

COLLEGE POLICY STATEMENTS

SOLICITATION POLICY

Solicitation on the campus is prohibited unless cleared with the Office of Student Affairs. Door to door solicitation in the residence halls is never permitted nor is solicitation by any outside vendors.

ACCIDENTS POLICY

All accidents must be reported to the Executive Administrative Assistant for the Vice President for Finance and Administration within 24 hours of the accident. An accident report must be completed. Accident report forms may be obtained in the Office of Finance and Administration. For further details, call x5515.

STUDENT ACCIDENT INSURANCE POLICY

Full-time boarding and commuting students are covered each semester for the duration of the semester under the student accident insurance policy provided by the College. The student accident insurance policy is available for accidents that occur while participating in a College sponsored activity. The student accident insurance policy is "limited" secondary insurance, which can be utilized after filing with your primary insurance carrier. Because the coverage is limited, some accidents may not be covered. All accidents must be reported to the Office of Finance and Administration within 24 hours of the accident. If the accident is not reported to the Office of Finance and Administration within 24 hours, the insurance claim will not be submitted for payment. Accident report forms and student accident insurance claim forms may be found at <http://www.eiaa.org/reinhardt/> or picked up in the Office of Finance and Administration. For

more information on the student accident insurance policy, visit the above referenced website or contact the Executive Administrative Assistant for the Vice President of Finance and Administration at x5515.

HAZARDOUS WEATHER OR EMERGENCY SITUATIONS POLICY

weather conditions or emergency situations, our status is announced as "College Closed" or a different status.

"College Closed" means:

- Classes are canceled.
- Faculty/staff need not report to their offices.
- All college events scheduled for that day (FPAC, Funk, athletic, student activities, alumni, etc.) are also canceled.
- Gordy Center and residence halls are open to feed/house residential students and staff unless otherwise specified.

The status of all day classes* (Main Campus) will be announced by 7 a.m. If the status of evening classes is known at that time, it will be noted on the announcement. **Day classes are those that begin before 5 p.m.*

If hazardous weather occurs during the day, a decision about evening classes* will be made and communicated by noon. ** Evening classes are those that begin after 5 p.m.*

Methods of Communication during Hazardous Weather Closure:

[EagleAlert](#) message will be initiated by 7 a.m. Messages will be sent to all Reinhardt e-mail accounts and all other registered e-mail addresses, cell phones and PDAs. Also check the Reinhardt website at www.reinhardt.edu.

Resident students, faculty and staff:

Voice mail. To check your voice mail from off campus or from a campus phone that is not your own:

- call your Reinhardt phone number;
- once your message begins to play, press *;
- if the message keeps playing, press the *again;
- at the prompt, enter "81" to log in;
- at the prompt enter your 4-digit extension number, followed by # key;
- at the next prompt enter your 4-digit personal password, followed by # key;
- enter "2" to listen to your voice mail messages.

Main Campus Commuters:

Call the weather information voice mail: (770) 720-5601. If voice mail does not answer after 10 rings, assume the power is out and the College is closed.

North Fulton Students:

Call the North Fulton Center main line at (770) 720-9191 or (770) 720-5921 for status information.

Also, please monitor the following media for information on Reinhardt's status:

WAGA-TV Channel 5	WALR Radio (FM 104.1)	WRGA Radio (AM 1470)
WGCL-TV Channel 46	WBTS Radio (FM 95.5)	WSB Radio (AM 750/FM 98.5)
WSB-TV Channel 2	WCCV - Cartersville Radio	WSRV Radio (FM 97.1)
WXIA-TV Channel 11	WLJA Radio (FM 93.5)	WSTR Radio (FM 94.1)

EagleAlert & Carrillon Emergency Alert Systems

EagleAlert is an opt-in instant, mass notification system powered by [Omnalert Network e2Campus](#). EagleAlert provides instant alerts and periodic updates regarding emergency situations, severe weather advisories, and school closings. Through EagleAlert, students, parents, faculty and staff can receive time-sensitive alerts and updates via cell phones, personal data assistants (PDAs), and email accounts. This service is part of the College's broader strategy to provide timely and accurate information during an emergency or weather closure. Receiving text messages from EagleAlert is voluntary. **Students, parents and others must provide their contact information to EagleAlert in order to receive the messages.** Although EagleAlert is an excellent system that can notify the entire college community within minutes, it only works if you are registered in the system.

The Bratton Carillon between the Burgess Administration Building and the Hasty Student Life Center is equipped with a public address system. In the event of an emergency, announcements will be broadcast from the Carillon.

EMERGENCY PREPAREDNESS POLICY

Reinhardt College is committed to providing a safe and secure environment for its students, faculty, staff and visitors. As such, College officials have developed a comprehensive emergency plan outlining its policies and procedures to prepare for, respond to, recover from, and mitigate the effects of emergencies. Reinhardt has designed an Emergency Guide located on the inside cover of this handbook to be used as a reference. This guide can help you decide what to do during an emergency. It is important to be prepared to respond before an emergency occurs, so please become thoroughly familiar with this information. However, please note that the type, severity, reactions, and impact of an incident are not always the same. This information provides suggested actions. Depending on the incident, these recommended actions may or may not include everything you should or should not do.

Suggestions on preparing for and responding to emergency situations:

- Learn safety procedures and exit routes for areas you frequent, including classroom buildings, study areas, laboratories, athletic facilities, library, and residence halls.
- During an emergency, please stay calm, but act quickly. Assume an alarm is NOT a drill. It is critical to immediately leave buildings when fire alarms sound and to take cover in safe areas during tornado sirens.
- Once you are safe, contact your family and let them know you are OK.
- For information during an emergency or to read the institutional response to an emergency, go to www.reinhardt.edu or to your e-mail.
- Cancellations or rescheduling of classes and campus events will be posted on the College website. If the College is closed, EagleAlert messages will be sent.

If you see an emergency or need emergency assistance, call

- From an on-campus phone
 - 8911 for Cherokee County Emergency Services (sheriff, fire, or ambulance)
 - Then call 5911 for Reinhardt College Public Safety
- From an off-campus or cell phone
 - 911 for Cherokee County Emergency Services (sheriff, fire, or ambulance)
 - Then call 770-720-5911 for Reinhardt College Public Safety

If You Hear About an Emergency and Want More Information

- CALL
 - From an on-campus phone: 5600
 - From an off-campus phone or cell phone: 770-720-5600
- Look for a college e-mail in your Reinhardt email account
- Look for information on the college website, www.reinhardt.edu

STUDENT GRIEVANCES POLICY

Each student is encouraged to resolve concerns through a dispute resolution process or directly

with the individual(s) involved. The Division of Student Affairs offers a number of options and methods for resolving nonacademic issues. Students may use the online [Student Grievance Form](#) found on the College's website. Types of non-academic grievances include:

Disciplinary Action

Students submitting a grievance disciplinary action request should refer to Student's Rights & Responsibility and Student Discipline Code of Conduct found in the Student Handbook & Planner. The grievance should be submitted to the Division of Student Affairs and in care of the College's Judicial Officer and identify the alleged violation in accordance to the conduct standards.

Personal Records

Guidelines governing student accesses to personal records and the procedures for challenging information in these records are outlined the Release of Student Information section of the Student Handbook & Planner.

Grades

Student grievances concerning grades should refer to the petition and academic appeals section found in the Academic Catalog.

Student Services

Student grievances concerning any department within the Division of Student Affairs should be submitted to the Office of the Vice President for Student Affairs and Dean of Students.

Residence Life

Student grievances concerning the Office of Residence Life should be submitted to the Director of Residence Life. The Office of Residence Life appeal, grievance, and complaint resolution procedure is available to any resident for resolution of any disagreement or concern arising from the Residential Life policies or procedures. The resident must initiate the appeal, grievance, or complaint by discussing the problem or disagreement with the Office of Residence Life.

Parking

The Office of Public Safety issues parking permits to all faculty, staff, and students. The parking lots are monitored for parking violations. The parking rules and regulations are strictly enforced and any vehicle in violation will receive a citation. If students or other members or the college community wish to report a parking violation, they should contact the Office of Public Safety. Students wishing to appeal a parking violation ticket must submit the required Ticket Appeals form to the Office of Public Safety within 7 calendar days of receipt of the ticket. Information regarding the ticket appeals process may be found outside the Office of Public Safety.

Safety

Student grievances concerning issues pertaining to safety on campus should be submitted to the Office of Public Safety.

Persons with Handicap Conditions

Student grievances concerning persons with handicap conditions should refer to the related

policies found in the Student Handbook & Planner. No qualified applicant, student, or employee shall be discriminated against on the basis of handicap at Reinhardt College. Inquiries regarding compliance with Section 504, Rehabilitation Act of 1973, may be directed to the Executive Director for Physical Plant Operations Reinhardt College, 7300 Reinhardt College Circle, Waleska, Georgia, 30183 or to the Director of the Office of Civil Rights, Department of Health, Education and Welfare, Washington, D.C. Disabled students are accommodated on an individual basis. Students requiring an academic or instructional accommodation should contact the Office of Academic Affairs. Students who require a physical accommodation should contact the Executive Director for Physical Plant Operations. Students with specific learning disabilities and/or attention deficit disorder should consult the Academic Catalog for information about the Academic Support Office.

Sexual Harassment

Student grievances concerning sexual harassment should refer to the related policies found in the Student Handbook & Planner. Grievances against students concerning harassment or discrimination should be submitted to the Division of Student Affairs for review. Grievance involving faculty and/or staff should be forwarded to the Office of Human Resources.

Freedom of Expression

Student grievances concerning freedom of expression should refer to the Freedom of Expression policies found in the Student Handbook & Planner. Student grievances concerning their freedom of expression should be submitted to the Office of the Vice President for Student Affairs and Dean of Students.

Academic Departments and Nonacademic Departments

Student grievances regarding academic departments and nonacademic departments should be referred to the related policies found in the Academic Catalog.

General Grievances

All general student grievances concerning the College should be referred to the Office of the Vice President for Student Affairs and Dean of Students for appropriate dissemination.

Grievance procedure

To submit a grievance, please use the Online Student Grievance Form and state and specify the following information:

- the type of grievance
- by whom and for what reason the grievance is sought
- date or dates
- names, and addresses (if applicable) of any witnesses
- what remedy and/or solution is being sought

Please note that the grievance must be filed within 30 business days of the alleged incident and/or grievance. The College will determine on a case-by-case basis whether complaints filed after this deadline will be considered.

The Office of the Vice President for Student Affairs and Dean of Students will follow its concept of "reasonable fairness" in seeking to resolve the matter. All parties involved with the grievance will be notified of the complaint and/or grievance, may know the source of the complaint, and will be allowed to provide pertinent information in addressing the grievance. In some instances, such as cases regarding disciplinary action, personal records, sexual harassment and discrimination, an investigation may be appropriate and conducted by the Vice President for Student Affairs and Dean of Students or his designee. A written determination as to the validity of the grievance and a description of the resolution, if any, will be issued by the Vice President and Dean of Students and a copy forwarded to the student with the complaint and/or grievance. The Vice President and Dean of Students will review the grievance and notify the student with the complaint and/or grievance of the resulting determination in writing within 15 business days. A possible solution may involve mediation. The right of a student to a prompt and equitable resolution of the complaint filed will not be delayed by the student's pursuit of other remedies, such as filing a complaint with the responsible state/federal department or agency.

SMOKING & TOBACCO USE POLICY

Smoking and the use of tobacco products on Reinhardt College's campus is limited to "Designated Smoking/Tobacco-Use Areas." Smoking and the use of tobacco products is prohibited in all of the College's academic and administrative buildings, College vehicles, athletic and recreational facilities, the student life center, and all residence hall floors and wings (including apartments).

Summary/Purpose:

Reinhardt College promotes a safe, clean and healthy environment on all its property and prohibits smoking inside and at all designated smoke-free entrances to College facilities. The College's smoking and tobacco use policy is designed to foster the health and safety of all students and employees in the conduct of College activities.

Right to a smoke-free environment:

Though smoking and tobacco-use are rights, students, faculty and staff at Reinhardt College have the right to live and work in a smoke-free environment for health as well as safety concerns. Therefore, smoking and tobacco use is prohibited in all of the College's academic and administrative buildings, College vehicles, athletic and recreational facilities, the student life center, and all residence halls (including apartments).

Designated Smoking/Tobacco Use Areas:

Smoking and the use of tobacco products on Reinhardt College's campus is limited to "Designated Smoking/Tobacco Use Areas." Faculty, staff and students who wish to smoke or use tobacco products may do so outside of campus buildings at the designated smoking areas where proper ash receptacles exist. Smokers must properly dispose of cigarette/cigar remains in designated receptacles. These areas are identified with appropriate signage and by the placement of cigarette butt receptacles ("receptacles"). Based on patterns of usage, designated tobacco-use areas are subject to being relocated over time. If a receptacle is not present in an area, then the area is no longer designated for tobacco use. If a receptacle is added to an area, then tobacco use is acceptable adjacent to the receptacle.

Restricted Areas:

Smoking is prohibited inside and near the designated smoke-free entrances to all College buildings.

College/State Vehicles:

Smoking is prohibited in all College motorized vehicles.

Monitoring the College's Smoking & Tobacco Use Policy:

The Smoking & Tobacco Use Policy will be enforced under existing guidelines for infractions of College policies, rules and procedures pertaining to students and employees. College employees who violate the Smoking & Tobacco Use Policy are subject to employee discipline. Students who violate the Smoking & Tobacco Use Policy may be charged through the Student Discipline Code of Conduct. Visitors should be politely reminded that tobacco use is limited to designated areas. Any College employees and students also may take the initiative to inform individuals of the outdoor policy and ask for their compliance. Residence Life will implement, monitor and enforce all aspects of this policy for the residential buildings and areas. Public Safety will advise individuals who are not in compliance with the College's smoking and tobacco use policy of the designated smoking and tobacco use areas. Any violations related to the smoking and tobacco use policy should be reported immediately to the Office of Student Affairs when students are involved and to Human Resources or the appropriate supervisor when employees are involved.

Violations of the Smoking & Tobacco Use Policy:

The following actions are considered violations of the Smoking & Tobacco Use Policy:

- (1) The use of tobacco products in areas other than those designated for tobacco use.
- (2) Any littering of tobacco-related products, including cigarette butts, tobacco packaging materials, and "spit cups."
- (3) Tampering or damaging receptacles, or moving receptacles from one location to another. (Individuals may request that a receptacle be added or relocated by sending a request, in writing, to the Physical Plant)
- (4) The use of any tobacco product in a College-owned vehicle. (Individuals using tobacco products in their personal vehicles will not be considered in violation of the policy.)
- (6) The use of tobacco products at athletics events in any area other than those designated for tobacco use.

Designated Smoking & Tobacco Use AreasFloyd A. & Fay W. Falany Performing Arts Center

- Located at the side entrance to the music wing
- Located at the side entrance to the communication wing
- Located beneath the front portico

George M. Lawson Academic Center/Fred H. & Mozelle Bates Tarpley Education Center

- Locate beneath the atrium connecting Lawson and Tarpley

Samuel C. Dobbs Building/ Hill Freeman Library & Spruill Learning Center

- Located between the Dobbs Building and the Library near the picnic table.

William W. Jr. & Eunice L. Fincher, Visual Arts Center

- Located between the Fincher and the Art Barns

Burgess Administration Building

- Located at the rear administration building near delivery entrance/loading dock

Hasty Student Life Center/W. Frank & Evelyn Gordy Center

- Located at the rear of Student Life Center and Gordy Center

Paul W. Jones Hall/Smith L. Johnston Hall

- Located at the rear of courtyard connecting the halls, beneath covered area.

Roberts Hall

- Located in the parking lot behind Roberts Hall

Herbert I. & Lilla W. Gordy Hall

- Located behind Gordy Hall by the rear parking lot.

Cobb Hall

- Located on each floor of the rear decks.

East and West Apartments

- Located behind each apartment building alongside Baxter Circle.

John Rollins Wellness Complex

- James & Sis Brown Athletic Center (Upper Gym)
 - Located outside the emergency door near the emergency exit for the locker rooms
- Joseph Baxter Recreation Center (Lower Gym)
 - Located in the parking lot behind the lower gym

Physical Plant Office

- Located in the parking lot behind the building.

Porter Building (Maintenance Office)

- Located in the parking lot between the two buildings

Grounds Building (Grounds Crew Office)

- Located under the covered area beside the building

Funk Heritage Center/ Bennett History Museum

- Located in the parking lot near the steps

FREEDOM OF EXPRESSION POLICY

Reinhardt College remains firmly committed to affording each member of the college community the opportunity to engage in peaceful and orderly protests and demonstrations in areas designated as free expression areas. However, these activities must not disrupt the operation of the college. Additionally, such opportunities must be provided on an equal basis and adhere to the basic principle that the college will remain neutral as to the content of any public demonstration. In order to achieve this objective, while at the same time insuring that the institution fulfills its educational mission, the college has the responsibility to regulate the time, place, and manner of expression. Through such regulation, equal opportunity for all persons can be assured, order within the college community can be preserved, college property can be protected, and a secure environment for individuals to exercise freedom of expression can be provided.

In addition the obligation to promote and protect free expression, individuals assume further responsibilities as member of the college community. All members of the college community should review the Code of Conduct and related consequences. Any violations related to conduct may result in disciplinary and/or legal action. The right to free speech does not include physical acts of violence or behavior or activities that disrupt the orderly processes of the college. Likewise not all forms of speech are protected nor does the right to free speech in any way restrict the application of civil or criminal law. Thus, it would be ill advised to participate in acts of defamation, incitement, threats, and verbal harassment. It would also be inappropriate for any employee or student to engage in any prior restraint, censorship, or in any activity that would create an impediment of freedom of expression.

As a private Methodist Affiliated Institution, the above mentioned policy statements define the college's position to guarantee these freedoms while balancing civil order. The following stipulations, provisions, and regulations in order that persons exercising their freedom of expression not interfere with the operation of the College or the rights of others shall apply, without exception, to any form of expression and will be used to evaluate any plan requiring approval and shall apply to faculty, staff, students, student organizations, and visitors:

- A. Discourse. The mission of Reinhardt College guides learning outside the classroom quite as much as and often inspires vigorous debate on those social, economic, and political issues that arouse the strongest passions. In the process, views may be expressed that may seem to many as wrong, distasteful, or offensive. Discourse, however, is central to the life of the college. To forbid or limit discourse contradicts everything the college stands for. In all freedom of expression related activities, there must be compliance with all applicable state and federal laws and college policies, rules, and regulations.
- B. Definitions.
 - a. For the purpose for these guidelines, the "college community" shall mean the following individuals:
 - i. Persons who are registered as students or those individuals serving on an official leave of absence;
 - ii. All persons who are employed by the college either full-time or part-time;
 - iii. Trustees of the college and members of other bodies advisory to the college.
 - b. "Demonstrations" designates the presence of one or more persons in a college location with

the intent to express a particular point of view in a manner that attracts attention, as in protests, rallies, sit-ins, vigils, or similar forms of expression.

- c. An “unreasonable noise level” is defined as a sound that would cause a disturbance to reasonable persons in the area or sound that adversely interferes with an actual function or activity in the given area.

C. Time, Place, and Manner Guidelines.

Reinhardt College assumes the position that dissent by individuals or groups that is conducted pursuant to the established time, place, and manner regulation of the college will be accommodated. Reasonable limitations may be placed on the time, place, and manner of speeches, demonstrations, distribution of written material, and marches in order to serve the interests of health and safety, prevent disruption of the process, and protect against invading the rights of others.

- a. Events that may obstruct vehicular, pedestrian or other traffic on streets or sidewalks in the Free Expression Area must be approved at least 72 hours in advance by the Vice President for Student Affairs & Dean of Students (or designee).
- b. There must be no obstruction of entrances or exits to buildings. There must be no interference with educational activities inside or outside of buildings.
- c. There must be no impediment to normal pedestrian or vehicular traffic or other disruptions of college activities. There must be no interference with scheduled college ceremonies, events or activities.
- d. Persons or organizations responsible for a demonstration or other Freedom of Expression event must remove all resulting structures, signs and litter from the area at the end of the event. If this is not accomplished, persons or organizations responsible for the event may be held financially responsible.

D. Speeches and Demonstrations.

Members of the college community can express their views on issues of personal and public concern.

Members of the college community can participate in these activities, in accordance with state law and college policies, shall be permitted on the campus, until or unless they substantially disrupt regular or essential operations of the college or significantly infringe on the rights of others.

- a. Use of these areas for speaking, demonstrating and other forms of expression will be scheduled through the Office of Student Affairs in order to accommodate all interested users.
- b. Request for the use of said areas must be made at least 72 hours in advance of the event. This precaution is taken only to ensure adequate planning and security measures are taken.
- c. Commercial speech issues, such as solicitors, peddlers, canvassers, sales representatives, etc., are not allowed under the guidelines of this policy.

E. Distribution of Written Material.

- a. The college supports free speech through the distribution of written literature. However, the college may require individuals and sponsoring organization to restore affected areas to its original form by removing tape, picking up paper, leaving paint undamaged, etc.
- b. The distribution of commercial materials and publications is covered by the Campus

Solicitation Policy and is prohibited.

F. Silent/Symbolic Speech.

Displaying a sign (without sticks or poles), wearing clothing, gesturing, standing, or otherwise protesting noiselessly is acceptable unless the protest interferes with the audience view, physically prevents the audience from paying attention to the speaker, or impairs the ingress or egress of a building. The college reserves the right to respond to disruptions and to reasonably forecast and respond to facts that might cause substantial disruptions to functions such as public or college ceremonies or events involving speakers and an audience. Use of areas for silent/symbolic speech and other forms of expression must be scheduled through the Office of Student Affairs in order to accommodate all interested users.

G. Marches.

Marches may take place on streets and sidewalks of the campus. Use of areas for marches and other forms of expression must be scheduled through the Office of Student Affairs at least 72 hours in advance in order to accommodate all interested users.

INTELLECTUAL PROPERTY POLICY

6.1. Introduction

Reinhardt College is a teaching centered institution dedicated to helping students reach their full potential as scholars and citizens. Although Reinhardt College is not primarily a research institution, the College recognizes that inventions, designs, and discoveries of commercial importance might be an outgrowth its primary focus on teaching and learning. The purpose of the following policy is to clarify the ownership rights to inventions made by employees and students of Reinhardt College.

This policy has three goals: 1) to assist faculty, staff, and students in understanding the ethical responsibilities of properly disclosing the resources of research; 2) to assist faculty, staff, and students in complying with applicable laws and formal agreements; and 3) to ensure that any commercial benefits are equitably distributed among inventors and the interests of Reinhardt College.

6.2. Definition of terms and concepts

The AAUP distinguishes between works of copyright and works of patent. The quotation marks below indicate AAUP recommended language.

6.2.1. Works of copyright

The term “copyright” refers to “that bundle of rights that protect original works of authorship fixed in any tangible medium of expression, now known or later developed, from which they can be perceived, reproduced, or otherwise communicated, either directly or with the aid of a machine or device.”

The phrase “works of authorship” refers to works like “literary works; musical works, including any accompanying words; dramatic works, including any accompanying music; pantomimes and choreographic works; pictorial, graphic, and sculptural works (photographs, prints, diagrams, models, and technical drawings); motion pictures and other audiovisual works; sound recordings; and architectural works.”

The phrase “tangible medium” refers to works like “books, periodicals, manuscripts, phono[graph] records, films, tapes, and disks.”

6.2.2. Works of patent

The phrase “works of patent” refers to “inventions or discoveries which constitute any new and useful process, machine, manufacture, or composition of matter.”

There are two issues involved. One is whether the results of academic work can be patented and marketed to the general public for commercial purposes. The second is the extent of support invested by the College.

6.3. Ownership

6.3.1. Works of copyright

In keeping with academic tradition, academic or scholarly works of copyright “shall be the sole and exclusive property of the faculty, author, or inventor” except in one of the following circumstances:

The work is specifically assigned and funded by Reinhardt College, beyond normal research for a professorial position;

The work is developed with a Reinhardt College research grant;

The work is developed with external funding with an agreement signed in advance by all parties;

The author or inventor chooses to transfer ownership rights to the College in writing.

6.3.2. Works of patent

Either Reinhardt College or the inventor(s), depending on the provisions of this policy, will assume ownership of works developed by faculty for which a patent is sought or obtained.

Upon the development of a work of patent, the employee of Reinhardt College will promptly give notice as required by section 6.6 of this policy and will not, for a period of at least one hundred (100) calendar days thereafter (or until such earlier date as the College has notified the employee that it does not desire to apply for a patent thereon), disclose to the public the detailed information concerning such work of patent. Upon receipt of such notice, the College will have a period of not more than one hundred (100) calendar days thereafter to determine whether to apply for a patent and to make such application with respect to the work of patent. In the event that Reinhardt College does apply for a patent and bears all costs associated with such patent application, the patent application and any patent issued will belong to Reinhardt College, subject to the sharing of royalties provision described below. In the event that Reinhardt College does not apply for a patent or does not bear all costs associated with such patent application, the patent application and any patent issued will belong to the inventor(s), subject to the sharing of royalties provision described below. Regardless of whether a patent is applied for or issued, the inventor(s) of the work of patent shall have, after the period defined above, the unrestricted, worldwide, non-exclusive and royalty-free right of non-commercial use and publication of any and all information pertaining to the work of patent, and Reinhardt College shall likewise have an unrestricted, worldwide, non-exclusive and royalty-free right of non-commercial use and publication for its educational purposes of any and all information pertaining to the work of patent, in each case subject to the requirement of notice of the filing or issuance of a patent if one has been made. Whether the patent application and any patent arising from a work of patent is owned by Reinhardt College or the inventor(s), any royalties or other income generated from the commercial use of the work of patent will first be used to repay to the party who bore the

costs of the patent application all of such costs, as well as all costs associated with the licensing or other commercial arrangements for such use. After the repayment of such costs, the additional royalties or other income generated from the commercial use of the work of patent will then be divided between Reinhardt College and the inventor(s) as described below.

If the work of patent is the result of research materially supported by the College with equipment, time, and clerical staff, and not part of the normal duties of professor, any royalties or other income derived from the commercial use of the work of patent, after payment of costs as provided above, will normally be divided as follows:

75% inventor(s)
25% Reinhardt College

In the case of special circumstances, such as the four outlined in section 6.3.1 above, a written agreement for royalty sharing shall be signed as part of the project funding agreement, with any royalties or other income derived from the commercial use of the work of patent, after payment of costs as provided above, normally divided as follows:

50% inventor(s)
50% Reinhardt College

6.4. Use of materials

6.4.1. Works of copyright

AAUP recommended policy: “Material created for ordinary teaching use in the classroom and in department programs, such as syllabi, assignments, and tests, shall remain the property of the faculty, author, but institutions shall be permitted to use such material for internal instructional, educational, and administrative purposes, including satisfying requests of accreditation agencies for faculty-authored syllabi and course descriptions. “In an agreement transferring copyright for such works to a publisher, faculty authors are urged to seek to provide rights for the institution to use such works for internal instructional, educational, and administrative purposes. “Funds received by the faculty member from the sale of intellectual property owned by the faculty author or inventor shall be allocated and expended as determined solely by the faculty, author or inventor.”

6.4.2. Works of patent

Funds received for works of patent in which the College has partial ownership should be divided according to the provisions of section 6.3.2 above. For the funds allocated to the inventor(s), in the event of multiple inventors, there should a written agreement among them about the distribution of their part of any potential funds.

6.5. College Curriculum

The College reserves all rights to access and use of all instructional materials developed by individual faculty members or committees that pertain to the organization and delivery of its curriculum. College approved curriculum, including degree structure, course descriptions, syllabi, assignments, examinations, and methods of instructional delivery are for the use of Reinhardt faculty and students. This statement should not be interpreted to limit the granting of copyright of works of authorship in any tangible medium that is separate and independent of the College curriculum and described in items 6.3.1 and 6.3.2 of this document.

6.6. Reporting works of patent

When any faculty or staff member makes a discovery or invention to which this policy applies, a report of the invention should be made promptly to the Academic Policies, Standards, Procedures Committee (APSPC). The report should be made on a disclosure form (to be developed by the APSPC). Within 30 days of receipt of an invention disclosure form, within the academic year, the APSPC will convene a meeting to evaluate the invention. If ownership of the invention resides with the College, in accordance with section 6.3.2, the inventor(s) shall assign all intellectual property rights of the invention to the College upon the request of the APSPC.

6.7. Academic Policies, Standards, and Procedures Committee

The APSPC has the charge of annually reviewing the Intellectual Property policy; monitoring technological and legislative changes affecting intellectual property and developing relevant policy changes; developing a disclosure form and reviewing disclosures of faculty and staff; and mediating any disputes over ownership.

RELEASE OF STUDENT INFORMATION POLICY

Appropriate College officials have access to student records when required in the proper performance of their assigned duties. Per FERPA (Family Educational Rights and Privacy Act), directory information (name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, dates of attendance, degrees and awards received, and the most previous educational institution attended) will normally be released without student notification or consent, unless a student has requested that such information not be released.

Judicial records are destroyed by the College seven years after the date of the incident unless involving suspension or expulsion. Other records in the Office of Student Affairs are destroyed when a student graduates or has not been registered for three consecutive terms.

PERSONS WITH HANDICAPPING CONDITIONS POLICY

No qualified applicant, student, or employee shall be discriminated against on the basis of handicap at Reinhardt College. Inquiries regarding compliance with Section 504, Rehabilitation Act of 1973, may be directed to the Executive Director for Physical Plant Operations Reinhardt College, 7300 Reinhardt College Circle, Waleska, Georgia, 30183 or to the Director of the Office of Civil Rights, Department of Health, Education and Welfare, Washington, D.C.

Disabled students are accommodated on an individual basis. Students requiring an academic or instructional accommodation should contact the Office of Academic Affairs. Students with specific learning disabilities and/or attention deficit disorder should consult the Academic Catalog for information about the Academic Support Office.