Dear Reinhardt Students,

It is my pleasure to welcome each of you to Campus for the start of the 2010-2011 academic year. I would like to extend a special welcome to the newest members of our community, the Class of 2014, 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 you and get involved!

This handbook will provide you with 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!

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

The 2010-2011 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, Ga., 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.

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.

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.
ACADEMIC AFFAIRS

Information regarding the academic program, policies and procedures can be found in the Academic Catalog.
STUDENT AFFAIRS

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 x5634
The Norman W. Paschall Office of Campus Ministry provides opportunities for spiritual 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 persons in the college community regardless of religious affiliation.

**Worship**
Worship services are held regularly every week on campus, as well as at other special times throughout the year.

**Study**
Virtual Chapel-These weekly email devotionals from the College Chaplain include a centering verse and a brief reflection.

**Service**
Campus Ministry sponsors several mission/service opportunities during the year. The annual alternative spring break trip is often the year’s highlight. All opportunities (local, regional or worldwide) provide a memorable opportunity to serve others and to experience God in a new way.

**Fellowship**
Retreats—Several spiritual retreats are offered to students each year. These retreats vary in nature from exploring the call into ordained ministry to worshipping with other college students around the state at the Georgia Wesley Student Movement Retreat.

Campus Ministry—This is a coordinating body for religious life on campus. Everyone is invited. Its purpose is to build up the body of Christ at Reinhardt by upholding one another in prayer and spreading God’s love throughout the Reinhardt College campus.

**Religious Groups**
*These groups are open to ALL people, regardless of religious affiliation.*
- Wesley Fellowship (United Methodist)
- Baptist Collegiate Ministry
- R.A.C.E. (Reinhardt Athletes for Christ Everyday)
- Campus Catholics
- On Common Ground

**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 Campus Ministry leadership 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 Chaplain. Please see the “Religious Speaker/Event Request” form on the University website.
• Any para-church organization seeking relationship with Reinhardt University must first gain approval from the 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 Chaplain and can be removed from campus if concerns arise.

** The Chaplain’s office is upstairs in the Hasty Student Center, room 308. As Chaplain, I am here for you regardless of your religious affiliation. I seek to nurture and help you grow spirituality on campus. If there is anything that I can do to guide you in your faith journey, please let me know.

**INTERCOLLEGIATE ATHLETICS**

Reinhardt is a member of the Appalachian Athletic Conference (AAC) within the National Association of Intercollegiate Athletics (NAIA). Reinhardt fields 15 intercollegiate teams – eight for women and seven 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) and volleyball (women). Conference opponents include Bluefield (Va.) College, Bryan College (Dayton, Tenn.), Milligan College (Tenn.), Montreat (N.C.) College, Tennessee Wesleyan College (Athens, Tenn.), Union College (Barbourville, Ky.), the University and Virginia Intermont College (Bristol, Va.). Athletic facilities include basketball courts, a volleyball court, tennis courts, a weight room and fitness center, a training room, locker rooms, a racquetball court, and fields for baseball, soccer, softball and lacrosse.

**OFFICE OF COUNSELING SERVICES**

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:

- 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
x5548
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
x5542
The Student Health Center is open Monday through Thursday. Reinhardt University has a collaborative agreement with physicians in the local area. Appointments to see the physician can be made through the Student Health Services by calling x5542. In case of a health emergency, please call 911. The Student 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
• Free health information and wellness reference library
• Dispensing of non-prescription drugs per Campus Nurse

Health Policy for Students
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
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.

OFFICE OF RESIDENCE LIFE
x5539
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, all female freshmen
will reside in Gordy Hall and all male freshmen will reside in Cobb 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 and under the age of 21 must live in the campus residence halls, unless they live with their parents or spouse. In addition, enrolled students at the Main Campus receiving 51% of tuition through institutional scholarships must reside in the campus residence halls, unless they live with their parents or spouse.

The residence halls are staffed with a Residence Life Coordinator 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.

Important Residence Life Numbers

Office of Residence Life x5539

Residence Life Coordinators
Cobb/Roberts/ Halls.........................................................x9198
Gordy/Smith Johnston....................................................x9202
East/West Apartments....................................................x5510

Staff On-Duty (5pm-8am on weeknights, 24-hours on weekends)
Cobb/Roberts/ Halls..............................................................(770) 894-2755
Gordy/Smith Johnston..............................................................(770) 894-2757
East/West Apartments..............................................................(770) 894-2764

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’

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
X5911 OR 770-720-5911
The Office of Public Safety may be contacted for assistance by calling x5911 or (770) 720-5911. 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 to secure valuables by locking room doors and vehicles. A copy of the Campus Security Report is available upon request and may be viewed on the University website at 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 $10.

**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. 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 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 conducting a fire drill. Fire drills will be conducted throughout the year.

**Parking Services**
Vehicles operated by members of the campus community are required to be registered with the Office of Public Safety. To obtain a free parking permit go to [www.thepermitstore.com](http://www.thepermitstore.com). Once you have registered, you can pick up your permit at the Office of Public Safety located on the lower level of Paul Jones Hall. Information regarding Parking Policies is available in the Office of Public Safety and at [http://www.reinhardt.edu/publicsafety](http://www.reinhardt.edu/publicsafety). Public Safety enforces campus parking rules and regulations on a year round basis.

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

**Non-Emergency Numbers**
Parking and ID Services (770) 720-5789 (x5789)
Director of Public Safety (770) 720-5543 (x5543)
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 includes among other activities basketball, flag football and ultimate frisbee, dodge ball, and softball.

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. The Northwest Crescent Leadership Alliance is open to all students and meets throughout the year at colleges in the area. Through participating in these events, students have the opportunity to apply leadership skills in the community and in a variety of campus clubs and organizations. Leadership opportunities also exist for students through student organizations and activities.
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, the Body & Soul Expo, 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.

• 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 procedures, policies and regulations pertaining to student organizations, please refer to the current Handbook for Student Organizations or contact the Office of Student Activities.

**Academic Organizations**
- Arts-Humanities Alliance (AHA)
- History Club
- Debate Team
- Philosophy Club

*Reinhardt Organization of Student Educators (ROSE)*
*Reinhardt Pre-Nursing Club*

**Art Organizations**
- Artist of Reinhardt University (ARC)
- Reinhardt Anime Club

**Community Service Organizations**
- Circle K International
- Habitat for Humanity

**Honor Societies**
- Alpha Chi (General)
- Alpha Kappa Delta (Sociology)
- Beta Beta Beta (Biology)
- Lambda Pi Eta (Communications)
- Phi Alpha Theta (History)
- Pi Kappa Lambda (Music)
- Sigma Beta Delta (Business)
- Sigma Delta Pi (Spanish)
- Sigma Lambda (Student Programming)
- Sigma Tau Delta (English)
Leadership Organizations
- Resident Assistants (RA)
- Resident Housing Association (RHA)
- Student Government Association (SGA)
- Student Activities Council (SAC)
- Judicial Council (JC)
- Councils for Clubs & Organizations (CCO)
- Reinhardt University Captains (Student Recruiters)
- Orientation Leaders (OL)

Media Organization
- The Hiltonian (Newspaper)

Musical Organizations
- Collegiate Music Educators National Conference (CMENC)
- Collegiate Music Teachers National Association (CMTNA)

Political Interest Organization
- College Republicans

Recreational Organizations
- Cheerleaders
- Equestrian Club
- Paintball Club

Religious Organizations
- Baptist Collegiate Ministries
- Reinhardt Athletes for Christ Everyday (RACE)
- Campus Ministry
- Wesley Fellowship (Methodist Ministry Group)
- Campus Catholics
- On Common Ground

STUDENT GOVERNMENT ASSOCIATION
Student self-government plays a significant role in shaping the quality of student life at Reinhardt College. 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 its 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 or Council for Clubs & Organization, 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 and the
Council for Clubs & Organizations; 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 representatives from each class, one representative from each residence hall, six commuter representatives, six representatives from the student body at large, and two representatives from the Extended Campuses. 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. 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.

**Council for Clubs & Organization**
The Council of Clubs and Organization (CCO) serves as an integral element within the Student Government Association as a governing body for recognized and supporting clubs and organizations. The CCO membership is made up of one representative from each of the recognized student clubs and organizations, appointed by the respective clubs and organizations. The CCO is responsible for overseeing and coordinating the activities, recognition, funding, programming and leadership development for the betterment of all student clubs and organizations.

**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 for Academic Affairs and Dean of the College. 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 event planning and programming 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) 720-9221.

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.

Students interested in participating in instrumental ensembles may contact the following persons:
- Reinhardt Symphony Orchestra – Dr. Richard Bell (770) 720-9172
- Chamber Ensemble (Strings) – Nan Maddox (770) 720-9172
- Classical Guitar Ensemble - Matthew Anderson (770) 720-9172
- Brass Ensemble – Harry Maddox (770) 720-9172
- Percussion Ensemble – Olivia Keiffer (770) 720-9172
- Flute Ensemble – Kelly Bryant (770) 720-9172

Choral options allow students to perform at venues both on and off campus and also enable students to tour. Students interested in the following programs should contact the corresponding director.
- Concert Choir – Dr. Dennis McIntire (770) 720-9221

Private lessons are also available to students in strings, winds, brass, percussion, piano, organ, harpsichord, voice and guitar. Students interested in private lessons should call the School of Music at (770) 720-9221.

**COMMUTER 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

REINHARDT UNIVERSITY BOOKSTORE
770 479-9538
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.

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. Sam B. Hamby is the pastor of Waleska United Methodist Church. He can be contacted at x5617 or at (770) 479-4428 and can provide further information about Hagan Chapel and Waleska UMC activities.

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 College 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.

Policy and Procedure for federal refund checks for all Title IV funds (Stafford Sub. 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 SPURILL LEARNING CENTER
x9120
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, and Sunday from 2 pm until 11 pm. Reinhardt students have 24/7/365 access to our 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 Building. Library features include:

- Level 1 has 11 computer workstations, a printer, refreshment area, a restroom and an elevator.
- Level 2 houses 32 computer workstations, printers, scanners, photocopier, the circulation & reference service desk, group study areas, a media viewing room with a 72” screen television, Special Collections room, and staff offices. The current periodical, media, and reference collections, plus the new books display, are also located here.
- Level 3 is dedicated to quiet study space and the book and 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 during the semester, including holidays. The After Hours Library provides high quality space late into the night and early morning and includes computer workstations, a printer, 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? Our collection includes more than 50,000 physical books, but we also have more than 120,000 e-books that can be browsed from your personal computer. We have access to over 250 databases and 34,000 full-text journals. That means you can use our resources any time of the day or night, in the comfort of your own dorm room or apartment.

Your Reinhardt ID card serves as your library card, and also grants you access to the 24-hour areas of the building. Our library catalog is online at http://library.reinhardt.edu/, and can be searched from anywhere with an Internet connection. Books can be checked out for 2 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 a page, and a color printer that can be used at a cost of 50 cents a 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 that is listed in the 2010-2011 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 Aramark, 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.

**Sick Students**
Sick students are encouraged to contact their resident assistant, resident director or food service director for assistance.

**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 CD players for music 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. Packages – Students should have their names, residence halls and room numbers on packages to ensure proper delivery. Students will be notified by phone or e-mail to pick up their packages in Support Services 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. Phone – To call Directory Assistance for a number, even one that begins with 770, dial 8-1-(area code) 555-1212. There will be a charge even for the 770 area code because this is a long distance call. There is no 411-directory assistance at Reinhardt University. Voice Mail – When accessing voice mail, there is an option to press zero to logout. Do not press zero, or the call will be transferred to the University switchboard. When finished with voice mail, dial 83. 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.

**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 College 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 (x5538) 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.

**Paint Ball Field**
Located on the beautiful campus of Reinhardt University, Captain’s Cove is one of the few solely designated University paintfields in Georgia. But that's not all that makes Captain’s Cove a special place to play paintball. We have something to offer everyone, including people who've never played before and experienced players who are looking for a refreshing change of pace from the tournament circuit.

The paintball field is located just minutes from the center of campus and is open to the members of the Reinhardt University Community: University students, faculty, staff, and alumni. The paintball field is not open to the public. Interested parties must join the RC Paintball Club in order to utilize the paintball field.

The Reinhardt Paintball Field is designed to be a Concept Field. Concept play is interesting and action-filled. The immediate action is a primary reason that some players prefer playing at this type of field rather than in the woods. However, that fast action means you will have to learn how to take advantage of the field quickly. Learning how to work each concept field against opponents with changing strategies is a fun challenge.

Please note, ALL users of Reinhardt University’s Paintball Field must submit a completed Waiver & Release form to the Office of Student Activities prior to participating in any activity on the field. Pick up a copy at the Office of Student Activities, or the Paintball Field Kiosk. Any person found to be in noncompliance will be asked to leave the trails and will forfeit any future use of the trail system.

**Nature Trail**
The nature trail creates a scenic one-mile loop that serve to link the modern, automobile-bound urban society with times long lost in the city, times when the pedestrian encountered a native animal and plant environment. The nature trail leads to an environment where the sights, sounds and scents remind one of times past, promoting an escape from urban life. Along the trail there are number of wooden benches which overlook the lake. The trailhead for the nature trail can be found underneath an archway by the Samuel C. Dobbs Building. The nature trail exists and is maintained thanks to Reinhardt University with special thanks to the Reinhardt University Biology Department, Reinhardt Circle K and local Boy Scout Troops.

**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. Please note, ALL users of Reinhardt University’s mountain bike trails must submit a completed Waiver & Release form to the Office of Student Activities prior to riding on the trails. Any person found to be in noncompliance will be asked to leave the trails and will forfeit any future use of the trail system. A copy of the form can be downloaded as a PDF file from the University website or can be picked up at the Office of Student Activities. Remember, a completed and signed Waiver & Release form must be on file before you ride on the trails. All trails are day use only – there is no overnight parking. Trail hours are sunrise to sunset. The Mountain Bike Trails are trash free: carry out what you carry in. Please respect other trail users. These trails exist and are maintained thanks to Reinhardt University with special thanks to the Reinhardt University Biology Department. Trail maps and additional information are available at the Dudley L. Moore, Jr. Office of Student Activities, in the Hasty Student Life Center.
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) 321-9636

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
930 Marietta Highway, 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 Church
2260 Holly Springs Parkway, Suite 120, 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, Holly Springs
(770) 345-6722
www.stclementscanton.org
UNIVERSITY POLICY STATEMENTS

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

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

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

HAZARDOUS WEATHER OR EMERGENCY SITUATION COMMUNICATION POLICY
Reinhardt will operate on a normal schedule unless, due to hazardous weather conditions or emergency situations, our status is announced as "University Closed" or a different status. "University Closed" means:
- Classes are canceled.
- Faculty/staff need not report to their offices.
- All University events scheduled for that day (FPAC, Funk, athletic, student activities, alumni, etc.) are also canceled.
- Gordy Center and residence halls are open to feed/house residential students and staff unless otherwise specified.

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

If hazardous weather occurs during the day, a decision about evening classes* will be made and communicated by noon. *Evening classes are those that begin after 5 p.m.
Methods of Communication during Hazardous Weather Closure
EagleAlert message will be initiated by 7 a.m. Messages will be sent to all registered e-mail addresses, cell phones and PDAs. Also check the Reinhardt website at www.reinhardt.edu.

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

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

EagleAlert & Carrillon Emergency Alert Systems
EagleAlert is an opt-in instant, mass notification system powered by 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 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 provide their contact information to 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 in the system.

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

EMERGENCY PREPAREDNESS POLICY
Reinhardt 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
  o 8911 for Cherokee County Emergency Services (sheriff, fire, or ambulance)
  o 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 the Release of Student Information section of 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 or 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
Student grievances concerning sexual harassment should refer to the related policies found in the Student Handbook. Grievances against students concerning harassment or discrimination should
be submitted to the Division of Student Affairs for review. Grievance involving faculty and/or staff should be forwarded to the Office of Human Resources.

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

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

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

Designated Smoking/Tobacco Use Areas:
Smoking and the use of tobacco products on Reinhardt 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**
- Located at the side entrance to the music wing
- Located at the side entrance to the communication wing
- Located beneath the front portico

**George M. Lawson Academic Center/Fred H. & Mozelle Bates Tarpley Education Center**
- Locate beneath the atrium connecting Lawson and Tarpley

**Samuel C. Dobbs Building/ Hill Freeman Library & Spruill Learning Center**
- Located between the Dobbs Building and the Library near the picnic table.

**William W. Jr. & Eunice L. Fincher, Visual Arts Center**
- Located between the Fincher and the Art Barns

**Burgess Administration Building**
- Located at the rear administration building near delivery entrance/loading dock

**Hasty Student Life Center/W. Frank & Evelyn Gordy Center**
- Located at the rear of Student Life Center and Gordy Center

**Paul W. Jones Hall/Smith L. Johnston Hall**
- Located at the rear of courtyard connecting the halls, beneath covered area.

**Roberts Hall**
• Located in the parking lot behind Roberts Hall

Herbert I. & Lilla W. Gordy Hall
• Located behind Gordy Hall by the rear parking lot.

Cobb Hall
• Located on each floor of the rear decks.

East and West Apartments
• Located behind each apartment building alongside Baxter Circle.

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

Physical Plant Office
• Located in the parking lot behind the building.

Porter Building (Maintenance Office)
• Located in the parking lot between the two buildings

Grounds Building (Grounds Crew Office)
• Located under the covered area beside the building

Funk Heritage Center/ Bennett History Museum
• Located in the parking lot near the steps

**FREEDOM OF EXPRESSION POLICY**

Reinhardt 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 impendent 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 patent. 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 be 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 FERPA (Family Educational Rights and Privacy Act), directory information (name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, dates of attendance, degrees and awards received, and the most previous educational institution attended) will normally be released without student notification or consent, unless a student has requested that such information not be released.

Judicial records are destroyed by the 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
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.
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. The disciplinary function of the University is an integral part of the educational mission of Reinhardt. 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. 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.
DEFINITIONS

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.

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" standard. 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.

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) working 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) working days after the preliminary hearing of the interim suspension.
ASSOCIATED INDIVIDUALS AND GROUPS
Once a complaint is reported to the appropriate hearing officer, the accused may choose one of the following avenues to have their case adjudicated. The accused will sign a form indicating their choice.

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.

**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.

**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 student claims innocence, a hearing is required. In addition, 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. The following violations constitute Level One offenses:

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. Violations include but are not limited to:

A. Property damage or theft less than $200.00 (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. Prank telephone calls, or
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. No academic credit earned during the period of suspension at any other institution may be transferred to Reinhardt University. Violations include but are not limited to:

A. Property damages or theft of more than $500.00;
B. Tampering with fire equipment, setting off a false fire alarm;
C. Storing or possessing of weapons, with or without permit, (including hunting bows, knives that have more than a 3 inch blade, air rifles and B.B. guns), explosives, and firearm ammunitions;
D. Third offense of alcohol possession or use;
E. 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;

F. Violation of Sexual Ethics policy;

G. Harassing, threatening or obscene phone calls;

H. 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. Violations include, but are not limited to, the following:

A. Vandalism in excess of $500.00;

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 of any member or guest of the University community on institutional premises or at University-related activities;

E. Sexual assault, rape, attempted sexual assault, or attempted rape, (resulting in contacting local authorities immediately);

F. Use or possession of a firearm of any kind, anywhere on campus, including residence hall or vehicle, or

G. Use or possession of illegal drugs (violation of state or federal laws).

**OTHER GUIDING POLICIES**

**Victims Rights**

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 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.

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.
**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).

**Alcohol**

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.

**Drugs**

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.

**Actions for Possession of Illegal Drugs**
Students found in possession of illegal substances will:

a) Have a letter sent home to the parent(s) or guardian informing them of the charge and the hearing date within five (5) working days of the citation.

b) Have a hearing. If the student is found responsible, the hearing body will recommend appropriate sanctions. The hearing body shall notify the student, in writing, of its verdict of innocence or guilt within five (5) working days of the hearing date. The Vice President for Student Affairs and Dean of Students or designee can expel the student from the residence halls, suspend the student, recommend the student for counseling and educational programming, or recommend other actions.

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**
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 Harassment**
Reinhardt University prohibits and will not tolerate sexual harassment. Sexual harassment is reprehensible. It violates the personal rights, growth, and integrity of the victim. It 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.

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.
Harassment of Student by Students
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/Harassment Survivor Advocacy
Reinhardt College 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 Chaplain for assistance. The campus advocate works closely with the Cobb County YWCA of Northwest Georgia. To contact the campus advocate please call 770.720.5634. The hotline contact for the YWCA of Northwest Georgia Sexual Assault Center is 770-427-3390 or visit www.rainn.org for more resources.

Sexual Ethics
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.

Harassment
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, dismissial, 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.
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.
NORTH FULTON CENTER AND EXTENDED SITES

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 two 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

## EMERGENCY PROCEDURES

### SEVERE WEATHER

**If Indoors:**
- Move quickly to a safe interior area without windows (e.g., hallways, basements, restrooms).
- Move to the lowest levels 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.

### ARMED/VIOLENT PERSON

**Call:**
- From a campus phone 8-911, then 5911.
- From a cell phone 911, then 770-720-5911.

**If Indoors:**
- Close and lock all windows and doors.
- If you can do so safely, get on the floor and out of the line of fire.
- 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 the line of fire and remain silent.
- Wait for the “all clear” instruction.

### 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.
- For information about a prolonged outage, call Physical Plant at 770-720-5598.

### EVACUATION

- Remain calm.
- Evacuate using the nearest safe stairs and safe exit.
- Do NOT use elevators!
- Gather personal belongings (medications, keys, purses, wallets, etc.), but only if safe to do so.
- Follow directions given by emergency personnel.
- Go to identified assembly points at least 500 feet from the affected building.
- Assist persons with disabilities or injuries without jeopardizing your safety.
- If you are unable to evacuate due to physical disability, go to a safe location (e.g., stairwell) and wait for assistance. Ask others to inform emergency personnel of your location and status.

### FIRE

- Remain calm.
- Activate the nearest fire alarm pull station.

**Call:**
- From a campus phone 8-911, then 5911.
- From a cell phone 911, then 770-720-5911.
- Evacuate the building.
- Do Not use elevators!
- Do Not enter the building!

### HAZARDOUS MATERIALS RELEASE

- Move away from the site of the hazard to a safe location.
- Stay up-wind from the hazardous location.
- Follow the instructions of emergency personnel.
- Alert others to stay clear of the area.
- Notify emergency personnel if you have been exposed or have information about the release.

### SUSPICIOUS PERSON

**Call:**
- From a campus phone 8-911, then 5911.
- From a cell phone 911, then 770-720-5911.
- Do not physically confront the person.
- Do not let anyone into a locked building/office.
- Do not block the person’s access to an exit.

### SUSPICIOUS OBJECT

**Call:**
- From a campus phone 8-911, then 5911.
- Do Not use a cell phone!
- Do not touch or disturb the object.
- Notify your instructor or supervisor.
- Be prepared to evacuate.

### IN CASE OF AN EMERGENCY CALL

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# EMERGENCY ASSEMBLY GUIDE

## DESIGNATED ASSEMBLY AREAS IN TIMES OF EMERGENCIES

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</tr>
<tr>
<td>Physical Plant Office</td>
<td>Main Hallway</td>
<td>Front Lawn of Archive House</td>
</tr>
<tr>
<td>Roberts Hall</td>
<td>Bottom Floor Hallways</td>
<td>Sand Volleyball Court</td>
</tr>
<tr>
<td>Tarpley Education Center</td>
<td>Commuter Lounge and Bottom Floor Hallway of Lawson</td>
<td>Front Lawn of Administration Building</td>
</tr>
<tr>
<td>Upchurch Maintenance Facility</td>
<td>Break room Area</td>
<td>Maintenance Gate</td>
</tr>
<tr>
<td>West Apartments</td>
<td>1st Floor Apartments</td>
<td>Front Lawn and Museum Parking Lot</td>
</tr>
</tbody>
</table>