all-day Friday and Saturday formats about once a month.

### Pastoral and Theological Studies Advisory Committee Members:

Tom Eshleman, Akron, PA

Nathan Grieser, Lancaster, PA

Lorie Hershey, Philadelphia, PA

Richard Thomas, Ronks, PA

- **Master of Divinity and Seminary Courses:** Students can earn the M.Div. degree (81 credit hours) or a graduate Certificate in Christian Leadership (24 credit hours).
- **Anabaptist Formation Curriculum:** In collaboration with the ministerial credentialing committees of local Mennonite conferences, four graduate-level courses comprise an essential core for forming Anabaptist identity. These courses are offered on a two-year cycle, one course per semester for credit or participatory audit: Anabaptist History and Theology; Interpreting the Biblical Text; *Missio Dei* in Cultural Context; and Mennonite Faith and Policy.
- **Enrichment:** Persons with an active interest in a course (who are not pursuing a degree) can register for a Participatory Audit of most courses. We also collaborate with other EMU-Lancaster graduate programs to provide Continuing Education opportunities and courses for CEUs.

## Online Programs

*Early Enrollment for High School Students*

*Faith Community Nursing*

*RN to BS in Nursing*

*School Nurse Certification*

## Early Enrollment

The Early Enrollment courses at EMU at Lancaster engage these topics through culturally relevant course materials. Global issues—social, political, economic, environmental are important topics to current and future generations.

EMU at Lancaster offers an early enrollment program for exceptional high school students who wish to enroll in an EMU at Lancaster general education course during their junior or senior year in high school. Students will receive college credit for these courses. Concurrent high school credit may also be earned as determined by the high school guidance counselor.

## Continuing Education

A broad range of discipline-specific and interdisciplinary professional development opportunities are provided through **EMU at Lancaster Continuing Education** offerings.

***EMU at Lancaster is approved by the Pennsylvania Department of Education to provide:***

- ACT 48 continuing education credits for educators and
- Continuing Education units necessary for licensure renewal for nurses.
- Continuing education units in leadership and pastoral ministry are also available.

## Academic Calendars



<b>FALL Semester 2018-2019</b>	
<b>FALL Semester Begins</b>	August 29
Registration Fall 2017-18 Closed	
Seminary, Gen Ed, MA in Ed	August 27
Last day-drop Fall class without record	September 29
Registration Spring 2018-19 Opens	October 3
<i>Thanksgiving Break ~ Office closed</i>	November 21-23
Registration Closed Spring 2018-19	December 15
<b>FALL Semester Ends</b>	December 14
<i>Christmas Break ~ Office closed</i>	December 21-January 1
<b>Diploma Dates 2018-2019</b>	
December 14, 2018	
April 28, 2019	
June 14, 2019	
August 9, 2019	
(August: No Seminary Diplomas)	

<b>SPRING Semester 2018-2019</b>	
<b>SPRING Semester Begins</b>	January 9
Last day-drop Spring class without record	February 2
Registration Open – Summer 2018-19	February 6
<i>Easter Break ~ Office closed Good Friday</i>	April 19
Registration Closed Summer 2018-19	
Gen Ed, Seminary	April 23
MA in Ed	June 15
Registration Open – Fall 2019-2020	
Seminary, Gen Ed, MA in Ed	April 3
<b>SPRING Semester Ends</b>	May 4
<b>Commencement - Harrisonburg VA</b>	May 5
<i>Memorial Day ~ Office closed</i>	May 27
<b>SUMMER Semester 2018-2019</b>	
<b>SUMMER Semester Begins</b>	May 6
Last day-drop summer class without record	June 8
<i>Independence Day ~ Office closed</i>	July 4
<b>SUMMER Semester Ends</b>	August 16

## Student Services: Lancaster

### 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.

- [Academics](#)
- [Financial](#)
- [Technology](#)
- [Personal](#)
- [Main Campus Resources](#)
- [Appendices](#)

## Academics

## Advising and Advocacy

Program directors are the primary advocate for students in their programs. EMU at Lancaster has a student services team comprised of coordinator of registration and UG student advising, coordinator of student financial services, coordinator of IS user services and graduate and undergraduate program assistants. [Contact Information](#).

## Faculty Office Hours

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

## 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 and/or the coordinator of student advising, Lisa Sauder. [Contact Information](#)

## Office of Academic Access

## Registrar's Office

## Library Resources

## Office of Academic Access

### *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.

## Registrar's Office

Lancaster registration coordinator, Lisa Sauder

Phone: 717-397-5190

Email: [registration.lancaster@emu.edu](mailto:registration.lancaster@emu.edu)

Virginia Campus Registrar's Office

Office hours: Monday - Friday, 9:00 a.m. to 4:00 p.m.

Phone: 540-432-4110

Email: [registrar@emu.edu](mailto:registrar@emu.edu)

### *Registration & Textbooks*

Lancaster course offerings, online registration, course textbook listings are accessed when you log in with your Royals username and password to [myEMU](#) Academics tab, Lancaster Academics page.

### *Transcripts*

**Unofficial transcript:** to access a copy of your unofficial transcript, log in to [myEMU](#), Academic tab, Lancaster Academics

**Official transcript:** To assure confidentiality of academic records, all requests for official transcripts must be submitted by the student in writing.

## Grades

Grades are available when you log in with your Royals username and password to [myEMU](#), Academics tab, Lancaster Academics page.

Undergraduate RN-BS in Nursing students: Grade Sheet Invoices will be distributed via EMU email by the coordinator of student financial services, Troy Swinehart, at the end of each course.

Requests should be made to the university registrar's office, allowing one week for processing. There is a \$5 charge for each transcript.

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

## Library Resources

### *Hartzler Library*

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

**Library Hours:** Regular hours during the school year are posted on the Library Website.

#### Hartzler Library Phone Numbers

Toll Free number: 800-205-9996

Reference Desk: 540-432-4185

Circulation Desk: 540-432-4175

**EMU at Lancaster** maintains a limited library collection of resources and facilitates access to all main campus resources. For assistance, contact Tandi Book support staff on duty.

Phone: 717-397-5190

**Website Portal:** The library website (<http://www.emu.edu/library>) is your gateway to the resources available at the Hartzler Library.

**Online Catalog:** Sadie, the online catalog, gives information about the Hartzler Library holdings. You may request items EMU owns through Sadie.

**Research Databases:** a 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.

**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.

**Interlibrary Loan:** 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.

**Checking Out Resources:** Your EMU ID is required when checking out materials.

See [APPENDIX A- Check In – Check Out Instructions](#)

See [APPENDIX B - Library Resources -Lancaster](#)

## Financial

### Student accounts

EMU at Lancaster administers program specific **tuition and fees**. The coordinator of student financial services, Troy Swinehart, welcomes the opportunity to help you navigate your personal student account. Please have your **program name** and **student ID** number available.

**Tuition statements** are available online. EMU no longer sends out paper statements. Students are expected to check your EMU account online at [my.emu.edu](#).

- **EMU EMAIL** - All correspondence regarding billing, financial information, and your student account at EMU will be sent to your EMU email address.

- **AUTHORIZE USER**- Students have the option to set up a User PIN to designate a spouse, guardian or parent access to your account via the CASHNet portal on myEMU.
- **EMPLOYER REIMBURSEMENT**- Any student receiving employer reimbursement must complete and submit the [Employer Assistance](#) form.
- **OTHER TUITION SUPPORT**- Any student receiving tuition support from a church, community organization, or other outside source must complete and submit the [Tuition Support](#) form.
- **CHURCH MATCHING GRANT**- Any student applying for a church matching grant must complete and submit the [Church Matching Grant](#) form for their program.

Lancaster Hours & Contact Information	
Phone:	717-397-5190
Email	<a href="mailto:studentaccounts.lancaster@emu.edu">studentaccounts.lancaster@emu.edu</a>
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 p.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

- [2018-19 Tuition & Fees](#)
- [Financial Aid](#)
- [Payment Policy](#)
- [Refund and Withdraw Policy](#)

## 2018-19 Tuition & Fees

### *Undergraduate Professional Studies*

General Education	
Tuition (per credit hour)	\$ 405
Audit Fee (per credit hour)	\$ 100
Technology Fee (charge per term)	\$ 50

RN-BS in Nursing	
Tuition (per credit hour)	\$ 405
Technology Fee (charge per term)	\$ 50

Lancaster Leadership & Organizational Management	
Tuition (per credit hour)	\$ 405
Technology Fee (charge per term)	\$ 50

Lancaster Leadership & Organizational Management with an Aviation Concentration	
Tuition (per credit hour) <i>* Additional Flight Training Fees Apply</i>	\$ 405
Technology Fee (charge per term)	\$ 50
Graduation fee (certificate)	\$ 25
Graduation fee (2 or 4 year degrees)	\$ 75

**Any course you take from another program will be invoiced at the rate of your enrolled program.**

### *Graduate & Seminary*

M.A. in Education	
Tuition (per credit hour)	\$ 465
Audit Fee (per credit hour)	\$ 155

Seminary	
	\$ 500
	\$ 330

Technology Fee (charge per term)	\$ 50
----------------------------------	-------

Tuition (per credit hour) Audit-participation (per credit hour)	\$ 50
Technology Fee (charge per term)	

## Financial Aid

### *Financial Aid Office*

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

Email: [finaid@emu.edu](mailto:finaid@emu.edu)

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.

- Any undergraduate student taking 6 or more credits per semester may be eligible for financial aid.
- Any graduate student taking 5 credits or more per semester may be eligible for financial aid.
- Visit [Federal Student Aid - Office of U.S. Department of Education](#) for more information and to apply for aid.

### Download Financial Aid Forms

## 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.
2. Release of Grades, transcripts, and diplomas will be denied
3. Monthly finance charge of 1.5% (18% annually) will be assessed
4. Delinquent accounts will be reported to the Credit Bureau
5. 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 student financial services](#).

### *Payment Options*

EMU accepts online payments via CASHNet Portal:

- Credit / Debit Card Payments: Service fee is 2.75% for Credit Card transactions.  
Credit Cards Accepted: VISA, MASTERCARD, DISCOVER, AMERICAN EXPRESS, or DINER'S CLUB.
- E-Check payments incur No Service Fee
- Personal check or cash. Write the course and Student ID# on your check and/or envelop and place in Payment drop box at the Lancaster office.

Students can access their statement and the CASHNet portal after logging into myEMU with your Royals username and password.

## Refund and Withdraw 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.

Financial Aid recipients who **change** their course registration or **withdraw** after the beginning of each semester **must notify the financial assistance office**.

### FINANCIAL AID ASSISTANCE REFUND POLICY

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 Lancaster coordinator of student financial services.

### *Financial Aid Office*

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

Email: [finaid@emu.edu](mailto:finaid@emu.edu)

### Lancaster Contact Information

#### Standard Term 15 week course enrollment

##### Adjustment and Refund Percentages (Chart) for 2018-2019

Time Period	Fall Semester	Spring Semester	%
1st week	Aug 28 - Sept 3	Jan 9 -15	97%

#### Standard Term 7 or 5 week course (RNBS or LOM) enrollment

##### Adjustment and Refund Percentages (Chart) for 2018-2019

Time Period	Fall Semester	Spring Semester	Summer Semester	%

2nd week	Sept 4 - 10	Jan 16 - 22	90%
3rd week	Sept 11-17	Jan 23 - 29	83%
4th week	Sept 18-24	Jan 30 - Feb 5	76%
5th week	Sept 25 - Oct 1	Feb 6 - 12	69%
6th week	Oct 2-8	Feb 13 - 19	62%
7th week	Oct 9-15	Feb 20-26	55%
8th week	Oct 16-24**	Feb 27 - Mar 12**	48%
9th week	Oct 25-31	Mar 13- 19	40%
After the 9th week	Nov 1 and later	Mar 20 and later	0%
**period includes midterm break			

1st week				
2nd week				
3rd week				
4th week				
5th week				
6th week				0%
7th week				0%

Time Period	Fall Semester	Spring Semester	Summer Semester	%
1st week				
2nd week				
3rd week				
4th week				0%
5th week				0%

## Technology

### Information Systems

#### Technology Fee

Standard Term Program Tech Fee	\$ 50.00 per term , per student
Online, specialized programs or non-standard term	varies
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](http://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.

Fees	
Scanning	free
Printing or Copying	\$.05 per page
Color Printing	\$.10 per page
<i>Prices are subject to change</i>	

#### 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.

Fees	
Local or 800 # faxes	free
Long distance call faxes	\$1.00 per page
International call faxes	\$1.50 per page
<i>Prices are subject to change</i>	

## Information Systems

### Information Systems Policies

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

### HelpZONE Search: Lancaster

#### Main Campus Help Desk

Hours: Monday – Friday: 8:00 a.m. to 7:00 p.m.

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*.

#### Student Computer Lab & Wireless Access:

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](#).

Phone: 540-432-HELP (4357)

Email: [helpdesk@emu.edu](mailto:helpdesk@emu.edu)

#### Lancaster Help Desk:

Phone: 717-690-8618

Email: [helpdesk@emu.edu](mailto:helpdesk@emu.edu)

Hours: The Lancaster coordinator of IS user services works Monday through Friday and is available afternoons and evenings when classes are in session.

The director of operations is the on-site liaison for technology services and also provides help desk assistance in the absence of the coordinator of IS user services.

## Personal

### Safety and Security Guidelines

#### Health Services

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

#### 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 director of operations. ***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.

### Sexual Assault Support Services

#### Disability Services

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

See [Office of Academic Access](#), Section Three, Academic

#### 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.

### Counseling Support Services

## Counseling Support Services

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

The EMU Counseling Center in VA 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.

#### Contact Information

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

## Safety and Security Guidelines

#### Facilities

**Security Emergencies:** notify the police, call 911

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.

If you observe what you consider to be a hazardous condition in or around the facility, notify the director of operations, faculty or designated staff 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!

Security Concerns may be addressed to: director of operation or staff and faculty on duty

### **EMU Campus Safety & Security Report**

#### **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.

#### **Sexual Assault Support Services**

### ***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 D – EMU at Lancaster Emergency Procedures and Evacuation Plan](#)

#### **Medical Emergencies**

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

#### **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.

#### **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.

#### **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.

#### **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.

### **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***

NOTE: Reports are private and will remain as confidential as possible.	
Mary Krahn Jensen, Associate Provost	717-397-5190



Irene Kniss, Title IX Coordinator	540-432-4302
<a href="#">ONLINE - Campus Safety Incident Report</a>	

#### ***File a Report with the Police***

Emergency Number	dial 911
Non-Emergency Numbers	717-661-1180 800-957-2677

#### ***Counseling Services***

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

## **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](#)

### **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 along- side 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.

### **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**

Office hours:  
Monday – Friday: 9:00 a.m. to 5:00 p.m.  
Phone: 540-431-4317

## **Appendices**

[APPENDIX A ~ Library Check Out Instructions](#)

[APPENDIX B ~ Library Resources for Lancaster Students](#)

[APPENDIX C ~ Academic Writing Standards](#)

[APPENDIX D ~ Facility Evacuation & Emergency Procedures](#)

## **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.

From computer at Windows Desktop, double Click on the "WorkFlows" icon

A dialog box will open

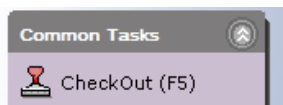
#1 Library Windows User Log in	
Username	.\User
Password	Emu_cpu1

#2 WorkFlows Dialog Box	
User ID	LANCASTER

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

#### To Check out Books:

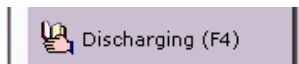
- The Common Tasks menu will open (if not open click on the down arrows to open the menu) and click on the first icon (a rubber stamp) for Check out



- 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:

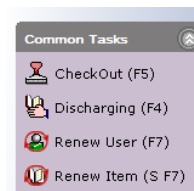
- On the common Tasks Menu the second icon (Discharging) is used to check books back in.



- 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

### *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](http://libguides.emu.edu/Bible_Religion)
- Leadership & Organization Management - [http://libguides.emu.edu/business\\_economics](http://libguides.emu.edu/business_economics)
- Education - <http://libguides.emu.edu/education>
- Nursing - <http://libguides.emu.edu/nursing>
- Off-Campus Students - <http://libguides.emu.edu/distance>

#### Contact information:

Jennifer Ulrich 540.432.4173 [ulrichjm@emu.edu](mailto:ulrichjm@emu.edu)  
Reference Desk 1.800.205.9996  
Live Chat option available on library website.

**Sadie, the Online Catalog** – Materials owned by EMU including e books.

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.

### 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

### Leadership & Organizational Management

- Academic Search Complete
- Business Source Complete

### 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](mailto:helpdesk@emu.edu) if you do not know your Royal username and password.

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

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

## Appendix C ~ Academic Writing Standards

### Writing Standards – Undergraduate Level (Grid Version)

Criteria	A <i>excellent</i>	B <i>good</i>	C <i>minimal expectations</i>	D to F <i>below expectations; may be unacceptable</i>	Comments
<b>Content</b> ( <i>quality of the information/ideas and sources/details used to support them</i> )	<ul style="list-style-type: none"> <li>• shows clarity of purpose</li> <li>• shows depth of content</li> <li>• applies insight and represents original thinking</li> <li>• demonstrates quality and breadth of resources</li> </ul>	<ul style="list-style-type: none"> <li>• shows clarity of purpose</li> <li>• shows substantial information and sufficient support</li> <li>• represents some original thinking</li> <li>• uses quality resources</li> </ul>	<ul style="list-style-type: none"> <li>• shows clarity of purpose</li> <li>• lacks depth of content and may depend on generalities or the commonplace</li> <li>• represents little original thinking</li> <li>• uses mostly quality resources</li> </ul>	<ul style="list-style-type: none"> <li>• lacks clear purpose</li> <li>• is superficial in content</li> <li>• lacks original thinking</li> <li>• uses resources of poor quality</li> <li>• includes factual or logical errors</li> <li>• may not follow the instructions in content or length</li> </ul>	
<b>Structure</b> ( <i>logical order or sequence of the writing</i> )	<ul style="list-style-type: none"> <li>• is coherent and logically developed</li> <li>• uses very effective transitions</li> </ul>	<ul style="list-style-type: none"> <li>• is coherent and logically developed</li> <li>• uses smooth transitions</li> </ul>	<ul style="list-style-type: none"> <li>• is coherent and logically (but not fully) developed</li> <li>• uses some awkward transitions</li> </ul>	<ul style="list-style-type: none"> <li>• uses inadequate, irrelevant or illogical development and transitions</li> </ul>	
<b>Style</b> ( <i>appropriate attention to audience: effective word choice,</i>				<ul style="list-style-type: none"> <li>• is simplistic</li> </ul>	

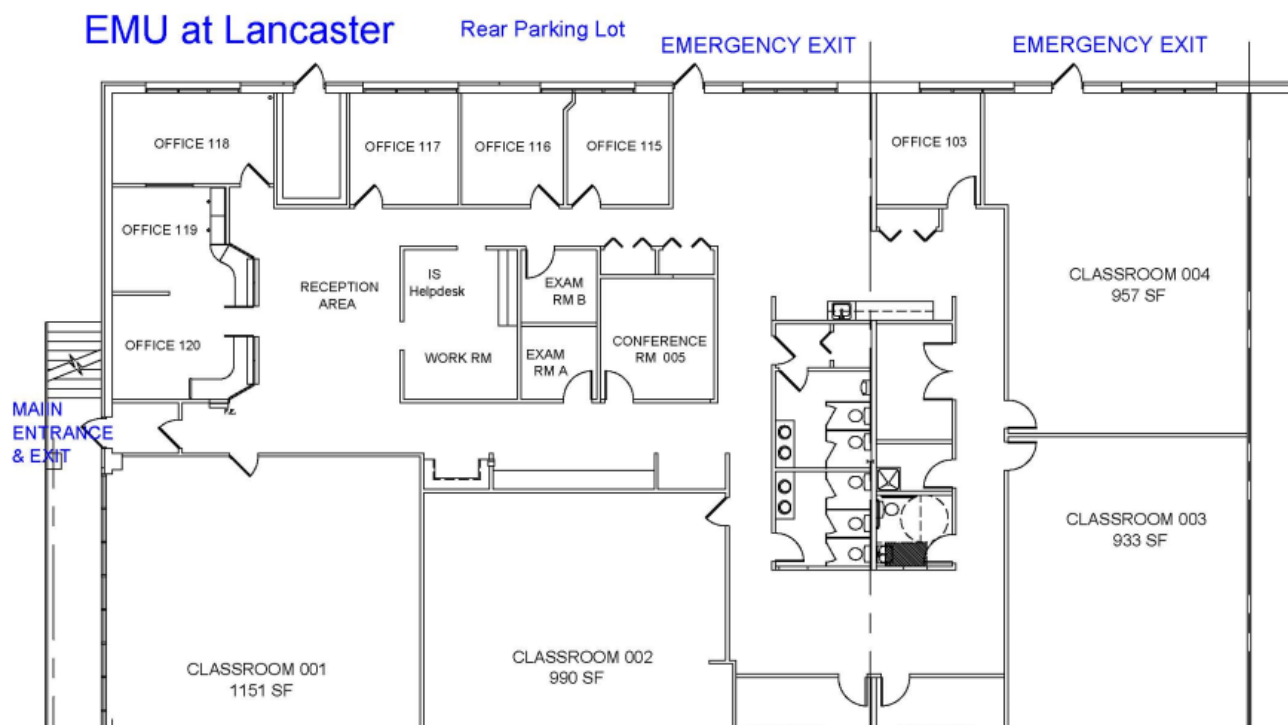
<i>sentence variety, voice; appropriate level of formality for academic writing vs. informal text messages and email)</i>	<ul style="list-style-type: none"> <li>is concise, eloquent, and rhetorically effective</li> <li>composes varied sentence structure</li> </ul>	<ul style="list-style-type: none"> <li>displays concern for careful expression</li> <li>composes some varied sentence structure</li> </ul>	<ul style="list-style-type: none"> <li>displays some personality but lacks imagination and may be stilted</li> <li>composes little varied sentence structure</li> <li>frequently uses jargon and clichés</li> </ul>	<ul style="list-style-type: none"> <li>composes ineffective sentence style</li> <li>applies limited vocabulary with jargon and clichés</li> <li>is clearly below expectations for college students</li> </ul>		
<b>Conventions</b> <i>(adherence to grammar rules: usage, mechanics)</i>	<ul style="list-style-type: none"> <li>composes well-constructed sentences</li> <li>makes virtually no errors in grammar and spelling</li> <li>makes accurate word choices</li> </ul>	<ul style="list-style-type: none"> <li>almost always composes well-constructed sentences</li> <li>makes minimal errors in grammar and spelling</li> <li>makes accurate word choices</li> </ul>	<ul style="list-style-type: none"> <li>usually composes well-constructed sentences</li> <li>makes several errors</li> <li>makes word choices that distract the reader</li> </ul>	<ul style="list-style-type: none"> <li>does not compose well-constructed sentences</li> <li>confuses readers with many errors</li> <li>makes frequent inappropriate word choices</li> </ul>		
<b>Source Integrity</b> <i>(appropriate acknowledgment of sources used in research)</i>	<ul style="list-style-type: none"> <li>cites sources for all quotations</li> <li>credible paraphrases, cited correctly</li> <li>includes reference page</li> <li>makes virtually no errors in documentation style</li> </ul>	<ul style="list-style-type: none"> <li>cites sources for all quotations</li> <li>credible paraphrases, usually cited correctly</li> <li>includes reference page</li> <li>makes minimal errors in documentation style</li> </ul>	<ul style="list-style-type: none"> <li>cites sources for all quotations</li> <li>mostly credible paraphrases, sometimes cited correctly</li> <li>includes reference page</li> <li>makes several errors in documentation style</li> </ul>	<ul style="list-style-type: none"> <li>does not cite sources for all quotations</li> <li>less than credible paraphrases, often not cited correctly</li> <li>-little to no evidence of source usage</li> <li>may not include a reference page or is very weak</li> <li>makes many errors in documentation style</li> </ul>		
The weighting of each of the five areas is dependent on the specific written assignment and the teacher's preference. Plagiarism occurs when a person presents as one's own "someone else's language, ideas, or other original (not common-knowledge) material without acknowledging its source" (adapted from Council of Writing Program Administrators).						<b>Grade</b>

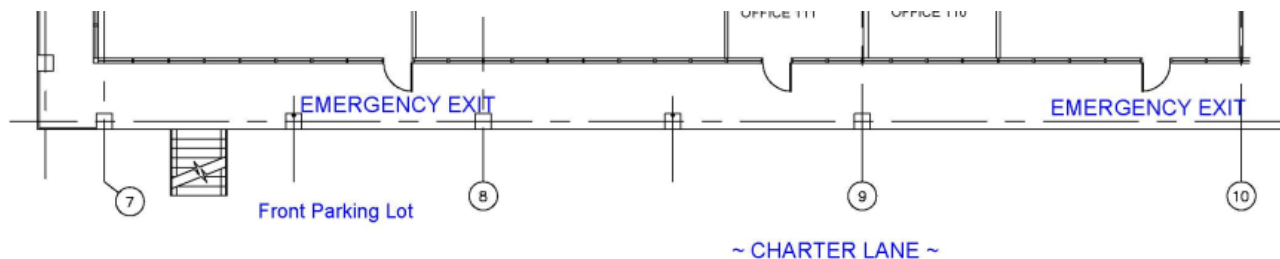
### ***Writing Standards – Writing Standards –Graduate Level (revised Spring 2012)***

<b>Criteria</b>	<b>A excellent</b>	<b>B minimal expectations</b>	<b>C below expectations</b>	<b>Comments</b>
<b>Content</b> <i>(quality of the information, ideas and supporting details.)</i>	<ul style="list-style-type: none"> <li>shows clarity of purpose</li> <li>offers depth of content</li> <li>applies insight and represents original thinking</li> </ul>	<ul style="list-style-type: none"> <li>shows clarity of purpose</li> <li>offers substantial information and sufficient support</li> <li>represents some original thinking</li> </ul>	<ul style="list-style-type: none"> <li>shows clarity of purpose</li> <li>lacks depth of content and may depend on generalities or the commonplace</li> <li>represents little original thinking</li> </ul>	
<b>Structure</b> <i>(logical order or sequence of the writing)</i>	<ul style="list-style-type: none"> <li>is coherent and logically developed</li> <li>uses very effective transitions</li> </ul>	<ul style="list-style-type: none"> <li>is coherent and logically developed</li> <li>uses smooth transitions</li> </ul>	<ul style="list-style-type: none"> <li>is coherent and logically (but not fully) developed</li> <li>has some awkward transitions</li> </ul>	
<b>Rhetoric and Style</b> <i>(appropriate attention to audience)</i>	<ul style="list-style-type: none"> <li>is concise, eloquent and rhetorically effective</li> <li>uses varied sentence structure</li> <li>is engaging throughout and enjoyable to read</li> </ul>	<ul style="list-style-type: none"> <li>displays concern for careful expression</li> <li>uses some variation in sentence structure</li> <li>-may be wordy in places</li> </ul>	<ul style="list-style-type: none"> <li>displays some originality but lacks imagination and may be stilted</li> <li>uses little varied sentence structure</li> <li>frequently uses jargon and clichés</li> <li>uses generally clear but frequently wordy prose</li> </ul>	

<b>Information Literacy</b> <i>(locating, evaluating, and using effectively the needed information as appropriate to assignment)</i>	<ul style="list-style-type: none"> <li>• uses high-quality and reliable sources</li> <li>• chooses sources from many types of resources</li> <li>• chooses timely resources for the topic</li> <li>• integrates references and quotations to support ideas fully</li> </ul>	<ul style="list-style-type: none"> <li>• uses mostly high-quality and reliable sources</li> <li>• chooses sources from a moderate variety of types of resources</li> <li>• chooses resources with mostly appropriate dates</li> <li>• integrates references and quotations to provide some support for ideas</li> </ul>	<ul style="list-style-type: none"> <li>• uses a few poor-quality or unreliable sources</li> <li>• chooses sources from a few types of resources</li> <li>• chooses a few resources with inappropriate dates</li> <li>• integrates references or quotations that are loosely linked to the ideas of the paper</li> </ul>	
<b>Source Integrity</b> <i>(appropriate acknowledgment of sources used in research)</i>	<ul style="list-style-type: none"> <li>• cites sources for all quotations</li> <li>• cites credible paraphrases correctly</li> <li>• includes reference page</li> <li>• makes virtually no errors in documentation style</li> </ul>	<ul style="list-style-type: none"> <li>• cites sources for all quotations</li> <li>• usually cites credible paraphrases correctly</li> <li>• includes reference page</li> <li>• makes minimal errors in documentation style</li> </ul>	<ul style="list-style-type: none"> <li>• has sources for all quotations</li> <li>• has mostly credible paraphrases, sometimes cited correctly</li> <li>• includes reference page with several errors</li> <li>• makes several errors in documentation style.</li> </ul>	
<b>Conventions</b> <i>(adherence to grammar rules: usage, mechanics)</i>	<ul style="list-style-type: none"> <li>• uses well-constructed sentences</li> <li>• makes virtually no errors in grammar and spelling</li> <li>• makes accurate word choices</li> </ul>	<ul style="list-style-type: none"> <li>• almost always uses well-constructed sentences</li> <li>-makes minimal errors in grammar and spelling</li> <li>• makes accurate word choices</li> </ul>	<ul style="list-style-type: none"> <li>• usually uses well-constructed sentences</li> <li>• makes several errors</li> <li>• makes word choices that distract the reader</li> </ul>	
<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>				

## Appendix D ~ Facility Evacuation and Emergency Procedures





## 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 personnel 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](http://www.emu.edu/crisisplan)



## Policies and Expectations

- Alcohol, Tobacco and Illegal Drug Policy
- Animals on Campus Policy
- Campus Sex Crimes Prevention Act
- Commonwealth of Virginia Laws
- Conflict and Grievance Procedure
- EMU Statement on Faith Diversity
- Faculty Office Hours
- Inclement Weather Policy
- Information Systems Policies
- Intellectual Property
- Life Together: Commitments for a Community of Learning
- Policy on the Support of Transgender Students
- Privacy Notice Policy
- Research Misconduct Policy
- Selling and Soliciting
- Student Academic Integrity Policy
- Student Complaint Policy
- Student Participation in Institutional Decision Making
- Student Publications Ownership and Appointments
- Use of Mail Room for Mailing Chain Letters or Inappropriate Surveys
- Virginia Laws Governing Alcohol & Other Drugs
- Virginia Laws Governing Distracted Driving
- Relationship Violence and Sexual Misconduct Policy (Title IX)
- Voter Registration
- Missing Student Protocol (Clery Act 2008)
- Safety Policy for Cross-Cultural Programs
- Hoverboards

## Alcohol, Tobacco and Illegal Drug Policy

In accordance with the Drug-Free Schools and Communities Act of 1989 and in support of local, state and federal regulations pertaining to the illegal use of alcohol and other drugs, Eastern Mennonite University supports nonuse of alcohol, tobacco and illegal drugs as the most appropriate, responsible, and safe choice. The university cooperates with local authorities in dealing with alcohol and illegal drug issues. The possession or use of alcohol, tobacco and illegal drugs is 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 can create unhealthy dependencies, generate behavior offensive to others, waste money, and take 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 non use 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 held responsible in accordance with the University policy. Students who misuse alcohol, tobacco or illegal drugs off campus will also be in violation of the university policy and should expect to be held responsible by the appropriate university officials. Misuse is identified as consumption that compromises the safety of oneself or others, underage drinking and/or drinking to excess, intoxication, illegal personal use and/or rowdiness, and damage or destruction of property.

**NOTE on Self-Reporting/Amnesty for Alcohol and Other Drugs:** Individuals who self-report consumption or potential misuse of alcohol and other drugs will not face university disciplinary action. In cases of self-reporting, a member of the student life staff will meet with the student to determine the best educational and/or recovery options available for the student, if needed. In cases of self-reporting, the university will offer its own resources as well as community-based resources to help.

### Addiction Resources in the Community (main campus)

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

The following are treatment & rehabilitation programs and support services:

#### **Support Groups**

## **AA, Al-Anon, Alateen**

Websites for complete list of meetings:

Al-Anon: [www.vaalanon.org](http://www.vaalanon.org)

AA: [www.aavirginia.org](http://www.aavirginia.org)

### **Blue Ridge Area Intergroup** (Winchester)

24 hour hotline AA HOTLINES (540) 667-0322 or (800) 835-6130

### **Twelfth Step Intergroup** (Harrisonburg)

24-hour answering service in English & Español (540) 434-8870

### **Valley Intergroup** (Staunton, Verona, and Waynesboro)

Contacts:

(540) 885-6912 - Staunton, Verona

(540) 949-7777 - Waynesboro

**Augusta Health** (540) 213-2509 or (540) 941-2509 Fishersville

### **Substance abuse services**

**Cambios** (540) 434-1941 Harrisonburg

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

### **Harrisonburg-Rockingham Community Services Board**

(540) 434-1941 (Office)

(540) 434-1766 (Emergency Services)

### **Offers information regarding substance abuse services**

**Narcotics Anonymous** (800) 777-1515

Please check the following website for a complete list of meetings in the Shenandoah Valley Area: [www.shevana.org](http://www.shevana.org)

**Sentara RMH Addiction Services:** (540) 564-5960

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

## **Animals on Campus Policy**

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

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

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

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

## **Campus Sex Crimes Prevention Act**

### **Campus Sex Crimes Prevention Act- Virginia Campus**



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

The Sex Offender and Crimes Against Minors Registry (SOR) for VIOLENT SEX OFFENDERS is available via Internet pursuant to Section 19.2-390.1, (D), of the Code of Virginia. Registry information provided under this section shall be used for purposes of administration of criminal justice, screening of current or prospective employees, volunteers or otherwise for the protection of the public in general and children in particular. Unlawful use of the information for purposes of intimidating or harassing another is prohibited and willful violation shall be punishable as a Class 1 misdemeanor. The Virginia State Police are responsible for maintaining this registry. Follow the link below to access the Virginia State Police website. <http://sex-offender.vsp.state.va.us/cool-ICE>

## Campus Sex Crimes Prevention Act- Lancaster Site

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](#)

## Commonwealth of Virginia Laws

Underage Possession of Alcohol  
VA Code 4.1-305

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

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

Purchase Alcohol for Another  
VA Code 4.1-306

If any person purchases alcoholic beverages for another person, and at the time of the purchase knows or has reason to believe that the person for whom the alcoholic beverage was purchased was (a) less than 21 years of age, (b) interdicted, or (c) intoxicated, he/she shall be guilty of a Class 1 misdemeanor (up to 12 months in jail and/or up to \$2500 in fines).

Possession of Fictitious Identification  
VA Code 18.2-204.2.

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

1. Except as provided in subsection D of § 18.2-204.1, it shall be unlawful for any person to manufacture, advertise for sale, sell or possess any fictitious, facsimile or simulated driver's license issued by any state, territory or possession of the United States, the District of Columbia, the Commonwealth of Puerto Rico or any foreign country or government; United States Armed Forces identification card; United States passport or foreign government visa; Virginia Department of Motor Vehicles special identification card; official identification issued by any other federal, state or foreign government agency; or official university or college student identification card, or in any way reproduce any identification card or facsimile thereof in such a manner that it could be mistaken for a valid license or identification of any type specified in this subsection.
2. Any person manufacturing, advertising for sale, selling or reproducing such card or facsimile thereof shall be guilty of a Class 1 misdemeanor.
3. Any person possessing any such card or facsimile thereof shall be guilty of a Class 2 misdemeanor.

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

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

DUI Penalties  
VA Code 18.2-270

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

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

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

DUI (Under 21)  
VA Code 18.2-270.

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

1. Except as otherwise provided herein, any person violating any provision of § 18.2-266 shall be guilty of a Class 1 misdemeanor with a mandatory minimum fine of \$250. If the person's blood alcohol level as indicated by the chemical test administered as provided in this article or by any other scientifically reliable chemical test performed on whole blood under circumstances reliably establishing the identity of the person who is the source of the blood and the accuracy of the results (i) was at least 0.15, but not more than 0.20, he shall be confined in jail for an additional mandatory minimum period of five days or, (ii) if the level was more than 0.20, for an additional mandatory minimum period of 10 days.
2. 1. Any person convicted of a second offense committed within less than five years after a prior offense under § 18.2-266 shall upon conviction of the second offense be punished by a mandatory minimum fine of \$500 and by confinement in jail for not less than one month nor more than one year. Twenty days of such confinement shall be a mandatory minimum sentence.
3. Any person convicted of a second offense committed within a period of five to 10 years of a prior offense under § 18.2-266 shall upon conviction of the second offense be punished by a mandatory minimum fine of \$500 and by confinement in jail for not less than one month. Ten days of such confinement shall be a mandatory minimum sentence.
4. Upon conviction of a second offense within 10 years of a prior offense, if the person's blood alcohol level as indicated by the chemical test administered as provided in this article or by any other scientifically reliable chemical test performed on whole blood under circumstances reliably establishing the identity of the person who is the source of the blood and the accuracy of the results (i) was at least 0.15, but not more than 0.20, he shall be confined in jail for an additional mandatory minimum period of 10 days or, (ii) if the level was more than 0.20, for an additional mandatory minimum period of 20 days. In addition, such person shall be fined a mandatory minimum fine of \$500.
5. 1. Any person convicted of three offenses of § 18.2-266 committed within a 10-year period shall upon conviction of the third offense be guilty of a Class 6 felony. The sentence of any person convicted of three offenses of § 18.2-266 committed within a 10-year period shall include a mandatory minimum sentence of 90 days, unless the three offenses were committed within a five-year period, in which case the sentence shall include a mandatory minimum sentence of confinement for six months. In addition, such person shall be fined a mandatory minimum fine of \$1,000.
6. A person who has been convicted of § 18.2-36.1, 18.2-36.2, 18.2-51.4, 18.2-51.5, or a felony violation of § 18.2-266 shall upon conviction of a subsequent violation of § 18.2-266 be guilty of a Class 6 felony. The punishment of any person convicted of such a subsequent violation of § 18.2-266 shall include a mandatory minimum term of imprisonment of one year and a mandatory minimum fine of \$1,000.
7. The punishment of any person convicted of a fourth or subsequent offense of § 18.2-266 committed within a 10-year period shall, upon conviction, include a mandatory minimum term of imprisonment of one year. In addition, such person shall be fined a mandatory minimum fine of \$1,000.
8. The vehicle solely owned and operated by the accused during the commission of a felony violation of § 18.2-266 shall be subject to seizure and forfeiture. After an arrest for a felony violation of § 18.2-266, the Commonwealth may file an information in accordance with § 19.2-386.34.
9. In addition to the penalty otherwise authorized by this section or § 16.1-278.9, any person convicted of a violation of § 18.2-266 committed while transporting a person 17 years of age or younger shall be (i) fined an additional minimum of \$500 and not more than \$1,000 and (ii) sentenced to a mandatory minimum period of confinement of five days.
10. For the purpose of determining the number of offenses committed by, and the punishment appropriate for, a person under this section, an adult conviction of any person, or finding of guilty in the case of a juvenile, under the following shall be considered a conviction of § 18.2-266: (i) the provisions of § 18.2-36.1 or the substantially similar laws of any other state or of the United States, (ii) the provisions of §§ 18.2-51.4, 18.2-266, former § 18.1-54 (formerly § 18-75), the ordinance of any county, city or town in this Commonwealth or the laws of any other state or of the United States substantially similar to the provisions of § 18.2-51.4, or § 18.2-266, or (iii) the provisions of subsection A of § 46.2-341.24 or the substantially similar laws of any other state or of the United States.
11. Mandatory minimum punishments imposed pursuant to this section shall be cumulative, and mandatory minimum terms of confinement shall be served consecutively. However, in no case shall punishment imposed hereunder exceed the applicable statutory maximum Class 1 misdemeanor term of confinement or fine upon conviction of a first or second offense, or Class 6 felony term of confinement or fine upon conviction of a third or subsequent offense.

Code 1950, § 18.1-58; 1960, c. 358; 1962, c. 302; 1975, cc. 14, 15; 1982, c. 301; 1983, c. 504; 1989, c. 705; 1991, cc. 370, 710; 1992, c. 891; 1993, c. 972; 1997, c. 691; 1999, cc. 743, 945, 949, 987; 2000, cc. 784, 956, 958, 980, 982; 2002, c. 759; 2003, cc. 573, 591; 2004, cc. 461, 937, 946, 950, 957, 958, 962; 2006, cc. 82, 314; 2009, c. 229; 2012, cc. 283, 756; 2013, cc. 415, 655; 2014, c. 707.

DUI (Under 21):

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

1. It shall be unlawful for any person under the age of 21 to operate any motor vehicle after illegally consuming alcohol. Any such person with a blood alcohol concentration of 0.02 percent or more by weight by volume or 0.02 grams or more per 210 liters of breath but less than 0.08 by weight by volume or less than 0.08 grams per 210 liters of breath as indicated by a chemical test administered as provided in this article shall be in violation of this section.
2. A violation of this section is a Class 1 misdemeanor. Punishment shall include (i) forfeiture of such person's license to operate a motor vehicle for a period of one year from the date of conviction and (ii) a mandatory minimum fine of \$500 or performance of a mandatory minimum of 50 hours of community service. This suspension period shall be in addition to the suspension period provided under § 46.2-391.2. The penalties and license forfeiture provisions set forth in §§ 16.1-278.9, 18.2-270 and 18.2-271 shall not apply to a violation of this section. Any person convicted of a violation of this section shall be eligible to attend an Alcohol Safety Action Program under the provisions of § 18.2-271.1 and may, in the discretion of the court, be issued a restricted license during the term of license suspension.
3. Notwithstanding §§ 16.1-278.8 and 16.1-278.9, upon adjudicating a juvenile delinquent based upon a violation of this section, the juvenile and domestic relations district court shall order disposition as provided in subsection B.

1994, cc. 359, 363; 1995, c. 31; 2003, c. 605; 2008, c. 729; 2009, c. 660; 2011, cc. 134, 683.

## Conflict and Grievance Procedure

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

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

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

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

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

Grievance procedures can be handled in the following ways:

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

## Complaints against students

**Harrisonburg Campus-** Jim Smucker  
Vice President for Enrollment and Student Life  
(540) 432-4135

**Lancaster Site-** Mary Krahn Jensen,  
Associate Provost (Lancaster)  
[mary.jensen@emu.edu](mailto:mary.jensen@emu.edu)  
717-397-5190

## Complaints against faculty

Fred Kniss  
Provost  
(540) 432-4105

## Complaints against staff

Jim Smucker

Vice President for Enrollment and Student Life

(540) 432-4025

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

## EMU Statement on Faith Diversity

Eastern Mennonite University is a campus community made up of students from more than 50 denominations and faith backgrounds. EMU is committed to a constructive and respectful faith discourse which values perspectives from various faiths and traditions.

With God, Jesus, and the Holy Spirit as guide, campus ministries offers hospitality, encourages faith formation, challenges for growth, mentors for leadership, and nurtures healing and hope among all members of the EMU campus community.

The campus pastors are available to the entire campus community as a spiritual resource for conversation, counseling, support and prayer for students of all faith backgrounds. The pastors offer pastoral care, invite and nurture leadership, and coordinate programs for spiritual formation and growth including university chapel services, faith formation groups, Bible study, speakers and spiritual retreats.

Faculty on campus represent a range of theological understandings and regularly engage with students around issue of faith formation and integration with their academic disciplines and student's future careers.

Faith diversity is an important part of EMU's campus, as is dialogue and respect. In recognition of this diversity, EMU is committed to creating a space where students of all backgrounds feel both challenged and respected.

## Faculty Office Hours

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

## Inclement Weather Policy

### Main Campus- Harrisonburg, Va.

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

### Lancaster Pa. Extension Site

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 *Technology Code of Responsibility for Students*.

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

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

I will abide by all EMU Information Systems (IS) Policies at <https://helpdesk.emu.edu/confluence/display/H1Z/Information+Systems+Policies>.

I will not engage in prohibited activities, including, but not limited to:

1. Using technology resources to threaten or harass others, even as a joke.
2. Knowingly distributing malware, phishing emails or other malicious communication.
3. Attempting to gain access to computers or network accessible resources for which I am not authorized.
4. Hosting for-profit activities using EMU resources (e.g. selling items for personal profit or promoting a personal business--with the exception of advertisements in the eClassifieds system on [www.emu.edu](http://www.emu.edu)).
5. Using the EMU network or other technology resources for criminal or malicious activities.
6. My account (Royal username and password) identifies me to EMU systems. I will safeguard my account by:
7. Not allowing others to use my EMU account; nor will I use someone else's account.
8. Securing my computer against unauthorized access, including using a password-secured screensaver.

9. Not leaving my computer unattended without securing it by either logging out from it or using a password-protected screen saver.
10. Using strong passwords and not writing them in places where others can easily see them.
11. Treating login pages and requests for my password with skepticism. IS will never ask for your password.

I agree that it is illegal to download or share materials in violation of copyright law; that I will respect all copyright laws and that the following referenced documents define the enforcement processes relating to copyright violation allegations for the EMU campus community.

The Digital Millennium Copyright Act (DMCA) provides strict rules governing the use of copyright protected materials. [[www.copyright.gov/legislation/dmca.pdf](http://www.copyright.gov/legislation/dmca.pdf)]

The Higher Education Opportunity Act of 2008 requires that EMU to disclose certain information to students. These are shown on the helpZone page ([www.emu.edu/is](http://www.emu.edu/is))

## Intellectual Property

(excerpt from Intellectual Property Policy)

The purpose of this policy is to clarify issues related to the ownership, use, and sale of intellectual property created by university personnel. Eastern Mennonite University wishes to foster an intellectual environment that encourages creativity, innovation, and excellence while managing its resources for the benefit of all constituents. In this policy the university seeks to foster these goals and honor traditions in the academic setting while recognizing federal laws.

Intellectual property refers to any copyrightable or patentable work.

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

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

## 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*

## Policy on the Support of Transgender Students

### General



1. Eastern Mennonite University (EMU) strives to create and sustain an inclusive, supportive, safe, and nondiscriminatory community for all students and employees. This policy applies to all university departments and organizations.
2. EMU does not exclude, separate, deny benefits to, or otherwise treat differently on the basis of sex any person in its educational programs or activities unless otherwise permitted to do so under Title IX or its implementing regulations for the safety and well-being of a student.
3. EMU's nondiscrimination policy reads: "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."
4. EMU expects community members to treat a person's gender identity as the person's *sex* for purposes of the non-discrimination policy. This means that community members may not treat a transgender person differently from the way they treat other persons of the same gender identity, regardless of the sex of the person assigned at birth.

## Notification

1. If a student or employee desires to be treated consistent with a gender identity that differs from previous representations or records, EMU, upon receiving written notification from the student or employee, will make reasonable efforts to treat the individual consistent with the individual's stated gender identity.
2. EMU's non-discrimination policy does not require a medical or mental health diagnosis to allow the student or employee to be treated consistent with their gender identity.
3. Following notification by a student or employee, EMU will convene an administrative support team to work with the individual to address the individual's needs, including name and pronoun use at the university. Trusting and respectful relationships can be built by ensuring that students' or employees' correct name and gender pronoun are used when interacting. This can set the tone for a more respectful and trusting relationship.

## Records

1. A student or employee may request that their correct name and gender identity be used in internal records such as the Registrar's office, Admissions, Student Life, or Human Resources. In accordance with the non-discrimination policy, a court-ordered name or gender change is not required for a student or employee to request that their internal university records be modified.
2. Information provided to outside agencies (e.g., Social Security Office, Internal Revenue Service, SCHEV, IPEDS, NCAA) will be consistent with the requirements of the agency and may or may not include a student or employee's legal name and gender identity or preferred name and gender identity.

## Privacy

1. Protecting a transgender student's or employee's privacy is important to ensuring they are treated consistent with their gender identity. In some cases, a student or employee may want the university and students to know that they are transgender, and in other cases may not want this information to be widely known. University employees should take reasonable care to respect the individual's preference and not inadvertently disclose information that is intended to be kept private or, in the case of students, may be protected from disclosure by the Family Education Rights and Privacy Act (FERPA).
2. Efforts should be made to address students and employees by the names and pronouns that correspond to their gender identity. Using the student's correct name and pronoun promotes the safety and wellbeing of the student. The preferred name should be included in any public online directory, as well as any class roster or employee list, in order to inform faculty and staff of the name and pronoun to use when addressing the individual.
3. The persistent refusal to respect the gender identity of a student or employee constitutes harassment.

## Access to Facilities

1. Consistent with the non-discrimination policy, a student or employee may access university facilities that correspond to their stated gender identity, including but not limited to locker rooms, bathrooms, and residence halls, irrespective of the gender listed on the student's official records.

## Policy violations

1. Harassment of transgender individuals constitutes gender-based harassment under the university's Relationship Violence and Sexual Misconduct Policy.
2. Gender-based harassment means acts of aggression, intimidation, stalking, or hostility based on gender or gender-stereotyping. Gender-based harassment can occur if students are harassed either for exhibiting what is perceived as a stereotypical characteristic of their sex, or for failing to conform to stereotypical notions of masculinity, femininity, or androgyny.
3. To constitute harassment, the conduct must be unwelcomed and unreasonably interfere with an individual's education or educational activities or create an objectively intimidating, hostile, demeaning, or offensive academic or living environment.
4. Any violations of this policy for students should be reported to the university's Title IX Coordinator, Irene Kniss, at 540-432-4302 or [titleixcoordinator@emu.edu](mailto:titleixcoordinator@emu.edu), or on the incident report form, found at <https://emu.edu/safecampus/>. For more information, please see the *Relationship Violence and Sexual Misconduct policy* and other information at <https://emu.edu/titleix>.

## Questions

Any questions about this policy should be directed to the university's Title IX Coordinator, Irene Kniss, at 540-432-4302 or [Titleixcoordinator@emu.edu](mailto:Titleixcoordinator@emu.edu).

## Privacy Notice Policy

This privacy notice discloses the privacy practices for official websites of Eastern Mennonite University. Official EMU websites use the domain name 'emu.edu' or its subdomains, are publicly available and are managed by university staff to support university business. This privacy notice applies solely to information collected by official websites. It will notify you of the following:

1. What personally identifiable information is collected from you through the website, how it is used and with whom it may be shared.
2. What choices are available to you regarding the use of your data.
3. The security procedures in place to protect the misuse of your information.
4. How you can correct any inaccuracies in the information.

## Information Collection, Use, and Sharing

We do not automatically collect personally identifying information for visitors to official EMU websites unless you voluntarily provide it to us—for example by requesting information, registering for an event, applying for admission, or logging in using an EMU account. Should you decide not to provide personally identifiable information you may not be able to receive some of the services we offer online.

We do automatically collect information generated as a routine part of visiting official EMU websites. This information may include your computer's IP address, details about your web browser, and the date and time of your browsing session. We use this information and other information collected from our servers to monitor the performance of our systems, to respond to security threats, to analyze usage patterns and trends, and to improve our websites.

We also use "cookies" on official EMU websites. A cookie is a piece of data stored on a visitor's computer to help us improve your access to our site and identify repeat visitors to our site. Usage of a cookie is not linked to any personally identifiable information on our site, except during browsing sessions when you voluntarily provide such information to us.

We also use Google Analytics to collect and process data about your visit. We do not pass any personally identifiable information to Google and are prohibited from doing so by the Google Analytics terms of service. For more information about Google Analytics please see "How Google uses data when you use our partner's sites or apps" located at [www.google.com/policies/privacy/partners/](http://www.google.com/policies/privacy/partners/).

We are the sole owners of the information collected on this site. We do not sell or rent this information to anyone. We will not share your information with any third party outside of our organization, other than as necessary to fulfill your request and as described above.

We use an outside credit card processing company to bill you for goods and services. This company does not retain, share, store or use personally identifiable information for any secondary purposes beyond filling your order.

## Your Access to and Control Over Information

You may opt out of any future contacts from us at any time. You can do the following at any time by contacting us via the email address or phone number given on our website:

- See what data we have about you, if any.
- Change/correct any data we have about you.
- Have us delete any data we have about you.
- Express any concern you have about our use of your data.

## Security

We take precautions to protect your information. When you submit sensitive information via the website, your information is protected both online and offline.

Wherever we collect sensitive information that information is encrypted and transmitted to us in a secure way. You can verify this by looking for a lock icon in the address bar and looking for "https" at the beginning of the address.

While we use encryption to protect sensitive information transmitted online, we also protect your information offline. Only employees who need the information to perform a specific job are granted access to personally identifiable information. We keep the computers and backup devices in which we store personally identifiable information in a secure environment.

## Changes

We may make changes to this policy from time to time, prompted by changes in technology, law, or other factors. We reserve the right to make changes without notice.

## Questions and concerns

If you have questions or concerns about this policy or about official EMU websites please contact us via telephone at 540 432 4357 or via email at [helpdesk@emu.edu](mailto:helpdesk@emu.edu).

## Research Misconduct Policy

Consistent with the mission, vision and values of Eastern Mennonite University and with its Life Together statement, the university holds faculty and students to the highest standards in the conduct of research. While EMU aims to prevent any instances of researcher misconduct, the

university takes seriously the need to investigate possible instances of misconduct. EMU is committed to a process of considering complaints made in good faith while protecting the positions and reputations of complainants and all those asked to participate in investigations.

Read the full [EMU Research Misconduct Policy Statement](#)

## 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.

## 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.

### 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.

### 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>).

### Academic integrity violation for students may be evidenced as a

#### *Minimal Violation*

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

1. using a minimal number of distinguishing words from a source.
2. rearranging the word order of a sentence.
3. producing a similar sentence or style from a source.
4. using an idea or argument from a source.
5. 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/](http://www.westmont.edu/_academics/pages/provost/curriculum/plagiarism/).)

#### *Substantial Violation*



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

1. cheating on a quiz, test, or exam.
2. copying or attempting to copy someone else's work, including paraphrasing or quoting a professor's classroom lectures, handouts, and presentations without appropriate documentation.
3. falsifying results and credentials, withholding data, misrepresenting facts.
4. using someone else's work as one's own work.
5. using quotations with no documentation.
6. 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.
7. 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.
8. frequently committing minimal violations within a single document or repeatedly over time.
9. Assisting another student to cheat or to copy one's own or someone else's work without appropriate documentation.
10. 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).

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

#### ***Procedures for Substantial Violations<sup>1</sup>***

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 chair or program director'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 respective chair or program director. Copies are forwarded to the dean.

##### **The dean will:**

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

##### **The student will either:**

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

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

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

### **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.
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.
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.

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

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

Reviewed by Undergraduate Council, Graduate Council, and Faculty Senate

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

*Revised by Academic Cabinet, November 19, 2014*

**Responsible party** The provost is responsible for this policy.

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

<sup>1</sup> Adapted from American Association of Collegiate Registrars and Admissions Officers (2007) Academic Dishonesty: Developing and Implementing Institutional Policy

## Student Complaint 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 it 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 written complaint in writing, the following student complaint form is submitted: <http://emu.edu/about/student-complaint-form/>

This form is directed to the assistant to the president and provost, who determines the appropriate person to respond to the stated concerns. A formal written response will occur within five business days of notification of the concern. This response will be 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 up by utilizing the Grievance Procedure policy for resolution, available at the Student Life or Provost's offices. 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.

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*

*Updated March 2015*

*Updated July 2016*

## Student Participation in Institutional Decision Making

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

*Adopted by President's Cabinet,*

*May 12, 1999*

## **Student Publications Ownership and Appointments**

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

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

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

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

## **Use of Mail Room for Mailing Chain Letters or Inappropriate Surveys**

The campus mail room will not deliver chain letters, unauthorized surveys (not for coursework), or any other mailings that are considered wasteful of time and materials. Permission for questionable mailings must be obtained from the mail room supervisor and from the vice president for student life. Mailings with no sender's name on them will be discarded.

## **Virginia Laws Governing Alcohol & Other Drugs**

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

### *Federal Sanctions – Illicit Drug Laws*

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

### **Federal Penalties and Sanctions for Illegal Possession of Controlled Substances** 21 U.S.C. 844 (a)

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

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

- Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1 year imprisonment. (See specially sentencing provisions re: crack, above.)

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

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

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

- Civil fine of up to \$10,000

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

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

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

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

#### Federal Penalties for Illegal Trafficking of Controlled Substances

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

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

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

- S. Drug Enforcement Agency – [www.dea.gov](http://www.dea.gov)
- Controlled Substances Act – [usdoj.gov/dea/agency/csa.htm](http://usdoj.gov/dea/agency/csa.htm)

[https://www.dea.gov/pr/multimedia-library/publications/drug\\_of\\_abuse.pdf](https://www.dea.gov/pr/multimedia-library/publications/drug_of_abuse.pdf)

#### City of Harrisonburg Alcohol Ordinances

##### Open Container and Drinking in Public

##### Code 16-8-51

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

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

##### Drunk in Public

##### Code 16-7-33

If any person profanely curse or swear or be drunk in public he shall be guilty of a class 4 misdemeanor.

Persons are arrested and taken to detoxify because of dangerous criminal behavior. The safety of the subject, safety of others, and protection of property are the main concerns regarding this code.

## Virginia Laws Governing Distracted Driving

Below is the state law regarding distracted driving:

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

1. It is unlawful for any person to operate a moving motor vehicle on the highways in the Commonwealth while using any handheld personal communications device to:
  1. Manually enter multiple letters or text in the device as a means of communicating with another person; or
  2. Read any email or text message transmitted to the device or stored within the device, provided that this prohibition shall not apply to any name or number stored within the device nor to any caller identification information.
  3. The provisions of this section shall not apply to:
    4. The operator of any emergency vehicle while he is engaged in the performance of his official duties;
    5. An operator who is lawfully parked or stopped;
    6. The use of factory-installed or aftermarket global positioning systems (GPS) or wireless communications devices used to transmit or receive data as part of a digital dispatch system; or
    7. Any person using a handheld personal communications device to report an emergency.
  8. A violation of this section is a traffic infraction punishable, for a first offense, by a fine of \$125 and, for a second or subsequent offense, by a fine of \$250.

# 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](http://emu.edu/titleix/relationship-violence-policy)

## Voter Registration

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

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

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

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

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

## Missing Student Protocol (Clery Act 2008)

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

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

## Safety Policy for Cross-Cultural Programs

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

### *Pre-travel preparedness*

Our cross-cultural leaders are experienced EMU faculty who accompany students in all their academic travel. During independent travel, students follow additional safety precautions. Students receive instruction on safety, cultural norms, behavioral expectations, and legal considerations as part of orientation activities. Students receive identification letters from EMU to be carried on person to assist them in case of emergency. Students (and parents) receive a detailed itinerary with contact information and emergency contact numbers. The faculty leaders and director of cross-cultural programs maintain regular communication at all times. Periodic updates are sent to parents.

### *Geopolitical monitoring*

EMU carefully monitors the regions of all cross-cultural programs. Sources include U.S. Department of State advisories, consultants, travel agents, regional media sources, field contacts, local area partners, churches, and expatriate mission personnel. The intimate understanding of on-site field experts is invaluable for evaluating situations.

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

### *Health precautions*

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

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

### *Mental Health Precautions*

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

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

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

### ***Contingency plans***

EMU faculty leaders take care in planning programs, and design contingency plans in case of emergency. Contingency plans may include, for example, relocation to a nearby country in order to complete studies. Any decision to evacuate, relocate, or cancel a cross-cultural program rests with the president of the university in consultation with the provost, undergraduate academic dean, director of cross-cultural programs, and faculty leaders. The director of cross-cultural programs calls for such a meeting. While traveling, faculty leaders are authorized to withdraw to a safe location or return home if:

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

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

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

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

*Policy Review: This policy is to be reviewed every five years.*

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

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

*Approved by Academic Cabinet, April 9, 2014*

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

## **Hoverboards**

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

*Approved by President's Cabinet,*

*February 1, 2016*

## **Student Services: Main Campus**

- Student Services: Emotional
- Student Services: Financial
- Student Services: Informational
- Student Services: Miscellaneous
- Student Services: Occupational
- Student Services: Physical
- Student Services: Practical
- Student Services: Recreational
- Student Services: Spiritual

## **Student Services: Emotional**

### **Emotional**

#### **Counseling Center**

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

EMU Counseling Center is a safe space where students are welcomed to discuss number of issues, including feelings of depression or anxiety, loneliness, identity issues, conflict or relationship difficulties, or even just take time to vent after a difficult day. For those students seeking counseling, EMU Counseling Center provides a benefit of short term sessions at no charge. All interactions between students and counselors are strictly confidential and are not subject to disclosure without a student's written permission. If a student is at risk of harm to self or others, confidentiality may be broken for safety purposes.

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

## **Student Services: Financial**

### **Student Accounts Office**

*Web: emu.edu/business-office*  
*Phone: (540) 432-4112*

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

## **Payment Policy**

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

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

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

## **Financial Assistance Office**

*Web: emu.edu/financial-aid*  
*Phone: 1-800-330-9683 or 540-432-4137*

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

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

## **Student Employment**

### *Federal Work Study*

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

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

### *EMU Work Program*

Not all students are eligible for the Undergraduate Federal Work-Study program. A limited number of undergraduate international students may be offered the opportunity for on-campus employment *prior* to enrolling as a regular undergraduate student. No additional offers are made to international students after enrollment.

Also, due to the nature of certain on-campus employment opportunities, students may be paid from EMU Work Programs funds.

### *Off-Campus Employment*

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

## **Insurance**

### *Health Insurance*

Health insurance is an EMU requirement at the Harrisonburg location for all traditional undergraduate students taking 12 or more credit hours, and for all full-time Seminary, CJP Graduate, and Counseling Graduate students taking 9 or more credit hours. Health insurance is also required of all full-time international students in Harrisonburg, regardless of academic program.

The health insurance is only available to those student groups, and students are automatically enrolled in the insurance plan upon registration. If currently enrolled in another health insurance plan that provides comparable coverage, students may complete a waiver form.



For a complete description of the benefits available, limitations and exclusions, please visit

[www.firststudent.com](http://www.firststudent.com) (US Residents)

[www.geobluestudents.com](http://www.geobluestudents.com) (International Students)

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

#### *Disability Insurance*

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

#### *Personal Property Insurance*

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

## **Liability**

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

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

## **Refund and Withdrawal Policy**

#### *[View the refund policy](#)*

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

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

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

#### *Changing Enrollment to Fewer Credit Hours*

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

#### *Adjustments for Tuition Charges*

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

#### *Adjustment for Room and Meal Plan*

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

#### *Adjustments to Financial Aid Awards*

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

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

Undergraduate students who intend to withdraw from Eastern Mennonite University shall schedule a meeting with the Director of Retention (Campus Center, 321) who determines the official withdrawal date. It shall be no later than the date the student meets with the Director of Retention, but may be earlier. The official withdrawal date is based on class attendance dates and other extenuating circumstances. A student who withdraws during the semester must complete an application for readmission prior to re-enrollment.

For all types of withdrawals or leaves, refunds (if applicable) will be finalized by the business office according to written protocols in consultation with the financial aid office after the withdrawal or leave form has been completed and submitted to the business office. Students are generally

required to check out of the residence hall within 48 hours of completing the withdrawal process or may be required to leave sooner in the case of an administrative withdrawal. At the time of withdrawal or leave, their ID will be deactivated and they will no longer have card access to residence or dining halls.

### Medical Leave

Medical Leave may be available for undergraduate students who, due to a documented serious physical or psychological condition, need to leave Eastern Mennonite University during the semester without completing their coursework or for students who cannot return to EMU due to a serious physical or psychological condition. A student requesting medical leave must meet with the Director of Retention (if possible) and complete the required forms, including documentation from a physician, licensed care provider or other qualified caregiver under licensed supervision. A decision approving or disapproving the medical leave request will be made by the Director of Retention, in consultation with the Pulse committee and the director of health services. Full details of the medical leave policy may be obtained in the Undergraduate Dean's office or from the Director of Retention.

Students on medical leave may need to apply for readmission through the Admissions Office, which will contact the Director of Retention for approval of fitness to return to campus. There is no fee for the readmission application. It does not require a student to re-send any admissions documentation, unless they have attended another institution during their time away from EMU.

### Medically Excused Status

Students may request a medically excused status if they are medically unable to complete the final forty percent of a semester in one or more, but not all, of their courses. Students may or may not intend to return to the University at the beginning of the following semester. A request is initiated in the same manner as described for a medical leave. A student approved for medically excused status need not request permission to return to the University for the following semester unless conditions for returning were stipulated by the University at the time of departure.

### Administrative Withdrawal

If a student has not attended a course/ courses on a regular basis (has multiple absences over a period of at least two weeks) and has not responded to efforts by the instructor or other EMU personnel to address the absences, the university registrar may administratively withdraw the student from the course(s.) The Primary Designated School Official will be consulted regarding the potential withdrawal of an international student. Any decision to withdraw a student will be referenced with the Director of Retention and Undergraduate Academic Dean and made in consultation with the instructor of the course(s) involved. The withdrawal date will reflect the final date the student attended the course(s) according to instructor's records.

### Adjustments for Tuition, Room & Board Charges

Students who withdraw, drop out, are dismissed, or otherwise cease enrollment prior to completing 60% of the semester or mini-term equivalent shall receive a refund equal to the percentage of the term remaining for courses not completed but registered for at the start of the semester. Completed courses are charged in full at the per credit price in effect for the term. Students who withdraw prior to the first day of classes shall receive a full refund of all payments except tuition deposits.

Students with Title IV federal aid, who withdraw before the 60% midpoint of the semester, will have their federal aid recalculated according to the Federal Return of Title IV Aid policy. Students may be eligible to receive some of the federal aid based upon the percentage of the term completed. Eastern Mennonite University may be required to return Federal Funds, and if so they will be returned in the following order: Unsubsidized FDSL, Subsidized FDSL, Perkins Loan, FDSL PLUS Loan, Pell Grant, Supplemental Educational Opportunity Grant, TEACH Grant, Iraq and Afghanistan Service Grant. In some cases, students may owe the University a balance due as a result of the returned federal aid.

Please see the institutional withdrawal and financial aid refund policy document for more information. [https://emu.edu/financial-aid/financial-assistance-policies.html/refund\\_policy.pdf](https://emu.edu/financial-aid/financial-assistance-policies.html/refund_policy.pdf)

Note: The above schedule does not apply to Summer term and adult completion programs, including RN to BS in Nursing and Leadership and Organizational Management programs. Prorated tuition adjustments are made for withdrawals based on the official withdrawal date as compared to the enrollment period of each class. Completed courses are charged in full at the per credit price in effect for the term.

### Adjustment and Refund Percentages (Chart) for 2018-2019

Time Period	Fall Semester	Spring Semester	%
1st week	Aug 28 - Sept 3	Jan 9 -15	97%
2nd week	Sept 4 - 10	Jan 16 - 22	90%
3rd week	Sept 11-17	Jan 23 - 29	83%
4th week	Sept 18-24	Jan 30 - Feb 5	76%
5th week	Sept 25 - Oct 1	Feb 6 - 12	69%
6th week	Oct 2-8	Feb 13 - 19	62%
7th week	Oct 9-15	Feb 20-26	55%
8th week	Oct 16-24**	Feb 27 - Mar 12**	48%
9th week	Oct 25-31	Mar 13- 19	40%

After the 9th week	Nov 1 and later	Mar 20 and later	0%
**period includes midterm break			

## Student Services: Informational

### Academic Success Center

*Hartzler Library, 3rd floor*  
*Linda Gnagey, Director, (540) 432-4355*  
*Web: [emu.edu/academics/success/](http://emu.edu/academics/success/)*

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

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

Students may drop in or make appointments on SSC Campus or ASC Tutoring quick links on myEMU. All services are free.

### CoachLink

CoachLink is a program that pairs undergraduate students needing an extra layer of support with professional mentors that help students succeed academically, physically, emotionally, and spiritually at EMU. CoachLink mentors have years of experience working with college students and understand the difficulties of balancing all of the demands required of students in order to persist and graduate with a degree. CoachLink provides personalized, 1-on-1 coaching and mentoring to support students in their college life and will help students think about and overcome their own personal barriers to success. Email [coachlink@emu.edu](mailto:coachlink@emu.edu) for more information

### Computing for Students

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

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

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

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

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

### Hartzler Library

*Web: [emu.edu/library](http://emu.edu/library)*  
*Phone: 540-432-4175*

Hartzler Library supports EMU's academic mission of EMU by providing guidance in identifying, finding, using and citing materials for your presentations, papers, and other creative work. The library provides access to a wide variety of books, journals, articles, films and videos, DVDs and electronic resources. The building is located in the southeast corner of the campus. The entrance to the library is on the north side of the building.

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

Computers, wireless access, copiers and printers are available for student use on all three floors.

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

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

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

## **Menno Simons Historical Library and Archives**

The Menno Simons Historical Library on the third floor of Hartzler Library is a specialized collection of Anabaptist/Mennonite history, thought, arts and culture. The collection also includes family history, Shenandoah Valley history, and genealogy.. The Menno Simons Historical Library and Archives provides access to EMU Archives and those of the Virginia Mennonite Conference, including official documents, personal papers, congregational materials and the records of Eastern Mennonite School.

The Historical Library staff is eager to help with research needs. The library is open Monday, Wednesday, and Friday, 9:00 a.m.-4:00 p.m. Please contact the Historical Library at 432-4178. Materials do not circulate.

## **Helpdesk**

*Web:* [emu.edu/is](https://emu.edu/is)

*Phone:* 540-432-HELP (4357)

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

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

1. EMU Password
2. Wireless connectivity
3. Computer labs
4. Audiovisual equipment (available for checkout)
  1. VCR Player
  2. DVD Player
  3. LCD Projector
  4. 70x70 Screen
  5. Tripod
  6. Digital Audio Recorder
  7. Canon XL-1 Video Camera
  8. Digital Video Camera
  9. iPad
  10. LCD TV
  11. Digital Camera
  12. Chromebook
5. Moodle Learning Management System
6. myEMU
7. E-mail
8. Copiers/Printers

## **International Student Services**

*Web:* <https://emu.edu/studentlife/iss>

*Phone:* (540) 432-4459

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

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

## **Multicultural Student Services**

*Web:* <https://emu.edu/studentlife/multicultural>

*Phone:* (540) 432-4458

The Multicultural Student Services office serves students who have been historically underrepresented and marginalized in our country as well as students from many nations of the world. Their presence helps enrich the campus and helps bring the global connection into daily campus life. We provide them with tools and resources to enhance their sense of belonging and help them successfully navigate the complex challenges and opportunities they may encounter during their time at EMU.

Additionally, we strive to build connections with campus constituencies who work with and on behalf of multicultural students to collaborate on areas of mutual concern; and strengthen cultural understanding across areas of difference, including national/international background, language, and all areas of identity.

Multicultural Student Services provides an inviting environment for multicultural students at Eastern Mennonite University. We embrace the African Proverb, "It takes a village to raise a child." We provide a place for students to develop and grow through mentoring each other, spending time together and planning and implementing programs for the campus and greater community, with the goal of affirming and celebrating diversity. Welcome to "The Village."

The office and student clubs offer annual campus wide programs and encourage the EMU and greater community to participate. Some of our offerings include: Black History Month, Latino Heritage Month, Town Hall on Race, Alfombra and Reverend Dr. Martin Luther King, Jr. Celebration, along with other cultural activities.

The Multicultural Student Services office also provides support and advocacy to American students of African, Hispanic, Asian and Native American descent (AHANA). Also, with guidance from staff, students are empowered to succeed academically, culturally, socially and spiritually. We assist students in recognizing, cultivating and actualizing their potential to thrive and succeed at EMU and beyond. This is accomplished through student run organizations such as the Black Student Union, Latino Student Alliance, and Alpha and Omega Dancers for Christ and the EMU Gospel Choir. These clubs are advised by the director of Multicultural Student Services and serve as a venue for cross-cultural experiences for the entire EMU and greater community. The communities benefit from opportunities to partake in our positive, welcoming and diverse community.

## Office of Academic Access

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

*Phone: (540) 432-4233*

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

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

Students with disabilities should initiate contact with the Office of Academic Access *upon acceptance* to EMU. Disclosure of a disability is voluntary. However, students need to identify their disabilities and provide appropriate documentation prior to receiving accommodations. All documentation is confidential and is kept in the Office of Academic Access. Students who wish to appeal a decision on their accommodations may use the University Conflict and Grievance Policy 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 are encouraged to make an appointment with the Office of Academic Access. Referrals for a professional evaluation can be made to community assessment resources, if needed.

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

## Registrar's Office

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

*Phone: 540-432-4110*

### *Grade Reporting*

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

### *Registration*

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

### *Transcripts*

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

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

## Student Services: Miscellaneous

### Auxiliary Services

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

## Box Office

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

## Constituency Relationships

The advancement division staff welcomes student suggestions and cooperation in relating to the university's diverse constituency. The division consists of Alumni and Parent Engagement and Development and Church Relations.

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

As part of the advancement division, the alumni and parent engagement department coordinates Homecoming and Family Weekend, Parent and Alumni Councils, LovEMU Giving, annual fundraising initiatives including class reunion giving, parent and alumni giving programs and phone-a-thons, and various on and off-campus alumni events. Members of the development office engage alumni, parents and friends of the university to invite prayer and financial support to the university. Staff assists donors in establishing or adding to endowed scholarships, and/or chair endowments. The church relations department fosters a healthy relationship with the Mennonite Church USA and other supporting denominations by providing opportunities for worship, leadership, continuing education, interaction and conversations.

## Sponsoring Speakers and Demonstrations

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

## Meeting Facilities

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

Room	Location of Room	Abbreviation	Purpose	Seats
Discipleship Center	Campus Hill	DC101	Multi-purpose	100
Lehman Auditorium	Lehman Auditorium	LA102	Large meeting area generally available from 7 pm - midnight	878
Lehman Board Room	Campus Center	CC301/CC302	Group meetings	12/room
Conference Rooms	Hartzler Library	LB303/LB304	Meetings	30/40
Martin Chapel	Seminary	SB215	Multi-purpose	145
Room 106	Science Center	SSC106	Multi-purpose w/stage	272
Classrooms	Science Center		Available when classes aren't in session	30-272
Strite Conference Room	Campus Center	CC105	Multi-purpose	40
Common Areas	University Commons	UC100, UC100.1 UC200, UC200.1	Multi-purpose	100-200
President's Reception Room	University Commons	UC201	Special occasions  Contact President's Office to reserve	30
University Commons 211 & 212	University Commons	UC211/UC212	Conference rooms	16 each

Park Cabin	Park Woods	PC101	Multi-purpose No running water, cooking stove or restrooms	
For open air fires, the person planning the event needs to complete an "Open Air Fires-EMU Policy" form and check out a fire extinguisher and a bucket for water. Contact Facilities Management at 432-4390 for permission or information.				

## Student Services: Occupational

### *Occupational*

Career Services

## Student Services: Physical

### *Physical*

Dining Services [emu.edu/dining-hall](http://emu.edu/dining-hall)

Royal's Den [emu.edu/dining-hall/royals-den](http://emu.edu/dining-hall/royals-den)

Health Services [emu.edu/studentlife/health](http://emu.edu/studentlife/health)

Office of Academic Access - [emu.edu/academics/access](http://emu.edu/academics/access)

## Student Services: Practical

### Commuter Students

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

#### *Advising and Advocacy*

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

#### *Vehicle Registration and Parking Permits*

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

The parking designations are available for review at <https://emu.edu/map>. Each driver is responsible to review the parking regulations at <https://emu.edu/auxiliary-services/>

Car owners assume personal liability for the use of their cars and any legal involvement of their vehicles. Drivers carry the responsibility for any incidents involving the vehicle and occupants except where there is negotiation with the university. Additional information about parking and permits can be found at <https://emu.edu/auxiliary-services/>.

#### *Lockers*

Lockers are available in University Commons next to Common Grounds. For questions or feedback, contact the associate dean of students: student engagement, student programs and orientation (540) 432-4133.

Additional lockers are available in Hartzler Library. Students should contact the library secretary. Locks are provided when a deposit is paid. Physical education lockers are available in University Commons. Contact the intercollegiate athletics administrative assistant (540) 432-4440 for more information.

### Housing

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

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

### Identification Cards (ID Cards)

An ID card is issued to each undergraduate and graduate student during registration. This card is used for entry to many buildings and entitles students to free or discounted admission to all events sponsored by their student activity fee, including athletic events, films, performing arts series, concerts, and theater performances. The card is required for admission to the Dining Hall for those on meal plans, for all transactions at the Business Office, for checking out books in Hartzler Library, and for purchases at the University Bookstore. Replacement cards are made at the helpdesk for \$15. Your EMU ID photo will be used for your EMU ID card and may also be used in the EMU web directory accessible only by current authenticated students and employees. You may request that it **not be used** for the EMU web directory by completing the Personal Information Update Form on myEMU (my.emu.edu).

## Photocopying

Instructions for printing from a personal device are located at [emu.edu/print](http://emu.edu/print). Copies and scans can be made at any EMU copier by swiping your ID Card. Students print account are credited \$25 on January 1 and July 1.

Cost per side	Single sided	Duplex
Black & white	\$0.06	\$0.045
Color	\$0.08	\$0.06
Scan	\$0.01	

## Mail Room

The EMU mail room is located in the Campus Center and provides a wide range of postal services to students, faculty, and staff. Postage stamps and USPS mail, as well as shipping via UPS, FedEx, and DHL, are available.

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

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

Mail room hours are posted at the window. The phone number for the Mail Room is (540) 432-4253, email is mailroom@emu.edu

## Safety and Security Guidelines

Safety and Security guidelines can be found on the EMU website at <https://emu.edu/safety-and-security/guidelines>.

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

Security concerns may be addressed to:

Campus Security: (540) 432-4911

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

## Crime Prevention

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

### *Protect Your Possessions*

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

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

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



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

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

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

#### *Protect Your Car*

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

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

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

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

#### *Protect Your Bicycle*

Never leave your bicycle unlocked and unattended.

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

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

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

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

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

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

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

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

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

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

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

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

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

Open flames including candles are prohibited.

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

Health concerns prohibit pets in college student housing. Dogs, cats, and many other animals carry a variety of parasites and organisms that can rapidly spread in community living situations. Harmless fish are permitted.

### *Protect Yourself*

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

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

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

Do not give your name, address, or phone number to strangers.

Whether traveling on foot, using public transportation, or operating a personal vehicle, have a friend go with you. It's more fun to travel with company, and there is extra safety in numbers.

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

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

### *Protect yourself in public areas*

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

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

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

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

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

## **Emergencies: How to Respond**

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

### *Fire Alarm*

If you hear a fire alarm, leave the building immediately via the stairways. Cooperate with all staff members and other authorities. Do not reenter the building until you are given permission to do so. If you discover a fire, immediately sound an alarm and call the fire department at 911 stating your location. Then call 540-432-4911 to alert Campus Security.

### *Bomb Threats*

Notify the police at 911 and Campus Security at 540-432-4911 immediately if you receive a bomb threat. You will be notified as to whether or not the building will be evacuated.

### *Intruder/Lockdown Emergencies*

In the event that it becomes necessary to activate an intruder/lockdown response, EMU has various tools to use for emergency notification. RAVE mobile alerts and HEARO/Via Radio devices are a few of the resources available. If actions are required the best response is to be prepared through personal pre-planned response actions. Typically in intruder situations, authorities suggest a stair stepped approach to a response:

1. **Exit the building if at all possible. AVOID** the situation.
2. **Barricade and go into a lockdown mode. DENY** entry or access
3. **Take decisive action against the intruder. DEFEND** yourself with whatever means possible.

Any response needs to be based on one's own personal safety. EMU has posted suggestions as how one might respond on the Emergency Procedure guidelines. These can be found throughout campus, it can also be found by visiting the EMU website. Please familiarize yourself with these guidelines and be prepared.

### *Medical Emergencies*

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

#### *Physical Facilities*

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

#### *Weather/Tornado Emergency*

In the event of a tornado warning, seek shelter ASAP in the pre-designated locations within buildings. These locations can be found by looking for the **Tornado Shelter Location** signage found throughout all buildings on campus. Please familiarize yourself with these locations.

### **Fire Safety Response Procedures**

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

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

The complete Fire Safety Response Procedure can be found at <https://emu.edu/safety-and-security>.

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

#### *Fire Procedures for Persons with Physical Disabilities*

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

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

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

Landings in the fire stairwells are used as an "area of safe refuge" for individuals who utilize wheelchairs or any other person who, for any reason, is unable to descend and leave the building. Individuals utilizing wheelchairs may evacuate in their chair from the hall to the landing, where they may await evacuation assistance from fire and rescue or other persons providing assistance, provided egress by others is not impeded.

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

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

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

### **Fireworks**

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

### **Weapons**

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

### **University Bookstore**

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

## **Student Services: Recreational**

Access to a wide variety of activities is one of the advantages of a university campus. These programs are supported by student activity fees.

## Recreational Facilities—Indoor

### *Park Cabin*

Located on the east side of campus, this facility provides a spot for students and faculty to relax in the beauty of Park Woods. This building does not have running water, a cooking stove, or restrooms. A wood-burning stove in the one-room cabin provides an atmosphere for creative activity. Reservations may be made through the Auxiliary Services Office (540) 432- 4391.

### *University Commons Gymnasium*

The gym may be reserved by contacting the athletic office (540) 432-4440 and providing the date, time, group name and function. Groups outside of EMU make their reservations through the Auxiliary Service office.

### *Fitness Center, University Commons*

The University Commons Fitness Center provides safe and enjoyable facilities, equipment and programs to meet the recreation and exercise interests of the campus community. The fitness center includes: a weight room, a group exercise room and a cardio room with various aerobic fitness machines. An indoor track is also available. Student staff is present during open hours.

There is no charge for full time students and full time faculty/staff. Others may purchase a membership in the Fitness Center by [completing a membership application and paying online](#). For questions, contact the Fitness Center Front Desk at (540) 432-4341.

### *Game Room, University Commons*

The University Commons Game Room is available for the campus community as a place to relax, socialize and enjoy a friendly game. It has four pool tables, four table tennis, one foosball tables, and two televisions. Also available are a wide variety of sports equipment and games that can be checked out with an EMU ID or Fitness Center membership card. Friendly and helpful student staff members are present during open hours. Contact the Game Room coordinator at (540) 432-4655.

## Recreational Facilities—Outdoor

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

For open air fires, the person planning the event needs to read and sign an “Open Air Fires – EMU Policy” form. Contact the Facilities Management Office, (540) 432-4391, for permission and information.

### **EMU “Eden” Arboretum**

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

## Student Services: Spiritual

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

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

Campus ministries is available to the entire campus community and are eager to hear your stories, ideas, and vision for ministry on campus. Stop by the Campus Ministries Offices: University Commons, 2nd floor, Student Life Suite for conversation and exploration.

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

Several worship opportunities of unique style are offered weekly in various locations. For more information, please visit [emu.edu/studentlife/campus-ministries](http://emu.edu/studentlife/campus-ministries) for most current information.

### **Campus Pastor**

Brian Martin Burkholder, University Campus Pastor/Director, 540-432-4115, [brian.burkholder@emu.edu](mailto:brian.burkholder@emu.edu)  
[campus.ministries@emu.edu](mailto:campus.ministries@emu.edu)

### **Campus Ministries Website**

[emu.edu/studentlife/campus-ministries](http://emu.edu/studentlife/campus-ministries)

## Congregational Involvement

Students are encouraged to connect with one of the [many congregations in the Harrisonburg area](#). Information about area churches and faith communities of several denominations is provided on [EMU's area church directory](#). Students needing transportation to church services will find contact information on this page.

# Undergraduate Student Handbook

## Section One: University Policies and Expectations

Life Together: Commitments for a Community of Learning  
Student Academic Misconduct Integrity Policy  
Alcohol, Tobacco, and Illegal Drug Policy  
Addiction Resources in the Community  
Animals on Campus Policy  
Annual Safety and Security Report  
Bias-related Incident Reporting  
Campus Sex Crimes Prevention Act  
Conflict and Grievance Policy  
EMU Statement on Faith Diversity  
Faculty Office Hours  
Family Educational Rights and Privacy Act (FERPA)  
Definition of Directory Information  
Hover boards  
Inclement Weather Policy  
Information Systems Policy  
Intellectual Property  
Missing Student Protocol  
Relationship Violence and Sexual Misconduct Policy (Title IX)  
Safety Policy for Cross-Cultural Programs  
Student Complaint Policy  
Student Participation in Institutional Decision Making  
Student Publications Ownership and Appointments  
Use of Mail Room for Mailing Chain Letters or Inappropriate Surveys  
VA Laws Governing Alcohol & Other Drugs  
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VA Laws Governing Distracted Driving  
Voter Registration

## Section Two: Student Services

### Practical

Includes:

- Commuter Students
- Housing
- Identification Cards
- Photocopying
- Post Office
- Safety and Security Guidelines
- Crime Prevention
- Emergencies: How to Respond
- Fire Safety Response Procedures
- Fireworks
- Weapons
- University Bookstore

### Spiritual

Includes:

- Campus Ministries
- Congregational Involvement

### Physical

Includes:

- Dining Services
- Royal's Den
- Health Services
- Office of Academic Access

### Emotional

Includes

- Counseling Services

### Financial

Includes

- [Student] Accounts
- Payment Policy
- Financial Assistance Office
- Student Employment
- Insurance
- Liability

## Section Three: Program Specific Information for Undergraduates

Activities Fee  
Allocation of Student Fees  
Campus Ministries  
Co-curricular Organizations and Activities Orientation  
Policy in Support of Transgender Students  
Standards of Conduct Information and Policies  
Standards of Conduct Procedures  
Residence Life  
Residence Life Procedures  
Undergraduate Pregnancy Policy  
Writing Standards--Undergraduate Level

- Refund and Withdrawal Policy
- Adjustment and Refund Percentages (Chart)

### Informational

Includes

- Academic Success Center
- CoachLink
- Computing for Students
- Hartzler Library
- Menno Simons Historical Library and Archive
- Helpdesk
- International Student Services
- Multicultural Student Services
- Office of Academic Access
- Registrar's Office

### Occupational

Includes:

- Career Services

### Recreational

Includes:

- Facilities

### Miscellaneous

Includes:

- Auxiliary Services
- Box Office
- Constituent Relationships
- Sponsoring Speakers and Demonstrations
- Meeting Facilities

## Program Specific: Undergraduate

### Activities Fee

Full-time undergraduates pay an activities fee of \$75 per semester, while part-time pay \$6 per credit hour. These fees fund a wide variety of recreational and co-curricular activities, listed under "Students Services-Recreational".

### Allocation of Student Fees

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

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

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

1. Only organizations or committees with full recognition status will be considered for allocations.
2. Requests for funding must be submitted in writing to the SGA Finance Committee at least 24 hours before the date of the review. A representative of the organization must be available to meet with the Finance Committee to clarify any items in the request.
3. An organization may request funds for operating expenses by presenting an itemized budget proposal.
4. Requests for funds involving programming must be specific (for example, the name of the film and the current catalog cost). Only program activities providing benefits both to members and to persons outside the sponsoring group itself are eligible for funding.

5. Equipment needs must be submitted as separate one-time requests and must not be included in the annual operating budget request.
6. An organization that has overspent the budget in the previous year may be denied that amount in the following year's allocation.
7. The following are not normally funded from the comprehensive student fee:
8. Organizations that are politically or denominationally affiliated or represent partisan interests.
9. Clubs directly related to academic majors, which tend to be exclusive in membership.
10. Gifts or contributions to third party charities or causes. (Student fees are for use by students in the on-campus co-curricular program only.)

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

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

## **Campus Ministries**

### *Campus Pastors*

The Campus Pastor and campus ministries staff are a spiritual resource available to students, faculty and staff for conversation, counseling, support and prayer. The pastors offer pastoral care, invite and nurture leadership, and coordinate programs for spiritual formation and growth including university chapel services, faith formation groups, Bible studies and spiritual retreats. The Campus Ministries Offices are located in the University Commons, 2<sup>nd</sup> floor, Student Life Suite.

### **Campus Pastors**

Brian Martin Burkholder, University Campus Pastor/Director, 540-432-4115, [brian.burkholder@emu.edu](mailto:brian.burkholder@emu.edu)

### **Convocation**

An engaging gathering of traditional undergraduate students, faculty and staff fostering a particular EMU experience of gathering as a campus community for timely conversations, discerning a sense of call-vocation and nurturing spiritual/faith formation informed by Anabaptist-Mennonite and ecumenical Christian and interfaith perspectives on EMU core values and commitments.

Convocation is held every other Wednesday from 10-11am in Lehman Auditorium.

### **Campus Worship**

Intentional spaces for facilitating personal and spiritual/faith formation through Christian worship informed by Anabaptist-Mennonite and Ecumenical theological perspectives and EMU core values and commitments. Campus Worship is held every other Wednesday from 10:10-11 a.m. in the Lehman Auditorium.

Seminary Chapel-is held on Tuesdays and Thursdays from 11-11:45 a.m. in Martin Chapel (Seminary building).

### **Convocation Break-out Groups**

Intentional spaces for exploring a sense of call-vocation and facilitating personal and spiritual/faith formation through engaging with EMU core values and commitments in a smaller group setting. Convo Break-out Groups are held every other Wednesday from 10:10-11 a.m. in various campus locations.

## **Convocation, Campus Worship, Convocation Break-out Groups Attendance Policy**

All undergraduate students, faculty and staff are expected to regularly participate in convocation, campus worship and convocation (convo) break-out group experiences at Eastern Mennonite University to enhance a culture of campus engagement around EMU core values and commitments. Undergraduate students log attendance in convocation approved events to meet the convocation graduation requirement.

To facilitate the undergraduate campus community attending and supporting convocation, campus worship and convo break-out groups from 10:10-11 a.m. on Wednesdays, meetings/events are not scheduled and offices, programs and departments are closed during this time period, other than essential services and/or offices/programs serving graduate students or the greater community.

## **Convocation and Campus Worship schedule and podcasts**

The schedule for convocation and related events are posted in the events box of the myEMU (portal). It is found at this link: <http://www.my.emu.edu/ics>. Podcasts of input from convocation and related events and gathering services are posted at this link: <http://emu.edu/blog/podcast/>.

## **Ministry assistants and pastoral assistants**

Ministry assistants (MAs) are students who volunteer to help with various ministries on campus. They might lead or join weekly Bible studies, assist with ministry clubs like Celebration, Fellowship of Christian Athletes, and Gospel Choir or develop their own ministries such as prayer, service, and relationship building wherever they are living.

Pastoral Assistants (PAs) serve the EMU campus community in a variety of ministry leadership roles. PAs help plan and lead campus worship and facilitate gatherings that nurture spiritual growth and faith formation by encouraging reflection and engagement along with planning spiritual renewal events.

### **Journey Conversation Groups and Small Groups**

Journey conversation groups, groups of 2-3 students matched with a faculty or staff member, meet regularly for mutual personal, spiritual, and faith formation. Assistance and support in forming other small group ministries is provided. Any student desiring to lead a specific type of small group is encouraged to discuss it with a campus pastor or pastoral assistant.

### **Retreats and Adventures**

Periodic faith and spiritual growth retreats are offered through campus ministries. One-day and overnight retreats, focusing on exploring one's vocation and Christ's call for one's life, are offered in the fall and spring. Other options include quiet prayerful retreats, spiritual disciplines retreats, and outdoor adventures.

### **Spiritual Direction/Companion**

Campus ministries staff will assist students in finding a seminary student spiritual companion and provide spiritual direction themselves as available. Use this form to request a spiritual companion: <http://emu.edu/studentlife/campus-ministries/forms/request-for-a-spiritual-companion/>

### **Spiritual Renewal Events**

Each semester, additional emphasis is given to spiritual awakening and renewal on campus. Christian leaders are invited to provide input and special activities are planned by campus ministries staff.

## **Co-curricular Organizations and Activities**

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

Please contact the associate dean of students: student engagement, student programs, and orientation, (540) 432-4133, for information on how to develop a new student organization or become involved with existing ones.

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

### **Athletics (Intercollegiate)**

EMU fields varsity teams for men in soccer, cross-country, basketball, baseball, golf, track and field, and volleyball. Women's sports include field hockey, golf, volleyball, cross-country, basketball, softball, soccer, and track and field with women's lacrosse starting in 2019-20. There are developmental teams in some sports.

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

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

#### *Athletic Admission Fees*

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



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

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

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

### **Music Ensembles**

For current, up-to-date information on music department ensembles, involvement and events, please visit:

<https://emu.edu/music/ensemble/>

### **Recreational Sports**

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

Students, faculty, staff, and their spouses are welcome to participate in the various events. Interested persons should form teams and register at [www.imleagues.com](http://www.imleagues.com) or contact the coordinator of recreational sports, (540) 432-4655. Financial responsibility for the treatment of any injury incurred while participating in a recreational activity belongs to the participant.

### **Student Clubs and Organizations**

For current, up-to-date information on student clubs and organizations, please visit:

<https://emu.edu/studentlife/clubs/>

### **Student Publications**

*The Weather Vane* (student run newspaper)  
<http://weathervaneemu.wixsite.com/theweathervane>

*The Phoenix* (student literary and visual art journal)  
<https://emu.edu/language-and-literature/phoenix/>

### **Theater of EMU**

For current, up-to-date information on theater activities, involvement and events, please visit: <https://emu.edu/theater/>

## **Orientation**

A key opportunity for introduction to the EMU experience is participation in the undergraduate orientation program which is designated to help new students (first-year and transfer) make connections and adjust to the university.

An important aspect of orientation for first year students is participation in small groups led by returning students. These groups provide an excellent opportunity to build relationships and learn more about the EMU community.

New students receive detailed information about orientation in August (January for spring semester entrants). Contact the student life office at (540) 432-4135. For more information go to: [www.emu.edu/studentlife/orientation](http://www.emu.edu/studentlife/orientation)

## **Residence Life**

### **Residence Life Philosophy**

Eastern Mennonite University is a Christian university committed to the education of the whole person. Residential institutions of higher education are committed to the perspective that learning happens anytime anywhere. Some of this learning happens in the classroom; an equally important part of the experience occurs in other settings, including residence halls. In residence halls, students are provided opportunity to develop, learn, and be transformed individually while also building community amongst a group of supportive peers. The residence experience fosters social, emotional, intellectual and spiritual growth and development as students learn about themselves and others. The EMU residence life team strives to build a campus community in which students are welcomed and supported, while also challenged and held accountable when necessary.

### **Residence Hall Staff Organization**

There is a full-time associate dean of students: residence life, student accountability, and restorative justice, an assistant director of housing and residence life, and two full-time lead residence directors (RDs) that comprise the residence life leadership team.

There is a professional staff member (residence director) living in each residence hall. All residence directors are staff members of the department of housing and residence life and the Student Life division. They have appropriate educational background and experience and are carefully selected on the basis of their ability to provide leadership and facilitate interpersonal relationships and build community in the residence hall.

Community Advisors (CAs) are student staff members of the residence life staff. There is a CA designated to live on each floor of the residence halls. Each residence hall is divided into units with student community advisors as leaders. CA's are carefully selected and trained to serve as community builders and facilitators.

## Housing Information

### *Housing Policy*

Because EMU believes that residence hall living fosters social and emotional development, it is required that all full-time single, undergraduate students live on campus. Exemption may be given to students who meet one or more of the following criteria:

1. Earn a total of 90 semester hours and be 21 years of age by September 1 of the academic year in which off-campus housing is requested
2. Live with a parent or legal guardian within 50 miles of EMU campus.
3. Need to reserve an apartment due to marriage plans within the semester
4. Require specialized care as prescribed by a medical doctor.
5. Are 23 years old by September 1 of the academic year.

Off-campus housing is **not approved** for students on academic probation, conditional readmission, and probationary status.

Students who meet the above criteria OR who believe themselves to have a special circumstance not listed in the above criteria must submit a request for off-campus housing documenting their eligibility during the semester prior to living off campus. Living off-campus without completing the Off-Campus Housing Request Form could result in the student being charged for housing. The Off Campus Housing Request Form is found at the following link: <https://goo.gl/forms/f0MUWeLIPwQBjrAm1>

### *Housing Options*

EMU makes available a variety of living arrangements in an attempt to meet the developmental and social needs of students. Each residence hall houses men and women separated by floors. One exception to this is Northlawn, 4th floor. The following options are available.

1. **Cedarwood** – houses 120 students; double and triple rooms.
2. **Hillside Suites** – houses 84 upper-class men and women in twenty-five 2- or 4- person suites. Eligible students must be 20 years of age or older or be classified as a junior or senior. Application required.\*
3. **Maplewood** – houses 84 students; double rooms and 6-person suites and 4 singles.
4. **Elmwood** – houses 84 students; 4 singles, double rooms, and one 4-person suite.
5. **Northlawn** – houses 180 students; single rooms, double rooms, and 4-6 person suites available by application; dining room on ground level. \***NL 4th** - pre-professional floor for seniors (and some juniors in special situations), single rooms and two suites (up to 4 students); Application required.\*
6. **Parkwoods Apartments** – houses 90 students in two bedroom furnished apartments. Eligible students must be 20 years of age or older or be classified as a junior or senior. Application required.\*
7. **Group Houses** - 2-3 houses available for 5-8 students upon request/proposal during spring semester prior year, must be 20 years of age or older and be classified as a junior or senior. Proposal required.\*

\*EMU reserves the right to take prior student life and residence life violations into consideration when reviewing applications and proposals for Hillside Suites, Parkwoods Apartments, and Group Houses.

### *Single Rooms and Room Consolidation*

There are a limited number of rooms on campus that are designated as single rooms (i.e. not having a roommate). Students are only guaranteed single rooms if they are in one of these designated singles. Occasionally, it is possible for students to live alone in a non-designated single room. Students choosing to live alone in a designated double room are charged an additional fee per semester for this privilege.

Room consolidation is a procedure that allows the housing office to provide the maximum amount of space to students in the residence halls. The process affects students who live alone in a double occupancy room which occurs when a roommate does not arrive or withdraws. Students may be required to pay a single room fee (an additional fee per semester), move into another room, or have another student move in with them. The residence life staff will assist in making decisions about who changes rooms if the students cannot agree. Room consolidation are generally completed by the second week of each semester, or in the case of mid semester changes, by the fifth day after a roommate has left.

### *Group Housing: When houses are available*

This housing opportunity provides an option for six to eight persons to live together in a house. Students must apply and demonstrate maturity and the ability to live in a group situation. An application, with a full explanation of theme housing, is available from the housing office and students are encouraged to apply late in the fall semester.

## Residence Life Procedures

## ***Selection and Assignment of Room/Room Occupancy***

### ***Current Students***

For current students who are continuing their enrollment into the following year, room selection procedures begin early in the spring each year with the housing lottery. The housing lottery according to their fall classification. The housing lottery is conducted in March each year and is the time when students and roommates may sign up for rooms for the next academic year.

Hillside Suites, Parkwood Apartments, suites in Northlawn, and Group housing require an application. These applications are due in February of each year for the following year. A contract (between the student and the university) is required for these suites, apartments, and houses.

### ***New Students***

The director of housing makes room assignments for new students. Students are given housing assignments in accordance with their preferences whenever possible. Assignments are made by entering information from the "Housing Questionnaire and Request Form", completed by all new students on the EMU website. Persons with the most similar responses are assigned as roommates. Late applicants may be assigned on a space-available basis.

The university reserves the right to make housing assignments or to change room assignments whenever this seems in the best interest of the community.

### ***Roommate Assignments for Returning Students***

The assistant director of housing and residence life coordinates roommate assignments for new students only. Returning students are responsible for finding their own roommates. If they have trouble finding a roommate they must notify the director of housing. If there are other students needing roommates, this information will be passed along to the returning student.

### ***Check-In***

When checking in to a residence hall at the beginning of the year, each student must report to his or her community advisor or residence director who issues the room key. The student also completes a room clearance form, indicating the condition of the room and its furnishings and acknowledging receipt of the key.

### ***Check-Out***

Each resident must check out in person with the CA in the event of a room change or withdrawal, as well as at the end of the year. The room is inspected according to the check-in form and damages assessed. Any charges are placed on the student's account. The resident must sign the room clearance form and turn in the room key. Failure to follow the checkout procedure results in a fine. Students are requested to make an appointment in advance with the CA for checkout. Students need to be checked out by 11:00am on the Saturday after exams, or within 24 hours of their last final, whichever comes first.

### ***Changing Rooms***

Student-initiated room changes are not made during the first two weeks of any semester. The residence director (RD) must authorize all room changes before any move is made. Facilitated roommate dialogue and/or conflict mediation will be the first step in dealing with any roommate or suitemate conflict. Requests to change rooms will only be considered after dialogue/mediation is completed. Convenience Room changes will incur a \$30 fee charged to the resident's student account.

### ***Alcohol/Substance Policy re: suites/apartments/houses (Hillside, Parkwoods, Theme houses)***

1. As stated above, multiple prior violations of university alcohol and other drug policy may affect student's eligibility to live in a suite/apartment.
2. AOD violations (hosting, underage consumption, misuse as defined by the university) while living in the suite/apartment may result in more significant outcomes for all residents of the suite/apartment.
  1. Hosting outcomes may apply. (\$500 fine and/or suspension or extra-curricular suspension)
  2. Multiple incidences may result in loss of suite/apartment.
    1. If loss of suite/apartment, residents will be assigned rooms in traditional halls. No more than 2 of the original residents of that space may live together in any building.

### ***Residence Hall Closings***

Residence halls (except for Hillside Suites and Parkwood Apartments) are closed during Christmas vacation and spring break. Students are responsible to make their own housing arrangements during these times. International students may request assistance from the director of International Student Services during those times should temporary housing be needed. The student incurs all costs associated with temporary housing arrangements.

## **Facilities/Services/Policies**

### ***Bicycles***

Bicycles are not permitted in students' rooms, hallways, or stairwells of dormitories. They are not to be stored in or near building entrances. Bicycles are not allowed in academic buildings anytime. Bicycle racks and sheds are provided. All stored bicycles should be locked, never leave bicycles unlocked.

### *Candles*

Candles are not permitted to be burned at any time, in any resident housing on campus.

### *Community Damages*

The resident student community shares responsibility for the condition of each residence hall. When damages occur to common areas such as hallways, restrooms, and lounges, individuals are expected to take responsibility for their actions and behavior. However, in situations where this does not occur, the resident community will share expenses for damages at the end of each semester. EMU encourages its residents to hold one another accountable to be good stewards of our facilities and resources.

### *Community Responsibility*

Students are expected to demonstrate the ability to live interdependently as members of a community. This includes respecting the rights of others. Students who disrupt community life or pose a threat to themselves or others may be required to seek professional assistance or lose their housing privilege.

### *Electrical Appliances*

The use of electrical appliances is limited because of safety and circuit-overload factors. Appliances such as lamps (except halogen bulb lamps), hair dryers, curling irons, etc. are permitted in all buildings. Personal air conditioners are not allowed in any residence hall unless the Housing Office grants special permission for health concerns. Microwaves are permitted only in the floor lounges. The use of electrical extension cords is prohibited in residential housing units. Fused powerstrips are permitted, but because they are designed for small amp draw items, they should not be used for multiple larger appliances. Refrigerators that do not exceed 2.5 cubic feet in size or 1 kwh per day in energy consumption and are UL-approved may be used in all residence halls (not more than one per room). Full-size refrigerators are supplied in Hillside and Parkwoods, so additional refrigerators in these spaces are not necessary.

### *Fines*

Failure to adhere to residence policies may result in a fine. The intent of fines is prevention. The following are examples of actions which may result in fines: Failure to attend mandatory meetings in the residence hall, violation of open hours policy, unauthorized duplication of keys, entrance into a residence hall during Christmas vacation or spring break, unapproved entry into a residence hall, raids, possession or use of fireworks, tampering with fire extinguishers, smoking or possessing tobacco, possession or use of alcoholic beverages or illegal drugs, abusing vending or laundry machines, abusing residence hall property, noise violations, unauthorized room changes, inappropriate art and media forms, failure to leave building during a fire drill; climbing on roofs, balconies, side of buildings; unauthorized use of EMU property (furniture), and failure to comply with requests of RDs, or other staff, regarding specific residence hall policies.

### *Fire Safety*

Fire safety in a residence hall is always a concern. Students should not tamper with existing electrical equipment such as lighting, wiring or switches. Prohibited: possession and/or use of fireworks, tampering with fire safety equipment including ViaRadio/HEARO devices, possession of flammable materials in any quantity, blocking or in any way preventing use of the fire exit doors or residence hall room doors or building hallways. Violators will incur a fine of \$500 and may result in additional disciplinary outcomes. All open flames are prohibited in all on campus housing. All persons are required to leave the building during a fire drill. Failure to leave will result in a \$50 Fine per incidence.

### *Fireworks*

The possession or use of fireworks will incur a fine and/or additional outcomes, since all fireworks are prohibited on campus as well as in the city of Harrisonburg.

### *Furnishings*

University furniture may not be moved from one room, section or lounge to another without the approval of residence director. Residence hall room furniture may not be moved without approval from the RD. Alterations of any kind to university-owned property are prohibited.

### *Guest Housing*

Adult guests may stay overnight in the residence hall when space is available. All guests need to register with the appropriate community advisor and/or residence director. Registration insures guests of three nights of free lodging. A \$15 per night fee is charged to guests staying more than three nights. A guest may stay a maximum of one week after permission is granted. The same visitor may only stay 3 nights (or up to a maximum of one week by permission from residence director) per semester. Guests will abide by the same residence hall regulations as residents. A guest failing to comply with regulations and/or otherwise disrupting the life of the residence hall community will be asked to leave.

### *Inappropriate Material*

The *standards of conduct* should be followed in the choice of various art and media forms, including choice of music, videos, and posters hung in rooms. No items pertaining to alcoholic beverages or which are sexually provocative or degrading should be displayed in the residence halls, including cans, bottles or posters. A student may be asked to remove items which do not follow community standards.

### *Inspection of Rooms*

The university reserves the rights to have authorized personnel enter a student's room in cases of emergencies where danger to life, safety, health or property is reasonably feared. Personnel may also search a student's room when there is reasonable cause to believe that EMU policies or federal, state and criminal laws have been or are being violated. Student permission is not necessary for such search procedures. Personnel may also randomly check rooms for safety and guideline infractions.

### *Keys*

Students are responsible for the keys to their rooms and the hall floors. If a key is lost during the year, the student must report it to the CA so that a replacement key can be made. There will be a fee for a replacement key. Any student found with an unauthorized key is subject to disciplinary action.

### *Kitchens*

Residence halls are equipped with kitchenettes for the use of students within that hall. Residents are responsible to keep the kitchen clean and to respect the property of others (food, in particular). Kitchens may be closed or fines levied if these guidelines are not followed.

### *Drink and Snack Machines*

Coin-operated vending machines are available in the residence halls. Any mechanical problem should be reported to your Residence Director or to Pioneer College Caterers directly.

### *Laundry Machines*

Each residence hall is equipped with state-of-the-art laundry machines. Residential EMU students are permitted to use these free facilities. Students who do not live in the residence halls are strictly prohibited from using these machines.

### *Lockouts*

It is very important that you keep your room key with you. If you are locked out of your room, please contact your CA. After your first lockout, the second and subsequent lockouts in which a Residence Life staff unlocks your room, there will be a \$10 per incident fee.

### *Lofts/Platforms*

Student-owned lofts are not permitted in any on campus residence. For your convenience, furniture provided by EMU in each room can be lofted, bunked or set on the floor as a single bed. Wood platforms or any other structures are not permitted.

### *Lounges*

The public lounges in the residence halls are to be used for relaxing, socializing, and entertaining visitors and friends. Lounges are considered public areas and therefore respect and consideration of others is necessary. The behavior of couples should not offend others. Inappropriate display of affection is not acceptable. Lounge furniture is not to be removed from lounges.

### *Mandatory Residence Meetings*

There are a few meetings each semester within each dorm, suite or apartment building that are mandatory for all residents to attend. Failure to communicate to your CA about attending these meetings/not attending may result in a fine.

### *Personal Property*

Students are responsible for the safekeeping of their property, and no reimbursement from the university can be expected from the loss of such property. Rooms should be kept locked at all times. Students are encouraged to insure their personal property.

### *Pets*

Students are not permitted to have pets in the residence hall. The only exception is harmless fish. For further information and university policy on emotional support animals, please see ([insert link to ESA policy and procedure](#))

### *Quiet Hours*

The residence halls are used for studying, sleeping and socializing. A balance of these activities must be maintained so that the needs of individuals on the hall can be met. All residents are expected to refrain from causing any noise or disruption that would infringe on the needs of fellow students to study or sleep during the hours from **11 p.m. to 8 a.m.** both inside and outside the building areas. Courtesy hours are in effect throughout the day. Residence life staff reserves the right to confiscate equipment that is disruptive to the community when a student does not respond to requests. Students are asked to be responsive to the needs of others. In the case of excessive noise violations, a \$10 per incident fine may be given.

### *Refrigerators*

One refrigerator that does not exceed 2.5 cubic feet in size or one kwh per day is permitted in each traditional residence hall room. Suites are provided with a university refrigerator and therefore no individual refrigerators are permitted.

### *Room Decorating*

Room decoration and personalization are encouraged. Several guidelines should be followed, however. Students should not use nails or tacks anywhere in their rooms. Mounting rails are available in some residence halls and should be used for hanging posters and other items. Be aware that tape or other kinds of adhesives may cause wall damage and therefore you would be assessed a damage fee. Talk with your RD should you have any special decorating requests. Painting is not permitted.

### *Room Decorating Fire Safety*

Traditional String Christmas lights may only be used from Thanksgiving break until students leave campus for Christmas Break. UL listed LED lights are the only type of string/rope lights permitted all year long. Extension cords may not be used in conjunction with lights, appliances or any electronic device. Live Christmas trees are not allowed in any resident housing on campus. Any other decorative material (i.e. posters, cloth material, artificial foliage, etc.) shall not exceed 20% of the total aggregate of any one wall within a room or housing unit, 10% for any common hallway wall.

### *Security*

In the case of emergency, call the police (911) or the residence director to determine what appropriate action should be taken. A "security alert" may be posted on all residence floors in the event of a potential threat.

A residence director can be reached 24-hours-a-day by calling the RD on Call Phone at **540-476-4578**. EMU campus security can be reached at x4911 or 540-432-4911.

### *Selling and Soliciting*

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

### *Skateboards, Scooters, Rollerblades, and Hoverboards*

Hoverboards are not permitted on campus at any time. Other alternative modes of transportation that are NOT hand braked, should only be used on asphalt surfaces (i.e. parking lots) at times when there is not high vehicle or pedestrian traffic.

### *Storage*

Each residence hall has a limited amount of storage space. Articles stored must be boxed and clearly marked with a university label indicating the name of the owner. Articles remaining after the removal deadline become the property of EMU. The university assumes no responsibility and does not provide insurance or any other financial protection for the personal property stored by students.

A storage fee per item is collected from students storing items in the designated storage areas. The fee is charged to the student's account.

Students must store items in the residence hall where they will reside the following school year. Students should check with their RD regarding specific storage policies, as they vary according to each residence hall. Storage space is not guaranteed and is available on a first-come, first-served basis.

### *Visitation Policy*

"Open Hours" provide resident students the opportunity for informal interaction and interpersonal growth within the context of the residence hall atmosphere. Additionally, there are social events which can provide students the opportunity to meet other students within a group context. It is expected that students conduct themselves with discretion and respect for the rights of others.

Students are responsible for the conduct of their visitors and guests (both EMU students and non-students) and should insure that behavior occurring in their room is not in violation of the standards of conduct or other EMU policies. Guests who violate policies will be asked to leave campus immediately. Students should leave a room where a violation of policy is occurring to avoid infraction charges.

The following hours have been designated as open for visitation: **Sunday-Thursday (noon -11 p.m.) and Friday and Saturday (noon - 1 a.m.)** Outcomes as outlined in the "Standards of Conduct" section will be imposed for violations. Overnight visitation by members of the opposite gender is prohibited. Violations involving overnight visitation are considered serious misconduct.

## **Standards of Conduct: Information and Policies**

### ***Accountability and Support***

A community exists on the basis of shared values, principles, and ideals. At EMU these ideals are articulated in [Life Together: Commitments for a Community of Learning](#). EMU strives to be a community characterized by love for God and one another, wisdom, equality, sustainability, and accountability, and further, to be a place in which all belong and see themselves as members, owners, and curators of the community.

All members of the community are expected to uphold and abide by standards of conduct that form the basis of the Standards of Conduct. Together with the ideals stated in Life Together, The standards of conduct are embodied within a set of core values that include integrity, justice, respect, community, and responsibility.

***Integrity:*** members exemplify honesty, honor and a respect for the truth in all of their dealings.

***Justice:*** members are just and equitable in their treatment of all and act to discourage and/or intervene to prevent unjust and inequitable behaviors.

***Respect:*** members show positive regard for each other, for property and for the community.

***Community:*** members build and enhance their community.

***Responsibility:*** members are given and accept a high level of responsibility to self, to others, and to the community.

EMU seeks to provide an educational setting where faculty, administrators, staff and students work together in the common purpose of creating and maintaining the highest standards of academic and community life. This task occurs in the context of a community that is characterized by Christian discipleship and responsibility for each other.

EMU is committed to building and maintaining a campus environment that is conducive to academic inquiry, engaged campus life, and thoughtful study and discourse. The student accountability program within the student life division is committed to educational, developmental, and restorative processes that meet the needs of individual students as well as the needs of the university community.

### ***Restorative Justice and Student Accountability at EMU***

*Restorative Justice* is a philosophy that emphasizes healing and accountability to repair harm and wrongdoing, build community, and strengthen relationships (definition developed by Dr. Johonna Turner, Assistant Professor of Restorative Justice and Peacebuilding at CJP at EMU).

Restorative Justice (RJ) begins with the assumption that all people should be treated with dignity and respect, recognizing that each person has a unique perspective. By our presence we are all members of communities and are therefore connected to each other. Each of us needs to be responsible for our own actions and need to be held accountable for those actions.

Restorative Justice is a philosophy that focuses on meeting the needs of individuals and groups through community/relationship building as well as through the development of processes that lead to active and meaningful accountability. RJ embraces community empowerment and participation, multi-partial facilitation, active accountability, and social support. Restorative Justice is not an easy way out for those who do harm, because Restorative Justice requires taking responsibility and being accountable in ways that are not easy.

The purpose of a Restorative Justice process is to bring together all parties involved in an incident for the purposes of addressing the harms associated with the incident. The RJ process enhances the opportunity for learning amongst all involved, as well as providing a venue for discussion of various points of view.

Student accountability processes at EMU attempt to embody this Restorative Justice philosophy by creating space for inclusive decision-making, active accountability, repairing harm, and rebuilding trust. However, there may be incidences where respondents/those who have done harm refuse to take responsibility and/or need to be held responsible for harm done or for a violation of university standards of conduct. While highlighting the restorative processes (conferencing and circles) used for repairing harm, rebuilding trust, and building community, the EMU student accountability procedures also contain mechanisms for incidents in which those who have done harm/respondents are held responsible for harm/wrongdoing/violation of policy.

EMU has also developed a table of common outcomes for incidents involving alcohol and other drugs. See the last page of the [EMU Student Conduct and Conflict Worksheet](#) for this information.

### ***Scope of Community Expectations***

Students at EMU are provided a copy of the Student Handbook annually in the form of a link on the EMU website. Students are responsible for reading and abiding by the provisions of the standards of conduct. The standards of conduct apply to the conduct of individual undergraduate students. A student will be considered enrolled if the following conditions are met:

1. the student is pre-registered for courses in any term (fall, spring or summer); and
2. the student's attendance in at least one class has been verified.

After classes begin, students need to attend classes to continue their enrollment status. Students are considered continuously enrolled when they are registered for consecutive fall and spring terms. Please note that those who arrive to campus prior the start of classes for official university functions including, but not limited to student employment, trainings, athletics, orientation staff, etc. are considered Eastern Mennonite University students.

Students are expected to conduct themselves in a manner consistent with the standards of conduct, whether or not on university premises /property, and may be considered for disciplinary action whenever and wherever a breach of conduct has occurred. The standards of conduct apply to conduct that takes place on campus, at university-sponsored events, and off-campus, especially when the conduct has impact on the campus community.

While on an EMU cross-cultural experience, students may encounter different cultural standards and values. During preparation for the Cross-Cultural students and faculty leaders will agree upon culturally appropriate behavior that still honors EMU's standards of conduct. Outcomes for violations of standards of conduct while on cross-cultural trips may include but are not limited to the student being sent home early from the cross-cultural at the expense of the student.

The standards of conduct may be applied to behavior conducted online, via email, or other electronic medium. Community members should be aware that online postings such as blogs, web postings, chats, and social networking sites and applications are considered part of the public sphere and are not private.

The standards of conduct apply to guests of EMU campus community members, whose hosts may be held accountable for the behavior of their guests. Visitors to and guests of the university may seek resolution of violations committed against them by members of the EMU campus community.

Whenever conduct violates federal, state and/or local law and EMU policies, the university is obligated to follow through on its own accountability processes separate from and independent of action taken by civil authorities. A civil and/or criminal process may move forward simultaneously and independently from the university's process. The university enlists assistance from civil authorities if and when the lives, property, or safety of its students or personnel are endangered and cooperates with law enforcement officers as they carry out their duties.

## ***Standards of Conduct***

The following standards of conduct are believed to represent the commitments referred to in Life Together and take into account the best interests of the campus community. The standards are applicable to cross-cultural trips and other off-campus programs. These standards apply to all students (undergraduate and graduate/seminary) and include off-campus university-sponsored activities, including cross-cultural trips. The university considers the behaviors described in the following section to be in opposition to the core values of Integrity, Justice, Respect, Community and Responsibility set forth above. In addition, the behaviors described below are harmful to self, to others and to the campus community. The university encourages any and all students, faculty, and staff to report (to a student life staff person) instances of harm that they have experienced or participated in.

***Integrity: EMU students exemplify honesty, honor, and a respect for the truth in all of their dealings.***

***Community: EMU students build and enhance their community.***

***Justice: EMU students are just and equitable in their treatment of all and act to discourage and/or intervene to prevent unjust and inequitable behaviors.***

***Respect: EMU students show positive regard for each other, for property and for the community.***

***Responsibility: EMU students are given and accept a high level of responsibility to self, to others, and to the community.***

### ***1. Dishonesty***

All forms of dishonesty, including cheating, plagiarism, forgery, furnishing false information to university officials acting in the performance of their duties, and falsification of official documents. See "Academic Integrity" in the policy section.

### ***2. Falsification***

Knowingly furnishing or possessing false, falsified, or forged materials, documents, accounts, records, identification, or financial instruments.

### ***3. Unauthorized Use or Entry***

Unauthorized entry into, presence in, or use of university facilities, equipment or property which has not been reserved or accessed through appropriate university officials.

### ***4. Collusion***

Action or inaction with another or others to violate the standards of conduct.

### ***5. Election Tampering***

Tampering with the election of any university-recognized student organization.

### ***6. Disruptive Behavior***

Substantial disruption of community operations including obstruction of teaching, research, administration, residential life, athletics events, and/or other university activities which occur on or off campus.

### ***7. Damage or Destruction***

Intentional, reckless, and/or unauthorized damage to or destruction of university property or the personal property of another (student, faculty, staff). Conduct which threatens to damage, or creates hazardous conditions such as dropping, throwing, or causing objects or substances to fall from windows, doors, ledges, balconies or roofs.

### ***8. Endangerment***

Actions or threats which put other persons in danger, whether physical, psychological or emotional.

### ***9. Social Media and Social Networking***

Many students use social media on a regular basis to communicate with friends and acquaintances. When inappropriate, threatening, or otherwise questionable entries are reported, the university may take action to further investigate. The university reserves the right to hold individuals accountable for social media posts that violate the Standards of Conduct. It is important for students to be aware that the web is considered "public" not "private" space. Anything that is not encrypted can be read by others. Old information that is erased may actually be stored in various databases of search engines such as Google, etc. In cases where inappropriate use of the internet is suspected, the university may choose to retrieve such information and hold individuals accountable if use constitutes a violation of the Standards of Conduct.



#### 10. ***Fire Safety***

Violation of local, state, federal or campus fire policies including, but not limited to:

- a) Intentionally or recklessly causing a fire which damages university or personal property or which causes injury;
- b) Failure to evacuate a university building during a fire alarm;
- c) Improper use of university fire safety equipment; or
- d) Tampering with or improperly engaging a fire alarm of fire detection equipment while on university property. \* Such action may result in a local fine in addition to university outcomes.

#### 11. ***Gambling***

Gambling as prohibited by the laws of the Commonwealth of Virginia. The exchange of money and/or goods by betting or wagering.

#### 12. ***Inappropriate Use of Internet***

Visiting pornography sites, viewing pornography, and use of apps and/or social media for the purpose of developing harmful relationships (i.e. "hooking up," sexual relationships with minors, etc.) is prohibited. It is an inappropriate use of the internet to download and/or view films or other media content that has not been legally released. Additionally, it is inappropriate to use the internet for purposes of gambling. #11 above. (See also University Policies: Information Systems Policies and Eastern Mennonite University Policy on Relationship Violence and Sexual Misconduct).

#### 13. ***Weapons***

The use or possession of firearms, explosives, knives, bows, flammable materials or weapons of any kind (including BB, paintball, pellet, and airsoft guns) is prohibited on the university campus or at any university-related function. If any of these items are needed on campus for educational purposes, the vice president for student life must be contacted for prior approval. The vice president must also be contacted for storage questions related to hunting weapons. If weapons are allegedly stored on campus in a locker, room, or vehicle, campus authorities may search said location and confiscate weapons or other contraband that may be found.

#### 14. ***Abuse of Conduct Process***

Abuse or interference with, or failure to comply in, university processes including conduct and academic integrity hearings including, but not limited to:

- a. Falsification, distortion, or misrepresentation of information;
- b. Failure to provide, destroying or concealing information during an investigation of an alleged policy violation;
- c. Attempting to discourage an individual's proper participation in, or use of, the campus accountability system;
- d. Harassment (verbal or physical) and/or intimidation of a member of a campus conduct body prior to, during, and/or following a campus conduct proceeding;
- e. Failure to comply with the outcome(s) imposed by the campus accountability system;
- f. Influencing, or attempting to influence, another person to commit an abuse of the campus conduct system.

#### 15. ***Bystanding***

Complicity with or failure of any community member to appropriately address known or obvious harm to other community members and/or violations of the standards of conduct.

#### 16. ***Discrimination***

Eastern Mennonite University does not discriminate on the basis of race, color, national or ethnic origin, sex, disability, age, sexual orientation, gender identity or any legally protected status. Discrimination is defined as any act or failure to act that is based upon an individual or group's actual or perceived status that is sufficiently severe that it limits or denies the ability to participate in or benefit from the university's educational program or activities.

#### 17. ***Harassment***

Respect for the dignity of all persons is the EMU standard. Any unwelcome conduct based on actual or perceived status including: sex, gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, sexual orientation or other protected status. Any unwelcome conduct should be reported to campus officials via the Campus Safety Incident Report ([emu.edu/safecampus/](http://emu.edu/safecampus/)), who will act to remedy and resolve reported incidents on behalf of the victim and community.

#### 18. ***Hostile Environment***

A hostile environment occurs when harassment is sufficiently severe, pervasive and/or persistent and objectively offensive that it unreasonably interferes with, limits or denies the ability to participate in or benefit from the University's educational or employment program or activities. Reports of alleged hostile environment that involve sexual misconduct will be investigated by the university's Title IX coordinator. See Eastern Mennonite University Policy on Relationship Violence and Sexual Misconduct.

#### 19. ***Retaliation***

Retaliation against any student, faculty or staff member reporting an alleged policy violation, regardless of where such conduct or retaliation might occur.

## 20. **Assault**

Acts of violence or use of physical force against any member of the community, or any act that threatens the use of physical force.

## 21. **Hazing**

Hazing is prohibited at EMU. Hazing is defined as “actions which are initiated against someone’s will by harassing through force, banter, ridicule or criticism”. Hazing is an act that, as an explicit or implicit condition for initiation to, admission into, affiliation with, or continued membership in a group organization, could be seen by a reasonable person as endangering the physical health of an individual or as causing mental distress to an individual through, for example, humiliating, intimidating, or demeaning treatment; destroying or removing public or private property; involving the consumption of alcohol, other drugs, or other substances; or in violation of any of the policies of the university. Reports of alleged hazing that involves sexual misconduct will be investigated by the university’s Title IX coordinator. See Eastern Mennonite University Policy on Relationship Violence and Sexual Misconduct.

## 22. **Language Abuse**

Profanity, vulgarity, and the use of words or names that demean, intimidate, or contain threats of unwanted physical contact or damage to property.

## 23. **Pranks**

Actions which cause harm, damage and/or inconvenience to others and property.

## 24. **Relationship Violence\***

*Relationship violence* is a broad term that encompasses domestic violence, dating violence, intimate partner violence, and stalking (definitions provided below). Relationship violence may include ongoing emotional, psychological, physical, and financial abuse. Conduct that constitutes relationship violence is covered under the Eastern Mennonite University Policy on Relationship Violence and Sexual Misconduct- [emu.edu/titleix/relationship-violence-policy](https://emu.edu/titleix/relationship-violence-policy).

*Domestic Violence:* violence committed by a current or former spouse, or sexual or intimate partner of the alleged victim, a person who is living as a spouse or who lived as a spouse with the alleged victim, parents and children, other persons related by blood or marriage, or by a person with whom the alleged victim shares a child in common. See EMU Policy on Relationship Violence and Sexual Misconduct)

*Dating Violence:* violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the alleged victim. The existence of such a relationship will be determined based on the reporting party’s statement, taking into consideration the following factors: a) the length of the relationship, b) the type of relationship, and c) the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. See EMU Policy on Relationship Violence and Sexual Misconduct)

*Intimate Partner Violence:* includes dating violence, domestic violence, and relationship violence, includes any act of violence or threatened act of violence against a person who is, or has been involved in, a sexual, dating, domestic, and/or other intimate relationship with that person. It may involve one act or an ongoing pattern of behavior. See EMU Policy on Relationship Violence and Sexual Misconduct)

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

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

See [EMU Policy on Relationship Violence and Sexual Misconduct](#)

\*To report an instance of sexual violence and/or sexual misconduct, contact the Title IX coordinator at 540-432-4302 or by email at [titleixcoordinator@emu.edu](mailto:titleixcoordinator@emu.edu) OR complete a Campus Safety Incident Report at <https://emu.edu/safecampus/> OR see EMU Policy on Relationship Violence and Sexual Misconduct “Reporting” section for full details on reporting options and process.

## 25. **Sexual Violence/Misconduct\***

*Sexual violence/misconduct:* is a broad term that encompasses sexual harassment, gender-based harassment, sexual assault, sexual exploitation, and indecent exposure. Conduct that constitutes sexual violence and/or sexual misconduct is covered under the Eastern Mennonite University Policy on Relationship Violence and Sexual Misconduct.

*Sexual harassment:* a form of unlawful gender discrimination. Sexual harassment means unwelcome sexual advances, unwelcome requests for sexual favors, or other unwelcome behavior of a sexual nature. (see EMU Policy on Relationship Violence and Sexual Misconduct)

*Gender-based harassment:* includes harassment based on gender, sexual orientation, gender identity, or gender expression which may include acts of aggression, intimidation, or hostility, whether verbal or non-verbal, graphic, physical, or otherwise. (see EMU Policy on Relationship Violence and Sexual Misconduct)

*Sexual assault:* consists of sexual contact and/or sexual intercourse that occurs without affirmative consent. (see EMU Policy on Relationship Violence and Sexual Misconduct)

*Sexual exploitation:* purposely or knowingly doing any of the following-

- i. causing the impairment or incapacitation of another person (through alcohol, drugs, or any other means) for the purpose of compromising that person's ability to give affirmative consent to sexual activity;
- ii. allowing third parties to observe sexual activity from a hidden location (e.g., closet) or through electronic means (e.g., Skype or live-streaming of images);
- iii. engaging in voyeurism (e.g., watching private sexual activity without the consent of the participants or viewing another person's intimate parts (including genitalia, groin, breasts or buttocks) in a place where that person would have a reasonable expectation of privacy);
- iv. recording or photographing sexual activity and/or a person's intimate parts (including genitalia, groin, breasts or buttocks) without affirmative consent;
- v. disseminating or posting images of private sexual activity and/or a person's intimate parts (including genitalia, groin, breasts or buttocks) without affirmative consent;
- vi. prostituting another person; or
- vii. exposing another person to a sexually transmitted infection or virus without the other's knowledge.

See [EMU Policy on Relationship Violence and Sexual Misconduct](#).

*Indecent Exposure:* A person commits indecent exposure if that person exposes their genitals, buttocks and breasts in any public place or in any place where there are other persons present and under circumstances in which one knows or should know that this conduct is likely to offend, affront, or alarm. See EMU Policy on Relationship Violence and Sexual Misconduct.

\*To report an instance of sexual violence and/or sexual misconduct, contact the Title IX coordinator at 540-432-4302 or by email at [titixcoordinator@emu.edu](mailto:titixcoordinator@emu.edu) OR complete a Campus Safety Incident Report at <https://emu.edu/safecampus/> OR see EMU Policy on Relationship Violence and Sexual Misconduct "Reporting" section for full details on reporting options and process.

## **26. Theft**

Theft of money or property, shoplifting, possession of stolen property and/or the unauthorized use of personal or institutional property.

## **27. Alcohol**

Eastern Mennonite University supports nonuse of alcohol and prohibits the misuse of alcohol, where misuse refers to underage drinking and/or drinking to excess. (See Alcohol, Tobacco and Illegal Drug Policy in "University Policies" section.). The possession or use of alcohol is strictly prohibited from the EMU campus as well as at all university-related functions. Remaining in the presence of persons who are consuming alcohol on campus or at EMU-sponsored activities without objecting to its use may be considered a violation. Those who host (i.e. provide a venue and/or provide alcohol or other substances where misuse occurs) will receive more serious outcomes. All members of the community are encouraged to report alcohol use by themselves or others preferably as a self-report for follow-up by EMU personnel (see below)

*NOTE on Self-Reporting/Amnesty for Alcohol and Other Drugs:* Individuals who self-report consumption or potential misuse of alcohol and other drugs will not face university disciplinary action. In cases of self-reporting, a member of the student life staff will meet with the student to determine the best educational and/or recovery options available for the student, if needed. In cases of self-reporting, the university will offer its own resources (Counseling Center, Health Services, Mentoring, AOD educational activities) as well as community-based resources to help.

## **28. Drugs**

The use and possession of drugs prohibited by law (such as hallucinogens, heroin, cocaine and marijuana) and the abuse of those drugs controlled by law (such as prescription drugs, narcotics, amphetamines and barbiturates) are prohibited. In addition, any substances which mimic the effects of illegal drugs or controlled substances (e.g. K2, bath salts, "designer drugs", etc.) are also prohibited. Drug paraphernalia or other contraband are also prohibited. If for any reason drugs are suspected in an on-campus location, those said locations including residence hall rooms and personal vehicles may be searched and drugs or other contraband confiscated, even without the owner of the location present

## **29. Prescription Medications**

Abuse, misuse, sale, or distribution of prescription or over-the-counter medications is prohibited;

## **30. Non-Compliance**

Defined as failure to comply with the reasonable directives of university officials or law enforcement officers during the performance of their duties and/or failure to identify oneself to these persons when requested to do so. EMU students are expected to have their EMU ID card with them at all times and must show it to university officials if and when they are asked.

## **31. Tobacco**

The possession or use of tobacco (including vape pens and e-cigarettes) is prohibited in all university buildings as well as at university related functions. Smoking is not permitted within 25 feet of any university building, nor anywhere on EMU property unless specifically posted as a designated smoking area. Exceptions are made for unique circumstances with explicit permission from the Vice President for Enrollment and Student Life or their designate.

# Standards of Conduct: Procedures

## ***INTRODUCTION AND OVERVIEW***

This overview gives a general idea of how the university's campus conduct procedures work, but it should be noted that not all situations are of the same severity or complexity. Because of this, these procedures are flexible and are not exactly the same in every situation, though consistency in similar situations is a priority.

The student accountability procedures are intended to provide opportunities for students to be actively accountable for their behaviors as well as provide opportunity for learning, growth, and change. The procedures are administrative procedures rather than criminal, civil, or juvenile law procedures. This means that the procedures are primarily focused on determining responsibility for a violation of university policy or responsibility for harm done to another individual or group rather than the focus being on guilt or innocence (as in criminal law). When sanctions are necessary, the sanctions will be focused as much as possible on the repair of harm and rebuilding of trust (to individuals and groups that have been harmed) rather than on punishment. The university commits itself to accountability procedures that are fair, equitable, and impartial.

The Vice President for Enrollment and Student Life is ultimately responsible for the application of these procedures. Many times the procedures will be implemented by staff under the supervision of one of the Associate Deans of Students. Most procedures for violations of the standards of conduct will be managed by student life staff who have been trained in the procedures described below and report to the Associate Dean of Students: Residence Life, Student Accountability, and Restorative Justice. The Associate Dean of Students: Residence Life, Student Accountability, and Restorative Justice is a report to the Vice President for Enrollment and Student Life, who in turn reports to the President of the university.

NOTE: The campus accountability process begins with a report being given to a member of the campus community. A report of harm and/or violation of university policy may come from any source (victim/harmed party, student leader, staff, faculty, student) and may be reported through multiple formats including online (via incident report form), email, phone conversation, or face to face meeting. The most direct and efficient forms of report for residential undergraduate students are face to face conversations with a CA (Community Assistant), RD (Residence Director), or the Associate Dean of Students: Residence Life, Student Accountability, and Restorative Justice. The most direct and efficient form of report for undergraduate commuter students is via contact with the Associate Dean of Students: Campus Engagement. Other student life directors as well as faculty, staff, and other students may also become aware of harm and/or violation of university policy. When members of the campus community become aware of harm done and/or violation of university policy, they are encouraged to consult with a Student Life staff person (Residence Director(s), Student Life Director(s), Associate Deans of Students, Vice President of Enrollment and Student Life) to determine next steps. Once a report is received, in most cases, a representative of the office of Residence Life, Student Accountability, and Restorative Justice will contact the respondent (as well as harmed and otherwise impacted parties when appropriate) for an initial conference to explain the accountability process and gather information. Generally this first contact (via [emu.edu](mailto:emu.edu) email) will include a copy of the [EMU Student Conduct and Conflict Worksheet](#) for the student to look over before the initial inquiry.

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

## ***Preliminary Inquiry/Staff Conference***

The function of a preliminary inquiry is to determine the nature and the impact of the violation of policy and/or harm/impact involved in the situation. The preliminary inquiry is purposely meant to be an opportunity for the student to describe the situation from their perspective. The inquiry can be investigatory at times, but is meant to provide opportunity for a student to take ownership and responsibility for their actions. Students may bring a support person\* to this initial inquiry as well as any other meetings that follow.

\*Described more fully in the worksheet, a support person (SP) can be a student, faculty, or staff person from EMU - provided the SP is not of family relation to the respondent. The role of the SP is to provide support for the respondent during the resolution process. The SP assists the respondent in the areas of taking responsibility, determining which resolution process is desired and appropriate, as well as providing support upon completion of the accountability process.

## ***Preliminary Inquiry Process***

During the preliminary inquiry the Student Life staff persons will use the [EMU Student Conduct and Conflict Worksheet](#) to determine the nature of the incident as well as procedural options.

The preliminary inquiry may lead to:

1. A determination that there is insufficient evidence to pursue the alleged violation any further. If this happens the matter is considered closed and no records (other than the notice) are kept.
2. A determination that investigation is needed when it is clear that more information must be gathered.
3. A determination that the incident should be moved to a different procedure (Restorative Justice Conference/Circle, Staff Conference, University Review Board).
4. A determination that the preliminary inquiry be considered a Staff Conference.

If a determination is made that further investigation is needed (#2 above), the staff members will be responsible to complete the investigation (interviews, evidence gathering, etc.) and stay in communication with individuals involved. When the investigation is complete, the inquiry will be reconvened and any new information will be presented and discussed.

If a determination is made that the incident will be most adequately processed through a different procedure (#3 above), the staff members will consult with the Associate Dean of Students to proceed. (see procedural descriptions below)

If a determination is made that the preliminary inquiry be considered a Staff Conference (#4 above), the staff members will continue with Staff Conference procedure. (see procedural descriptions below)

## ***Procedure Descriptions***

### ***Staff Conference***

A staff conference is a meeting between the respondent(s) and one or two Student Life staff members. Respondents may bring a support person with them to a staff conference. Support persons are not character witnesses. If present, their role is to provide support for the respondent in taking responsibility as well as supporting the respondent upon completion of the accountability process.

As much as possible, the dialogue in a staff conference is focused on the harm that was caused and how the respondent can take responsibility for and be accountable to repair the harm.

*Examples of violations that are typically managed via a Staff Conference: alcohol and drug violations, repeated open hours violations, incidences where there is no clear other individual or group who has been harmed/impacted.*

During a staff conference the alleged violation is discussed and responsibility (for the violation of policy and/or harm) is determined. If, based on the preponderance of the evidence\*, it is determined that the respondent is not responsible for a violation of university policy or responsible for harm, the accountability process stops and no records are kept.

\*Preponderance of the evidence is a standard of evidence used in civil (not criminal) matters. It means: "it is more likely than not" that a violation of university policy has occurred/not occurred.

If it is determined that the respondent is responsible for the violation/harm, the staff members will lead a discussion of potential outcomes. As much as possible, outcomes are meant to provide opportunity to repair harm and rebuild trust and re-enter the campus community. In cases where there is no clear harmed party, outcomes are intended to be educational and developmental while providing opportunities to engage the campus community.

The full range of outcomes are available (see "outcomes" below). Before ending the Staff Conference, the staff members and respondent will discuss and confirm outcomes for the violation. The staff members, in consultation with the Associate Dean of Students: Residence Life, Student Accountability, and Restorative Justice, will write an Outcome Letter to the respondent(s). The letter will include a brief description of the violation /harm, a record of whether respondent took responsibility or was held responsible for the violation/harm, and a list of outcomes. In most cases the Outcome Letter will be emailed to the student via Maxient, but the Outcome Letter can also be hand-delivered to the respondent(s), sent via campus mail or emailed as a pdf.

A copy of the Outcome Letter will be placed in the respondent's student life file. The respondent is expected to complete the outcomes within the determined time frame or further outcomes may be assessed.

### ***Restorative Justice (RJ) Conference/Circle***

A Restorative Justice Conference involves structured and unstructured dialogue between respondent(s), impacted parties, and support persons. Facilitators hold pre-conference meetings with all involved parties before the conference to ensure full and active participation, and to determine if the parties are ready and able to (in good faith) proceed with the conference. The focus of the conference itself is on the harm that was done, the needs that have been created because of the harm, and the obligations that follow in order to make things as right as possible.

*Examples of violations that may be suitable to be processed via a RJ Conference: alcohol incidents with wide impact, theft, harassment, assault, academic integrity, abusive language, dishonesty, severe alcohol or other drug incidents.*

A Restorative Justice Circle allows for larger numbers of harmed parties, and can be especially effective with mixed-responsibility conflicts and harms where the distinction between respondent and harmed party is not clear. Restorative Circles involve respondents, impacted parties, community members, support persons, resource persons, and facilitators. The process involves specific questions posed to all participants, who are invited to participate equally. A Circle can be particularly impactful when there is shared responsibility for a particular incident, and the circle can provide the space needed for resolution.

*Examples of violations that may be suitable to be processed via RJ Circles: alcohol incidents with wide impact, fights, roommate conflicts, bias incidents, noise, cases with multiple harmed parties/respondents, topics that affect the university community - racism, sexism, alcohol abuse, etc.*

Because restorative justice processes are generally voluntary processes to repair acknowledged harm and rebuild trust, the following general criteria must be met in order to pursue a restorative conference/circle as a formal procedural option in EMU's student accountability process:

1. Respondent(s) takes responsibility for their actions.
2. Impacted parties are willing to participate.
3. Respondent is aware of the harm caused by their actions.
4. Respondent has a desire to meet impacted parties and listen to the needs of those individuals.
5. The existence of a clearly identifiable community impact resulting from the violation.

If the preliminary inquiry reveals that the above criteria have been met, and the determination is made to proceed with a RJ conference or circle, the Director of Residence Life, Student Accountability, and Restorative Justice will inform staff RJ facilitators (trained in RJ conferencing and circles) and those facilitators will contact impacted parties for pre-conference meetings to determine if the incident is appropriate for a conference or circle. If facilitators determine that a particular incident is not appropriate for a conference or circle, it will revert to a Staff Conference for appropriate resolution.

Generally, a restorative conference or circle will develop a Restorative Agreement that describes the harm that has been caused as well as the agreed upon steps to be taken (by the respondent or others) to repair the harm and rebuild trust. The full range of outcomes are available (see "outcomes" below) though many times the specific harm done will require a specific action to repair. Depending on the severity of the harm and the desires of those harmed/impacted, a restorative agreement may include a temporary suspension from the university to provide the needed space for community recovery. The Restorative Agreement is considered to be the outcomes of the process. A copy of the Restorative Agreement (if there is one) will be placed in the respondent's student life file. The respondent is expected to follow through with the outcomes within the determined time frame or further outcomes may be assessed.

### ***University Review Board (URB)***

#### **Function**

The URB normally will hear serious disciplinary cases that involve: violations of civil or criminal laws, violations that become unusually numerous, seriously disruptive or threatening to the campus community, or violations in which a larger, more representative group is needed to determine responsibility for violating university policy. The URB is called upon to exercise sound objective judgment and to recommend outcomes to the Vice President for Enrollment and Student Life or their designate.

#### **Membership**

The URB consists of

- a. two university administrators appointed by the President
- b. two faculty members appointed by the Provost in consultation with the President of Faculty Senate
- c. two EMU students in good standing appointed by the Associate Dean of Students: Residence Life, Student Accountability and Restorative Justice
- d. one Student Life staff member appointed by the Vice President for Enrollment and Student Life

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

#### **Procedures**

In order to assure students appropriate rights of privacy, URB hearing are closed to the public, including legal counsel except when concurrent criminal charges are pending. The role of counsel is limited to consultation only. Hearings may be audio and/or videotaped for future reference and clarification purposes only.

Generally the process will be:

1. A respondent(s) receives a written statement at least two working days prior to the URB hearing specifying the incident of concern; the date(s) of the alleged occurrence(s); the standard(s) of conduct alleged to have been violated; the date, time, and place of the hearing; and the right of appeal.
2. An incident report is given to the URB and to the involved parties (reporter and reported) by a member of the Student Life Division who is available for questions.
3. The respondent(s) and/or complainant(s) are present to discuss the incident and answer questions. The respondent and complainant may each be supported by an advisor who is an employee of EMU and whose role is limited to consultation with the student.
4. Students are generally limited to two witnesses on their behalf. Requests for witnesses to attend must be made at least one working day prior to the hearing.
5. After the situation has been thoroughly reviewed, all persons except for the URB are excused. The URB fully discusses all issues relevant to the case and reaches a decision of responsibility when a simple majority agrees. Appropriate outcomes, if any, are recommended by the URB to the vice president for the student life.
6. The Vice President for Enrollment and Student Life, considering the recommendation of the URB, issues outcomes to the respondent(s), if any, within five full working days of the hearing.
7. A copy of the incident report and outcomes of the hearing are placed in the respondent's active student life file.
8. Specific details of the procedures may be modified to accommodate an individual situation as long as fairness is not compromised. The chairperson and the respondent(s) should be aware of any such modifications prior to the hearing.

#### **Outcomes**

The full range of outcomes, up to and including dismissal, is available for recommendation by the URB. In recommending the outcomes the URB may consider the student's previous behavior, general attitude and contribution to pertinent academic and community life as well as the rights of the affected community members. Considering the recommendations from the URB, the Vice President for Student Life will issue outcomes. URB recommendations may be modified by the Vice President for Student Life in consultation with the University President and/or the Provost.

#### **Confidentiality**

Each member of the URB and any other participants in the hearing process will maintain confidentiality to the fullest extent allowed by law. A breach of confidentiality may result in disciplinary action. In addition, board members may be removed from further service for any such breach.

## Outcomes

In issuing outcomes, those facilitating the accountability procedures may consider the student's previous behavior, general attitude and contribution to pertinent academic and community life as well as the rights and dignity of affected community members.

**Standard Outcomes for Alcohol and Other Drugs:** The last page of the [EMU Student Conduct and Conflict Worksheet](#) provides a summary of common outcomes for incidents involving alcohol and other drugs.

**Outcomes for Accountability Procedures** (Staff Conference, Restorative Justice Conferences/Circles, University Review Board):

The following outcomes are available:

1. mediation or conferencing
2. personal and/or group counseling
3. anger management training
4. application of a specific behavioral contract
5. mentor
6. alcohol assessment and recommendations
7. drug assessment and recommendations
8. community work/service assignments
9. exclusion from co-curricular or leadership activities
10. restriction of housing or other privileges
11. completion of issue-relevant education activities
12. fines
13. monetary or other restitution
14. reprimand
15. probation (unless otherwise specified, the period of probation lasts until outcomes have been completed and verified as completed by student life staff)
16. extra-curricular suspension (separation from co-curricular activities, intercollegiate sports, elected and/or appointed leadership positions, and/or other on-campus and off-campus activities)
  - Academic advisors, professors, athletic coaches and appropriate staff persons are informed of the suspension.
  - A copy of the outcome letter is generally sent to parents/legal guardians with respect to FERPA permissions.
17. suspension (separated from the university for a specific period of time up to 10 class days)
  - The student is encouraged to notify his/her parents or legal guardian and make arrangements for leaving campus within 48 hours of notification (unless the decision is being appealed). Parents/legal guardians should verify arrangements by contacting the Student Life Office prior to the suspension.
  - While under suspension, the student is prohibited from university property. This includes all classes, on-campus work assignments and university related activities (athletic/music/drama practices or performances).
  - Academic advisors, professors, athletic coaches and appropriate staff persons are informed of the suspension.
  - Students are permitted to make up missed quizzes or assignments at the discretion of their professors. In some cases, students may be permitted to postpone a suspension to avoid a major exam/paper conflict if such is verified.
  - A copy of the outcome letter is generally sent to the parents/legal guardians with respect to FERPA permissions.
18. indefinite suspension/disciplinary withdrawal (separated from the university for an indefinite period of time, but not less than the remainder of the current semester and/or full semester following)
  - The student is required to notify his/her parents or legal guardians and make arrangements for leaving the campus within 48 hours of notification (unless the decision is being appealed). Parents must verify arrangements by contacting the Student Life Office prior to the suspension.
  - The student is prohibited from campus property until the vice president for student life or a designee grants permission. If the decision to suspend a student is made within the last four weeks of the semester, imposition of the suspension may be delayed until the following semester, depending upon the gravity of the offense.
  - In some cases a notation is placed on the University Transcript: "Suspended on (date) for a violation of the University's Standards of Conduct." This notation remains until such time as the student successfully completes the term of the suspension and any conditions thereof.
  - Re-admission involves reapplication through the Admissions Office.
  - A copy of the outcome letter is sent to parents/legal guardians.
19. dismissal (permanently separated from the university)
  - A notation is placed on the official transcript "Dismissal on (date) for a violation of the University's Standards of Conduct"
  - The student is required to notify his/her parents/legal guardians and make arrangements for leaving the campus within 48 hours of the notification (unless the decision is being appealed). Parents must verify arrangements by contacting the Student Life Office prior to the dismissal.
  - Resident students must complete proper checkout procedures with their CA or RD before leaving campus.
  - The student is prohibited from campus property unless permission is granted by the vice president for enrollment and student life or a designee.
  - A copy of the outcome letter is sent to parents/legal guardians with respect to FERPA permissions.

## Appeal Procedures



For a Staff Conference or University Review Board, any party may appeal the outcomes issued. Because of the voluntary and participatory nature of Restorative Conferences and Circles, Restorative Agreements are not subject to appeal. Appeals for a Staff Conference decision must be submitted in writing within three working days following notification and should be directed to the Vice President for Student Life. Appeals for a University Review Board decision must be submitted in writing within three working days following notification and should be directed to the Provost.

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

- 1. Significant and relevant new evidence.
- 2. Alleged procedural error which may have materially affected the decision.
- 3. Claims that the outcomes issued are unduly harsh and arbitrary.

On the basis of these factors, the Vice President for Enrollment and Student Life or Provost will review the appeal. A decision will be made to uphold or modify the decision. This appeal decision will be communicated in writing within four working days after the receipt of the appeal, except in cases where the review is complex and requires more time or contacts to corroborate or refute claims. The decision is final.

***Refund and Withdrawal Policy***

In the case of Dismissal or Disciplinary Withdrawal refer to procedures, adjustments and refund calculations in Section Two of this Handbook. See “Student Services- Financial, Refunds and Withdrawal Policy”.

**Undergraduate Pregnancy Policy**

Eastern Mennonite University is committed to creating and maintaining a community where all individuals enjoy freedom from discrimination, including discrimination on the basis of sex, as mandated by Title IX and ensuring the protection and equal treatment of pregnant persons, individuals with pregnancy-related conditions, and new parents.

**Non- Discrimination and Reasonable Accommodation**

Students affected by pregnancy, childbirth, or related conditions are entitled to the following:

- 1. Eastern Mennonite University and its faculty, staff, and other employees will not require a student to limit studies due to pregnancy or pregnancy-related conditions.
- 2. The benefits and services provided to students affected by pregnancy shall be no less than those provided to students with temporary medical conditions.
- 3. Students with pregnancy-related disabilities, like any other student with a disability, are entitled to reasonable accommodation so they will not be disadvantaged in their courses of study or research, and may seek assistance from the Office of Student Success and the advocacy of the Director of Retention.
- 4. Reasonable accommodations may include, but are not limited to:
  - accommodations requested by the pregnant student to protect the health and safety of the student and/or her pregnancy (e.g. allowing the student to maintain a safe distance from hazardous substances)
  - modifications to the physical environment (e.g. accessible seating)
  - extending deadlines and/or allowing the student to make up tests or assignments missed for pregnancy-related absences
  - excusing medically-necessary absences
  - granting leave
- 1. Breastfeeding students must be granted reasonable time and space to pump breast milk in a location that is private, clean, and reasonably accessible. Bathroom stalls do not satisfy this requirement.

Reports of alleged discrimination on the basis of pregnancy or pregnancy-related conditions will be investigated by the university's Title IX coordinator. See [Relationship Violence and Sexual Misconduct Policy \(Title IX\)](#).

**Undergraduate Writing Standards**

**Writing Standards – Undergraduate Level (Grid Version)**

Criteria	A <i>excellent</i>	B <i>good</i>	C <i>minimal expectations</i>	D to F <i>below expectations; may be unacceptable</i>	Comments	



<b>Content</b> (quality of the information/ideas and sources/details used to support them)	<ul style="list-style-type: none"> <li>shows clarity of purpose</li> <li>shows depth of content</li> <li>applies insight and represents original thinking</li> <li>demonstrates quality and breadth of resources</li> </ul>	<ul style="list-style-type: none"> <li>shows clarity of purpose</li> <li>shows substantial information and sufficient support</li> <li>represents some original thinking</li> <li>uses quality resources</li> </ul>	<ul style="list-style-type: none"> <li>-shows clarity of purpose</li> <li>-lacks depth of content and may depend on generalities or the commonplace</li> <li>represents little original thinking</li> <li>uses mostly quality resources</li> </ul>	<ul style="list-style-type: none"> <li>-lacks clear purpose</li> <li>is superficial in content</li> <li>lacks original thinking</li> <li>uses resources of poor quality</li> <li>includes factual or logical errors</li> <li>may not follow the instructions in content or length</li> </ul>		
<b>Structure</b> (logical order or sequence of the writing)	<ul style="list-style-type: none"> <li>is coherent and logically developed</li> <li>uses very effective transitions</li> </ul>	<ul style="list-style-type: none"> <li>-is coherent and logically developed</li> <li>-uses smooth transitions</li> </ul>	<ul style="list-style-type: none"> <li>-is coherent and logically (but not fully) developed</li> <li>-uses some awkward transitions</li> </ul>	<ul style="list-style-type: none"> <li>-uses inadequate, irrelevant or illogical development and transitions</li> </ul>		
<b>Style</b> (appropriate attention to audience: effective word choice, sentence variety, voice; appropriate level of formality for academic writing vs. informal text messages and email)	<ul style="list-style-type: none"> <li>is concise, eloquent, and rhetorically effective</li> <li>composes varied sentence structure</li> </ul>	<ul style="list-style-type: none"> <li>displays concern for careful expression</li> <li>composes some varied sentence structure</li> </ul>	<ul style="list-style-type: none"> <li>displays some personality <u>but</u> lacks imagination and may be stilted</li> <li>composes little varied sentence structure</li> <li>frequently uses jargon and clichés</li> </ul>	<ul style="list-style-type: none"> <li>is simplistic</li> <li>composes ineffective sentence style</li> <li>applies limited vocabulary with jargon and clichés</li> <li>is clearly below expectations for college students</li> </ul>		
<b>Conventions</b> (adherence to grammar rules: usage, mechanics)	<ul style="list-style-type: none"> <li>composes well-constructed sentences</li> <li>makes virtually no errors in grammar and spelling</li> <li>makes accurate word choices</li> </ul>	<ul style="list-style-type: none"> <li>almost always composes well-constructed sentences</li> <li>makes minimal errors in grammar and spelling</li> <li>makes accurate word choices</li> </ul>	<ul style="list-style-type: none"> <li>usually composes well-constructed sentences</li> <li>makes several errors</li> <li>makes word choices that distract the reader</li> </ul>	<ul style="list-style-type: none"> <li>does not compose well-constructed sentences</li> <li>confuses readers with many errors</li> <li>makes frequent inappropriate word choices</li> </ul>		
<b>Source Integrity</b> (appropriate acknowledgment of sources used in research)	<ul style="list-style-type: none"> <li>cites sources for all quotations</li> <li>credible paraphrases, cited correctly</li> <li>includes reference page</li> <li>makes virtually no errors in documentation style</li> </ul>	<ul style="list-style-type: none"> <li>cites sources for all quotations</li> <li>credible paraphrases, usually cited correctly</li> <li>includes reference page</li> <li>makes minimal errors in documentation style</li> </ul>	<ul style="list-style-type: none"> <li>cites sources for all quotations</li> <li>mostly credible paraphrases, sometimes cited correctly</li> <li>includes reference page</li> <li>makes several errors in documentation style</li> </ul>	<ul style="list-style-type: none"> <li>does not cite sources for all quotations</li> <li>less than credible paraphrases, often not cited correctly</li> <li>little to no evidence of source usage</li> <li>may not include a reference page or is very weak</li> <li>makes many errors in documentation style</li> </ul>		
The weighting of each of the five areas is dependent on the specific written assignment and the teacher's preference. Plagiarism occurs when a person presents as one's own "someone else's language, ideas, or other original (not common-knowledge) material without acknowledging its source" (adapted from Council of Writing Program Administrators).						<b>Grade</b>

## Bias-related Incident Reporting

### Introduction

Eastern Mennonite University is a Christian institution that is committed to creating and maintaining an educational environment that fosters respect for others and is free from intolerance directed toward individuals or groups. The following ideals describe the learning community we aspire to be: Love for God and one another, wisdom, equality, sustainability, and accountability (Life Together, 2017). It is within the mission of Eastern Mennonite University to promote and develop an inclusive campus climate which seeks harmony and cross cultural communication, encourages and embraces differences, recognizes values, and affirms all community members.

## Scope

All university-enrolled students, parents of students, and visitors located on property-owned, leased, or otherwise controlled by Eastern Mennonite University are expected to comply with this policy.

While the university is equally invested in protecting freedom of speech, academic freedom and the widest, possible dialogue in the classroom and research, Eastern Mennonite University does not condone acts of discrimination towards individuals or groups based on the following classifications listed below.

Bias is a preformed negative opinion or attitude toward a group of persons. Bias can be based on race, gender, religion, disability, sexual orientation, or ethnicity/national origin. Incidents may involve bias or hate as a result of age, ancestry, color, marital or family status, pregnancy, pregnancy-related conditions, physical or mental disability, perceived gender, gender identity or expression, genetic information, HIV/AIDS status, national origin, creed, sex, sexual orientation, military or veteran status, club affiliation, organizational membership or perceived political ideas.

## Prohibited Conduct, Procedures, and Prevention:

Eastern Mennonite University actively strives to educate its members on appropriate discourse and behaviors for living and learning in community. The Bias Related Incident Reporting Committee consists of:

- vice president for enrollment and student life
- director of multicultural student services
- bias response trained faculty member
- associate dean of students

This team receives, monitors, refers, and, as necessary, coordinates university responses to hate and bias related incidents that impact one, all, or a significant portion of the university community.

Formal policy and procedures are outlined in the Standards of Conduct in the [Undergraduate Student Handbook](#), [Seminary and Graduate Student Handbook](#), [Lancaster Student Handbook](#), and [Title IX Relationship Violence and Sexual Misconduct](#) policy. These standards are listed and referenced as bias motivated, prohibited conduct and bias informed procedures and outcomes. The university understands that those with a history of trauma are capable of hurting others due to unresolved hurt; however, this preference for trauma informed processes does not excuse behavior such as harassment or expressions of bias or hate aimed at individuals that violate the Standards of Conduct. Consequently, while the university seeks educational approaches and responses as much as possible, the severity of the violation could result in action up to, and including, permanent separation from the university for those individuals found responsible.

The university commits itself to conducting trainings, workshops, presentations and marketing campaigns to promote a respectful and inclusive campus throughout the academic year through programs and initiatives led by Student Life and the Committee on Diversity and Inclusion (CODI).

## Campus reporting options

Bias reporting is a resource for anyone who needs to communicate an incident or explore a better understanding around issues of discrimination and learning how to effectively respond. All members of the university community are encouraged to report incidents of bias in any of the following ways:

**Campus Safety Incident Report** <https://emu.edu/safecampus/>

### Other ways to report:

Director of Multicultural Student Services: 540-432-4458

Associate Dean of Students: 540-432-4128

Campus Safety and Security: 540-432-4911

Residence Director on Duty: 540-476-4578

Title IX coordinator: Irene Kniss, 540-432-4208 or [titleixcoordinator@emu.edu](mailto:titleixcoordinator@emu.edu)

Harrisonburg Police Department: 911

In addition to a university response, EMU also encourages reporters to pursue criminal action for incidents that may also be crimes under Virginia criminal statutes. Students harmed by bias related incidents may simultaneously pursue criminal and university disciplinary action.

### Harrisonburg Campus Resources:

- Multicultural Student Services: 540-432-4458
- Residence Life: 540-432-4128; [housing@emu.edu](mailto:housing@emu.edu)
- Campus Ministries: 540-432-4115; [campusministries@emu.edu](mailto:campusministries@emu.edu).
- Counseling Services: 540-432-4137; [counselingservices@emu.edu](mailto:counselingservices@emu.edu)
- International Student Services: 540-432-4159; [micah.shristi@emu.edu](mailto:micah.shristi@emu.edu)