GREETINGS FROM THE VICE PRESIDENT FOR STUDENT AFFAIRS AND DEAN OF STUDENTS

Dear Reinhardt Students,

It is my pleasure to welcome each of you to Campus for the start of the 2013-2014 academic year. I would like to extend a special welcome to the newest members of our community, the Class of 2017, as well as our transfer, exchange, commuting, and nontraditional students.

You will find the coming semesters at Reinhardt to be challenging, fulfilling and memorable. Allow us to invite you to pursue the remarkable array of activities available to you at Reinhardt. Whatever your interests – athletics, student activities, student publications and media, religious life, community service, honor society programs or leadership development, among many – you are empowered to shape your Reinhardt memories through your participation. I believe you will discover that your investment in Reinhardt is an investment in yourself. So, get out there and see what your University has to offer and get involved!

This handbook will serve as a guidepost for your journey here at Reinhardt. As such, the handbook contains information pertaining to the many resources and services that support learning inside and outside the classroom, and to the standards of conduct for our campus community. Therefore, please take the time to familiarize yourself with the information it contains.

I hope that each of you will achieve your goals, contribute to our community and have fun along the way. I am delighted that you are here.

Again, welcome to Reinhardt University!

Roger R. Lee, Ed.D.
Vice President for Student Affairs and Dean of Students
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INTRODUCTION AND DISCLAIMER

The 2013-2014 Student Handbook of Reinhardt University provides current information regarding the many resources and services that support learning inside and outside the classroom, and the standards of conduct for the campus community. Students are expected to familiarize themselves thoroughly with program and degree requirements.

The Student Handbook is for informational purposes only and should not be construed as the basis of a contract between a student and the University. While provisions of the Student Handbook will ordinarily be applied as stated, Reinhardt University reserves the right to change any provision listed herein without notice to individual students. Every effort will be made to keep students advised of any such changes. Information on all changes will be available in the Office of Student Activities.

Reinhardt University is an equal opportunity institution. The University is committed to providing equal educational and employment opportunities to qualified persons regardless of economic situation or social status. Reinhardt does not discriminate in any of its policies, programs, or activities on the basis of race, age, culture, nationality, socioeconomic status, gender, religious belief, sexual orientation, physical (dis)ability and ideology.

INFORMATION IN THIS HANDBOOK IS ACCURATE AS OF THE DATE OF PUBLICATION. REINHARDT UNIVERSITY RESERVES THE RIGHT TO MAKE CHANGES IN UNIVERSITY POLICIES, PROCEDURES AND CATALOG INFORMATION IN ACCORDANCE WITH SOUND PRACTICE. PLEASE CONSULT THE UNIVERSITY WEB SITE AT WWW.REINHARDT.EDU FOR RECENT UPDATES.
The Reinhardt University Honor Pledge was originally drafted by a Reinhardt student in 2000 and was first signed by the Fall 2000 incoming class. In 2004, the Honor Pledge was revised and re-written as the Honor Pledge. The goal of the new Honor Pledge is to reinforce the concepts of academic integrity and the ideals of honor. The University community has fully embraced the philosophy that an Honor Pledge is not simply a set of rules and procedures governing academic conduct, but an opportunity to put personal responsibility and integrity into action. As a reminder of the Reinhardt student body's commitment to academic excellence, the Honor Pledge is signed by each incoming class and is displayed in the Fred H. and Mozelle Bates Tarpley Center atrium until the class graduates.

Reinhardt University

Honor Pledge

Reinhardt University is a community of learners committed to the integration of faith and learning in the education of the whole person.

As a partnership of students, faculty, and staff, we are dedicated to intellectual inquiry, academic freedom, and moral development.

We are devoted to the principles of integrity, honesty, and individual responsibility.

Therefore, in all our personal and academic endeavors, we will strive to represent our institution with integrity, purpose, and pride; demonstrate honest behavior and expect honesty from others; and accept responsibility for our own words and actions.
GENERAL INSTITUTIONAL INFORMATION

ACCREDITATION

Reinhardt University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) to award associate, baccalaureate and master’s degree programs. For accreditation information, please contact SACS at 404-679-4500 or 1866 Southern Lane, Decatur, Georgia, 30033.

The Eulene Holmes Murray Department of Music is an accredited member of the National Association of Schools of Music (NASM).

Reinhardt University is approved by the Georgia Professional Standards Commission to recommend certification in early childhood education, middle grades education, secondary English language arts education, secondary biology education, secondary mathematics education, and music education.

The University Senate of the United Methodist Church has approved Reinhardt University to be listed as a United Methodist-affiliated institution.

UNIVERSITY HISTORY

In the early 1880s, Captain A.M. Reinhardt and his brother-in-law John J.A. Sharp saw the need for an outstanding school in Waleska — one that would give students an opportunity to advance beyond the primary grades. A devout Methodist who cared about the spiritual and intellectual growth of young people, Captain Reinhardt asked the North Georgia Conference of the Methodist Church for help in establishing a school to provide basic instruction in the liberal arts. The Conference chartered the new school in 1883, naming the Reverend James T. Linn as its first teacher and president. In January 1884, the institution started classes for 12 students in an old cabinet and wood shop.

Reinhardt Academy, as the school was then called, provided instruction for all ages and grade levels and a curriculum designed to train teachers and ministers. The academy gradually evolved into a privately supported two-year college and was accredited to offer associate degrees as a Level I institution by the Commission on Colleges of the Southern Association of Colleges and Schools in 1953. In 1994, the Commission on Colleges accredited Reinhardt as a Level II institution, and that same year, the school awarded the first bachelor’s degrees in business administration.

Like its founding fathers, Reinhardt continues to respond to the educational needs of North Georgia. On June 1, 2010, Reinhardt College became Reinhardt University. As a comprehensive university firmly grounded in the liberal arts, Reinhardt University offers instruction to men and women in a Christian environment at its main campus in the city of Waleska, Georgia, and in various other locations in the state of Georgia.
UNIVERSITY MISSION STATEMENT

The educational program emphasizes the study of the liberal arts, sciences and professional studies within the University’s historic commitment to the United Methodist faith and tradition. The University affirms that learning is best facilitated through a partnership between faculty members and students where the integration of faith and learning is essential.

Reinhardt University is committed to students who desire a small, caring community dedicated to personalized attention. It seeks students who are academically prepared and motivated to pursue a challenging educational experience. The University serves a population of traditional and non-traditional age students both as residents and commuters. The University is also committed to meeting the needs of a diverse student population including those students with distinctive learning needs. In addition, Reinhardt meets the ongoing educational needs of professionals and the local community.

Reinhardt University seeks to educate the whole person by developing the intellectual, social, personal, vocational, spiritual/moral and physical dimensions of its students. Graduates are distinguished by attributes that are developed through personal interaction with the faculty, the staff and fellow students.

STATEMENT OF FAITH

We believe in the freedom to explore and express faith.

We believe that all individuals have inherent worth as given to them from God.

We believe that Jesus Christ taught us to treat one another with grace, forgiveness, and most importantly love.

We believe in supporting an academic community where people from all faiths feel welcomed and accepted.

We believe, as an affiliate of the United Methodist Church, in the value of a cooperative relationship between the academy and the church, whereby both institutions respect and foster higher learning.

We believe that a life-changing faith is guided by the written Word, illumined by tradition, enlightened by personal experience and confirmed by reason.

We are continually developing an academic community that is just and kind and walks humbly with our God.
GENERAL EDUCATION AND UNIVERSITY STUDENT LEARNING OUTCOMES

Reinhardt University prepares students for the world of work, for additional education, and for life’s calling by emphasizing the following four Liberal Arts domains of student learning outcomes:

Domain I: Communication

Students will demonstrate:
1. Effective expression of ideas through writing, speech, and visual media.

Domain II: Critical Thinking and Inquiry

Students will demonstrate:
2. Integrative, critical thinking and inquiry-based learning using evidence, logic, reasoning, and calculation.
3. Knowledge of various research methodologies; information, technological, and scientific literacy.
4. Independent thought and imagination; preparation for lifelong learning.

Domain III: Society and Culture

Students will demonstrate:
5. Knowledge of the traditions of Western civilization, and their global context.
6. Knowledge of the diversity of societies and cultures; the ability to view themselves and the world from cultural and historical perspectives other than their own.

Domain IV: Values and Ethics

Students will demonstrate:
7. Integrity and ethical responsibility.
8. Understanding of and commitment to physical, emotional, and spiritual wellness.
9. Stewardship and civic engagement, coupled with the ability to work with others both collaboratively and in leadership roles.

INSTITUTIONAL COMMITMENT

Reinhardt University is an academic, spiritual and social community of teachers, learners and supporters. It exists, within an environment of Christian caring, to educate students as whole persons and to serve the community. As a Christian institution, it endeavors, both formally and informally, to focus the attention of students on Christian values as exemplified in the life and teachings of Jesus Christ.

Reinhardt University is committed to providing both academic challenge and academic support to all types of learners. Requirements include a foundation of academic skills, core curriculum
and a major area of concentration for all graduates. Majors are offered in professional, pre-professional and interdisciplinary and traditional fields.

The University contributes to the larger community as a vital and responsible member. It offers continuing education and community services that further learning and contribute to the greater good.

UNIVERSITY COMMUNITY

Within its commitment to the United Methodist Church, the University provides an ecumenical environment. Christian values are the basis for treating all members as unique, worthy individuals who care for one another because they have dignity in the sight of God. These same values undergird the educational program’s focus on the whole person.

The University strives to develop a sense of community through individual service and contributions to the greater good. Members are encouraged to develop and exemplify the values of honesty, integrity, personal responsibility, civic responsibility and service. By offering opportunities to grow and develop, the University encourages the fullest realization of individual potential; by sharing in the governance of the University, all are able to contribute.

Reinhardt University is a community open to the infinite possibilities the world offers. It responds to them based on its United Methodist affiliation, historic identity, institutional strengths and ability to excel. The University strives to incorporate the work, wisdom and wealth of individuals, groups and organizations into activities that will ultimately benefit it and its students. In all endeavors, it is committed to continuous assessment and quality improvement.
ACADEMIC AFFAIRS

Information regarding the academic program, policies and procedures can be found in the Academic Catalog.
The Division of Student Affairs at Reinhardt University is guided by a philosophy which views that varied experiences and interactions of the maturing student and the University environment are a necessary challenge for the student’s development. While students develop their potential in unique ways, the fabric of each person’s life includes both predictable tasks to be confronted and resources upon which to draw. For the young adult entering University, some of those challenges and transitions include formulating values by which to guide behavior, making choices and plans about career endeavors, forming relationships with peers and becoming increasingly independent and responsible. While a University experience emphasizes the academic and intellectual sphere, the community of students, faculty and staff also realizes the importance of personal, social, spiritual, career and physical development. The Division of Student Affairs includes the Dudley L. Moore, Jr. Office of Student Activities, the Norman W. Paschall Office of Campus Ministry, Intercollegiate Athletics, Office of Counseling Services, Office of Career Services, Office of Student Health Services, Office of Residence Life, Office of Public Safety, and Office of Admissions.

Student Affairs Mission Statement
We are committed to equipping students for a lifetime of stewardship and community engagement. We embolden students to be successful by enhancing student learning and stimulating further character development in a nurturing and caring environment.

THE DUDLEY L. MOORE, JR. OFFICE OF STUDENT ACTIVITIES
x5540
Reinhardt University realizes that co-curricular activities enrich the educational experience of University students because students who participate in campus activities have the opportunity to socialize, experience positive group interaction and cultivate leadership skills. The Moore Office of Student Activities sponsors campus entertainment, trips to local and regional destinations, tournament series, lecture series, awareness programs, multicultural programs, recreation programs, community service projects, and leadership development programs. The Moore Office of Student Activities coordinates Reinhardt Outdoors, New Student Orientation, Intramural Sports, Group Exercise, The Hiltonian (Student Newspaper), and Reinhardt Central. The Moore Office of Student Activities also advises the Student Government Association and all student organizations. Reinhardt students are encouraged to contribute to the quality of life on campus by becoming involved in at least one of these program areas.

Student Activities Mission Statement
The Dudley L. Moore, Jr. Office of Student Activities is committed to facilitating the enhancement of student learning by fostering a sense of community engagement through social, recreational, cultural and leadership development programming whereby providing opportunities to prepare students for a lifetime of stewardship and personal growth.
The Norman W. Paschall Office of Campus Ministry provides opportunities for the faith nurture and development of Reinhardt students, faculty and staff through worship, study, service and fellowship. The Chaplain’s Office is committed to be in ministry with all people in the university community, regardless of an individual’s practice of faith.

Worship
- Common Ground Worship- This is a weekly worship service on Wednesday nights at 8:00 in the Bannister Glasshouse.
- Sacred Space- This is a monthly opportunity for the Reinhardt community to come together and grow in our faith.

Study
- Virtual Chapel-These weekly email devotionals from the University Chaplain include a centering verse and a brief reflection.
- Branches- Branches are semester-long small groups. There is a variety to choose from each semester. Branch offerings might include a Bible study, prayer group, accountability group, etc. Offerings are based on student interest.

Service
- Serve- Serve provides opportunities for the Reinhardt community to serve one another and the local Waleska/Canton community.
- Alternative Spring Break- This annual trip is an opportunity for the Reinhardt students, faculty, and staff to be engaged in service beyond our local community.

Fellowship
- Retreats-Several spiritual retreats are offered to students each year. Retreats vary in nature and theme as students explore their faith community together.
- Reinhardt University Ministry (R.U.M.)-This is a coordinating body for religious life on campus. Everyone is invited. Its purpose is to build up the faith community on Reinhardt University’s campus by being intentional in our faith development.

Religious Groups
*These groups are open to ALL people, regardless of religious affiliation.
- Freshley (freshmen only)
- Wesley Fellowship (United Methodist)
- Baptist Collegiate Ministry
- Campus Catholics

Religious Policies
- In order to maintain a healthy environment for religious life at Reinhardt University, all religious organizations must meet the requirements detailed by the Student Government Association, work cooperatively with the University Chaplain, and be an active member of the Reinhardt University Ministry (R.U.M.) team. All religious clubs are expected to foster and maintain an environment of mutual respect among religious and non-religious clubs.
• Any organization or group on campus that wants to host a religious guest or event must first gain approval from the University Chaplain. Please see the “Religious Speaker/Event Request” form on the website.

• Any para-church organization seeking relationship with Reinhardt University must first gain approval from the University Chaplain regarding access to campus facilities and access to students, faculty, and staff. If permission is granted, these organizations must remember they are guests of the University Chaplain and can be removed from campus if concerns arise.

** The Chaplain’s office is in the Hasty Student Center, room 308. As Chaplain, I am here for you regardless of your individual practice of faith. If there is anything that I can do to guide you in your faith journey, please let me know. ~Rev. Jordan Thrasher

INTERCOLLEGIATE ATHLETICS
x5568
Reinhardt is a member of the Appalachian Athletic Conference (AAC) and an associate member of the Mid-South Conference (MSC) within the National Association of Intercollegiate Athletics (NAIA). Reinhardt fields 17 intercollegiate teams – nine for women and eight for men – that all offer athletic aid to qualified student-athletes. The sports include baseball (men), basketball (men and women), cross country (men and women), golf (men and women), lacrosse (men and women), soccer (men and women), softball (women), tennis (men and women), cheerleading (men and women), volleyball (women) and football (men). Athletic facilities include basketball courts, a volleyball court, tennis courts, a weight room and fitness center, training rooms, locker rooms, and fields for baseball, soccer, softball, lacrosse, and football.

OFFICE OF COUNSELING SERVICES
X5549
The Office of Counseling Services is staffed with a qualified, licensed professional who offers a broad range of services. All contacts at the counseling office are strictly confidential. Professional services are usually by appointment. Students are encouraged to be familiar with and to utilize the services available in this area. More intense, specialized or prolonged counseling is available by referral to a community resource who generally would charge a fee for services. Depending on the nature of the counseling, the sessions could take place on Campus or in the nearby community, in which case the student would be responsible for transportation and expenses. The on campus, licensed counselor can help you address the following issues such as:

• Academic difficulties
• Interpersonal relationships
• Self-defeating behaviors
• Loss and grief
• Alcohol/Drug abuse
• Depression
• Social/Sexual concerns
• Spiritual concerns
• Eating disorders
OFFICE OF CAREER SERVICES

The Office of Career Services provides career development programs and education to Reinhardt students and alumni - to those with immediate needs and/or to those with long-term plans. Individual personality and interest assessments help verify the student’s choice of major; early resume creation aids in obtaining internships and part-time jobs; state of the art, interactive interviewing polishes the student’s ability to sell himself/herself as do videotaped interviews; strategy sessions assist student’s in developing an overall career strategy in addition to providing options for a tight economy; and enhancing negotiating skills will provide a better financial outcome to the job search process. An online Career Service Website will provide valuable information on: resumes, cover letters, networking, job listings, company research, interviewing skills, scheduled career fairs and internships. As part of job placement, Career Services establishes and maintains good relationships with the business community. Career Services is also involved in supporting campus professional groups and competitions such as Student in Free Enterprise (SIFE) and the National Collegiate Sales Competition which hone the skills and abilities of the students to sell others on their abilities and accomplishments. Job and Internship placement is the bottom line goal of Career Services as well as assisting students, along with the rest of Reinhardt University, in finding the career where they will be most fulfilled and best contribute their talents to society.

OFFICE OF STUDENT HEALTH SERVICES

The Student Health Center is open Monday, Tuesday, Thursday and Friday from 9-3:30 (closed Wed). In case of a health emergency, please call 911.

The Health Center provides the following services:

- Exam by an RN in case of illness or serious injury with referral to local health care providers as indicated
- Assistance in determining the need to see a doctor
- Assistance in making appointments with local health care providers
- First aid treatment for minor injuries
- Blood pressure checks, Urinalysis and Blood Sugar Monitoring
- Free health information and wellness reference library
- Nutrition education and counseling
- Dispensing of non-prescription drugs per Campus Nurse

OFFICE OF RESIDENCE LIFE

The Residence Life staff serves residential students by helping them create a positive living experience. The goals of the residence life program are:

- To provide a safe, clean, comfortable and economical dwelling for students.
- To provide an environment that will be conducive to academic achievement, good scholarship, maximum intellectual stimulation and spiritual growth.
- To help each student develop a sense of individual responsibility and self-discipline.
• To provide integrated spiritual, social, cultural and intellectual activities in order to broaden the use of leisure time.
• To provide a positive community within the residence halls and the University.

The Residence Life team is dedicated to providing a community of care, challenge, and commitment by offering a fun and exciting living-learning environment.

In order to provide the best environment for first-time freshmen students will reside in Gordy Hall, Cobb Hall, Paul Jones Hall and Hubbard Hall. In these halls the Resident Assistants will provide additional support to the freshmen students by implementing the FEATHER program. FEATHER, an acronym for Freshmen Experiences in Academics, Tolerance, Health, and Environmental Responsibility is a programming model that helps guide freshmen through their journey towards self discovery.

Living on campus will give you the opportunity to take a step toward independence. Moving away from home helps students learn more about themselves and about others. We embrace diversity and encourage students to discover their own path in life. The time students spend in a residence hall will be one of personal, emotional, and spiritual growth.

Residence hall policies are established to protect the rights, needs and interests of both the student and the University. Some policies are based on law; others are derived from general University guidelines or the residence hall application and contract. They represent regulations that are necessary for a group living situation. Students who reside in the Reinhardt community accept the additional responsibilities created by living on campus and signify this acceptance through their contractual agreement with the University. Student occupancy of a residence hall is a privilege, not a right. Therefore, students must agree to conform to standards of decent and considerate behavior, including respect for the privacy of others and the maintenance of an atmosphere conducive to study and community living. They are responsible for knowing the regulations, for observing them, and for abiding by the terms of the residence hall contract. All residents must be registered, full-time students. Students living in the residence halls during fall or spring must maintain a class schedule of at least 12 hours. Residence Hall policies can be found within the Residence Life Policy Handbook.

Please Note: Students enrolled at the Main Campus with less than 30 semester hours, under the age of 21, and receiving 51% of tuition through institutional scholarships must reside in the campus residence halls, unless they live with their parents or spouse, or with a dependent child.

The residence halls are staffed with a Residence Life Coordinator (RLC) and/or Resident Assistants (RA). These persons are available to assist resident students on a daily basis and to interpret and implement University residence hall regulations and procedures.

Reinhardt residence hall options range from traditional residence halls to an on-campus apartment community. Each room is furnished, air-conditioned and equipped with cable and internet connections. All of the residence halls, including the apartment community, offer a smoke-free living environment, and the University is dedicated to maintaining an alcohol and drug-free campus. Reinhardt is proud of the positive “family atmosphere” created and fostered
by an outstanding and well-trained Residence Life team. Together they plan hall programs, and offer a listening ear when needed. By relying on teamwork, the Residence Life staff and the students of Reinhardt have developed an inviting and friendly environment.

Traditional Style Housing
The traditional style residence halls are designed to offer a safe, comfortable and quality living environment for all resident students. The rooms in the traditional residence halls contain extra-long twin beds (that may be bunked), desks, desk chairs, a chest of drawers and a closet or wardrobe. The four traditional residence halls include:

- **Herbert I. and Lila W. Gordy Hall**
  - Accommodates 130 female students
  - Suites: one large living area, four double bedrooms and one large bath
  - Hallway rooms: private rooms with a connecting bath
  - Includes a small community kitchen and computer lab
  - Room Dimensions: approx. 15’ X 12’

- **Cobb Hall**
  - Accommodates 72 freshman male students in double and single occupancy rooms
  - Community bath on each floor
  - Includes lounge areas equipped with televisions and laundry facilities
  - Room Dimensions: approx. 14’ x 14’

- **Roberts Hall**
  - Accommodates 40 upperclassman male students in suites
  - Suite layout: one large living room, four double bedrooms and two baths
  - Room Dimensions: approx. 15’ x 10’

- **Smith Johnston Hall**
  - Accommodates 44 upperclassman female students in double occupancy rooms with a connecting bathroom
  - Includes lounge area with big screen TV
  - Room Dimensions 17’ x 10’

- **Hubbard/Blue/Gold Halls**
  - Hubbard, Blue & Gold Halls accommodate 168 freshmen males in double occupancy suite style rooms with a connecting study area
  - Includes lounge area
  - Room dimensions 14’ X 15’
Apartment Style Housing
The apartment style residence halls are designed to offer a safe, comfortable and quality living environment for upperclassman resident students.

- East & West Hall
  - East and West Hall apartment facilities accommodate 208 students in either two or four bedroom apartment suites.
  - Each suite has private bedrooms, and shared living space with kitchens and baths.

**OFFICE OF PUBLIC SAFETY**
**EMERGENCY:** X5911 OR 770-720-5911
**NON-EMERGENCY:** X5789 OR 770-720-5789

The Office of Public Safety maintains business hours of 8:30 a.m. to 4:30 p.m. for administrative matters including issuing student ID cards, decals, and keys. Their office is located on the bottom floor of the East Apartments. The Public Safety officers are on duty on a 24 hour / 7 day a week basis to answer calls for service and patrol the campus. The safety of the Reinhardt University community ultimately depends on the shared responsibility and personal involvement of its members. The Public Safety staff encourages all members of the community to report acts of crime, suspicious activities and suspicious persons. It is important for members of our community to secure their valuables by locking room doors and locking vehicles with valuables removed from sight.

Reinhardt University is compliant with Federal guidelines under the Cleary Act and a copy of the Campus Security Report and crime log is available upon request. The Campus Security Report and the crime and fire log may be viewed on the University website at: [http://www.reinhardt.edu/publicsafety](http://www.reinhardt.edu/publicsafety).

**Access Control Services**
**Student ID Cards**
The Office of Public Safety creates and issues student identification cards, which have a variety of uses including giving access to dining hall services, library services and certain doors that are equipped with readers. Any University official may request to verify a student’s status by asking to see his or her identification card also known as an Eagle card. Misuse of the card may result in disciplinary actions. Reinhardt Eagle cards are provided free of charge to all students, faculty and staff. Eagle cards are printed by the Office of Public Safety. Replacement cards cost $15.

**Keys**
Upon arrival to the University’s residence halls, students are issued a room key. Primary responsibility for room security has to be between roommates or suite-mates. Each resident should become accustomed to locking the door when leaving. When keys are lost, a fee is incurred to cover the costs of replacing or re-coring locks. The dispensing of keys to other areas of the University is handled using the Key Request Form, which is available on the University website at [http://www.reinhardt.edu/publicsafety](http://www.reinhardt.edu/publicsafety).
Safety Services
The Public Safety staff reserves the right to inspect all areas of the University, including individual residence hall rooms for health, safety and welfare reasons. Fire prevention and safety for members of our community are the highest priorities to the University. When the fire alarm sounds in a building, all occupants of the building are to evacuate immediately. Under no circumstances are students to interfere with fire or public safety personnel who are responding to a fire alarm or are conducting a fire drill. Fire drills will be conducted throughout the year to help ensure familiarity with evacuation procedures.

Reinhardt offers an emergency notification system we call Eagle Alert. Students, faculty and staff may register their cell phones to receive text messages and their email addresses to receive email updates from our office. This service is one of the key means of notifying our campus community of warnings, school closures, or potential dangers necessitating a lockdown of a particular area of campus. Community members may register their information at: http://www.reinhardt.edu/Current-Students/Eaglealert/Register.html

The Office of Public Safety participates in Operation ID to document and maintain serial numbers of electronic and other items brought onto campus. This is a free service to students, faculty, and staff. Community members may download this form from our webpage and submit it to our office upon completion.

Parking Services
Vehicles operated by members of the campus community are required to be registered with the Department of Public Safety and to display a registration decal or hangtag. Vehicle registration for new students occurs at each New Student Orientation (NSO) session. Registration for returning students can be completed online with permits issued at the Public Safety office. Registration is a free service to students, faculty, and staff; however, fines may be incurred for owner/operators of vehicles that are not registered or displaying a current decal and any lost or replacement decals. Information regarding Parking Policies is available in the Office of Public Safety and at http://www.reinhardt.edu/publicsafety.

Public Safety enforces campus parking rules and regulations on a year round basis. Vehicles that are improperly parked or unregistered may incur citations and or impoundment. Owner/operators who incur multiple citations in any school year are subject to judicial discipline and/or cancellation of parking privileges.

Emergency Numbers
Fire, EMS and Sheriff 8-911
Campus Emergency (770) 720-5911 (x5911)

Non-Emergency Numbers
Administrative (770) 720-5789 (x5789)
Staffed 24 hours (770) 820-5495
CAMPUS LIFE

Reinhardt University encourages education beyond the classroom by sponsoring a number of extracurricular activities. These activities provide opportunities for students to socialize, work in groups toward common goals and cultivate positive relationships. Studies show that University students who become involved in campus adjust more easily, perform better academically and graduate at higher rates.

REINHARDT OUTDOORS
The Reinhardt Outdoors program is part of the Office of Student Activities and provides students and other members of the University community with a variety of educational outdoor experiences and teaches them to enjoy these experiences safely and with respect for the environment and themselves. Reinhardt Outdoors sponsors caving, hiking, rappelling, horseback riding, mountain biking and canoeing/rafting trips. In addition, in conjunction with Reinhardt Central, Reinhardt Outdoors offers equipment check-out for various outdoor activities. Additional information about outdoors trips can be found in Reinhardt Central located in the Hasty Student Life Center.

GROUP EXERCISE
Reinhardt University, in collaboration with the G. Cecil Pruett Community Center Family YMCA in Canton, Georgia offers a wide variety of group exercise classes for all levels of exercisers each semester. The classes are comprised of sessions that focus on aerobic activity, toning, or mind/body connection.

INTRAMURAL SPORTS
Intramural Sports is part of the Office of Student Activities and provides students with the opportunity to exercise and relieve stress, socialize with a variety of individuals and develop leadership skills that can assist them on the playing field as well as in the classroom. Intramural team sports include 5-on-5 basketball, flag football, ultimate frisbee, dodge ball, and softball. All sports are Co-ed and any Reinhardt University student, faculty, and staff member is eligible to participate.

NEW STUDENT ORIENTATION
New Student Orientation is designed to provide new freshmen and transfer students with the information they will need to be successful Reinhardt students. In addition to meeting other new and current Reinhardt students, participants will also meet with faculty and staff members. Attendance at Orientation is required for all new freshman and transfer students.

LEADERSHIP DEVELOPMENT OPPORTUNITIES
The Office of Student Activities offers a number of leadership development opportunities that include lectures, seminars and workshops. The Reinhardt University Leadership Academy is a conference held at Reinhardt and is open to all students. Leadership opportunities also exist for students through student organizations and activities. Through participating in various leadership events, students have the opportunity to apply leadership skills in the community and in a variety of campus clubs and organizations.
VOLUNTEER/COMMUNITY SERVICE OPPORTUNITIES
Part of the mission of the Office of Student Activities is to educate students through community-based learning experiences in preparation for lives as active citizens and community leaders in service to humanity. The Office of Student Activities assists students in locating and organizing community service activities that further their educational experience. The Office of Student Activities provides the following services in the area of volunteer/community service:

- Information on community service opportunities in our surrounding community
- Coordination of one-day service activities for large numbers of students and community members
- Assistance for faculty in the exploration and utilization of service learning in their curriculum

AWARENESS PROGRAMS
Each year, the various offices that make up the Division of Student Affairs at Reinhardt University collaborate to implement a variety of Awareness Programs. Recent programs include:

- **Alcohol Awareness Week** — This national week provides a great opportunity to conduct a series of educational and awareness events to bring the campus together to focus on the responsible use of alcohol and promote healthy behavior.

- **Sexual Assault Awareness Program** — This program allows for great creativity and discussion on campus about important elements in any relationship. It provides a channel for students to discuss relationships and commitment. It is effective in encouraging students to consider, talk honestly about and develop responsible habits concerning alcohol, sex and other health and safety issues.

- **Healthy Living Campaigns** — This comprehensive program brings awareness of healthy choices to the Reinhardt Community. Programs include a two mile fun run, a tobacco cessation program, Safe Spring Break Day, Earth Day and other activities to promote healthy living.

- **Voter Registration Campaign** — The National Campus Voter Registration Project is a campus-wide effort that offers voter education and promotes voter registration activities.

- **Constitution Day** – The Constitution of the United States—Four pages that created a new government more than 200 years ago—A covenant that continues to shape profoundly the lives of each one of us to this day. On Constitution Day, September 17, the United States pauses to commemorate the drafting of its Constitution. We invite all members of the University community to join us in making, or renewing, your acquaintance with this extraordinary document, and reflecting on its historical and contemporary significance.

- **Veterans Day Ceremony** - On Veterans Day, November 11, the Reinhardt University community joins the nation as we pauses to honor and remember alumni and students who have served their country with distinction. The aim of this ceremony is to publicly
display and extend the gratitude, appreciation and thanks to all veterans who have served in the Armed Forces of the United States with music, prayer, and the personal stories of our veterans.

- **Anti-Bullying Campaign** – This program provides a great opportunity to “Stand Up Against Bullying” and serves to bring awareness about this issue to the campus community and to make it clear that it is not okay to bullying others.

**MULTICULTURAL AWARENESS**

This program promotes several themed monthly events including programming for Hispanic Heritage Month, American Indian Heritage Month, Black History Month, and Women’s History Month. The purpose of recognizing these themes is to increase consciousness and knowledge of world history and to remember the contributions of notable and ordinary men and women.

**STUDENT ORGANIZATIONS**

Student organizations and activities are an integral part of the total educational program at Reinhardt University. A variety of student organizations are registered at Reinhardt University. Among these are vocational clubs, hobby clubs and special interest groups that benefit students. All are intended as additional means to broaden education, encourage fellowship, extend leadership opportunities and provide fulfillment of special interests. To learn about these organizations, please attend the Activities Fair during Welcome Week.

**Rules and Regulations for Student Organizations**

All student organizations of Reinhardt University are subject to the rules and regulations contained in the Student Handbook, the Handbook for Student Organizations and the Reinhardt University Code of Conduct. Student organizations that violate the policies of Reinhardt University are subject to discipline by the Office of Student Affairs and/or the Student Government Association. The Office of Student Activities and the Student Government Association retain the right to recommend that an organization’s official recognition be withdrawn if serious or continual violation of University policies occurs.

**Additional Information on Student Organizations**

For additional information regarding current clubs, procedures, policies and regulations pertaining to student organizations, please refer to [www.reinhardt.edu/clubs](http://www.reinhardt.edu/clubs), the current Handbook for Student Organizations or contact the Office of Student Activities.

**STUDENT GOVERNMENT ASSOCIATION**

Student self-government plays a significant role in shaping the quality of student life at Reinhardt University. Established in 1957, the Student Government Association (SGA) represents all segments of the student body and is organized to help formulate and voice student opinion regarding University policies and to allocate funding to appropriate programs, projects, councils, committees and student organizations.

Participation in this important leadership organization is open to all students through voting in SGA elections, serving on Executive Board, the Student Senate, volunteering for one of the many SGA committees and sharing questions and concerns about campus issues.
The four divisions in the Student Government Association are: Executive, which consists of the administrative and managing officers; Legislative, which consists of both the Student Senate, Judicial, which consists of the Judicial Council; and Programming, which consists of the Student Activities Council.

**Executive Board**
The Executive Board exercises executive power over those areas of collegiate activity that are the responsibility of students; it is the executive branch of Student Government Association. The Executive Board presides over Student Senate meetings and forms and initiates general policy of the Student Government Association.

**Student Senate**
The Student Senate exercises legislative power over those areas of collegiate activity that are the responsibility of students; it is the student legislature of Reinhardt, developing and sponsoring legislation for the betterment of the institution. The Student Senate is made up of both elected and appointed members. The elected members include: two representative from each class, one representative from each residence hall, four commuter representatives, and five representatives from the student body at large. The appointed members include: A representative from each academic school appointed by the Dean of each respective school, and two representatives from Athletic teams appointed by the Athletic Director and two representatives from the Extended Campuses. Senators are elected and appointed at the beginning of the Fall semester. Senators serve for the duration of the school year; open seats are filled from appointments, by the President.

**Judicial Council**
The Judicial Council exists as the judicial division of the Student Government Association. The Judicial Council exercises judicial power over those areas of collegiate activity that are the responsibility of students, including the power of sanctioning individuals; it is the Judicial branch of Student Government Association. The Judicial Council holds hearings and makes judgments towards the general policy of the Student Body Association; it has jurisdiction over student disciplinary cases. The Judicial Council is composed of four student members appointed by the SGA Vice President of Administration, two staff members shall be appointed by the Vice President for Student Affairs and Dean of Students, and two faculty members shall be appointed by the Vice President and Dean for Academic Affairs. The senior faculty/staff member shall serve as the as the chairperson of a panel of the Judicial Council during all hearings and deliberations other than in cases of impeachment of elected or appointed officer of the SGA or the interpretation of the Constitution, its Amendments, and the Bylaws of the SGA, in such cases the senior most student shall serve as the chairperson.

**Student Activities Council**
The Student Activities Council (SAC) exist as the programming and event planning arm of the Student Government Association. SAC is a combined group of students who go through an interview process and whose purpose is to provide co-curricular activities for the Reinhardt University community. SAC is a student led organization responsible for providing a balanced schedule of social, cultural, educational and recreational programs and activities. This council works with national agencies, local organizations, students, faculty and staff to provide programs
and activities for students.

**MUSIC OPPORTUNITIES**
Reinhardt University has a wide variety of opportunities for students who wish to explore musical interests. Whether students want to major in music, take private lessons or simply come hear other students in concert, the School of Music provides ample opportunities for each.

For listening opportunities, there are many concerts, seminars and other special events coordinated through the School of Music. Check the website, Student Newspaper, Student Activities Calendars, voice mail and e-mail for announcements pertaining to these events. Students may also call the School of Music (770) 720-9172.

Students who wish to participate in instrumental programs should call the individual director/conductor for information and requirements. Auditions for most programs must be held before the first day of class fall semester and the week before advising for spring semester.

Instrumental ensemble options:
- Reinhardt Wind Ensemble
- Reinhardt Symphony Orchestra
- Chamber Ensemble (Strings)
- Classical Guitar Ensemble
- Brass Ensemble
- Percussion Ensemble
- Flute Ensemble

Choral options:
- Concert Choir
- Chamber Singers
- Vocal Jazz Project

Students interested in the above programs or private lessons in strings, winds, brass, percussion, piano, organ, harpsichord, voice and guitar should call the School of Music at (770) 720-9172.

**COMMMUTER STUDENTS**
Commuter students make up a large portion of the student population at Reinhardt University. Reinhardt provides a variety of special services and opportunities to students who commute to campus each day.

*Commuter Student Involvement*
Some students simply come to campus, attend classes, then depart for jobs or home. Others become actively involved in one or more of the student organizations recognized by the Student Government Association (SGA). Commuter students have a number of elected student representatives in the Student Government Association to ensure that commuter students have a voice on campus. Commuters are also encouraged to participate in all campus clubs, organizations and activities. There are designated programs and activities specifically for commuter students planned throughout the year.
Commuter Lounge
The Commuter Lounge, on the lower level of the George M. Lawson Academic Center, includes vending machines, lockers, couches, study tables, a kitchenette and a telephone with free local access. In addition, commuter students are also encouraged to utilize the lounge areas in the Hasty Student Life Center.

Commuter Parking
Free parking for commuter students is available in four locations: the commuter lot, which is directly across the street from the Administration Building, the Hagan Chapel and Falany Performing Arts Center parking area, and in non-reserved spaces at the Gymnasium. All Reinhardt University students must have a parking decal. Parking decals may be obtained from the Office of Public Safety.

How do Commuters Stay in Touch?
Watch the student page on the University’s website at www.reinhardt.edu to learn about happenings or events. In addition, a televised bulletin board with up-to-date information is provided in the Commuter Lounge. To learn more about involvement opportunities, please contact the Office of Student Activities.

NONTRADITIONAL STUDENTS
Students who live off campus and have adult responsibilities beyond their University courses, are considered to be nontraditional students, regardless of their age. Nontraditional students are a significant proportion of the Reinhardt University student body. They bring the University numerous benefits, including the richness of varied life experiences, the inspiration and devotion to academic goals and the strength of scholastic performance. Understanding that beginning or returning to University is a life changing experience, the Office of Student Activities coordinates programs and services to provide supportive assistance from the initial transition into University through graduation. At the same time, we recognize that adults frequently have obligations beyond the classroom that require their time and attention. In response to these conditions, this office has designed this handbook as a resource for information and support services for adult and returning students. Please come by the Office of Student Activities for information and services. Nontraditional students may have needs and interests different from the traditional-aged student. Specific programs have been designed to meet those needs.

The Office of Student Activities is here to encourage all students and to support their educational endeavors and help them succeed as a student. The Office of Student Activities also provides individual assistance with questions and concerns relating to their educational experience.
SERVICES & RESOURCES

BLANCHE HAGAN CHAPEL
x5617
The Blanche Hagan Chapel was given to Reinhardt University by Blanche Hagan and is often used for Reinhardt University campus ministry functions. The chapel is frequently used by members of the University community for concerts, weddings and other events. It is also home to the congregation of Waleska United Methodist Church. The Rev. Tim Emmett is the pastor of Waleska United Methodist Church. He can be contacted at x5617 or at (404) 895-1797 and can provide further information about Hagan Chapel and Waleska UMC activities.

REINHARDT UNIVERSITY BOOKSTORE
770-479-9538
Reinhardt University Bookstore is located on the lower level of the Hasty Student Life Center. The bookstore carries a wide variety of items including new and used textbooks, e-books and rental books. Also offered are school supplies, clothing, emblematic gifts, and convenience products. Students can shop 24/7 at the online bookstore through the Reinhardt University Bookstore website. At the end of each semester, students are provided with a buyback program to sell their textbooks back for cash.

BUSINESS OFFICE
x5520
The Business Office is open weekdays from 8:30 a.m. to 5:00 p.m. On the first Monday and Tuesday of each semester, the office has extended hours and is open from 8:30 a.m. to 6:00 p.m. The staff handles tuition payments and student accounts. Dates on which student workers may pick up their student payroll checks will be posted periodically. The Business Office offers a check cashing service for students. Personal or parent's checks up to a maximum of $50 can be cashed at the Business Office. There is a $25 fee for checks returned to the University for insufficient funds. Returned checks will result in refusal to cash the student’s checks in the future. Two party checks from one student to another cannot be cashed through the Business Office.

Student Book Voucher Policy and Procedure
1. Students must first secure a copy of their schedule from the Office of Records, Registration and Advisement.
2. If a credit balance will occur on the account, and the student meets the requirements for a book voucher, the student must secure a book voucher form at the Business Office. Book vouchers can only be obtained at the Business Office.

- Only one book voucher per student per semester

Book vouchers will be given out one week prior to the first day of class and continue through the second week of classes.

- No book vouchers will be given after the second week of class. Students must purchase all required books at the beginning of the semester.
NOTE: "Beginning of the semester" only applies to the beginning of full session fall and full session spring semester. All session I and II books should be included on the book voucher at the beginning of fall and spring semesters.

3. After receiving a book voucher, the student must take the approved form and his or her class schedule to the campus bookstore.

4. The bookstore personnel will complete the book voucher form by recording a detailed description of the entire transaction. A student will ONLY receive books for the amount approved by the Business Office. The bookstore will submit the completed forms to the Business Office. The Business Office will post book charges to the student's account.

5. No student is allowed to purchase books for another student.

Policy and Procedure for federal refund checks for all Title IV funds (Stafford Subsidized and Unsubsidized Loans, PLUS Loans)
When a school credits a student’s account with federal funds and those funds exceed the student’s allowable charges, a credit balance may occur. When a credit balance occurs, the school must refund the excess Federal Funds to the student or the parent as soon as possible, but no later than 14 days after the credit occurs per Federal Regulation.

HILL FREEMAN LIBRARY AND SPRUILL LEARNING CENTER

The Hill Freeman Library and Spruill Learning Center is a three story, 30,000 square foot library in the center of Reinhardt University. Originally dedicated in 1969, the Library was expanded, renovated and rededicated as the Hill Freeman Library and Spruill Learning Center in November 2003. The library is open and staffed Monday through Thursday from 8 am to 11 pm, Friday from 8 am to 5 pm, Saturday from 1 pm to 5 pm, and Sunday from 2 pm until 11 pm. Reinhardt students have 24/7/365 access to computers and after-hours study areas with their Eagle cards.

The library has two entrances – an east entrance facing the Hasty Student Center and the west entrance across from the Lawson and Tarpley Buildings. Library features include:

- **Level 1 (After Hours Library)** has 11 computer workstations, a printer, a scanner, refreshment area, a restroom and an elevator.
- **Level 2 (Main Level)** houses 30 computer workstations, printer, photocopier, the circulation and reference service desk, group study rooms, a media viewing room with a 70” screen television, Special Collections room, and staff offices. The current periodicals, the reference collection, the leisure reading collection, and the new books display are also located here.
- **Level 3 (Upper Level)** is dedicated to quiet study space and the book, media, and bound periodical collections. The terrace features wonderful views and outdoor seating. The library’s Instruction & Seminar Room is on this floor.
- **The After Hours Library** is open to Reinhardt University students twenty-four hours a day 365 days of the year including holidays. The After Hours Library provides high quality space late into the night and early morning and includes computer workstations, a printer, a scanner, and wireless computer network, as well as a restroom, telephone, and vending equipment.
Did you know you can make use of the library without even stepping into the building? While our collection includes about 70,000 physical books, we also have more than 150,000 e-books that can be browsed from your personal computer. We have access to over 300 databases and 35,000 full-text journals. Our online catalog and access to our databases may be found at http://library.reinhardt.edu/ and can be searched from anywhere with an Internet connection. That means you can use our resources any time of the day or night in the comfort of your own dorm room, apartment or home.

Your Reinhardt Eagle card serves as your library card and also grants you access to the 24-hour areas of the building. Books can be checked out for 3 weeks at a time and can be renewed in person or by calling (770) 720-9120. We do charge overdue fines of a nickel a day per item. We have a copier in the library that students can use at a cost of 10 cents per page and a color printer that can be used at a cost of 50 cents per page. Regular black and white printing is free to Reinhardt students.

All library services - circulation & reserves, interlibrary loan, reference & library instruction - are available to students, faculty and staff of the North Fulton Center of Reinhardt University.

OFFICE OF FINANCIAL AID
x5667
Reinhardt University’s Office of Student Financial Aid is dedicated to assisting students and their families in making Reinhardt affordable. It is important that you establish a relationship with your Financial Aid Counselor. Please feel free to contact her at any time; she will be glad to lend you a hand.

The Office of Student Financial is located on the first floor of the Burgess Administration Building. Our office hours are 8:30am to 5:00pm Monday to Friday except for drop/add the first week of fall and spring semesters, when we will be open until 6pm on Monday and Tuesday.

Your financial aid package could consist of grants, scholarships, work-study and loans. Grants and scholarships are free money, loans are repayable, and work-study is earned from working on campus. The institution reserves the right to adjust institutional aid when that aid in combination with federal and state aid, except for the federal loan programs, exceeds the direct cost of tuition, room and board.

Reinhardt does offer students work-study positions in many areas on campus. Please consult our website for positions, application packets, timesheets, policies and procedures, and deadlines. All work-study is processed through the Office of Student Financial Aid and your work-study check can be picked up in the Business Office.

When you are considering dropping/adding classes, withdrawing with a ‘W’, or withdrawing from the University you need to contact your advisor and financial aid counselor. If you are an athlete you will also need to speak with your coach about eligibility. Students receiving any type of Veterans Benefits and wish to change your schedule must consult the Registrar’s Office. Your enrollment status is extremely important to your financial aid package.
Please know the Satisfactory Academic Progress Policy (SAPP) that is listed in the Catalog. Your GPA could affect what your financial aid package could be for the next year. Also, familiarize yourself with the renewal requirements of your scholarships and grants so there are no surprises at the end of spring semester.

**FOOD SERVICES**

*x5611*

**General Information**

Reinhardt University Food Service is managed by Sodexo, an independent food service company. The goal of the company’s staff is to provide students with wholesome, nutritious, high quality meals. Questions and suggestions concerning meals, quality and quantity should be directed to the Vice President for Finance & Administration or the Director of Food Services. The cafeteria, in the W. Frank and Evelyn J. Gordy Center, offers a well-balanced variety of foods seven days a week. Special meals can be provided to students on diets prescribed by their physicians at no extra charge. Please see the Food Service Director for more information on special meals.

**Eagle Cards (Student IDs)**

Each student must show his or her ID card upon entrance to the cafeteria or Varsity Room. Cards will be checked at each meal. Commuting students, faculty, staff and guests are welcome and should pay for their meals upon entry to the cafeteria.

**Regulations**

Georgia law requires that all patrons be properly attired, including shirt and shoes. On special occasions designated by the University and during Sunday lunch hours, students may not wear shorts, halters, tank tops, sweat suits or other inappropriate attire. Because the University often has off-campus visitors at these times, it is desirable for the students to be appropriately dressed. Students are to return their plates to the dish room after every meal. No food, utensils, dishes, flatware or food are to be taken out of the dining center. Violators will be charged with misuse of University property. No outside food may be brought into the dining center for preparation or serving in the dining rooms.

**Menus and Meal Schedules**

Lunch and dinner meals consist of a variety of entrées, vegetables, desserts, beverages, salad bar and bread. Sunday lunch will be served in the main dining room from 11 a.m. to 1 p.m. Meal schedules will be determined by the academic calendar and will be posted in the main dining room.

**OFFICE OF INFORMATION TECHNOLOGY**

*x5555*

The Office of Information Technology handles all computing, network, phone and cable TV responsibilities for the Reinhardt campus utilized faculty staff and students. Questions or problems concerning any of these areas may be addressed by calling the Helpdesk number, (770) 720-5555, and speaking with a representative, leaving a voice message when necessary, or by sending an email to it-department@reinhardt.edu with a complete description and contact information in the body of the email. Resident students may refer to the Residence Life section of the student handbook for additional information about the above services as they pertain to the
residence halls. The Office of Information Technology does not provide instructional services for computer software, nor does it provide installation or maintenance services for student-owned computer or technical equipment. However, the IT staff is generally willing to assist students with issues in these areas IF time permits.

**Computer Labs and Networking Privileges**

Any student attending Reinhardt University is accorded computer access privilege, which in addition to computer hardware includes Internet access, e-mail, network data storage, educational software applications required for classes and access to the campus library system. Computers are available for use by registered students in a variety of areas. In addition to four computer labs in classroom settings, computer access is also available in the Hill Freeman Library common area and in several specialized labs across the campus.

The four computer labs on the Waleska campus are located as follows:

- Hill Freeman Library – main floor and 24 hour rooms
- Lawson Academic Center – Room 204
- Lawson Academic Center – Room 207
- Tarpley Education Center – Room 111

Labs are generally open and available to students, faculty and staff on a daily basis. Hourly schedules will be determined and posted at the beginning of each term.

**Computer Lab Regulations**

Upon entering any University-provided computing center or using any University-provided computer on campus, students agree to the following regulations and must abide by the responsible use policy. Faculty, staff and authorized agents of the University will enforce these regulations. These regulations and policies are subject to change by the University at any time.

- Food, drinks and tobacco products are not allowed in the labs.
- Use of computer music players is allowed, but students must be respectful of others when choosing an appropriate volume. If a student is asked by the lab assistant or another lab user to turn down the volume, he or she is required to do so.
- Lab printers are to be used only with standard 8.5 x 11-inch paper provided by the University. The number of pages printed should be kept to the minimum required for academic work. Lengthy printouts from the Internet are discouraged.
- All problems with equipment or software should be reported to the IT department at x5555 or it-department@reinhardt.edu.
- Students are not to share network usernames or passwords.
- Modification, theft or destruction of Reinhardt computer hardware or software is strictly forbidden. This rule specifically pertains to permanent, extensive physical damage or unauthorized entry and manipulation of network software or files. Consequences can include suspension or expulsion from the University determined by the processes put forth in the Student Discipline Code of Conduct. Tampering with Reinhardt University software shall be considered an offense equal in severity to malicious destruction of University property.
Violations of these important rules have the following penalties:

- First offense: Expulsion from lab for that class period and grade point penalty to be announced by the professor
- Second offense: Expulsion from lab for the semester and further grade point penalty

Additional Notes

- Student network IDs are created at the beginning of each term for new students. These IDs will remain valid until a student has been inactive for two years from the University.
- Server storage (personal H: drive) is limited to 4MB for each student. More storage may be made available if it is a class requirement. The course instructor must request that additional storage be allocated by contacting the Office of Information Technology. The Office of Information Technology does not archive the information stored and does not have the capability of restoring past information that was accidentally lost.
- Passwords used to access class registration and grades must be maintained by students. Students who lose their passwords can have it sent to their Reinhardt email account by visiting http://eagleweb.reinhardt.edu and clicking on “I forgot my password”. For more information, see the IT website at http://it.reinhardt.edu.

Responsible Use Policy
The following policy, rules, and conditions apply to all users of computer, network and telecommunication resources and services, wherever the users are located. Violations of this policy may result in suspension without notice of privileges to use the resources and services, disciplinary action, including possible termination, and/or legal action.

Policy
Reinhardt University has the right, but not the duty, to monitor any and all aspects of the computer and network systems, including employee and student e-mail, to ensure compliance with University policy. The University has the right to use information gained in this way in disciplinary or criminal proceedings. The computers and computer accounts in use by employees and students are to assist them in the performance of their jobs and in attaining their educational goals. Employees and students should not have an expectation of privacy in anything they create, send, or receive on their network-attached computers. The computer, network and telecommunication systems belonging to Reinhardt University are for University business and educational purposes. Any other use in conflict with these purposes is not permitted.

Computer users are governed by the following provisions, which apply to all use of computer and telecommunication resources and services. Computer and telecommunication resources and services include, but are not limited to, the following: host computers, file servers, workstations, standalone computers, laptops, software, and internal or external communications networks (Internet, commercial online services, bulletin board systems, and e-mail systems) that are accessed directly or indirectly from Reinhardt University’s computer facilities. This policy may be amended or revised periodically as the need arises.
The term "users," as used in this policy, refers to all employees, students, independent contractors, and other persons or entities accessing or using Reinhardt University's computer, network and telecommunication resources and services.

1. Users must comply with all copyrights laws and fair use provisions, software licenses, and all other state and federal laws governing intellectual property. Inappropriate reproduction and/or distribution of copyright music, movies, computer software, text, images, etc. is strictly prohibited.

2. The electronic mail (e-mail) system shall not be used for “broadcasting” unsolicited mail (unless authorized by the department chair or unit head) or for sending chain letters. Fraudulent, harassing, obscene, or other unlawful material may not be sent by e-mail or other form of electronic communication or displayed on or stored in Reinhardt University's computers.

3. Users should use the same care in drafting e-mail and other electronic documents as they would for any other written communication. Anything created on the computer may, and likely will, be reviewed by others.

4. Users may not install software onto their individual computers (faculty and staff), lab computers or the network without first receiving express authorization to do so from the office of Information Technology.

5. Users shall not forward e-mail to any other person or entity without the express permission of the sender.

6. Users should not alter or copy a file belonging to another user without first obtaining permission from the owner of the file. The ability to read, alter or copy a file belonging to another user does not imply permission to read, alter or copy that file.

7. The computer, network and telecommunication resources and services of Reinhardt University may not be used for the transmission, creation or storage of commercial activity, personal advertisements, solicitations, promotions, destructive programs (viruses and/or self replicating code), political material, or any other unauthorized or personal use.

8. Users are responsible for safeguarding their passwords for the system. Individual passwords should not be printed, stored online, or given to others. Users are responsible for all transactions made using their passwords.

9. A user's ability to connect to other computer systems through the network does not imply a right to connect to those systems or to make use of those systems unless specifically authorized by the operators of those systems.

10. Entry into a system, including the network system, by individuals not specifically authorized or attempts to circumvent the protective mechanisms of any University system are prohibited. Deliberate attempts to degrade system performance or capability, or attempts to damage systems, software or intellectual property of others are prohibited.

11. Any network activity that impedes the flow of network traffic or diminishes the availability of resources to other users is strictly prohibited.

12. Reinhardt University is not responsible for the actions of individual users.

Use of Reinhardt’s computer, network and telecommunication resources and services constitutes acceptance of this e-mail and Computer Use Policy.

Computer and network abuses are not taken lightly and will be reported. Reasonable suspicion
may result in the withdrawal of RUNet privilege pending investigation and corrective action. Students are accountable for activities performed under their network ID and are urged, therefore, to safeguard their passwords and data. These regulations and policies are subject to change at any time by the University.

OFFICE OF SUPPORT SERVICES
x5600
Support Services, a.k.a. the switchboard or the mailroom, on the lower level of the Burgess Administration Building.

- **Mail Service** – In order to receive regular mail through the United States Postal Service, students are required to rent a post office box. The Post Office will assist students with acquiring one. Mail that is delivered to the University will be returned to the sender.

- **Packages** – **Special Delivery Service** – Reinhardt University will accept and hold special delivery packages (Fed-Ex, UPS, etc.). Upon receipt of special delivery packages, students will be contacted via phone or e-mail and notified to pick up their packages at the Support Services office in the Administration Building between the hours of 8:30 a.m. and 5:00 p.m.

- **Fax** – Students will be notified by phone or e-mail to pick up faxes in the Office of Support Services. The Main University fax number is 770-720-5602. The Main University fax machine is in the Office of Support Services and is available to send faxes. To send a long distance fax, a long distance calling card is needed.

CENTER FOR STUDENT SUCCESS
x5950
The Center for Student Success (CSS), in room 35 of the Lawson Academic Center, provides students with the tools they need to succeed. Whether those tools involve professional guidance in organizing papers, budgeting time, and studying skills, the CSS operates free of charge to all Reinhardt University students. Additionally, this center works with students who need extra instruction in math, science, English and other disciplines. Tutors will work with students in a relaxed atmosphere where they will set goals and work towards those ends. Staffed with professors, adjunct professors and select students who have been trained to tutor, the center aids students in both their scholarly and professional pursuits.

To make an appointment for tutoring, call the CSS at extension 9232 or make an appointment online at [www.reinhardt.edu/css](http://www.reinhardt.edu/css). You will be notified when and with whom your appointment will be.

POSTAL SERVICES
(770) 720-2471
The Waleska Post Office, across the street from the Burgess Administration Building is open from 8:30 a.m. to 4:30 p.m., Monday through Friday and from 8:30 a.m. to noon on Saturday for all U.S. mail services. Post office boxes are available for a nominal fee. The phone number is (770)720-2471.

FACILITY RESERVATIONS
x5538
To avoid conflict, all individuals and organizations who would like to schedule meetings utilizing campus facilities or involving campus personnel must contact the facilities coordinator at x5538. Meeting places will be reserved on a first come, first served basis.
LOST AND FOUND
x5538
The Office of Student Affairs, located on the third floor of the Hasty Student Life Center, is the official lost and found center for the Campus. Unclaimed items will be donated to a charitable organization at the end of term.

ATHLETIC FACILITIES AND RECREATION AREAS

Athletic Facilities
The John Rollins Wellness Complex encompasses all of the athletic facilities on campus. The James & Sis Brown Athletic Center, which includes the main gymnasium that serves as the home of Reinhardt’s basketball and volleyball teams, together with the Joseph W. Baxter Recreation Center, includes locker rooms, classrooms, coaches’ offices, an athletic training room, a racquetball court, a concession stand and storage areas. The Northside Hospital Cherokee Fitness Center includes cardiovascular machines and other workout equipment. Additionally, the Jack S. Davidson Wellness Unit, on the bottom floor of the athletic center, includes the intramural/recreational facility and the weight room, which is available to students, faculty and staff. Outdoor facilities at the Jim & Syble Boring Sports Complex include the Ken White Fields for baseball, soccer, softball and lacrosse. Lighted tennis courts are also available next to the Brown Athletic Center and a sand volleyball court is located near Roberts Hall.

Mountain Bike Trails
As North Georgia is considered a mountain biking mecca, it is fitting that Reinhardt University has designed a system of trails specifically for mountain bikers. These exclusive mountain bike trails take riders on a 7-mile system of interconnected trails located on University property. These trails can be enjoyed year-round, as they offer gorgeous views and excellent terrain for mountain biking, hiking and running. The trails are located just minutes from the center of campus and are open for University students, faculty, staff and alumni. Use by individuals and groups not associated with the University is handled on a case by case basis. Bear in mind that mountain bikes may be used on paved roads only while on University property, with the exception of designated mountain bike trails. Reinhardt University’s mountain bike trails are intended for experienced riders. These trails are suitable for those who posses good riding skills and are in good enough shape to ride for two hours. There are short but strenuous climbs and rocky sections as well as water crossings. Be cautious while on the trails, as there are some high speed downhill sections. The trailhead of Reinhardt University’s Mountain Bike Trails is on Grady Street behind the James & Sis Brown Athletic Center. Parking for the Mountain Bike trails is located in the athletic center parking lot. All trails are loop trails that return to the trailhead.

Reinhardt University wants your experience in this course to be a pleasant and safe one. Please follow the course rules outlined below.

- Participants utilize the mountain bike course at their own risk. Mountain biking is a dangerous activity which could result in bodily injury and/or property damage. Reinhardt University is not responsible for any injury that may occur to individuals or damage to property while utilizing the course. Use of this course is on a voluntary basis.
• All mountain bike course participants must be at least 18-years old or in the company of a parent or guardian.
• Helmets and other protective safety gear must be worn at all times. Athletic or appropriate biking shoes must be worn at all times. Absolutely no sandals or open-toed or open-backed shoes are permitted while utilizing this course.
• Follow all instructions and posted signs carefully.
• Ride on open trails only. Participants shall not alter the course in any manner whatsoever.
• Keep the course clear at all times. All personal belongings are to be kept off the course. If you are stopped, pull off the trail to allow other riders to pass.
• Be courteous of other riders. Let fellow trail users know you are approaching and yield when appropriate.
• Handle the course and your bicycle in a responsible manner. Inattention while riding can result in serious injury to yourself and others.
• Do not use the course if you are taking any medication that causes drowsiness or have any medical condition which makes such use inappropriate.
• Please respect other course users. Disorderly conduct and horseplay will not be tolerated.
• Report all course damage, obstructions, course malfunctions, etc., to the Office of Student Activities.
• No glass bottles are permitted in the course.
• The course is trash free: carry out what you carry in.
• Please dispose of all trash in the receptacles.
• Alcohol, smoking, and drugs are not allowed on the premises. Do not drink alcoholic beverages before using the course.
• Reinhardt University is not responsible for lost or stolen personal items.
• The course is day use only – there is no overnight parking. Course hours are sunrise to sunset.
• Individuals not adhering to these policies may be asked to leave. Reinhardt University reserves the right to revoke the privileges of anyone who violates these rules.

Sand Volleyball
Reinhardt’s campus features a regulation light sand volleyball court. The court is located in front of Roberts Hall. The court is available for use on a first-come, first-served basis. Students may check out volleyball equipment at Reinhardt Central. All University-related groups seeking to reserve the court must contact the Office of Student Affairs at 770-720-5538.

Tennis Complex
The Baxter Recreation Center is equipped with 4 lighted Outdoor Tennis Courts. The courts are available for athletic and recreational use and are available on a first-come, first-served basis. Students may check out volleyball equipment at Reinhardt Central. All University-related groups seeking to reserve the courts must contact the Office of Student Affairs at 770-720-5538.

Fitness Center
Whether you have been working out for a long time or you are just getting started, Reinhardt’s Fitness Center is the place for you. The Fitness Center has a full range of Nautilus equipment as
well as treadmills, stair steppers, elliptical machines and stationary bikes. The room is also equipped with television and has wifi access.

**Walking and Jogging**
Looking for a walking, running or cycling route? There are plenty of running/walking routes throughout the Reinhardt Campus. Each route provides unique scenery and terrain. Combinations of the routes can also be used for almost any desired distance. Don't be afraid to create your own walking/running routes! If you would like to create one for yourself visit [http://www.mapmyrun.com](http://www.mapmyrun.com). This website is easy to use and you can even create your own profile to track personal training and running logs.

**Disc Golf**
What is Disc Golf? It’s golf … with discs. It’s drives and approaches and putts. It's a great sport that is fun to play and easy to learn. Like the ancient game played with clubs and balls, disc golf provides recreation, challenge, and competition for athletes who love the outdoors. Reinhardt University has the ideal campus for the avid disc golf player. Unlike traditional disc golf courses, Reinhardt utilizes portable disc golf targets, instead of permanent metal baskets, that can be used to create a one-of-a-kind disc golf experience. The portable disc golf targets are lightweight and more importantly the targets sets up with ease and take down is a breeze. Students may check out disc golf equipment at Reinhardt Central.
GENERAL INFORMATION

COMMUNITY RESOURCES AND HELPLINES

Emergency
Campus Public Safety ........................................................................................................x5911
County Sheriff, Fire, Ambulance ............................................................................................ 8-911
Hospital (Northside-Cherokee, Canton) .................................................................................(770) 720-5100
Student Health Nurse ............................................................................................................x5542

Support Groups
Alcoholics Anonymous (AA) ..................................................................................................(404) 525-3178
Al-Anon / Alateen (Information Service) ..............................................................................(404) 687-0466
Anorexia Nervosa and Associated Eating Disorders .........................................................(770) 434-4567
Grief and Loss ......................................................................................................................(770) 953-4744

LOCAL CHURCHES

Waleska United Methodist Church
Hagan Chapel, Reinhardt Campus, Waleska
(770) 479-4428
www.waleskaumc.org

Fields Chapel United Methodist Church
1331 Fields Chapel Road, Canton
(770) 479-6030
www.fieldschapel.org

Liberty Hill United Methodist Church
141 Railroad Street, Canton
(678) 493-8920
www.libertyhillumc.org

Waleska Baptist Church
10657 Fincher Road, Waleska
(770) 479-1024
www.waleskafirstbaptist.org

Heritage Baptist Fellowship
3615 Reinhardt College Pkwy, Waleska
(770) 479-9415
www.heritagebaptistfellowship.com
**First Baptist Canton**  
1 Mission Point, Canton  
(770) 479-5538  
www.fbccanton.org

**Faith Presbyterian Church**  
3655 Reinhardt College Pkwy, Waleska  
(770) 479-6193  
www.faithpc.us

**Celebration of Grace Lutheran, ELCA**  
Scott Mill Chapel @ 411 Scott Mill Rd, Canton  
770-503-5050  
www.celebrationofgrace.org

**Our Lady of LaSalette Catholic Church**  
2941 Sam Nelson Road, Canton  
(770) 479-8923  
http://www.lasalettecanton.com

**Saint Clement’s Episcopal Church**  
2795 Ridge Road, Canton  
(770) 345-6722  
www.stclementscanton.org

**Lake Arrowhead Chapel**  
1218 Lake Arrowhead Dr, Waleska  
770-479-3886  
www.lakearrowheadchapel.org

**North Cherokee Church of Christ**  
7198 Reinhardt College Parkway, Waleska  
770-213-3273  
http://www.nccoferch.com
UNIVERSITY POLICY STATEMENTS

UNIVERSITY EMAIL POLICY
It is University policy that all communications take place via Reinhardt email. If you are unable to access your Reinhardt email, please contact the IT help desk at (770) 720-5555 or see the instructions on the website at http://www.reinhardt.edu/studentemail.

NON-DISCRIMINATION POLICY
Reinhardt University is an equal opportunity institution. The University is committed to providing equal education and employment opportunities to all qualified persons regardless of their economic situation or social status. Reinhardt does not discriminate in any of its policies, programs, or activities on the basis of race, color, age, culture, national origin, socioeconomic status, gender, religious belief, sexual orientation, physical (dis)ability or genetic information. The following person has been designated to handle inquiries regarding the non-discrimination policies: Director of Human Resources, Reinhardt University, 7300 Reinhardt Circle, Waleska, Ga. 30183-2981, 770-720-5897.

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.

STUDENT ACCIDENT INSURANCE POLICY
All full-time students are automatically enrolled in the Basic Accident Expense Benefit providing coverage for an accident that happens during the 9-month academic year. The student accident insurance plan is an "excess" plan, which means that all other valid and collectible insurance coverage must be used first. The student is financially responsible until such time as the claim is determined to be eligible under the terms and conditions of the policy. A claim form must be submitted within 180 days (6 months) from the date of loss or it will be denied. Claim forms may be found at http://www.eiia.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.

STUDENT HEALTH POLICY
Reinhardt University encourages all students to become active participants in their own health care. Students are required to have medical insurance coverage. Any medical need that arises will be the responsibility of the student.

In the event that a student’s physical or mental health becomes a threat to his or her well-being or the health and safety to others, an evaluation will be conducted by appropriate campus personnel. Cases involving mental health will include an evaluation by the Director of Counseling Services.

Based on severity, a student may be suspended from campus and/or ask to vacate campus housing (if applicable). The student may return to campus after a period of time determined by the student’s doctor in collaboration with the Vice President for Student Affairs and Dean of
Students or designee. The student will be required to provide a detailed letter describing his or her medical care, signed by the medical provider. The student may also sign a statement of compliance with the doctor’s orders. Should a student go against medical advice given by a doctor, the student’s academic and residential privileges may be evaluated.

**PRIVACY OF MEDICAL RECORDS POLICY**

The safeguard of personal health information is not only a legal requirement (HIPAA) but also an important ethical obligation. Reinhardt University believes that all medical information is confidential and should not be revealed to anyone who does not have the right to view or know the information.

**HAZARDOUS WEATHER/EMERGENCY SITUATION COMMUNICATION POLICY**

*If "University Closed" is announced:*

- Classes are canceled.
- Faculty/staff need not report to their offices.
- Closure decisions for any university events scheduled for that day (FPAC, Funk, athletic, student activities, alumni, etc.) will be determined by personnel affiliated with those sites. Visit [www.reinhardt.edu](http://www.reinhardt.edu) for specific cancellations.
- Gordy Center and residence halls are open to feed/house residential students and staff unless otherwise specified.

*Weather CLOSURE decisions are scheduled to be announced by:*

- **7 a.m.** – The decision about day classes (classes that begin before 5 p.m.) for Waleska will be announced by 7 a.m. If the status of evening classes for Waleska &/or North Fulton is known at that time, it will be noted on the announcement.

- **3 p.m.** - If hazardous weather occurs during the morning, a decision about evening classes (classes that begin after 5 p.m.) will be communicated by 3 p.m.

*All students, faculty and staff (Waleska, Marietta, and Cartersville):*

1. Check your registered & validated cell phone, PDA or e-mail for a site specific EagleAlert message (General University voice and e-mail will no longer be used to communicate weather closures so please be sure you are registered with EagleAlert.) You can register at [www.reinhardt.edu/EagleAlert](http://www.reinhardt.edu/EagleAlert)
2. Check the Reinhardt website ([www.reinhardt.edu](http://www.reinhardt.edu)).
3. 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 University is closed.

*North Fulton students, faculty and staff:*

1. Check your registered & validated cell phone, PDA or e-mail for an EagleAlert message
2. Check the Reinhardt website ([www.reinhardt.edu](http://www.reinhardt.edu)).
3. Call the North Fulton Center main line at 770-720-9191 or 770-720-5921.

*The following media will also broadcast Reinhardt weather closure info:*

- WSB-TV Channel 2 - WCCV (91.7 FM) - WSB (AM 750/FM 98.5)
- WAGA-TV Channel 5 - WLJA (101.1 FM) - WSTR (FM 94.1)
- WXIA-TV Channel 11 - WPCG (103.7 FM)
- WGCL-TV Channel 46 - WRGA (AM 1470)
**EagleAlert & Carillon Emergency Alert Systems**

EagleAlert is an opt-in instant, mass notification system powered by Omnilert 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 registered and validated cell phones, personal data assistants (PDAs), and email accounts. This service is part of the University’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 register with EagleAlert in order to receive the messages.** Although EagleAlert is an excellent system that can notify the entire University community within minutes, it only works if you are registered and validated (a two-step process) 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 certain emergencies, announcements will be broadcast from the Carillon.

**EMERGENCY PREPAREDNESS POLICY**

Reinhardt University is committed to providing a safe and secure environment for its students, faculty, staff and visitors. As such, University 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 in 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 University website. If the University 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 University Public Safety
• From an off-campus or cell phone
  o 911 for Cherokee County Emergency Services (sheriff, fire, or ambulance)
  o Then call 770-720-5911 for Reinhardt University Public Safety

If You Hear About an Emergency and Want More Information
• CALL
  o From an on-campus phone: 5600
  o From an off-campus phone or cell phone: 770-720-5600
• Look for a University e-mail in your Reinhardt email account
• Look for information on the University website, www.reinhardt.edu

STUDENT GRIEVANCES POLICIES
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 University’s website at the following link: www.reinhardt.edu/grievance

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 University’s hearing 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 in the Release of Student Information section of the Academic Catalog or in the Student Handbook.

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 of the University 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. No qualified applicant, student, or employee shall be discriminated against on the basis of handicap at Reinhardt University. Inquiries regarding compliance with Section 504, Rehabilitation Act of 1973, may be directed to the Executive Director for Physical Plant Operations Reinhardt University, 7300 Reinhardt 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 and Sexual Violence
Student grievances concerning sexual harassment or sexual violence should refer to the related policies found in the Student Handbook. Grievances against students concerning harassment, discrimination or violence 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. 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
Student grievances regarding academic departments should be referred to the related policies found in the Academic Catalog.
**General Grievances**
All general student grievances concerning the University 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 University 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 "a good faith investigation and reasonable conclusion" 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 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 or designee 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 AND TOBACCO USE POLICY**
Smoking and the use of tobacco products on Reinhardt University’s campus is limited to “Designated Smoking/Tobacco-Use Areas.” Smoking and the use of tobacco products is prohibited in all of the University's academic and administrative buildings, University vehicles, athletic and recreational facilities, the student life center, and all residence hall floors and wings (including apartments).

**Summary/Purpose:**
Reinhardt University promotes a safe, clean and healthy environment on all its property and prohibits smoking inside and at all designated smoke-free entranceways to University facilities. The University's smoking and tobacco use policy is designed to foster the health and safety of all students and employees in the conduct of University activities.
Right to a smoke-free environment:
The use of tobacco products on Reinhardt University’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 University buildings.

University Vehicles:
Smoking is prohibited in all University motorized vehicles.

Monitoring the University’s Smoking & Tobacco Use Policy:
The Smoking & Tobacco Use Policy will be enforced under existing guidelines for infractions of University policies, rules and procedures pertaining to students and employees. University 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 University 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 University’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 University-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 Areas**

**Floyd A. & Fay W. Falany Performing Arts Center/Ken White Music 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**
- Located beneath the atrium connecting Lawson and Tarpley

**Samuel C. Dobbs Science Hall/Science Center/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.

**Hubbard Hall/Blue Hall/Gold Hall**
- Located in the gazebo in between the buildings

**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

**Athletic Field House**
- Located in the parking lot behind the Athletic Field House

**Porter Building (Physical Plan Office/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 University remains firmly committed to affording each member of the University 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 University. Additionally, such opportunities must be provided on an equal basis and adhere to the basic principle that the University 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 University 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 University community can be preserved, University 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 University community. All members of the University 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 University. 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 University’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 University 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 University 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 University. To forbid or limit discourse contradicts everything the University stands for. In all freedom of expression related activities, there must be compliance with all applicable state and federal laws and University policies, rules, and regulations.

B. **Definitions.**
   a. For the purpose for these guidelines, the “University 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 University either full-time or part-time;
      iii. Trustees of the University and members of other bodies advisory to the University.
   b. “Demonstrations” designates the presence of one or more persons in a University 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 University assumes the position that dissent by individuals or groups that is conducted pursuant to the established time, place, and manner regulation of the University 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 and 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 University activities. There must be no interference with scheduled University 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 University community can express their views on issues of personal and public concern.
Members of the University community can participate in these activities, in accordance with state law and University policies, shall be permitted on the campus, until or unless they substantially disrupt regular or essential operations of the University 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 University supports free speech through the distribution of written literature. However, the University 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 University 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 University 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 University is a teaching centered institution dedicated to helping students reach their full potential as scholars and citizens. Although Reinhardt University is not primarily a research institution, the University 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 University.
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 University.

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 University.

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 University, beyond normal research for a professorial position;
- The work is developed with a Reinhardt University 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 University in writing.

6.3.2. Works of patent
Either Reinhardt University 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 University 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 University 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
Upon receipt of such notice, the University 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 University 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 University, subject to the sharing of royalties provision described below. In the event that Reinhardt University 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 University 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 University 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 University and the inventor(s) as described below.

If the work of patent is the result of research materially supported by the University 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 University

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 University

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 University 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. University Curriculum
The University 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. University 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 University 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 ASPSC will convene a meeting to evaluate the invention. If ownership of the invention resides with the University, in accordance with section 6.3.2, the inventor(s) shall assign all intellectual property rights of the invention to the University 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 University officials have access to student records when required in the proper performance of their assigned duties. Per the Family Educational Rights and Privacy Act (FERPA), 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 University 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.

PERSON WITH HANDICAPPING CONDITIONS POLICY
No qualified applicant, student, or employee shall be discriminated against on the basis of handicap at Reinhardt University. Inquiries regarding compliance with Section 504, Rehabilitation Act of 1973, may be directed to the Executive Director for Physical Plant Operations Reinhardt University, 7300 Reinhardt University 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.

SUICIDE PREVENTION POLICY
Here at Reinhardt University, we envision a campus where everyone supports mental health help-seeking, where students know how – and are willing – to access the available resources, where students, faculty, and staff feel comfortable reaching out to others in distress, and where every member of the University community who is in psychological pain recognizes that there are others who care and are willing to help. Together, we can work to create a campus culture of caring where suicide prevention truly becomes a shared campus responsibility.

How Common Is Suicide and Suicidal Feelings Among College Students?
Suicide is the third leading cause of death for 15-24 year olds. In a recent national survey, 10.3% of college students reported that they seriously considered suicide in the past 12 months.

Why Is Suicide So Common Among College Students?
College is a time of significant transition. Many students are living away from home for the first time and have less access to support from family and friends. Along with increased freedom and independence, students face greater stress from a variety of sources, such as: increased academic demands, adjusting to a new environment, and developing a new support system. College also provides an opportunity to experiment with alcohol and other drugs, which may compound problems with mood and increase the risk for suicide.

Many students come to college with a prior history of mental health difficulties or treatment. Environmental stressors in combination with a predisposition to experience mental health problems may increase risk for suicide. In a recent national survey 16% of college students reported being diagnosed with a depressive disorder, many within the last year. Over 90% of persons who commit suicide have a diagnosable mental disorder, typically a depressive disorder or substance abuse disorder. Men are especially at risk for completed suicide. College age men are four to six times more likely to die by suicide than women. Women are two to three times more likely to attempt suicide using nonlethal means than men.
Facts About Suicide

- Most suicidal persons want to live but are unable to see alternatives to their problems.
- Most suicidal persons give warnings of their intentions, but others are either unaware or do not know how to respond.
- Talking about suicide does not cause someone to be suicidal, nor does it mean he/she is no longer at risk.
- Most suicide attempts are expressions of extreme distress, not harmless bids for attention.

What Are the Risk Factors for Suicide?

- Depression and other mental disorders, or a substance-abuse disorder.
- Stressful life events, in combination with other risk factors such as depression.
- A prior suicide attempt.
- Family history of mental disorder, substance abuse, or suicide.
- A history of family violence or abuse.
- Access to a firearm or other lethal means such as medications.

What Are Some Warning Signs?

- Deteriorating academic performance
- Depression, dramatic mood changes
- Hopelessness
- Preoccupation with death
- Anxiety or agitation
- Uncontrolled anger or rage
- Engaging in risky activities
- Withdrawing from friends and family
- Neglecting appearance and hygiene
- Increased alcohol or drug use
- Giving away prized possessions

When Should Someone Seek Immediate Assistance?

When they are...

- Threatening or talking about wanting to hurt or kill him/herself.
- Looking for ways to kill him/herself by seeking access to firearms or other means.
- Talking or writing about death, dying, or suicide.

Is Suicide Preventable?

Yes! Specific kinds of psychotherapy have been found to be effective in treating suicide. Medications are also effective in treating the symptoms that contribute to suicide, such as depression and anxiety. Remember, you are not alone and help is available!

How Can I Help Someone Who May be Suicidal?

- Show interest and be supportive.
- Be direct; ask them if they are considering suicide or have a plan.
- Don't be judgmental, give advice, or try to talk them out of suicide.
- Don't swear to secrecy.
• Offer hope that alternatives are available.
• Don’t leave the person alone.
• Take action, remove means, and assist them in getting the help they need.
• Inform University Residential Life staff if you live in a residence hall.
• Consult with a Counseling Center as needed.

**How Can I Help Someone Get Treatment?**

*In non-crisis situations...*

• Tell the student to call the Counseling Center during regular working hours

*If the student is in crisis...*

• Encourage the student to come to Counseling Center for a walk-in evaluation and offer to accompany him/her
• Afterhours and on weekends have the student call the RU Public Safety at 770-720-5911
• Offer to take the student to a local emergency room for an evaluation
• If the student needs immediate assistance call 911, the RU Public Safety at 770-720-5911 (if student lives on campus), or the Cherokee County Police at 911 (if student lives off campus)

**What Should I Do if I am Feeling Suicidal**

*Remember...*

• Suicidal thinking is usually associated with problems that can be treated (e.g., depression or anxiety)
• Solutions to your problems do exist, even though you are currently unable to see them
• Suicidal crises are almost always temporary
• Do not keep your thoughts to yourself, help is available for you

*What to do in non-crisis situations...*

• Call the Counseling Center during regular working hours.

*What to do if you are in crisis or feel that you cannot keep yourself safe...*

• Come to Counseling Center for a walk-in evaluation
• Afterhours and on weekends have the call the RU Public Safety at 770-720-5911
• Drive or have someone take you to a local emergency room for an evaluation
• If you need immediate assistance call 911, the RU Public Safety at 770-720-5911 (if student lives on campus), or the Cherokee County Police at 911 (if student lives off campus)

**Additional Resources**

• Suicide Prevention Resource Center [www.sprc.org](http://www.sprc.org)
• American Association of Suicidology [www.suicidology.org](http://www.suicidology.org)
• American Foundation for Suicide Prevention [www.afsp.org](http://www.afsp.org)
• National Center for Injury Prevention and Control [www.cdc.gov/ncipc](http://www.cdc.gov/ncipc)
• National Suicide Prevention Lifeline [www.suicidepreventionlifeline.org](http://www.suicidepreventionlifeline.org)
• Suicide Prevention Action Network USA [www.spanusa.org](http://www.spanusa.org)
PREGNANT AND PARENTING STUDENT POLICY
The US Department of Education and Office for Civil Rights released new Title IX requirements regarding pregnant and parenting students in June 2013.

The requirements and suggestions include:

- Schools must excuse student’s absences because of pregnancy or childbirth for as long as the student’s doctor deems the absences medically necessary.
- Absence policies in classes must accommodate pregnancy or childbirth related absences and allow for make-up work. “A teacher may not refuse to allow a student to submit work after a deadline that she missed because of absences due to pregnancy or childbirth. Additionally, if a teacher’s grading is based in part on class attendance or participation, the student should be allowed to earn the credits she missed so that she can be reinstated to the status she had before the leave.”
- “A school may offer the student alternatives to making up missed work, such as retaking a semester, taking part in an online course credit recovery program, or allowing the student additional time in a program to continue at the same pace and finish at a later date, especially after longer periods of leave. The student should be allowed to choose how to make up the work.”

If you would like to read more about these requirements and guidelines the link is provided below: http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf

WEAPON POLICY
In regards to weapons on campus, Reinhardt University has the following Firearms, Weapons, and Explosives policy. The policy conforms to Georgia statutes which address the possession of weapons on University property.

Reinhardt University is designated as a school safety zone. This means that it is illegal to possess any explosive compound or weapon in or on any property owned or used by the Reinhardt University. This includes residence halls and University owned vehicles. It can be a felony to break this law, and the penalties can be severe. The law does provide exceptions for weapons in private vehicles and those who have permits, certain objects commonly used in sporting competitions and for individuals who are authorized to carry firearms in the commission of their official duties.

Weapons come in many forms, and simply possessing one these objects can be considered a violation of the law. Unless an exception is expressly granted in O.C.G.A 16-11-127.1, the use, possession, manufacture, distribution, maintaining, transporting or receiving, in a residence hall, any location on University property or at any University sponsored event, of any of the following items is strictly prohibited:

- Firearm or weapon whether operable or inoperable as defined in Georgia Code Section 16-11-127.1 or any object of like character, including but not limited to paintball guns, BB guns, potato guns, air soft guns or any device which propels a projectile of any kind;
• Any dangerous weapon, machine gun, sawed-off shotgun or rifle, shotgun or silencer as defined in Georgia Code Section 16-11-121;
• Knife having a blade of two or more inches
• Stun gun or taser
• Any bacteriological weapon, biological weapon, destructive device, detonator, explosive, incendiary, over-pressure device or poison gas as defined in Georgia Code Section 16-7-80;
• Any explosive materials as defined in Georgia Code Section 16-7-81; or
• Any hoax device, replica of a destructive device or configuration of explosive materials with the appearance of a destructive device, including but not limited to, fake bombs, packages containing substances with the appearance of chemical explosives or toxic materials.

Please remember that these are only a few examples of weapons that can be considered illegal on campus. For the complete list see OCGA 16-11-127.1.

These provisions do not prohibit the possession of weapons or devices which are legal to possess within a motor vehicle. Formerly, only visitors, faculty and staff were permitted to possess firearms in their vehicles. The law now extends this right to students.

Regardless of the individual’s affiliation with the institution, firearms are strictly prohibited from being removed from a vehicle while on school grounds. Anyone who possesses a firearm in their vehicle must also have a valid firearms permit pursuant to Code Section 16-11-129 or 43-38-10.

Under Georgia Code Section 16-11-127.1(c)(5)(E), Cherokee County Sheriff officers are not prohibited from carrying weapons on the Reinhardt University campus.

If you know of anyone who is in violation of this law while on campus please let the University Police Department know immediately.

For further information, see Georgia Code Section 16-11-127.1, or contact the University Office of Public Safety.

SEXUAL HARASSMENT AND SEXUAL VIOLENCE
The US Department of Education and Office for Civil Rights released new Title IX requirements regarding sexual harassment and sexual violence in April 2011.

Title IX of the Education Amendments of 1972 (“Title IX”), 20 U.S.C. §1681 et seq., is a Federal civil rights law that prohibits discrimination on the basis of sex in education programs and activities. All public and private elementary and secondary schools, school districts, colleges, and universities (hereinafter “schools”) receiving any Federal funds must comply with Title IX. Under Title IX, discrimination on the basis of sex can include sexual harassment or sexual violence, such as rape, sexual assault, sexual battery, and sexual coercion.

The requirements and suggestions include:
• A school has a responsibility to respond promptly and effectively. If a school knows or reasonably should know about sexual harassment or sexual violence that creates a hostile environment, the school must take immediate action to eliminate the sexual harassment or sexual violence, prevent its recurrence, and address its effects.

• Even if a student or his or her parent does not want to file a complaint or does not request that the school take any action on the student’s behalf, if a school knows or reasonably should know about possible sexual harassment or sexual violence, it must promptly investigate to determine what occurred and then take appropriate steps to resolve the situation.

• A criminal investigation into allegations of sexual harassment or sexual violence does not relieve the school of its duty under Title IX to resolve complaints promptly and equitably.

If you would like to read more about these requirements and guidelines the link is provided below:  http://www2.ed.gov/about/offices/list/ocr/docs/title-ix-rights-201104.pdf

Sexual Harassment Policy
Reinhardt University prohibits and will not tolerate sexual harassment. Sexual harassment, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX. Title IX protects students from sexual harassment in a university’s education a programs and activities. Title IX protects students in connection with all the academic, educational, extracurricular, athletic, and other programs of the university, whether those programs take place in a university’s facilities, at a class or training program sponsored by the university at another location or elsewhere.

Sexual harassment is unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, request for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual violence is a form of sexual harassment. Sexual violence refers to physical sexual acts perpetrated against a person’s will or where a person in incapable of giving consent due to the victim’s use of drugs or alcohol. An individual also may be unable to give consent to intellectual or other disability. A number of different acts fall into this category of sexual violence, including rape, sexual assault, sexual battery, and sexual coercion. All such acts of sexual violence are forms of sexual harassment covered by Title IX. Sexual harassment consists of non-consensual sexual advances, requests for sexual compliance, and other verbal or physical conduct or written communication of a sexual nature, regardless of where such conduct might occur, when:

• Submission to the conduct is made either implicitly or explicitly a term or condition of an individual’s

  • Academic status or advancement in a college program, course, or activity.

  • submission to or rejection of the conduct by an individual is used as the basis for employment or

  • Academic decisions affecting that individual; and/or

  • The conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic

  • Performance or creating an intimidating, hostile, or offensive working or learning environment.
• Sexual harassment is distinguished from voluntary sexual relationships in that it introduces such elements as
• Coercion, threat, unwanted sexual attention, and/or promises of academic or professional rewards in exchange for
• Sexual compliance.

Sexual harassment is reprehensible. It violates the personal rights, growth, and integrity of the victim. Sexual harassment is especially damaging when it involves exploitation of the relationship between faculty members or administrators on the one hand and students on the other or between superiors and subordinates of any kind. When the authority and power inherent in such relationships are abused, there is damage not only to individual victims but also to the educational, professional, and social climate of the University. Individuals in positions of authority should be sensitive to whether consent can be chosen, as freely as it may seem, as well as to the conflicts of interest that are inherent in personal relationships where professional and educational relationships are also involved.

However, while sexual harassment most often takes place in situations where there is a differential in status between the persons involved, the University also recognizes that harassment may occur between persons of the same status.

Charges of sexual harassment are sometimes met with a contention that the person to whom the behavior was directed invited the behavior and consented thereto. However, where the person to whom sexual behavior is directed is in any way subordinate to the person who engages in the behavior, any supposed consent by the subordinate is subject to serious questions and should be carefully scrutinized. This is especially the case where the victim of the alleged harassment is a student and the perpetrator is a faculty or staff member.

Harassment of Student by Students Policy
Sexual harassment can occur between students where one student directs sexual conduct or remarks toward another student, when the behavior is unwanted and not freely consented to by the latter student, especially when the former student knows or should reasonably know that the behavior is not wanted and not freely consented to. Examples of sexual harassment in this context include but are not limited to unwanted sexual propositions or patterns of conduct which cause discomfort or humiliation, such as sexually explicit comments, unnecessary and unwanted touching, or remarks about sexual activity or experience. Such conduct can have the effect of unreasonably interfering with academic performance and create an intimidating, hostile, or offensive learning environment, thereby infringing upon the rights of third parties as well as the rights of the student to whom it is directed.

Sexual Assault Policy
Reinhardt University supports the rights of all students to live and study in an environment free from sexual assault. Sexual contact with another person without consent or with the use of threat or force violates the standards of civility, decency, and respect expected of all members of the campus community. The University prohibits interpersonal violence of any kind, including sexual violence, intimate partner violence, and stalking. Every member of the University community should be (a) aware that such behavior is prohibited by the University’s student code
of conduct as well as by state and federal law, and (b) familiar with the University protocol for responding to reported violations.

Sexual assault is any nonconsensual sexual act, including those resulting from threat, coercion, or force. Sexual assault may be committed by a stranger or an acquaintance and may occur between members of the opposite or same sex. Acts defined as sexual assault include rape, date rape, acquaintance rape, and gang rape, but may also include sexual touching of another person against his or her will, and forcing an unwilling person to touch another person sexually. Sexual assault occurs when such acts are committed either by force, threat, or intimidation, or through the use of the victim’s mental or physical helplessness, of which the assailant was aware or should have been aware.

The University is dedicated to providing assistance and support to students who have experienced intimate partner and/or sexual violence through our Counseling Services as well as other resources. In addition to cooperating with law enforcement officials in the prosecution of perpetrators, the University will take appropriate action to respond to and invoke sanctions for behavior through the Student Affairs office for any student found to violate this policy. Any staff or faculty member found in violation will be addressed from an employment perspective. Support is available for all aspects of the reporting process.

Reporting an assault does not in any way obligate a student to pursue legal or institution disciplinary action, however; the University has the right to pursue disciplinary action at its discretion. If the victim chooses to report and pursue criminal charges against an alleged assailant, the institution will be supportive and compliant during the criminal justice process.

“Amnesty” Policy
A student who is under the influence of alcohol or drugs at the time of a sexual misconduct incident should not be reluctant to seek assistance for fear of being sanctioned. The Vice President of Student Affairs and Dean of Students will not pursue disciplinary violations against a student (or against a witness) for his or her improper use of alcohol or drugs (e.g. underage drinking) if the student is making a good faith report of sexual misconduct. This Policy only provides amnesty from violations of the Reinhardt University Code of Conduct. It does not necessarily grant amnesty for criminal, civil, or legal consequences for violations of Federal, State, or Local law.

Legal Aspects
You are not required to report a sexual assault. If you do talk to the police and/or Reinhardt University Department of Public Safety, they may be able to take steps to protect others from experiencing sexual assault. In addition, the police can inform you of your legal rights and options should you decide to prosecute. The University is strongly committed to providing medical and emotional support to victims/survivors of sexual assault regardless of whether they decide to take legal action. You may wish to notify Public Safety that a sexual assault has occurred. If you do choose to make a report, the Department of Public Safety and you will then determine whether the assistance and/or intervention of the police is necessary to protect other members of the community and/or to arrest the assailant. The Director of Public Safety or designee will inform the Vice President of Student Affairs that an assault has occurred. If it is
necessary, they will arrange to alert the community at large that an assault has taken place. The Department of Public Safety and the Vice President of Student Affairs will make every effort to protect the privacy of the victim. If it is necessary to disclose confidential information (in cases involving legal requirements, requirements of the University policy on sexual assault, or if personal safety is at issue), the University will inform you that this is taking place. If you do decide to report the assault to the police, the University will make every effort to provide a support person if you would like help through the process. Making a police report concerning the assault does not mean that you must prosecute the assailant.

**Reporting Procedures**

A Reinhardt University student who believes she/he has been sexually assaulted or that an act of sexual assault has taken place may notify any Campus Security Authority, such as the Vice President of Student Affairs, a Resident Adviser, an associate or assistant dean, the Director of Public Safety, Public Safety Officer, or Director Residential Life or an Athletic Coach. Any one of these people will notify the Vice President of Student Affairs as soon as possible that an accusation of sexual assault has been made.

The first concern of any official to whom an assault is reported will be the well-being of the student reporting the assault. In particular, the official will inform the student of both on- and off-campus resources available to her/him and help the student make contact with the resources she/he chooses. If the student requests the assistance of local law enforcement, the University official will notify the Reinhardt University Department of Public Safety (770-720-5789 or 5911). The Department of Public Safety will notify Cherokee County Sheriff’s Office.

The second concern of University officials must be the safety of the Reinhardt University community. If there is reason to believe that an assailant is at large who poses an immediate threat to other members of the community, the Vice President of Student Affairs and the Director of Public Safety will take action to protect the campus. The identity of the victim will not be revealed during this process.

After seeing to the well-being of the student reporting the assault and to the immediate security of the campus, the VP of Student Affairs and the Director of Public Safety will assist local law enforcement in the investigation of the charge, if requested by the student. Such investigation may involve the examination of physical evidence, the interviewing of persons with relevant information, or other steps which particular circumstances make necessary. In conducting this investigation the confidentiality and privacy of the student bringing the charge will be respected. The confidentiality and privacy of any persons under suspicion will also be respected. Charges of sexual assault brought by a Reinhardt University student against a member of the Reinhardt student community, or a guest in the community, will be heard by the Vice President of Student Affairs and the Director of Public Safety. Charges of sexual assault brought by a Reinhardt student against a member of the faculty or staff will be handled through the University’s procedures concerning sexual harassment and other forms of harassment and discrimination.

An individual accused of sexual assault may be subject to prosecution under Georgia criminal statutes. A victim is free to bring charges through the University system and the criminal system simultaneously; however, the two processes are separate. It is not necessary for a student to
pursue the matter in a criminal court in order to initiate a University proceeding. Also, the University is not obligated to wait until prosecution procedures are initiated or until a judgment is reached in court in order to proceed with its own decision-making process or to impose penalties.

The University shall proceed with disciplinary and/or remedial actions as needed when it appears that the university prohibition against any form of sexual assault has been violated. A student charged with sexual assault may be disciplined under the applicable University Student Code of Conduct as well as prosecuted under Georgia's criminal statutes. Whether or not a criminal prosecution occurs, the University retains the right to proceed with disciplinary action at any time; and the University need not await the disposition of any criminal prosecution. University disciplinary action shall be handled in accordance with the Student Code of Conduct of the University. Under these proceedings, the accuser and the accused shall be informed of the outcome of any campus disciplinary proceeding brought alleging a sexual assault (the term "outcome" meaning only the University’s "final determination with respect to the alleged sex offense and any sanction that it imposes against the accused"). The accuser and the accused will be given the opportunity to have others (the role of these individuals is non-verbal support) present during a disciplinary proceeding. Sanctions that the University may impose following a final determination of a Student Code of Conduct violation include the following: written warnings; University and/or residence hall probation; loss of visitation privileges; restitution; discretionary sanctions, (i.e., work assignments or service to the University or community); suspension or expulsion from the University.

Plan of Action for Responders to Sexual Assault
Following a Sexual Assault:
- Make sure the victim is safe from further harm.
- Call Campus Public Safety, the Resident Assistant, Rape Crisis Center, or the on duty campus counselor. (You can find the contact information for the aforementioned listed under Resources.)
- Direct the victim on preservation of any evidence that may be necessary to prove that the sexual assault occurred.

Additional Information for Responders
Most victims blame themselves. Do not let misplaced feelings of guilt stop a victim from getting help. Keep in mind that alcohol and other pharmaceuticals are a factor in many sexual assaults involving university students. As a result, sometimes victims are reluctant to seek medical attention. Do not let alcohol or other pharmaceutical (legal or illegal) consumption deter victims from getting medical attention. Their health and safety are top priority.

Plan of Action for Victims of Sexual Assault
Following a Sexual Assault:
- Get to a safe place.
- Call the campus Department of Public Safety (770-720-5789 or 5911).
- Call a friend or family member to offer support.
- Remember that what has happened is NOT your fault.
- Get medical care or attention (this can be done without police intervention).*
• Write down as much as you can remember about the circumstance of the assault and the identity of the assailant.
• Seek the counseling assistance from your campus counselor or a local rape treatment center. The counselor can help you cope with the consequences of an assault.
• *In preparation for medical services, here is some advice for the victim:
  • Do not bathe or douche—no matter how much you may want to. Try not to urinate if possible.
  • If oral contact took place, do not smoke, eat, drink, or brush your teeth.
  • Do not brush your hair.
  • If you have already changed clothes, place the garments worn during the assault in a paper bag. (Plastic bags can destroy evidence.) If you haven't changed, keep the original clothes on, and bring an extra set to wear home. The police may need to keep your clothing as evidence.

Note: Your body and clothing can hold clues called “transfer evidence”; it’s what’s left behind by the assailant and the environment. Dirt, hair, body fluids, and traces of skin under your fingernails can be collected and used as evidence. If you have already compromised potential evidence by showering, bathing, changing, or laundering the clothing worn during an assault do not let this dissuade you from reporting the assault, as such actions may not prevent further action from moving forward.

Additional Information for the Victim
Medical attention is vital, as you may have injuries of which you are unaware, possible exposure to a sexually transmitted disease, or pregnancy. You have the right to a rape kit examination, even if you choose not to report to the police. The rape kit examination is free of charge and should be billed to the Crime Victim’s Compensation program. The medical provider can test you, provide the needed medications, and provide emergency contraception if desired.

You will be afforded assistance in seeking counseling, follow-up medical care, making changes to your academic situation, living situation and reporting to the appropriate criminal authorities after an assault has occurred. Campus personnel will take reasonable and necessary steps to prevent any unnecessary or unwanted contact or proximity with the alleged assailant(s). You also have the option to file a Temporary Protective Order (TPO.) A TPO is a court order to help protect you from someone who is abusing, threatening or harassing you. See Appendix A for more information about how to file a TPO.

What to do in the Event of Sexual Assault
While the University attempts through its programs and policies to prevent sexual assault from occurring, it recognizes that significant numbers of women throughout the nation are sexually assaulted while they are college students. The University is committed to helping any of its students who have experienced sexual assault. Counselors, health center nurse, residential life staff, public safety officers, and deans will support a student as she/he goes through the recovery process. The University is also committed to investigating all reported cases of sexual assault; assisting a student in lodging charges with local police, if she/he so desires; holding disciplinary hearings to adjudicate formal accusations; and disciplining any student or guest found to have violated the policy concerning sexual assault.
The University also recognizes that most campus sexual assaults involve people who are acquainted with one another. Coercive or violent acts between people who, because of their membership in the University community, must continue to interact with each other are particularly traumatic to the victim and violate the trust that is essential to the University’s mission and sense of community. Therefore, should a sexual assault be reported, the University shall take reasonable action to protect the accusing student from any unnecessary or unwanted contact with the accused.

**Options for Students who have been Sexually Assaulted**

Any student who is sexually assaulted is strongly encouraged to seek help either from resources available through the University or from outside sources. The following is a short list of options available to students seeking help at Reinhardt University. More detailed information about each option is provided below.

- You may contact the Reinhardt University Health Center (x5542) to receive medical care, to speak to a nurse, and/or to discuss other options confidentially.
- You may go to a local hospital to receive a medical examination, which is admissible in court as evidence of an assault.
- You may call Reinhardt University Department of Public Safety (x5789, 5911 in emergencies) to report that a sexual assault has taken place.
- You may call 911, to report a sexual assault or to request emergency medical assistance.

**Medical Care**

You are strongly encouraged to receive some type of medical care after an assault. Because sexual assault can be physically and emotionally traumatic, you may not know whether or not you have been injured. The Nurse at the Health Center or the hospital can answer questions you may have about health concerns. A follow-up exam is recommended to retest for pregnancy and sexually transmitted diseases (STDs), and to be sure that no other injuries were sustained during the assault.

The Health Center is able to counsel you on your options for medical care after an assault. An examination done at the Health Center is NOT admissible in court as evidence that an assault has taken place. If you think you may wish to press charges at any time, the Health Center personnel will recommend that you go to a local hospital, where medical evidence (Rape Kit) can be preserved for the police.

The Health Center will keep all information confidential; the assault will not be reported to the police, Reinhardt University Public Safety, parents or other University personnel without your permission. If it is determined that you or another member of the University community is in danger, necessary information will be released to the appropriate administrators without revealing your identity. The Health Center can assist you in finding any medical or emotional support that you need, including counseling on- or off-campus.

A local hospital is able to provide medical services that fulfill legal standards of evidence — a “rape-kit” examination. The rape-kit examination preserves medical evidence that can be used in court. Having a rape kit done does not require you to press charges. It merely gathers evidence
should you wish to prosecute at some time. It is recommended that you do not shower, bathe, douche or change clothes if you want to preserve evidence. You may want to bring a change of clothes to the hospital in case you are needed by the police.

A local hospital will test for pregnancy and STDs, offer medication to prevent STDs, and prescribe emergency contraception. The hospital is required to notify the police that a sexual assault may have occurred.

**Resources**
If you are a victim of a crime, it is important to know your options. You are encouraged to utilize the following resources as they relate to your circumstance.

**On-Campus Contacts:**
- Department of Public Safety 770-720-5798/ Emergency: on-campus 5911
- Counseling Center 770-720-5549
- Health Center 770-720-5542
- Office of Student Affairs 770-720-5538
- Office of Residence Life 770-720-5539

**Local/Regional/National Contacts:**
- Cherokee County Sheriff’s Office Emergency–911/ Non-Emergency 678-493-4080
- Northside Hospital – Cherokee (Canton) 770-720-5100
- Piedmont Mountainside Hospital (Jasper) 706-692-2441
- Local Sexual Assault Services Program (YMCA of NW GA) 770-427-3390
- Local Victim Witness Program (housed in Prosecutor’s Office) 770-479-1488
- Georgia Network to End Sexual Assault [http://www.gnesa.org/](http://www.gnesa.org/)
- Rape, Abuse, & Incest National Network (RAINN) [http://www.rainn.org/](http://www.rainn.org/)
- HODAC, Georgia Victim’s Assistance [http://www.hodac.org/](http://www.hodac.org/)

**Sexual Assault/Harassment Survivor Advocacy Policy**
Reinhardt University is equipped to assist survivors of sexual assault/harassment issues. An on campus sexual assault advocate can assist survivors to get the help they need such as emotional support, medical examinations, and serve as a referral source for legal options. Another role of the advocate is to help educate all members of the campus community about what can constitute sexual assault/harassment and the harm caused by such activity. Persons with questions relating to sexual assault/harassment are encouraged to consult with the University Counselor for assistance. The campus advocate works closely with the Cobb County YWCA of Northwest Georgia. To contact the campus advocate please call 770-720-5549. The hotline contact for the YWCA of Northwest Georgia Sexual Assault Center is 770-427-3390 or visit The Rape, Abuse & Incest National Network (RAINN) which is the nation’s largest anti-sexual assault organization at their website [www.rainn.org](http://www.rainn.org) for more resources.

**HARRASSMENT POLICY**
The sensitivity of the issue of harassment and the very real legal ramifications emanating from
charges of harassment make it imperative that an institution of higher education address the problem thoroughly for both employees and students. Legal basis for claims of harassment may be made under Title VII of the Civil Rights Act of 1964, as amended; Title IX of the 1972 Education Amendments; and Executive Order 11426. An offender is subject to criminal liability for assault and battery and civil actions for tortuous interference with an employment contract, intentional infliction of emotional harm, breach of contract, or interference with the performance or progress of students. Harassment will not be tolerated by the University and may be grounds for immediate suspension, dismissal, or other appropriate action. Students who believe they have been harassed are asked to report any acts to the Vice President for Student Affairs and Dean of Students for immediate disposition.

**FACULTY/STAFF AND STUDENT RELATIONSHIP POLICY**

The University questions the propriety of any amorous relationship between any member of the faculty or staff and any student. Virtually all faculty and staff members are, or appear to be, in a position to exercise power, directly or indirectly, over virtually all students, whether or not the students are enrolled in their classes or are otherwise subject to their direct supervision. Many of the students are at a time and stage in their development when they may be particularly vulnerable to the influence of faculty and staff members who are older than they and in positions of authority and respect. Indeed, the respectful attitude of students toward faculty and staff is an important ingredient in the educational process, and the greatest care must be taken that it not in any way be abused. It should also be kept in mind in this connection that even if a fully mature student consents to an amorous relationship with a faculty or staff member, the existence of such a relationship could have unintended adverse effects upon the state of mind of other students and upon the educational atmosphere of the University.
STUDENT DISCIPLINE CODE OF CONDUCT

INTRODUCTION
As a private educational institution affiliated with the United Methodist Church, Reinhardt University is interested in and concerned with the total development of the individual, including the development of social responsibility and good citizenship.

Reinhardt University established standards of conduct for students to ensure the safety of the campus community and to facilitate the pursuit of the institution’s educational mission. Therefore, the disciplinary function of the University is an integral part of the educational mission of Reinhardt.

The Code of Conduct delineates behavioral expectations and the means for holding students accountable when allegations of misconduct arise. The Code of Conduct also affords students certain rights designed to ensure due process and the basic rights granted through contractual obligations.

The Code of Conduct and disciplinary process emphasize the development of the individual's acceptance of his or her personal and social responsibilities and the protection of the campus community. The discipline system allows students to demonstrate their capacity for accountability, responsibility, and respect for others.

Reasonable efforts are made to foster the personal and social development of those students who are held accountable for violations of the Code of Conduct. In each student case, responsibility lies with the student for actions contrary to the Code of Conduct and subsequently the University mission.

There are alternative disciplinary processes that will be applied according to the circumstances, and more particularly, according to the severity of the violation or sanction being imposed. Through appropriate procedures, institutional disciplinary measures shall be imposed for conduct:

- that adversely affects the institution's pursuit of its educational objectives,
- that violates or shows a disregard for the rights of other members of the academic community; or,
- that endangers persons or property at a University-sanctioned event on or off institutionally controlled property.

The University reserves the right to require students to withdraw for medical, personal, physical, financial or any reasons otherwise determined by the Vice President for Student Affairs and Dean of Students and/or designee.

The University reserves the right to take action in such instances when the misconduct constitutes a violation of the Code of Conduct or is of such a serious nature that it suggests danger to any member of the University community (See Interim Suspension). In such cases, the University may initiate action whether or not legal action has been taken.
The University considers the Residence Halls and all campus property to be institutional property and directly under the jurisdiction of this Code of Conduct.

Not all violations of the Code of Conduct are of equal seriousness. In the following classification, the violations are divided into four levels according to severity. Charges and sanctions for offenses can be cumulative.

Student organizations are subject to the Code of Conduct as well.

ASSOCIATED POLICIES

Rights and Responsibilities of the Victim

Students who are victimized by violations of the University's Code of Conduct where the sanction of suspension or exclusion is sought against an alleged offender(s) shall be provided with certain rights. Although the actions shall be addressed during the disciplinary process, the right and responsibility for disposition of any individual complaint is reserved for the University. If a victim withdraws his or her complaint or refuses to cooperate during the course of the disciplinary procedures, the University reserves the right to proceed using other evidence that may be available. The rights provided to a victim are as follows:

1. The victim shall be advised, in writing, of the time and place of the hearing at least five (5) working days prior to the hearing;
2. The victim shall be given the opportunity to meet with the Vice President for Student Affairs and Dean of Students, or designee, to discuss the disciplinary process;
3. The victim shall be given the opportunity to submit a written account of the alleged incident;
4. The victim shall have the right to be accompanied by an advisor (faculty, student or staff member) for all stages of the process. The advisor participation shall be limited to advising the student. The student may not be accompanied by legal counsel unless legal charges apply;
5. The victim shall be afforded an opportunity to testify during the disciplinary hearing. During this testimony the student should expect cross-examination;
6. The victim has the right to decline to testify during a disciplinary hearing, with the knowledge that such action could result in the dismissal of the allegations for lack of evidence;
7. The victim shall be allowed to submit a written impact statement to the hearing body; and,
8. The victim shall be notified, in writing, of the hearing body's decision within 5 working days from the decision.

Rights and Responsibilities of the Accused

Every student at Reinhardt University is expected to conduct him or herself in a manner keeping with the University’s Statement of Purpose, the Reinhardt University Code of Honor, and Code of Conduct. Every student will be given a fair hearing, and each case brought before the designated hearing officer and the Judicial Council will be treated individually. Accused
students may have an advisor present at their hearings. Students may choose to settle judicial cases with the hearing officer.

Specific Rights of the Accused:
A. The right to receive written notice of charges within 24 hours if possible;
B. The right to discuss the alleged violations with the hearing officer or designee;
C. The right to receive a copy of the charges being brought against the student;
D. The right to a fair, impartial hearing that is kept closed and confidential unless with federal law, information is required to be released according to federal guidelines or a need to know basis;
E. The right to question witnesses;
F. The right to present evidence;
G. The right to know the outcome of the hearing as soon as possible;
H. The right to appeal.

Unbiased Adjudicator
Hearing officers shall remove themselves from hearing a case if they believe that they cannot be unbiased. The accused will be given the opportunity to object to a particular Council member if he or she believes the Council member cannot be unbiased. The Judicial Council in conjunction with the Vice President for Student Affairs and Dean of Students shall determine whether the Council member will continue to serve.

Closed Hearings
All proceedings of any hearings are closed, except for individuals as outlined in this process.

Hearing Record
Hearings are not recorded, as the decision letter serves as documentation of the evidence presented and decision reached.

Jurisdiction
Reinhardt University reserves the right to determine the jurisdiction (either disciplinary or academic) of an alleged violation based upon the facts and evidence related to the incident. Reinhardt University reserves the right to adjudicate violations of the Code of Conduct wherever they may occur.

Witnesses/Witness List
Witnesses may participate in hearings. A witness is a person who has personal knowledge of the incident at issue. A person who serves as a witness may not serve in any other capacity during the hearing. The accused must submit a list of witnesses to the hearing officer respectively no later than twenty-four hours before the hearing. The list should include each witness's name and a summary of the witness's expected testimony. It is the responsibility of the accused to bring his/her witnesses to the hearing at the scheduled date and time.

Presenting Evidence and Questioning Witnesses
The hearing officer will present the case material. The complainant may be present to represent any additional information he or she has regarding the alleged violation and present witnesses.
The accused will have an opportunity to present relevant information and witnesses in response to the charge. The accused will have the opportunity to examine all information leading to the charge and to respond to all witness testimony. The hearing body may question witnesses. The accused and complainant may question witnesses directly.

**Anonymous Evidence and Evidence Received Outside the Hearing**
The hearing officer and/or Judicial Council may refuse to accept or hear any evidence coming from an anonymous source or evidence that is presented outside of the hearing.

**Relevant Evidence**
Formal rules of evidence shall not be applicable. The hearing body will decide whether to admit evidence. The rules of evidence used in courts of law are not followed in this process. Generally, the hearing body will agree to hear evidence that is relevant to the subject matter of the hearing and is fair and reliable under the circumstances of the case. Unduly repetitious or irrelevant evidence may be excluded.

**Standard of Proof**
The hearing process operates on a “Good Faith Investigation and Reasonable Conclusion.” Standards of proof found in the legal system do not apply.

**Prior Disciplinary Records**
Disciplinary records remain on file throughout the students’ enrollment. If a student has a prior disciplinary record, that information is not available to the hearing body unless the accused is found in violation of a charge. Once determined to be in violation, the prior record may be considered in determining appropriate sanctions.

**Failure to Participate in the Adjudication Process**
During any stage of the adjudication process, should the accused fail to cooperate, ignores or otherwise does not participate in the adjudication process, the accused shall be subject to the decisions, recommendations and/or sanctions of the adjudicating body, even in his/her absence. If the accused fails to attend the Preliminary Review, Disciplinary Hearing and/or an Appeals Hearing, the hearing will proceed and a finding will be reached based upon available evidence. If the accused withdraws from the University prior to adjudication of the case, the case will still be resolved through the process outlined in this policy.

**Disregard of Sanction**
In order to promote a positive living/learning environment, it is essential for the members of the campus community to exercise good judgment and demonstrate respect for the Code of Conduct. The Code of Conduct is a standard set by the University and all sanction are expected to be completed in a timely manner and are to be taken seriously. Students who fail to complete all mandated sanctions could be prohibited from registering for classes, receiving grades, transcripts, diplomas or any other official documentation from the University.

**Student Disciplinary Records**
Disciplinary records, other than suspension or expulsion, are retained for seven (7) years after
graduation. Records of suspensions and expulsions are maintained indefinitely. A sanction may specify that records should be retained for a longer period. No reference to the suspension or expulsion will be made on the student's transcript unless the sanction so specifies. All disciplinary records are kept confidential. Other Reinhardt University officials are notified, however, when appropriate under the Federal Educational Rights and Privacy Act (FERPA) guidelines. Disciplinary records may be released to other institutions or should "right to know" standards apply as required by law.

**Probation (ie Probated Suspension/Probated Expulsion)**

Probation (i.e. Probated Suspension/Probated Expulsion) involves a definite or indefinite period of time in which a student is permitted to remain enrolled at the University on a probationary status and allowed to continue on a restricted basis with his/her academic studies and co-curricular and extracurricular activities, and is required to show a positive change in behavior.

During the period of the probation, the student may be required to satisfy specified stated conditions or requirements such as exclusion from University housing, exclusion from participation in University athletics or other student extracurricular or social activity, and that the student may not be a candidate for or hold elective or appointive office in any University organization.

Probation constitutes a warning that if a student is found responsible for a similar violation or if there are any additional violations of the Code of Conduct during the period of probation, at the discretion of the hearing officer, the student will face severe disciplinary sanctions, and will most likely result in the student’s immediate separation from the University (suspension or expulsion).

For students on disciplinary probation for a semester-specific amount of time, the probation remains in effect until the beginning of the first semester subsequent to the probation semester(s).

**Letter of Warning**

A letter of warning to a student indicates that his or her conduct is in violation of the Code of Conduct but is not sufficiently serious to warrant further disciplinary sanctions and that no sanctions will be applied for this specific issue. The Letter of Warning serves as an admonition to the student as well as summarizing the violation and corrective measure and advises the student about possible future consequences should that behavior continue. The Letter of Warning is placed in the student’s Judicial File and will be made available to any hearing body or officer should further violations of the Code of Conduct occur.

**Interim Suspension**

The Vice President for Student Affairs and Dean of Students or a designee may suspend a student for an interim period pending appropriate proceedings. An interim suspension is to become effective immediately, without prior notice, upon a finding by the Vice President for Student Affairs and Dean of Students or a designee that the continued presence of the accused student on the University campus poses an immediate or substantial threat to the well being of the accused or any other member of the University community. This threat may be to the integrity of institutional property or the personal property of members of the University
community, or when the accused student might pose a substantial disruption to the continuance of normal University functions.

During an interim suspension, the student shall be denied access to the residence halls and/or campus (including classes), and/or all other University activities or privileges for which the student might otherwise be eligible based on what the Vice President for Student Affairs and Dean of Students or a designee may determine to be appropriate.

A preliminary hearing will be held by the Vice President for Student Affairs and Dean of Students or designee within five (5) business days of the interim suspension to determine if the suspension should continue. A formal hearing concerning suspension or exclusion shall be held no later than five (5) business days after the preliminary hearing of the interim suspension.

ASSOCIATED INDIVIDUALS AND GROUPS

The Accused
"Accused" refers to the student that is being charged with an alleged violation of the Code of Conduct.

The Complainant
"Complainant" refers to the person that is reporting the alleged violation.

Hearing Officer (Administrative Hearing Officer)
The Vice President for Student Affairs and Dean of Students will appoint a member of the student affairs staff to serve as the hearing officer responsible for adjudicating disciplinary cases. The role and responsibility of the hearing officer is to serve as an initial investigator and hearing officer for student disciplinary violations as well as a co-advisor to the Judicial Council.

Please note: The Vice President for Student Affairs and Dean of Students reserves the right to serve as the administrative hearing officer when, in his/her judgment, a violation of the Code of Conduct has occurred, and the health and welfare of an individual student or members of the community is best served by doing so. Appeals of any action resulting from such procedures may be presented to the Judicial Council.

Judicial Council
The Judicial Council, composed of students, faculty and staff may serve as the initial hearing body as well. The Judicial Council will also serve as the first level of appeals regarding disciplinary findings and sanctions from the administrative hearing officer. The composition of the Judicial Council is established in the Constitution of the Student Government Association.

Chairperson of Judicial Council
During a formal hearing of the Judicial Council, the senior faculty member present shall serve as the chairperson of the Judicial Council during hearings and deliberations. The Judicial Council chair is responsible for maintaining order during the hearing and may take all steps reasonably necessary to ensure an orderly hearing. The chairperson of the Judicial Council
during hearings and deliberations may only vote in the case of a tied vote. The Chairperson writes the hearing decision on behalf of the Council at the conclusion of the hearing.

**Witnesses**
A witness is a person who has personal knowledge of the incident at issue. A person who serves as a witness may not serve in any other capacity during the hearing.

**Multiple Parties**
If one incident results in more than one student being charged with violating the University's Disciplinary Code of Conduct, the hearing officer or the Judicial Council may request that the hearings be combined. A student may request a separate hearing, which will be granted for good cause shown. In case of dispute, the hearing officer or Judicial Council's decision is final.

**Advisors**
The accused may bring an advisor to the hearing for personal support. The accused must notify the University's designated hearing officer or the Judicial Council respectively at least twenty-four hours in advance of the hearing of his/her intent to have an advisor and the advisor's name. All advisors must be members of the University community (faculty, student or staff member) must have no other role in the hearing, and may not address the Judicial Council on behalf of the advisee or otherwise represent their advisees. The accused may be represented or accompanied by legal counsel only if criminal or civil charges apply.

**THE ADJUDICATION PROCESS**

The following protocols and procedures shall be observed:
- The accused shall be advised, in writing, of the time and place of the hearing at least five (5) working days prior to the hearing.
- The accused shall be afforded reasonable access to incident reports or other pertinent documents (as determined by the Vice President for Student Affairs and Dean of Students) prior to and during the hearing.
- The accused is responsible for presenting his or her own case, and the accused has the privilege of presenting pertinent documents, written information, or witnesses subject to the right of cross examination by the hearing officer and/or the Judicial Council.
- The accused has the right to a fair, impartial hearing that is kept closed and confidential unless, in accordance with federal law, information is required to be released by a valid court order.

**Step 1 - Reporting of Disciplinary Violations**
Student disciplinary complaints may come from a variety of sources including public safety incident reports, residence life reports, other students, faculty, staff, and off campus individuals. All alleged disciplinary violations received will be reviewed by the hearing officer to determine validity and be referred for further investigation and possibly disciplinary action.

**Step 2 -- Preliminary Review**
Upon receipt of a report of an alleged violation from any source, the designated hearing officer has the duty to investigate, and consult with relevant parties regarding the incident in question.
The hearing officer will first review the report and relevant evidence. Following the initial review of the report/evidence and meeting with the involved parties, the hearing officer will then determine if the report would constitute a violation of the Disciplinary Code of Conduct. A determination will be made and the accused will be advised as to whether or not subsequent disciplinary proceedings are necessary. If the hearing officer determines that proceedings are necessary, the accused will be afforded a hearing with the appropriate adjudicating body.

The accused that has been alleged to have violated the Code of Conduct will receive written notice detailing the incident and of charge of alleged disciplinary violation(s) within five (5) working days of the charges against him or her and the privilege of speaking in his or her own behalf. During the course of a Preliminary Review, the hearing officer will meet with the accused that has allegedly violated the Disciplinary Code of Conduct. At that time the accused will be given the opportunity to explain his or her version of the incident and present evidence in his or her behalf. A Preliminary Review may be converted into a Disciplinary Hearing if the student elects to do so. In the case where an accused accepts responsibility, the hearing officer will adjudicate the case and describe the terms of sanctions.

When a violation has occurred in the judgment of the hearing officer, but the accused claims innocence, a hearing is required. The accused may choose one of the following avenues to have their case adjudicated:

- Admit to the alleged violation(s) and request that the matter be resolved through the Administrative Hearing option. By choosing this option, you understand that you are admitting to being responsible as charged and wish to have your hearing adjudicated by a campus hearing officer.
- Deny the alleged violation(s) and request that the matter be resolved through the Administrative Hearing Option. By choosing this option, you understand that you are not admitting responsibility for the infraction and wish to have your hearing adjudicated by a campus hearing officer.
- Admit the alleged violation(s) and request that the matter be resolved through the Judicial Council option.
- Deny the alleged violation(s) and request that the matter be resolved through the Judicial Council option.

Please note: The hearing officer may refer to the Judicial Council any case which is unduly complex or which contains a genuinely disputed issue of the facts(s).

**Step 3 - Disciplinary Hearing**

Upon completion of a Preliminary Review a Disciplinary Hearing will be scheduled within five (5) working days unless the student waives his right to a hearing. If the accused fails to appear for a disciplinary hearing their case will be heard even in their absence.

The decision of the judicial body will be based on the facts and testimony presented at the hearing. If the accused chooses to accept the decision offered by the hearing body, the decision and assignment of sanctions is final. Following the Disciplinary Hearing, the accused will be informed in writing of the decision by the hearing body. Cases that involve the recommendation
of suspension or expulsion will be reviewed by the Vice President for Student Affairs and Dean of Students or designee.

The hearing body will determine whether the accused is "responsible" or "not responsible" for the alleged violation. In regards to the cases heard by the Judicial Council, a majority vote is needed to determine responsibility.

The accused will be presumed "not responsible" until proven otherwise by the good faith investigation/reasonable conclusion standard. This standard is reached when the hearing body concludes that it is more likely than not that the accused violated the Code as alleged in the charge.

The hearing body will provide a written decision stating how the decision was reached. If the accused is found responsible, the hearing body will recommend sanctions to be imposed. When doing so, mitigating and aggravating circumstances may be considered. Factors that may be considered include the following:

1) Past disciplinary history of the accused;
2) Nature of the offense;
3) Whether the accused promptly took responsibility for his or her actions;
4) Any lack of honesty or cooperation by the accused during any investigation or judicial proceeding.

All decisions involving suspension or expulsion take the form of recommendations to the Vice President for Student Affairs and Dean of Students.

The accused will be advised, in writing, of the hearing body's decision within five (5) working days of the decision. A hearing body may deliver the decision in person or via U.S. mail or e-mail, as well as the method of appeal.

Upon receiving the decision of the hearing body, the accused has a right to appeal the decision as described below.

**Step 4 - Appeals**

If the accused chooses to appeal the decision of the original hearing body, the matter will proceed to the appropriate appellate body. Should the accused choose the Judicial Council as the initial hearing body, the appointed administrative hearing officers shall serve as the appeals body. Should the accused choose the administrative hearing option as the initial hearing body, the Judicial Council shall serve as the appeals body. In cases where the Vice President for Student Affairs and Dean of Students adjudicates cases, the Judicial Council will serve as the appellate body. As stated earlier, all cases involving suspensions and expulsion will be reviewed by the Vice President for Student Affairs and Dean of Students.

A general dissatisfaction with a disciplinary decision is not grounds for an appeal. Grounds for appeal may be based on one or more of the following:

- An error in disciplinary procedure by the body of the original jurisdiction that prejudiced the accused to the extent that he or she was denied a fundamentally fair
hearing as a result of the error;
- The emergence of new evidence that could not have been previously discovered by the exercise of due diligence and/or was not reasonably available at the time of the hearing and which, had it been presented at the disciplinary hearing, would have substantially affected the decision of the adjudicating body; or,
- There was a clear abuse of discretion on the part of the hearing body.

If the accused chooses to appeal the finding or sanctions of the original hearing body, a written appeal must be submitted within (5) five working days of receiving the decision stating the appropriate ground for appeal and any viable solutions. The appeal should be submitted to the hearing officer. During the time the decision is under appeal, findings and sanctions are placed on hold until a final decision can be made. Under rare circumstances, the University reserves the right to invoke or remove certain privileges and require the appeal be made from off campus. Interim suspensions as described in this process may apply as well. Action available to the appellate body is as follows:
- Affirm the finding and sanctions imposed by the original adjudicating Judicial Officer and/or the Judicial Council;
- Affirm the finding/decision and reduce, but not eliminate, the sanction;
- Remand the case to the original adjudicating body if specified procedural errors were so substantial as to effectively deny the accused of a fair hearing; or if new and significant evidence becomes available that could not have been discovered by a properly diligent investigation before or during the original hearing, the decision of the lower board on remand shall be final and conclusive, or
- Uphold the appeal and set aside the original finding if it is held to be arbitrary and capricious or if new evidence provides sufficient proof of innocence.

The appellate body will render a written decision regarding the appeal within five working days of the appeal meeting. The appeal decision may modify the hearing officer and/or Judicial Council decision, including sanctions, as warranted. The appeal decision is final.

**Step 5 – Post Adjudication Process**

If the accused fails to comply with the sanctions finally imposed upon him/her within a specified time period, the hearing officer and/or Judicial Council and/or Vice President for Student Affairs and Dean of Students may impose additional charges on the Party. In addition to the sanctions, the University may restrict the student’s future registration privileges with the University. Such a restriction may result in the cancellation of all pre-registered courses. The restriction remains in effect until the outstanding matter and sanctions have been resolved.

**DISCIPLINARY OFFENSES**

Not all violations of the Code of Conduct are of equal seriousness. In the following classification, the violations are divided into four levels according to severity and sanctions, and each offense is cumulative. Cumulative means that a second offense in any of the four levels may result in the second offense moving the charge to the next level. The hearing body reserves the right to increase the violation-level based on the severity of the offense. Individual or
organizational misconduct that is subject to disciplinary sanction shall include but not be limited to the following penalties:

**LEVEL I: Reprimands and/or $25 fine and 0-20 Hours of Community Service**
Reprimands generally provide a stated period of time during which the accused is on notice that any further violations of the Code of Conduct will result in a more severe sanction. Reprimands are the usual action taken for Level I violations although other actions, such as fines or restrictions, may be added with whatever content the Vice President for Student Affairs and Dean of Students deems appropriate.

Level I Violations include but are not limited to:
- **A.** Disorderly conduct, excessive noise, irrational or disruptive behavior, indecent or obscene conduct or language on University property or at a University-sponsored and supervised event, disrespect of any University community member or guest;
- **B.** Continued violation of courtesy or quiet hours in the residence halls;
- **C.** Improper use of fire (including the burning of candles, incense, etc.);
- **D.** First offense possession of a pet other than a fish. *Note: Tank size should be no larger than 1 gallon;
- **E.** Unauthorized visitation in residence halls, which includes unauthorized overnight guests or unescorted guests;
- **F.** The display of signs, clocks, stickers, posters, or other objects relating to alcoholic beverages, drugs, drug paraphernalia, or obscene materials; nude, partially nude, sexually provocative pictures or other objects;
- **G.** Wearing of apparel or buttons that display or primarily promote alcoholic beverages or drugs or that are obscene in nature;
- **H.** Gambling on campus;
- **I.** First offense possession or use of alcohol, or
- **J.** First offense of smoking/tobacco use in non-designated areas;
- **K.** Aiding and/or abetting in the violation of any of the provisions of this Code of Conduct.

**LEVEL II: Restrictions and/or $50 fine and 20-30 Hours of Community Service**
The term restrictions shall be defined at the discretion of the Vice President for Student Affairs and Dean of Students or designee. The hearing body may designate a period of time when certain privileges are denied (i.e. residence visitation, right to hold an office in a campus organization, participation in intramural or intercollegiate athletic sports, participation in campus activities, etc). Restrictions may also designate a period of time when certain requirements are placed upon the one being disciplined (attending counseling sessions, volunteer work for community agencies, campus clean-up, etc.). Failure to comply with conditions of campus restrictions may result in suspension from school.

Level II Violations include but are not limited to:
- **A.** Property damage or theft less than $500.00 (reimbursement for damages will always be required in addition to the stated fine);
- **B.** Refusal or failure to respond to a request to report to or cooperate with a University official (including Public Safety Officers, Residence Life
Coordinators, and Resident Assistants), deceiving a University official;
C. Second offense - visitation violation;
D. Storing, possessing, or igniting of firecrackers or fireworks;
E. Invasion of privacy by trespassing or being present in another person's office or area without authorization, unauthorized use of or entry into a University facility;
F. Tampering with a witness before or intimidating a witness after a judicial hearing, failure to cooperate with the hearing officer or Judicial Council;
G. Misuse of University electronic and computer resources including improper internet usage (minor infraction);
H. Pranks in any form;
I. Second offense of alcohol possession or use;

**LEVEL III: Probated Suspension/Suspension and/or $100.00 fine and 30-50 Hours of Community Service**

Violations at Level III may result in probated suspension/suspension from the University, although other disciplinary actions, such as loss of residential living privileges, may be considered as well. Students can be dismissed from residential halls or restricted from visitation. Suspension is a separation from the University for a specified period of time. During a University suspension, a student is excluded from classes and all other University privileges or activities. Often the student is prohibited from the campus as well.

Level III Violations include but are not limited to:

A. Property damages or theft of more than $500.00 (reimbursement for damages will always be required in addition to the stated fine);
B. Tampering with fire equipment, setting off a false fire alarm;
C. Third offense of alcohol possession or use;
D. Bullying, harassing, threatening or other conduct jeopardizing the health, safety, or civil rights of any member of the Reinhardt University community (includes sexual, mental, or physical harassment whether by an individual or group); generally, harassment on the basis of religion, disability, race, or gender including conduct that has the purpose, or has the reasonably foreseeable effect, of interfering with an individual's academic efforts, employment, or participation in institutionally sponsored activities, including any activity that creates an intimidating, hostile, or demeaning environment;
E. Violation of Sexual Ethics policy;
G. Arrests for violations of local, state, or federal laws.

**LEVEL IV: Probated Expulsion/Expulsion**

A level IV violation may result in expulsion from the University, which means permanent dismissal from the University. However, a Level IV violation may result in whatever sanction the Vice President for Student Affairs and Dean of Students deems appropriate.

Level IV Violations include, but are not limited to, the following:

A. Vandalism in excess of $500.00 (reimbursement for damages will always be required in addition to the stated fine);
B. Reckless endangerment of life, including violent, abusive, disruptive, or destructive behavior;
C. Forgery, falsification, or other misuse of University documents, records, or identification cards;
D. Physical or mental abuse (including bullying) of any member or guest of the University community on institutional premises or at University-related activities;
E. Sexual violence, sexual assault, rape, attempted sexual assault, or attempted rape, (resulting in contacting local authorities immediately);
F. Use, storing or possession of weapons or firearms of any kind (with or without permit) anywhere on campus, including residence hall or vehicle;
G. Use or possession of illegal drugs (violation of state or federal laws).

OTHER GUIDING POLICIES

Residence Hall Guidelines
Cumulative violations of the Code of Conduct or proof of a Level III or Level IV offense may mean dismissal from the residence halls. The role of the Residence Life Coordinators and Resident Assistants is to help provide and ensure a safe and comfortable living and learning environment for resident students. However, when violations of the University Code of Conduct occur in the residence halls, the Residence Life Coordinators and the Resident Assistants have the authority to deal directly with some violations and to make recommendations to the Office of Student Affairs and Residence Life. It should also be noted that refusal or failure to respond to or cooperate with a Residence Life Coordinator or the Director of Residence Life is in itself a Level II violation. Guests of residents are expected to abide by all the residence hall regulations, and residents are responsible for their guests’ behavior. When at all possible all Level I and Level II violations will be handled directly by the Director for Residence Life and/or designee. Please note: Residence Life personnel will assist residents when locked out of their room. The first two unlocks are free. Additional unlocks will be based on an incremental $5 fee (i.e., $5, $10, $15, etc).

Reinhardt University Police Academy Guidelines
The Reinhardt University Public Safety Institute is certified to conduct basic law enforcement training under the auspices of the Georgia Peace Officer Standards and Training Council (POST). In accordance with the POST Uniform Law Enforcement Academy Regulations, Reinhardt University has established certain objective rules of conduct, which are specific to Peace Officer Candidates enrolled in the Basic Law Enforcement Training Course (BLETC). The rules and regulations have been established to ensure the safety of all students and to preserve a proper learning environment for this unique pre-professional training program. Said rules and regulations are contained within the Police Academy Student Handbook.

Peace Officer Candidates may be dismissed from the Academy for any infraction. Candidates alleged to have violated Academy rules and/or regulations stipulated by the Georgia POST Council are subject to a separate and distinct Academy administered disciplinary process. Whenever a student is dismissed from the Basic Law Enforcement Training Course as a result of
disciplinary action, the student is provided a hearing as dictated by the Uniform Law
Enforcement Academy Regulations.

Students who are expelled or dismissed from the Basic Law Enforcement Training Course for
disciplinary reasons are not entitled to a refund of any deposits, tuition or fees paid. The
disciplinary action shall be reported to the Georgia POST Council and said student shall be
withdrawn by the Vice President for Academic Affairs and/or designee for academic courses not
completed.

**Alcohol and Other Drug Policies**

Reinhardt University promotes the education of the whole student. The University is concerned
about ways in which alcohol and drug use and abuse may affect the primary academic mission
of the institution, its overall atmosphere and the personal well-being of the University
community. The University has the duty to exercise the degree of care that a reasonable person
would to ensure that private and public events are conducted in accordance with state law.

The primary objectives of Reinhardt University’s policies and procedures related to alcoholic
and other drugs are; (a) to promote responsible behavior and attitudes among all members of the
University community; (b) to educate the university community concerning the use and effects
of alcoholic and other drugs in order to promote responsible decision-making; and (c) help
individuals experiencing difficulties associated with the use of alcohol and other drugs.

**Effects of Alcohol and Other Drugs**

There are many well-documented risks and negative effects associated with the use of alcohol
and other drugs, affecting not only the individual user, but also his or her family, friends and
roommates. Alcohol and other drug abuse is frequently a factor in cases of incidents on campus.
The misuse of alcohol and other drugs, including prescription drugs, inhibits educational
development and results in decreased productivity, serious health problems, and a breakdown of
family structure. Repeated use of alcohol and drugs can lead to dependence. The abuse of
alcohol and other drugs affects all socioeconomic groups, age levels, and the unborn. Other
problems associated with alcohol and other drug use/abuse include negative impacts on health,
poor academic or job performance; relationship difficulties, including a tendency toward verbal
and physical violence; financial stress; injuries or accidents; and violations of the law such as
driving under the influence and willfully destroying property.

**Alcohol Policy**

Alcohol is strictly prohibited on campus. Use, possession, sale, and/or acting under the
influence of alcoholic beverages on campus will be determined by the following:

a) Physical evidence: any container of an alcoholic beverage whether empty, full, or
   partially full will constitute sufficient evidence to find a student (or students), in a
   room (or suite) or in an automobile, guilty of possession of alcoholic beverages
   on campus.

b) Physiological Evidence: any physiological indication of intoxication.
   At the discretion of the Vice President for Student Affairs and Dean of
   Students, the following disciplinary actions may be taken:
   - Written warning on file in Vice President for Student Affairs and Dean of
Students office, mandatory evaluation through the Reinhardt University Counseling Center, and a letter may be sent to parents.

- Recommended counseling, letter to parents and possible dismissal from residence hall, and 20-30 Hours of Community Service.
- Dismissal from residence hall or from University.

**Illegal Drug Policy**

Use, possession, sale, or being under the influence of illegal drugs, including but not limited to narcotics, hallucinogens, cocaine, amphetamines, or illegally used prescription drugs, or evidence of drug paraphernalia is strictly prohibited and may result in immediate dismissal from residence halls and/or from Reinhardt University.

General provisions regarding the possession and distribution of illegal drugs possession, sale, or use of narcotic, mind-altering, or other illicit drugs, except for one's own prescription by a licensed physician, is prohibited by the University. local ordinances, as well as state and federal laws. Possession or use of prescription drugs prescribed to another individual is prohibited by the University. The resale of one's own prescription is prohibited by the University.

Reinhardt University will cooperate with all law enforcement agencies in the enforcement of such laws, on campus and off, and will not protect a student from such enforcement. Anyone who violates the drug policy is subject to the University's sanctions and to criminal sanctions. Therefore, in addition to the University sanctions listed below, criminal penalties may be imposed upon a person convicted of an offense.

Reinhardt University will assist students who voluntarily submit themselves to University officials for counseling and help with the misuse of alcohol or drugs. Under no circumstances will Reinhardt permit students to sell or distribute drugs to others.

Persons convicted of drug possession under state or federal law may be ineligible for federal student grants and loans.

**Synthetic Marijuana Policy**

The possession, use, distribution, control of, and/or aroma of synthetic cannabinoids (otherwise known as synthetic marijuana) is also strictly prohibited and may result in immediate dismissal from residence halls and/or from Reinhardt University. Moreover, possession, control of, delivery of, distribution of, administration of, or use of synthetic marijuana is illegal in the United States and Georgia.

Individuals found responsible for manufacturing, possessing, importing/exporting or distributing these substances will face university, criminal and or civil sanctions. Reinhardt University students engaging in these activities will also be held responsible under the University’s drug policy.

Synthetic marijuana is a mixture of herbal and chemical ingredients that mimic the effects of tetrahydrocannabinol, or THC, the active ingredient in marijuana. Side effects of synthetic
marijuana may include increased heart rate, paranoid behavior, agitation and irritability, nausea and vomiting, confusion, drowsiness, headaches, hypertension, electrolyte abnormalities, seizures, loss of consciousness and death.

**Athletics Drug Policy**
For those individuals who are members of NAIA sanctioned teams, positive results of drug testing will be referred to the Vice President for Student Affairs and Dean of Students or designee for processing to begin a formal hearing.

**Sanctions for Possession with Intent to Sell or Distribute**
Reinhardt University students found responsible for possession with intent to sell or distribute illegal drugs on campus and/or off campus may be expelled from Reinhardt University.

**Sanctions for the Possession of Drug Paraphernalia**
Students may not use or possess drug paraphernalia on campus. Possession of these devices may result in a charge of a violation against the drug policy and the Code of Conduct.

**Federal Regulations on a Drug-Free Workplace**
The Federal Drug Free Schools and Communities Act Amendments of 1989 require all public and private institutions of higher education to develop, distribute, and publicize a policy outlining the following:

(1) Standards of conduct and sanctions;
(2) Health risks;
(3) Information on assistance and counseling;
(4) Educational programs; and,
(5) Legal sanctions regarding alcohol and drug use.

The intent of the legislation is to address the problem of underage and irresponsible drinking and/or use of illicit drugs on University campuses.

**Smoking/Tobacco Use Policy**
Reinhardt University has adopted a campus wide smoking and tobacco use policy to establish a clean and healthy environment for the entire community. Failure to use tobacco products in designated areas will result in a violation of the Code of Conduct. The first violation of this policy will result in a Level I violation and each continuous offense will move up to the next level. This policy includes use of tobacco within the residence halls and apartments.

**Sexual Ethics Policy**
In the context of Reinhardt's purpose and religious commitment, we believe that human love and sexuality find their most natural expression through marriage. Therefore, the University, in order to encourage students to refrain from pre-marital sexual relations and to engage in prudence and social responsibility, prohibits sexual contact and other inappropriate sexual behavior on its campus and considers such to be a violation of the Code of Conduct. Failure to abide by the sexual ethics policy will result in the Vice President for Student Affairs and Dean of Students (or designee) assigning the appropriate sanctions as outlined in the Code of Conduct.
EDUCATION AND COUNSELING FOR ALL STUDENTS

Education
Reinhardt University is committed to education and the sound development of mind, body, and spirit. Therefore, a commitment to alcohol and drug education is a continuing priority at Reinhardt University. Educational programs are organized and conducted throughout the year to promote continued awareness and to encourage an attitude of concern and caring for others. Information on responsible use, effective social planning, indications of abuse or addiction, and resources for assistance are available through Reinhardt University Counseling Services. Examples of these programs include, but are not limited to:
   a) Residence Life programming facilitated by the Residence Life Staff;
   b) Student wellness seminar;
   c) Alcohol Awareness and other focus weeks;
   d) Community-wide educational programs;
   e) Training opportunities and workshops for members of student organizations; and,
   f) Substance-free social events in collaboration with Office of Student Activities and student organizations.

Counseling
Students are encouraged to look out not only for their own health and safety but also for that of their peers. When a student's health and/or safety is threatened or appears to be in jeopardy, immediate actions should be taken to prevent injury/illness/danger. The action might include calling a staff member in Health Services, Public Safety, Student Affairs, or the Residence Life offices to request assistance in handling the emergency. Whatever the particular need or problem, it is important to respond in a responsible and timely manner. While appropriate discipline is necessary, the University's first and foremost concern is the health and safety of its students, faculty, and staff.

Reinhardt is also committed to providing students with confidential referrals for professional assistance if it is needed. An awareness of the negative effects of alcohol consumption or drug use may assist a student in his or her efforts to make safe and responsible choices about alcohol and drugs. A student may make an appointment with a specialist for an assessment and/or counseling by contacting the Counseling Center. Counseling services are available to Reinhardt students on a time-limited basis. There is a network comprised of counselors in the local area who see Reinhardt students in their offices or on campus. Long-term counseling, specialized services, or outpatient/inpatient therapy are not covered by the tuition and fees.

Counseling, Evaluation, and Treatment Programs
In some cases of misconduct, such as those committed under the influence of alcohol or other drugs, participation in an evaluation and/or treatment program by the University counselors or an assigned, approved counseling service may be recommended as part of a sanction. Such treatment may also be a condition of readmission to the University or a condition of remaining at the University.
STUDENT SERVICES
Reinhardt University offers services available to students for their benefit and well being, as well as to help students improve their opportunities for a successful University career. The student services at the North Fulton Center include academic advisement, career advisement, counseling, financial aid, and tutoring through the Center for Student Success, please contact 770-720-5950. In addition, computers are available for student use and a librarian is on site Monday – Thursday evenings.

OFFICE HOURS
Monday – Thursday 8:30 a.m. – 7:00 p.m.  Friday 9 a.m. – 3 p.m.

ACADEMIC ADVISEMENT
Advisors are available to students during office hours at the Center. Once students have declared an academic major, faculty in that discipline will advise them regarding degree requirements, change of major, and satisfactory academic progress. Advisement/Registration sessions are arranged for Summer/Fall registration and Spring registration.

REINHARDT UNIVERSITY BOOKSTORE
Reinhardt University bookstore is located on the bottom floor of the Hasty Student Life Center. The bookstore carries a wide variety of items including new and used textbooks, ebooks and rental books as well. Also offered are school supplies, clothing and emblematic gifts, and convenience products. Students can shop 24/7 at the online bookstore through the Reinhardt University website. And students are provided with a buyback program to sell their textbooks back for cash.

CAREER SERVICES
Career advisement is available to students throughout the year. To schedule appointments with the counselor, contact the North Fulton Center staff.

COMPUTER LAB
North Fulton Center has three computer labs. Computers in the library are also available. For information about computer lab use, please call the North Fulton Center at (770) 720-9191. No food or drink are allowed in the computer labs.

FINANCIAL AID
Financial aid is typically defined as a combination of grants, scholarships, loans and work-study. The Office of Financial Aid acts as the single resource for students interested in any type of financial assistance. Students are encouraged to take advantage of every resource available to them to assist financing their education. The Office of Financial Aid is ready to assist students through the process. Students may call (770) 720-5667 for more information. Forms are located on Financial Aid website www.reinhardt.edu/financial. Federal and state financial aid assistance are available for qualifying part/full time students.
LIBRARY SERVICES
The North Fulton Center library is open during regular business hours. Computers for accessing GALILEO and the Hill Freeman Library catalog are located in the library. Students may check out books onsite or order books from the Waleska library that will be couriered to the North Fulton Center. A library assistant is available at the center Monday – Thursday evenings from 4:00-10 p.m.

PERSONAL COUNSELING
Personal counseling is available to help students who may be experiencing personal problems concerning school, family, friends or work. To schedule an appointment, please contact (770) 720-5548 to meet with a counselor.

BUSINESS OFFICE
Students may take care of the following services at the North Fulton Center: payments, book vouchers, tuition assistance, reimbursements and TMS.

INFORMATION TECHNOLOGY
To report problems with the technology related issues including email, IDs, and passwords please contact 770-720-5555.

GRADUATION
Pertinent information will be mailed from the Office of Records, Registration & Advisement concerning graduation procedures.
EMERGENCY PROCEDURES

SEVERE WEATHER

If indoors:
- Move quickly to a safe interior area without windows (i.e. hallway, basement, restroom).
- Move to the lowest level using stairways, NOT elevators.
- If possible, close all doors as you leave an area.
- Stay away from windows, doors, and exterior walls.
- Do NOT go outdoors.

If outdoors:
- Get inside, if possible.
- Stay away from trees, power lines, utility poles, and other hazards.
- Curl up in a ditch or low-lying area; stay low to the ground; use your arms to protect your head and neck.

SUSPICIOUS PERSON

- Call Public Safety: 5911 or 770.720.5911
- Do not confront the person.
- Do not let anyone into a locked building or office.
- Do not block the person’s access to an exit.

SUSPICIOUS PACKAGE/ OBJECT

- Call Public Safety: 5911 or 770.720.5911
- Do NOT use a cell phone!
- Do not touch or disturb the object.
- Notify your instructor or supervisor.
- Be prepared to evacuate.

ARMD/VIOLENT PERSON

Call 911, or from a campus phone, 8-911.
Then call 770.720.5911, or from a campus phone, 5911.
If indoors:
- Close and lock all windows and doors.
- If you can do so safely, get on the floor and out of sight.
- If safe to do so, remain there for the “all clear” instruction.
If outdoors:
- If it is possible to flee the area safely and avoid danger, do so.
- If flight is impossible, stay out of sight and remain silent.
- Wait for the “all clear” instruction.

FIRE

- Remain calm.
- Activate the nearest fire alarm pull station on your way out.
- Call Public Safety: 5911 or 770.720.5911
- Evacuate the building.
- Do NOT use elevators.
- Do NOT re-enter the building.

HAZARDOUS MATERIALS RELEASE

- Move away from the hazard and stay up wind and up hill.
- Call Public Safety: 5911 or 770.720.5911
- Alert others to stay clear of the area.
- Follow the instructions of emergency personnel and inform them if you have been exposed.

POWER OUTAGE

- Remain calm; provide assistance to others, if necessary.
- Move cautiously to a lighted area. Exits may be indicated by lighted signs if the emergency power is operating.
- Turn off and unplug computers and other voltage sensitive equipment.

EVACUATION

- Remain calm.
- Evacuate using the nearest safe stairs and safe exit.
- Do NOT use elevators.
- Gather personal belongings if safe to do so.
- Follow directions given by emergency personnel.
- Go to designated assembly areas.
- Assist persons with disabilities or injuries if safe to do so without jeopardizing your safety.
- If you are unable to evacuate due to physical disability, go to a safe location and wait for assistance. Ask others to inform emergency personnel of your location and status.

If safe to do so:
- Turn off all electronics including computers (except in case of leaking gas or other flammable substances).
- Secure any hazardous materials or equipment before leaving.

IN CASE OF EMERGENCY, CALL:

Cherokee County Emergencies Services
911

Reinhardt University Public Safety
770.720.5911
# EMERGENCY ASSEMBLY GUIDE

## Reinhardt University

### DESIGNATED ASSEMBLY AREAS IN TIMES OF EMERGENCIES

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<td>Upchurch Maintenance Facility</td>
<td>Break room Area</td>
<td>Maintenance Gate</td>
</tr>
<tr>
<td>West Apartments</td>
<td>1st Floor Hallway Between Rooms 107, 109, 111, 113</td>
<td>Front Lawn and Museum Parking Lot</td>
</tr>
</tbody>
</table>

Updated: 6.25.13