



<sup>1883</sup>  
 Reinhardt University

# STUDENT HANDBOOK

2023-2024

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## Greeting from the Dean of Students

Dear Eagles,

It is my pleasure to welcome each of you to campus for the 2023-24 academic year. I would like to extend a special welcome to the newest members of our community, the Class of 2027, as well as our transfer and international students.



I have the honor and privilege to work with an exceptional team of Student Affairs professionals. Our goal is to be educators outside of the classroom – providing services, facilities, and programs – enabling student success and creating a unique Reinhardt Experience where each student thrives.

Whether it's 1883 or 2023, there are certain things about the college experience that do not change: we have a group of students managing a great transition, developing their own identity, figuring out who they are and discovering what they want to do in life. This is truly a time of self-exploration.

The classroom is the hub for your Reinhardt Experience, however, there is so much more. Reinhardt is an amazing institution with so much to offer. Take time to explore and embrace the rich opportunities presented to you. There is something here for everyone that consists of performances, lectures, and exhibits to extraordinary campus events and athletic competitions. I truly believe that students are most successful in the university setting if they make connections. Getting involved will take you further in your journey – whether you commute or live on campus. I encourage you to cultivate new friends, as the relationships you develop while you are here, will positively contribute to your intellectual, cultural, and social experiences for the rest of your life.

The student handbook will serve as a guide for your journey at Reinhardt. The handbook contains information pertaining to resources and services that support learning inside and outside the classroom. Likewise, our expectations regarding community standards are outlined in the Code of Conduct section of the handbook. Please take a few minutes to familiarize yourself with the information it contains.

You will find your time at Reinhardt to be challenging, fulfilling and memorable. 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.

Go Eagles!

Walter P. May, Ph.D.  
Dean of Students

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## **I. Introduction**

The 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.

### **Disclaimer**

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 Affairs.

**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](http://WWW.REINHARDT.EDU) FOR RECENT UPDATES.**

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## **II. The Mission, Vision, Values and Educational Ethos of Reinhardt University**

### **Mission**

To Educate the Whole Person with Challenge & Care

### **Vision**

To be a university Where Diverse Talents Grow Together

### **Values**

Learning – Serving – Leading

### **Educational Ethos**

To Do the Real Work For the Good Life

### **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, kind and walks humbly with our God.

### **Diversity, Equity, Inclusion and Belonging Statement**

At Reinhardt University, we acknowledge the increasingly interconnected world, where a variety of peoples, identities, beliefs, and traditions often interact with each other. Reinhardt University values this diversity of identities and life experiences. Within this rich diversity, we, as a university, strive to create an inclusive environment where all are welcomed, treated fairly, and educationally supported to reach their full potential. We strive to recognize our differences, and we strive to learn how students with diverse backgrounds can live together and work toward unified goals. To set the stage for these ideals, Reinhardt also seeks to be a place where all members of our community are safe from harassment, bias, and discrimination.



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## DEIB Definitions and Expectations

The entire campus community is called upon to play a role in Reinhardt's commitment to fostering diversity, equity, inclusion and belonging.

- **Diversity:** Reinhardt University is devoted to recognizing and protecting different identities, characteristics, experiences, and perspectives.
- **Equity:** Reinhardt University endeavors to provide access to resources and opportunities, especially for those who are underrepresented and have been historically underserved.
- **Inclusion:** Reinhardt University aspires to be a welcoming culture in which differences are celebrated and each individual is valued, respected, and able to reach their full potential.
- **Belonging:** Reinhardt University seeks to ensure that all feel that they are a part of the campus community.

## Equal Opportunity Statement and Non-Discrimination Policy

Reinhardt University is an equal opportunity institution. The university respects the dignity of all individuals and is committed to providing equal access and support for education and employment opportunities. Reinhardt does not discriminate in any of its policies, programs, or activities based on race, color, age, culture, national origin, socioeconomic status, veteran's status, gender, sexual orientation, genetic information, religious belief, physical (dis)ability, political affiliation, or any other basis protected by federal, state, or local laws. All persons involved in the operations of the University are prohibited from engaging in such discrimination. Direct inquiries regarding the equal opportunity and non-discrimination policy to: Director of Human Resources, Reinhardt University, 7300 Reinhardt Circle, Waleska, GA 30183, 770-720-9146, [HumanResources@reinhardt.edu](mailto:HumanResources@reinhardt.edu).

## Honor Pledge

The Reinhardt University Honor Code was originally drafted by a Reinhardt student in 2000 and first signed by the Fall 2000 incoming class. In 2004, the Honor Code 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.

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### **III. General Institutional Information**

#### **Accreditation**

Reinhardt University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate, baccalaureate, and master's degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679- 4500 for questions about the accreditation of Reinhardt University.

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

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.

#### **University History**

In the early 1880's, 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 called then, 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.

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## **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 an 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.

## **General Education and University Student Learning Outcomes**

Reinhardt University prepares students for a variety of 21st century careers, for post-graduate education and for life's vocational calling. The General Education Student Learning Outcomes mirror the University Student Learning Outcomes, which are divided among four broadly defined Liberal Arts Domains:

### **Domain I: Communication—Students will demonstrate**

1. Effective expression of ideas through writing, speech, and a variety of arts experiences.

### **Domain II: Critical Thinking and Inquiry—Students will demonstrate**

2. Integrative, critical thinking and inquiry-based learning using evidence, logic, reasoning, and calculation.
3. Informational, technological, and scientific literacies; and knowledge of research methods.
4. Independent thought and imagination; preparation for lifelong learning.

### **Domain III: Self, 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.

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## IV. Academic Affairs

### Academic Catalog

Information regarding the academic program, policies and procedures can be found in the Academic Catalog ([www.reinhardt.edu/catalog](http://www.reinhardt.edu/catalog)).



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## V. **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 the 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 Ministries, Office of Vocation and Career Services, Student Health Center, Office of Housing and Residential Education, Office of Campus Engagement and Recreation and Office of Prevention and Awareness Education.

### **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.

### **Office of the Dean of Students**

(770) 720-5538

[Deanofstudents@reinhardt.edu](mailto:Deanofstudents@reinhardt.edu)

The Office of the Dean of Students is dedicated to being a resource to students through support, advocacy, involvement, and accountability, with a goal of helping our students reach their fullest potential both in and out of the classroom. We serve as a support for students facing challenges to their success as students and assist with the interpretation of university policy and regulations. Our staff are ready to assist students, staff, faculty, family members, and community members with student questions, issues, and concerns. Our office can also serve as a referral resource to other areas within the University and/or in the community.

### **Dudley L. Moore, Jr. Office of Student Activities**

This office consists of two program areas:

Campus Life & Traditions @ 770-720-5630

Campus Engagement & Recreation @ 770-720-5991

[studentactivities@reinhardt.edu](mailto:studentactivities@reinhardt.edu)

For more information, visit [www.reinhardt.edu/studentactivities](http://www.reinhardt.edu/studentactivities).

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. Reinhardt students are encouraged to contribute to the quality of life on campus by becoming involved on campus through The Office of Student Activities.



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### ***Student Activities Mission Statement***

The Dudley L. Moore, Jr. Office of Student Activities is committed to student learning through social, recreational, cultural and leadership development programming whereby providing students with opportunities for personal growth while engaging within the Reinhardt community.

### ***Learning Outcomes***

By participating in initiatives, programs and services, provided by the Office of Student Activities, students will be able to:

- Nurture interpersonal connections through shared experiences.
- Cultivate a commitment to life-long learning by fostering continuous development and improvement during and after their time at Reinhardt.
- Develop self-reliance and self-confidence through evaluating their personal and societal values and beliefs.
- Enhance their feeling of engagement, belonging and pride with the University.

### **Norman W. Paschall Office of Campus Ministries**

(770) 720-9238

[Campusministries@reinhardt.edu](mailto:Campusministries@reinhardt.edu)

[www.reinhardt.edu/campusministries](http://www.reinhardt.edu/campusministries)

Your faith is important. With Learning, Serving and Leading as Reinhardt University's guiding pillars, the Norman W. Paschall Office of Campus Ministries encourages everyone to participate in its offerings, which allow you opportunities to Worship God, Grow in your faith, and Do things to share God's love with others. Campus Ministries also helps students get connected to local churches to enhance their time at Reinhardt. The Campus Ministries Leadership Team is a dedicated group of students that lead the efforts to help students stay engaged in their faith journey. Students are encouraged to apply for a position on this team each year.

### ***Worship***

Worship is an important part of faith development, and Campus Ministries offers a student-led experience known as Common Ground Worship. At this service, students can engage with others as they worship and study the Bible. Additionally, throughout the school year, there are special worship services offered such as Opening Worship, Ash Wednesday, and the Easter Sunrise Service.

### ***Grow***

Discipleship is another aspect of faith development. Campus Ministries partners with various ministries and church partners to offer small groups, Bible Studies, and retreats for our students. Some of these ministries include Fellowship of Christian Athletes, The Reinhardt Baptist College Ministry and more. These groups meet weekly.

### ***Do!***

Fellowship and service are other aspects of faith development. Campus Ministries offers opportunities to share God's love with others through mission trips and service projects. Campus Ministries also provides the university with updates on volunteer opportunities throughout the Reinhardt community.

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### ***Religious Groups***

There are several existing religious groups on campus with space for more as needs and desires arise. All groups work through the Office of Campus Ministries to operate in unity on Reinhardt University's campus.

### ***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, and work cooperatively with the Director of Spiritual Life, Leadership & Service. All groups must also have an accountability structure and 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 Director of Spiritual Life, Leadership & Service.

Any para-church organization seeking a relationship with Reinhardt University shall first gain approval from the Director of Spiritual Life, Leadership & Service regarding access to campus facilities and access to students, faculty, and staff. If approval is granted, organizations must remember they are guests of Reinhardt University and respect the policies and cultures of the institution.

### ***Religious Facilities***

- The **Blanche Hagan Chapel**, a lovely Georgian house of worship, serves as the chapel for the Reinhardt community and the home of the Waleska United Methodist Church.
- The **Moore Prayer Chapel** in Tarpley Education Center provides a quiet place for prayer, worship, fellowship, and study.
- The **Reynolds Wayside Chapel** is a picturesque outdoor chapel nestled just off the walking path in the center of campus and is a place to stop along the way, to reflect and pray.
- Common Ground worship services are held in the **Bannister Glasshouse** in the Hasty Student Life Center.

## **Student Health Center**

Health Clinic

(770) 720-5542

[Studenthealthcenter@reinhardt.edu](mailto:Studenthealthcenter@reinhardt.edu)

[www.reinhardt.edu/health](http://www.reinhardt.edu/health)

**In case of a health emergency, please call 911.**

The Student Health Center is located in Smith Johnston Residence Hall. The Student Health Center offers services to support each student's pursuit of a healthy life. A nurse is available for regular appointments to treat minor illnesses and injuries and to provide assessment, referral, and preventive care, as well as to share health-related educational materials. Behavioral health appointments can be made through Virtual Care Groups, Reinhardt's telehealth platform, by signing in with the student's Reinhardt credentials for an appointment with a licensed counselor, 24 hours a day, 365 days a year.



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The Student Health Center utilizes Mediat, an Electronic Medical Records system, for students to submit health information through an online portal. You can log into the Mediat Patient Portal with your Reinhardt credentials. The required forms that need to be completed electronically can be found at <https://www.reinhardt.edu/student-life/student-services-resources/student-health-center/> under the Health and Immunization Records Policy section. Please read the instructions carefully. The required forms will be reviewed by Student Health Services for completeness. Student Health Services will contact the student for any and all missing information.

### ***Health Clinic***

The Health Clinic provides the following services:

- Exam by a registered nurse (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
- COVID and Strep screening, blood pressure checks, urinalysis, and blood sugar monitoring
- Free health information and wellness reference library
- Nutrition education and counseling
- Over-the-counter medications available per Campus Nurse

### ***Recommended Procedures: Containment of Student Prescription Medications***

Prescription medications are increasingly common among college age students today especially certain medications that are considered Controlled Substances: “A drug which has been declared by federal or state law to be illegal for sale or use but may be dispensed under a physician’s prescription.” The basis for control and regulations is the danger of addiction, abuse, physical and mental harm (including death), the trafficking by illegal means, and the dangers from actions of those who have used substances”. (legaldictionary.thefreedictionary.com).

1. The Health Clinic requires students to maintain their own individual prescription and medications. It is **STRONGLY** recommended that any student who has a prescription for any controlled substance; the medication should be kept in a locked box or cabinet within your room.
2. All students should never take ANY prescription medications that are not prescribed to them at any time (controlled medications or not).
3. If a student feels that their prescription medication has been compromised, tampered with, stolen, or even misplaced, it should be reported to Public Safety immediately.

### ***COVID 19 Vaccine Status***

It is recommended all students show proof of vaccine for COVID either by submitting a COVID vaccine card or by completing and submitting a waiver of exemption for the vaccine.

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### ***Food Pantry***

Food insecurity is a significant issue in higher education and for a growing number of Reinhardt students. Concerns about where their next meal will come from (even when they have a meal plan) make it difficult to focus on their studies. With the support of our local community, Reinhardt has taken steps to address this critical issue by establishing a food pantry to provide stigma-free access to non-perishable/perishable food items and basic supplies to insecure students in need. The Food Pantry is located within the Student Health Center in the Smith-Johnston Hall. It is open to all students enrolled at Reinhardt University who live on or off campus (campus ID required). The pantry receives food through donations from faculty and staff, alumni, and many other places. Food donations may be delivered to the Student Health Center. Monetary donations may be made to Reinhardt University (Food Pantry) through the Advancement Office. For more information about food and/or monetary donations, please contact the Student Health Center at [studenthealthcenter@reinhardt.edu](mailto:studenthealthcenter@reinhardt.edu) or (770) 720-5542.

### ***Virtual Care Group (VCG)***

All students will have access to unlimited 24/7 quality telemedicine through the platform, Virtual Care Group. Virtual care is an important tool in enhancing the quality of current health and mental wellness services on our campus. They work directly with you to ensure that campus health goals are not just met but exceeded, while addressing the needs of individual students and significantly reducing costs. All students are required to activate their VCG account by going to the [virtualcaregroup.com/Reinhardt](https://virtualcaregroup.com/Reinhardt). Virtual Care Group can diagnose and treat certain illnesses and injuries as well as behavioral health concerns, 24/7, 365 days a year.

### ***Counseling Services***

Counseling Services help Reinhardt students learn more about themselves and their relationships with others, as well as ways to deal with development issues. Counseling Services emphasize the struggles that develop when a "healthy" personality grows and changes.

24/7 Counseling Services are available through Virtual Care Group. Book your online appointment through Virtual Care Group (VCG) to meet with a certified mental and behavioral health Counselor specializing in multiple areas of mental health topics including:

- Addictions
- Crisis
- Depression & Anxiety
- Grief, Loss, and Transition
- College Life Stressors
- LGBTQI Support
- Panic Disorders
- Stress Trauma & PTSD

The Counseling Services recognizes the need for confidentiality so an individual or group feels free to explore concerns, formulate plans, make decisions, and initiate appropriate actions. All concerns expressed to counselors shall remain confidential per ethical practices and standards. The counselors assist students with personal and social concerns, career development and placement and educational guidance. These services are provided at no additional charge.

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Counseling of a more intense nature is available by referral from Virtual Care Group Counseling staff to a community resource who usually charges a fee for service. Depending on the nature of the counseling, the sessions could take place on campus or in the nearby community. In the latter case, the student is responsible for his or her transportation and expenses.

### **Office of Vocation and Career Services**

(770) 720-5540

[Career-Services@reinhardt.edu](mailto:Career-Services@reinhardt.edu)

[www.reinhardt.edu/careerservices](http://www.reinhardt.edu/careerservices)

Vocation and Career Services empowers students to reflect on their talents and experiences, explore their career options and achieve their career goals. By working directly with students and collaborating with a broad array of partners, communities and networks, Vocation and Career Services facilitates programs, activities and services that enable students to take ownership of their career decisions and lead meaningful, professional lives.

College isn't just about getting a job. It's about finding your calling. The Office of Vocation and Career Services provides vocation and career planning resources and services to Reinhardt students and alumni.

A vocation is more than a career choice. Your vocation is created by the roles you play and the actions you take, which can range from a job to family life, or from being active in a community to taking time for yourself. No matter what your major, we can help you discover the vocation that best matches your talents, dreams, and aspirations. These include networking and exploration, finding a job or internship, choosing a major, and applying to graduate school. If you don't fit into one of these categories, or maybe you don't know where to start, please contact our office so that we can help you take control of your career aspirations.

The Office of Vocation and Career Services is open year-round to serve students and alumni in all career-related activities including:

[Major and Career Planning](#) including interest and personality profile assessments

[Resume and cover letter](#) development and critique

[LinkedIn and social media profile](#) development and management

Interview skill development through a virtual [Interview Simulator](#)

Networking opportunities through [Career Fairs](#) and the [Workforce Wednesday Series](#)

Exploring employment opportunities through the [RU Works Job Board](#)

Discovering [Internship Resources](#)

Conducting [Graduate school research](#)

Opportunities for leadership development through the [RU Leads Series](#)

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## **Office of Housing and Residence Life**

(770) 770-5536

[Reslife@reinhard.edu](mailto:Reslife@reinhard.edu)

<http://www.reinhardt.edu/residencelife>

### ***Statement of Community***

Reinhardt University Residence Life is committed to creating a respectful and safe residential community where all students thrive academically, socially, mentally, and spiritually. We encourage all residents to experience individual growth by supporting an open, inclusive community, free of racism, sexism, and religious prejudice. Our residential community promotes respect for others, personal responsibility, accountability for actions and safety for the welfare of the residential community. For more information, visit [www.reinhardt.edu/residencelife](http://www.reinhardt.edu/residencelife).

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 to broaden the use of leisure time.
- To provide a positive community within the residence halls and the University.

The Residence Life team provides a community of care, challenge, and commitment by offering a fun and exciting living-learning environment. The team consists of Master leveled professionals and student leaders known as Resident Assistants. Staff are available to assist resident students on a daily basis and to interpret and implement University residence hall regulations and procedures.

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 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 are found online within the Residence Life Handbook.

<https://www.reinhardt.edu/?s=residence+life+handbook>

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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 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, serve as a campus-wide resource, 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.

### ***Housing Deposit Refund***

Before students are assigned a room in the residence halls, they must pay a \$200 security deposit. This deposit is a guarantee against potential damages caused by the resident. Should a resident damage his or her room, the \$200 security deposit will be applied toward the repair costs. All repair costs, in excess of the \$200 deposit, will be billed to the resident. If no damages are incurred, the student may request a refund within 90 days of their final semester of living in the residence halls. To request a refund please email [businessoffice@reinhardt.edu](mailto:businessoffice@reinhardt.edu). No refunds will be issued after 90 days.

### ***Residency Requirement Policy***

Living on campus is a vital part of the college experience and aids the student’s adjustment to college. Most importantly, living on campus provides students with more opportunities to interact with faculty and friends, get involved in campus activities, and access campus resources, increasing the likelihood of his or her overall success.

Therefore, Reinhardt University requires all students in the following categories to live on-campus in the residence halls:

- All first-year students
- All students receiving 50% or more of their tuition expenses from Reinhardt Institutional Aid

Students may apply to be exempt from living on campus if they meet the following criteria:

- Living exclusively with parents or legal guardians in their/her/his primary residence within a 35-mile driving distance of Reinhardt University as measured by Google Maps
- Married and/or live with dependents/children
- 24 years of age or older.

If a student believes they meet one of the above criteria, they must complete an Off Campus Application and be granted permission to move off-campus before they may do so.

Please note that requests to change status from on-campus resident to off-campus commuter must be received and approved prior to the following dates:

**Fall Semester, one week before the beginning of classes.**

**Spring Semester, during the last week of Fall Semester classes.**

**Mid-semester changes in status will not be approved.**

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### ***Visitation Hours***

For definition purposes, a resident guest is a visitor who lives in the residence hall in question but is visiting another resident's room. A non-resident guest is anyone who does not live in that hall.

### ***THE VISITATION HOURS ARE AS FOLLOWS***

All residence halls: 10 a.m. - Midnight (Weekdays)

All residence halls: 10 a.m. - 1 a.m. (Weekends)

In the event that a resident is found in violation of the visitation hours, the following individuals will be considered to be in violation of hall policy: the resident in whose room the violation occurred and any guests in the room after hours (whether students or non-students). Any non-resident who is found in violation of this policy could be barred from the residence halls.

### ***Room Responsibility***

All residents of a room or apartment have responsibility for all actions that take place within shared/community areas. In the residence halls, this area includes the actual room, bathroom, and shared common area. Within the apartments, it includes the living room, kitchen, hallways, and assigned bathrooms. When violations occur within these communal areas, Residence Life staff have the right to search the room/apartment to ensure safety and compliance with the University policy.

While we provide standard custodial services for exterior areas, all residents are responsible for the cleaning of their living areas. This includes the regular maintenance of bathrooms, with residents providing their own toilet paper, shower curtain and accessories to the bathrooms. All residents are required to take their personal trash to the external dumpster areas provided on a regular basis. Cleaning of common areas within the living area (kitchens, study areas, common areas in suites, etc.) are the responsibility of residents assigned to that room/suite/apartment.

### ***Right of Entry***

All residents shall permit any authorized agent of the University to enter their room/apartment at all times for any purpose the University deems reasonable. Reasons for entry include, but are not limited to, the purpose of maintenance concerns and monthly health and safety inspections, excessive noise, enforcing and investigating University policy and regulations, and ensuring the safety, welfare, and comfort of all students and the University. University officials can enter for these reasons if there is no resident present in the room.

As a condition of being allowed to reside on campus, all residents agree that their rooms, apartments, or vehicles may be inspected by the University at any time, with or without prior notice, for any purposes which the University, in its sole discretion, deems reasonable and appropriate. Such inspections may include, inspection of storage spaces, including but not limited to drawers, filing cabinets, refrigerators, suitcases and safes, and Residents hereby agree to give to the University full access to spaces upon request.

### ***Decorating Room Policy***

Students can decorate their assigned residence hall rooms. We recommend painters tape to hang decorations and all room personalization. We also recommend using mounting putty as it does not usually remove paint or cause damage to walls. Please test the putty product on one area of your wall before using in multiple areas. Adhesives such as 3M strips, screws, staples, tacks, nails are not permitted. LED strip lights and string lights are not permitted to be mounted or attached to walls or furniture, as they can damage the walls and furnishings. Residents will be held financially responsible for any damage caused by items placed in rooms.



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### ***Renter's Insurance Policy***

All residents are strongly encouraged to purchase renter's insurance. As stated in the student housing contract, the resident assumes all responsibility for personal property. The university does not assume any legal obligation for any resident's personal property that may be lost or damaged in its buildings or on its grounds. The University is not liable if your property is lost, stolen, or damaged in any way, anywhere on the premises. Residents are liable for all damages to their room/apartment and belongings, and to neighbors' rooms and apartments and belongings that occur due to their, or their guests', actions. Renter's Insurance protects you from financial loss if there is a fire, leak, or flood in your apartment. We HIGHLY RECOMMEND you purchase renter's insurance.

### ***Animals on Campus***

Animals/pets are not permitted in any student housing except for aquariums under 5 gallons containing only fish are permitted as long as they are kept in sanitary condition. No other pets or animals are permitted in student residences at any time, even for a brief visit. There will be a \$150 fine for an unapproved animal/pet found in the residence hall. Students wanting/needing to request an emotional support animal must seek approval by contacting the Academic Support Office (ASO) to submit such a request at [Academic Support Office Programs & Services - Reinhardt University](#). Cleaning costs and/or disciplinary action will accompany any violation of this policy. In addition, the cost of pest control treatments will be charged to individuals housing unauthorized pets. See the Service Animal Policy and Emotional Support Animal Policy for specifics regarding these policies.

### ***Housing Options: Traditional Style***

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, desks, desk chairs, chest of drawers and closet or wardrobe. Our residence halls and apartments are:

#### **Herbert I. and Lila W. Gordy Hall**

- Accommodates up to 130 residents
- Suites: one large living area, four double bedrooms and one large bath
- Hallway rooms: private rooms with a connecting bath
- Includes 3 small community areas: kitchen, function room, and study area
- Room Dimensions: approx. 15' X 12'

#### **Roberts Hall**

- Accommodates up to 40 residents in suites
- Suite layout: one large living room, four double bedrooms and two baths
- Includes a TV Lounge for the community
- Room Dimensions: approx. 15' x 10'

#### **Smith Johnston Hall**

- Accommodates up to 44 residents in double occupancy rooms with a connecting bathroom
- Includes lounge area with big screen TV
- Room Dimensions 17' x 10'

#### **Hubbard, Blue, Gold Halls**

- Accommodate up to 160 residents in double occupancy rooms with a connecting study area
- Bathrooms are connected to each bedroom
- Includes lounge area with large screen TV and two group study areas
- Room dimensions 14' X 15'

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### **Eagles View**

- Accommodates up to 184 students in double occupancy rooms with a connecting study area
- Bathrooms are connected to each bedroom
- Home of our Living-Learning Community classrooms
- Includes social lounge area on the lobby level
- Room dimensions 14' X 15'

### ***Apartment Style Housing***

Our apartment style housing is designed to offer a safe, comfortable, and quality living environment for all resident students in a more independent environment. We offer four bedroom/two bathroom and two bedrooms/one bathroom options. The apartments are furnished with a full kitchen, living room and individual bedroom. Each bedroom contains a full-size bed, desk, desk chairs, chest of drawers and closet space.

### **East & West Apartments**

- Our facilities accommodate up to 208 residents
- Laundry facility located on first floor
- Elevator in each property (East/West)
- Secured entrances to the facility
- Bedroom Dimensions: approx. 15' x 10'

### **Office of Prevention and Awareness Education**

(770) 720-5863

[preventionandawareness@reinhardt.edu](mailto:preventionandawareness@reinhardt.edu)

The Office of Prevention and Awareness (OPA) seeks to create a safer and healthier campus by providing prevention and awareness programs, events, and activities, as well as outreach and advocacy for all Reinhardt students. OPA engages students and campus partners to implement initiatives to cultivate a culture where students engage in positive, protective health and well-being behaviors. OPA also ensures that the victims of crime at Reinhardt University are educated on the rights and services available and are referred to the appropriate office and or organization.

The primary goals of OPA are to aid in referring crime victims to the appropriate office and or organization, so they obtain resources, as well as provide education on prevention and healthy relationships. The education surrounding awareness programs and initiatives is included, but limited to, domestic violence, dating violence, sexual assault, stalking, alcohol, bystander intervention, and hazing.

Resources and References for The Office of Prevention and Awareness

[Prevention](#)

[Awareness Events on Campus](#)

[Off-Campus Resources for Students](#)



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## VI. 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.

### **Hasty Student Life Center**

As an integral part of the educational mission of Reinhardt University, the Hasty Student Life Center serves as the epicenter of campus life and as a central gathering place on campus where students, faculty and staff come together to enjoy community-building activities and events. In addition, the Hasty Student Life Center provides meeting and event space for the campus community.

#### ***Mission Statement***

The Hasty Student Life Center strives to serve as the student-centered heart of campus providing program support, services, facilities, and amenities which enhance the learning environment and overall experience of the members of the campus community.

#### ***Learning Outcomes***

By utilizing the Hasty Student Life Center, students will be able to:

- Enhance their feeling of engagement, belonging, loyalty and pride with the University.
- Meet and interact with individuals that have similar and differing opinions and beliefs on a variety of subjects.
- Foster a sense of friendship and camaraderie that recreating/relaxing together produces.

### **Reinhardt Central**

Reinhardt Central is located on the 1st floor of the Hasty Student Life Center and serves as a one-stop shop for campus information and recreational equipment. Students can check out anything from camping equipment to pool sticks and games for the Talon Rec Room which is located right beside Reinhardt Central. To find out more visit: [Reinhardt Central - Reinhardt University](#)

#### ***Mission Statement***

Reinhardt Central strives to build a strong sense of campus community by offering a variety of high-quality services, well-managed facilities, social programs, and leisure-time activities. In addition, Reinhardt Central will offer engaging employment experiences focusing on developing students' life skills.

#### ***Learning Outcomes for Student Employees***

Student employees will be able to:

- Demonstrate transferable work-related skills, such as customer service, time management, event management, problem solving and conflict management that will enable them to be effective in their student employment role and future professional positions.

If you are interested in applying for a job at Reinhardt Central, contact the Assistant Director of Campus Engagement at [becky.worsham@reinhardt.edu](mailto:becky.worsham@reinhardt.edu).

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### ***Learning Outcomes for Attendees/Users***

As a result of attending activities hosted by Reinhardt Central, students will:

- Enhance their feeling of engagement, belonging, loyalty and pride with the University.
- Meet and interact with individuals that have similar and differing opinions and beliefs on a variety of subjects.
- Develop a sense of friendship and camaraderie that recreating/relaxing together produces.
- Make purposeful decisions regarding a balance in work, education, and leisure time.

### **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 for the Reinhardt community. In addition, in conjunction with Reinhardt Central, Reinhardt Outdoors offers equipment check-out for various outdoor activities. For more information, visit [www.reinhardt.edu/outdoors](http://www.reinhardt.edu/outdoors).

### ***Mission Statement***

Reinhardt Outdoors provides opportunities to access the rich outdoor environment for the purposes of teaching, learning, and recreation through diverse outdoor and experiential outings that contribute to the overall educational mission of Reinhardt University. We are committed to inspiring individuals to develop a personal relationship with the land and become responsible, active members of our outdoor community.

Reinhardt Outdoors utilizes the small group adventure experience and other experiential learning activities as a vehicle for:

- New Experiences
- Self-Empowerment
- Attainment of Technical Skills
- Development of Community
- Fostering Transference
- Conservation/Stewardship

### ***Learning Outcomes***

Through participation in Reinhardt Outdoors, students will:

- Develop an appreciation for involvement in outdoor recreation activities.
- Foster self-reliance and self-confidence through challenging outdoor experiences.
- Cultivate technical skills necessary to engage in various outdoor recreation opportunities in a variety of wilderness settings.
- Nurture interpersonal connections through shared experiences connected to nature and the welcoming environment we create.
- Apply the skills needed in outdoor recreation to thrive in their academic, professional and personal life.
- Utilize “minimum impact” practice in outdoor recreation.
- Develop an awareness for the importance of conservation and stewardship of our natural resources.

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## **Intramural Sports**

Intramural Sports is part of the Office of Student Activities and provides students with the opportunity to exercise, relieve stress and socialize with a variety of individuals and develop leadership skills that can assist them on the playing field as well as in the classroom. Intramural team sports include, but are not limited to basketball, ultimate frisbee, dodge ball, bubble soccer, and kickball. All sports are co-ed, and any Reinhardt University student, faculty and staff member is eligible to participate. For more information, visit [www.reinhardt.edu/intramurals](http://www.reinhardt.edu/intramurals). Want to sign up for an intramural email [intramuralsports@reinhardt.edu](mailto:intramuralsports@reinhardt.edu) or go to <https://www.imleagues.com/spa/portal/home> and create an account. Use your Reinhardt email to create an account and sign up for what you want to participate in.

### ***Mission Statement***

The mission of the Intramural Sports program is to provide an opportunity for all students, faculty and staff to participate in organized, recreational activities in a competitive, safe and enjoyable atmosphere that encourages civility, teamwork, leadership development, and as lifelong pattern of positive recreational activity regardless of physical ability.

### ***Learning Outcomes***

By participating in intramural sports, students will be able to:

- Develop life skills such as leadership, organization, work ethic and communication all within a team environment.
- Improve physical and mental health through the joy of participation in recreational activities.
- Establish a sense of friendship, camaraderie, teamwork, and group spirit that recreating together produces.

## **New Student Orientation**

New Student Orientation (NSO) and its related programs (SOAR, Flight School and Eagle Bound) are designed and implemented to offer a comprehensive student and parent experience that introduces educational, social and personal resources to facilitate the success of new students. NSO focuses on innovative collaborations with Reinhardt departments and aims to develop skilled and confident orientation leaders in order to meet the changing needs of our diverse community. For more information, visit [www.reinhardt.edu](http://www.reinhardt.edu).

### ***Mission Statement***

The mission of NSO, aligning with the institutional mission, is to holistically address the developmental and transitional needs of new students and families in their integration in and engagement with the Reinhardt University.

### ***Learning Outcomes for Orientation Leaders***

Through serving as orientation leaders during NSO programs, OLs will be able to:

- Demonstrate knowledge on how to appropriately access campus information and resources, especially information that eases new student transitions.
- Develop positive relationships with program participants, peers, faculty, and staff in order to establish a safe, inclusive, and supportive community.
- Understand the transitions and changes associated with the collegiate experience and display an ability to convey that information to new students and their family members.

- Apply problem solving, conflict management and organizational skills in relation to effectively managing events and inter personal issues.
- Gain an understanding and appreciation of Reinhardt University's history and traditions and portray spirit and pride in Reinhardt to program participants.

### ***Learning Outcomes for New Student Orientation Students***

Through participating in a NSO program, new Reinhardt students will be able to have:

- Meaningful connections with at least one faculty member
- An identity with one academic division or program
- Meaningful connections with at least one peer group
- Increased level of commitment to Reinhardt
- Increased awareness of academic and student life resources

### ***Learning Outcomes for New Student Orientation Parents and Guests participants***

Through participating in a NSO program, parents and guests of new Reinhardt students will be able to:

- Understand the academic and social expectations of their students at Reinhardt University.
- Contribute to their student's success and support their education by becoming involved at Reinhardt University.
- Develop a connection to the Reinhardt community through interacting with fellow parents, administration, faculty, staff, and student leaders.
- Apply information about campus and resources, services, and programs to their life at Reinhardt.

### **Leadership Development**

Reinhardt University offers several leadership development opportunities through the RU Leads program which includes conferences, lectures, seminars, and workshops. They also offer a Leadership Academy in partnership with the Center for Student Success. Through participating in various leadership events, students have the opportunity to apply leadership skills in the community and in a variety of campus clubs and organizations.

### ***Mission Statement – Where Diverse Talents Grow Together***

Reinhardt University seeks to empower students to develop lifelong leadership skills that can be utilized within diverse educational, social, and business settings.

### ***Learning Outcomes***

As a result of their participation in the Leadership Academy, students will be able to:

- Demonstrate an understanding of various leadership paradigms and styles and identify those that resonate most closely with their own values and identity.
- Understand and enhance their abilities for self-management and ethical decision-making.
- Examine and enhance their ability to use effective leadership tools with others, including such skills as teambuilding and group facilitation, effective communication, motivating others, respect, integrity, inclusion, listening and conflict management.
- Display the ability to integrate and apply leadership knowledge, styles, skills and tools within University and Community settings, organizations, and careers.
- Foster an open-minded approach to understanding and appreciating diversity.

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### **Volunteer/Service Learning**

In our commitment to the University's vision of faith, learning and leading, the Office of Campus Ministries seeks to engage students within the local and global community through service whereby exposing them to social issues and giving students a role in addressing them. In order to achieve these aims, Campus Ministries facilitates service projects and assists faculty and students in locating and organizing community service activities that further their educational experience. Click [here](#) to find out more about volunteer/service learning.

### ***Mission Statement***

Reinhardt University's volunteer program seeks to bring the university campus and greater community together in partnership to share resources, meet real community needs and encourage and enable faculty and students to positively impact the community whereby preparing students for lifelong civic and social responsibility in an increasingly diverse and complex global society.

### ***Learning Outcomes for Students***

As a result of their participation in volunteerism, students will be able to:

- Apply concepts, techniques and methods learned in the classroom to real-world problems and community projects related to their chosen professions and careers to contribute to the common good.
- Demonstrate a commitment to being an involved citizen in his or her community.

### ***Community Impact Outcomes***

As the result of the volunteerism, Reinhardt is able to:

- Help the community partner meet the agency's mission.
- Promote the exchange of resources between the University and community agency.
- Effect a positive change on the community members the agency serves.
- Situate the university as a positive and just citizen in the community.
- Create both short-term and long-term partnerships with local community agencies.

### **Multicultural and Diversity**

Reinhardt University recognizes diversity as a broad range of attributes, experiences, and characteristics, whether expressed through race, ethnicity, or cultural heritage; sexual orientation; gender or gender identity; political or social views; learning, mental, or physical ability; age; or religious or spiritual beliefs. At Reinhardt, we seek inclusion through celebrating and creating a unique experience where each student thrives.

Learning opportunities at Reinhardt University include collaborating with individuals whose experiences, cultural, racial, religious background, orientation, or perspectives may differ from one's own. As such, the Office of Student Activities, through its multicultural and diversity programming, seeks to promote a diverse campus culture and to foster respect for the differences that make each individual unique. Multicultural and diversity programming promotes diversity through activities such as film series, guest speakers, workshops, and off-campus trips.

### ***Mission Statement***

The Office of Student Activities through its multicultural and diversity programming strives to offer comprehensive educational, cultural, and social programs designed to promote intercultural dialogue, awareness and respect for diversity.

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### ***Learning Outcomes***

Students who participate in multicultural and diversity programming will be able to:

- Demonstrate an appreciation and awareness of diversity.
- Increase meaningful interpersonal relationships with individuals from varied and different multicultural backgrounds.
- Develop an understanding of one's own identity, culture and heritage and seek to learn more about others.
- Confront prejudices and discrimination by promoting multicultural sensitivity.
- Communicate effectively with a diverse student population.

### **Health/Awareness/Wellness/Prevention**

As part of the University's mission is to educate the whole person, the Office of Prevention and Awareness is in partnership with the Student Health Center, Student Activities and Residential Education & Housing. The partnerships collaborate and sponsor health, awareness, wellness, and prevention programming on a variety of topics. These programs raise awareness for important health issues, which impact college students and the community at large. The Office of Prevention and Awareness provides online and on-campus interactive wellness and prevention programs. These programs educate and help students to tackle and reduce the risk of drug and alcohol abuse, hazing, bystander prevention, and sexual violence. The course contains content that is specifically required by the amendments to the Clery Act. These regulations are enforced by the U.S. Department of Education.

### ***Mission Statement***

The mission of Health, Awareness, Wellness and Prevention programming is to engage in prevention and intervention efforts to increase awareness, impact student decision-making, and positively influence our university community.

### ***Learning Outcomes***

By engaging in Health, Awareness, Wellness and Prevention programming students will:

- Increase and apply their knowledge of making healthy life choices (related to alcohol, drugs, sexual health, mental health, bystander intervention, etc.).
- Identify on and off campus wellness resources and how to access them.

### **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, recreational, academic, 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. The Office of Student Activities supports the mission-driven work of student organizations and seek to equip student leaders and student organization advisors with vital skills and resources in order to make their organizations more effective, inclusive, impactful and sustainable. To find out more, visit [www.reinhardt.edu/clubs](http://www.reinhardt.edu/clubs).



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### ***Mission Statement***

The mission of the Student Organizations at Reinhardt University is to provide students with opportunities to enhance their educational experience and allow them to develop social and professional relationships, learn leadership and organizational skills, and serve the campus community.

### ***Learning Outcomes***

Students who engage as members in and/or as leaders of Student Organizations will be able to:

- Choose opportunities for involvement that enables them to collaborate with others across communities at Reinhardt and beyond.
- Develop professional and leadership skills (such as empathy for others, event planning, goal setting, communication, risk management, conflict resolution and team building) that can be transferred to their professional goals after Reinhardt.
- Recognize one's own identity and be able to identify personal values and beliefs and understand how they influence decision-making.

### ***Rules and Regulations for Student Organizations***

All student organizations of Reinhardt University are subject to the rules and regulations contained in the Student Handbook, [www.reinhardt.edu/clubs](http://www.reinhardt.edu/clubs), the current Handbook for Student Organizations and the Reinhardt University Code of Conduct. Student organizations that violate the policies of Reinhardt University are subject to discipline by the Office of Student Affairs and/or the Student Government Association. The Office of Student Activities and the Student Government Association retain the right to recommend that an organization's official recognition be withdrawn if serious or continual violation of University policies occurs.

### ***Additional Information on Student Organizations***

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

### ***Club Sports***

The Club Sports program offers a unique blend of team and individual sports with intercollegiate opportunities for club members. A club sport is a student organization organized by students who are motivated by a common interest in a specific sport or recreational activity. These interests can be competitive, recreational or instructional in nature. Club sports represent the University in intercollegiate competition against similar organizations at other higher educational institutions. To find out more visit [www.reinhardt.edu/clubs](http://www.reinhardt.edu/clubs).

### ***The Office of Student Activities recognizes the following club sports:***

- Reinhardt Disc Golf
- Reinhardt Fencing
- Men's and Women's Beach Volleyball
- Reinhardt Esports

### ***Mission Statement***

The Club Sports program at Reinhardt University strives to encourage participation, socialization and competition of student organized sports clubs to create added experiences that will enhance physical fitness and foster a spirit of camaraderie.

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### ***Learning Outcomes***

By participating in club sports, students will be able to:

- Develop life skills such as leadership, organization, work ethic and communication all within a club/team environment.
- Improve physical and mental health through the enjoyment of participation in club/team activities.
- Develop a sense of friendship, camaraderie, teamwork, and group spirit that recreating together produces.

### **Fraternity and Sorority Life**

The fraternity and sorority community at Reinhardt University enhances the collegiate experience of its members by providing unparalleled opportunities for leadership development, scholastic engagement and lifelong friendships and connections. While our groups support different philanthropies and causes, and have different histories and traditions, all of our fraternities and sororities complement the mission of the University by seeking to educate the whole person. Fraternity and sorority life is more than just wearing Greek letters, it is about being a positive influence on your campus and in the community. To learn more visit [www.reinhardt.edu/fsl](http://www.reinhardt.edu/fsl).

### ***Mission Statement***

Reinhardt University's fraternity and sorority community will be a prominent component of the student experience, through which students will engage in a meaningful values-based experience. This experience will prepare them for life beyond their collegiate experience through emphasis on academic achievement, service and philanthropy, leadership, and social development.

### ***Learning Outcomes***

- Students will demonstrate personal responsibility, practice self-governance, and work collaboratively to create and achieve community goals.
- Students will understand the importance of scholarship and practice academic responsibility.
- Students will appreciate and engage in community service and philanthropic activities connected with their national organization and needs of the local community.
- Students will build strong connections with peers based on shared values and develop a commitment to the values of their organization.

### **Student Government Association**

In its pursuit of educating the whole person, Reinhardt University encourages student participation within all realms of the campus community; the University strives to include the Student Body in the development and advancement of the institution. Student self-government plays a significant role in shaping the quality of student life at Reinhardt University. Established in 1957, the Student Government Association 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 committees, programs, projects and student organizations. To learn more, visit [www.reinhardt.edu/sga](http://www.reinhardt.edu/sga).

### ***Mission Statement***

The mission of the Student Government Association is to ensure student participation in the university decision-making process, which helps to voice the needs, concerns and rights of each student and ultimately works toward the advancement of the university community.



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The Student Government Association utilizes the organizational and advocacy experience and other experiential learning activities as a vehicle for:

- Leadership Development
- Community/Civic Engagement
- Self-Empowerment
- Self-Management and Appraisal

### ***Learning Outcomes***

As a result of serving in organization leadership positions, students will:

- Enhance their transferable skills through leadership programs, training, and development opportunities.
- Articulate of the importance of good citizenship and how they can impact their community through involvement, service, and leadership.
- Develop self-reliance and self-confidence through fulfillment of roles and responsibilities.
- Maintain personal health and wellness in potentially stressful environments.

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

### ***Executive Board***

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

### ***Student Senate***

The Student Senate exercises legislative power over those areas of collegiate activity that are the responsibility of students; it is the student legislature of Reinhardt, developing and sponsoring legislation for the betterment of the institution. The Student Senate is made up of both elected and appointed members.

### ***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 student members appointed by the SGA Vice President of Administration, staff members shall be appointed by the Dean of Students, and faculty members shall be appointed by the Provost. The senior faculty/staff member shall serve 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.

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### ***Student Activities Council***

The Student Activities Council (SAC) exists as the programming and event-planning arm of the Student Government Association. SAC is a student-led organization responsible for providing a balanced schedule of social, cultural, educational and recreational programs and activities. Participation on SAC encourages the development of leadership skills as students initiate, plan, develop, and participate in activities programs and events. This council works with national agencies, local organizations, students, faculty and staff to provide programs and activities for students. SAC focuses on programming on weekday, night and weekend programming.

### ***Mission Statement***

The purpose of the Student Activities Council is to plan and administer activities for the student body, in order to contribute to a well-rounded social, recreational and cultural life for the Reinhardt University campus and community. The Student Activities Council utilizes the organizational and event management experience and other experiential learning activities as a vehicle for:

- Communication and Collaboration
- Self-Management and Appraisal
- Leadership Development
- Event/Program Management
- Civic Engagement/Responsibility

### ***Learning Outcomes for SAC Student Leaders***

As a result of serving in organization leadership positions, students will:

- Demonstrate professionalism through interactions with students, professional vendors and community members.
- Maintain personal health and wellness in potentially stressful environments.
- Enhance their transferable skills through leadership programs, training, and development opportunities.
- Create and assess project goals through reflection on overall outcomes at completion of projects.
- Identify and plan all aspects of an event/program.
- Articulate the importance of good citizenship and how they can impact their community through involvement, service, and leadership.

### ***Learning Outcomes for Event Attendees***

As a result of attending SAC-planned events, students will:

- Enhance their feeling of engagement, belonging, loyalty and pride with the University.
- Engage with their community with programs/events that are available exclusively on Reinhardt's campus.
- Interact with individuals that have similar and differing opinions and beliefs on a variety of subjects.

### ***Performing Arts Opportunities***

Reinhardt University has a wide variety of opportunities for students who wish to explore interests in music and theatre. Majors and minors must audition to be accepted, but all non- majors may request to take private music lessons (dependent upon studio space), participate in music ensembles, and audition for plays and musicals. Scholarships are available for non-major participants who commit to the Marching Band and Pep Band each academic year.

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If you are interested in attending live performances, the School of Performing Arts sponsors numerous free concerts, theatre productions, and other special events each semester. Check the Reinhardt Activities Calendar and your student email for announcements pertaining to these events.

Any student who wishes to get involved with the School of Performing Arts should call the office at 770-720-9172. The Administrative Assistant will direct your inquiry to the appropriate faculty member. Auditions for ensembles should take place before the beginning of each semester.

***Instrumental ensemble options:***

- Reinhardt Wind Ensemble
- Screaming Eagles Marching Band and Pep Band (no audition required, but participation in Band Camp is required for scholarship consideration)
- Jazz Ensemble
- African Dance and Drum Ensemble
- Percussion Ensemble
- Various brass and woodwind chamber ensembles

***Choral ensemble options:***

- Reinhardt Concert Choir (no audition required)
- Reinhardt Chorale
- Student-run male and female a cappella ensembles

***Theatre options:***

- Fall and spring mainstage musicals
- Fall and spring mainstage plays
- Student-directed outdoor Halloween play
- Improv Troupe

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

**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. If commuter students need assistance, they can contact the Office of the Dean of Students at (770) 720-5540 or [deanofstudents@reinhardt.edu](mailto:deanofstudents@reinhardt.edu).

***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.

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### ***Commuter Lounge***

The Commuter Lounge, on the lower level of the George M. Lawson Academic Center, includes vending machines, lockers, couches, study tables, and kitchenette. 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?***

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. If nontraditional students need assistance, they can contact the Office of the Dean of Students at (770) 720-5540 or [deanofstudents@reinhardt.edu](mailto:deanofstudents@reinhardt.edu).

### **International Student Services**

The Office of the Dean of Students works hard to make international students feel at home at Reinhardt and supports them throughout their time on campus. We look forward to working with you to make your stay at Reinhardt one of the most productive and fulfilling experiences of your academic career. The Office of the Dean of Students collaborates with other campus departments to provide resources and programs that help international students acclimate to life in the U.S. and thrive at Reinhardt. The office also helps to facilitate the sharing of diverse cultures with the rest of the college community. To find out more visit [www.reinhardt.edu/iss](http://www.reinhardt.edu/iss).

Questions or concerns regarding International Student Services should be directed to the Office of the Dean of Students at [deanofstudents@reinhardt.edu](mailto:deanofstudents@reinhardt.edu) or (770) 720-5540 or the Registrar's Office at [registrar@reinhardt.edu](mailto:registrar@reinhardt.edu) or 770-720-5954.

### **Veteran and Active-Duty Students Services**

At Reinhardt, we are proud to serve those who have served our country in the United States military. We owe you a debt of gratitude for your sacrifices and dedicated commitment in service to defend our country and our freedom.

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As a VA-approved Yellow Ribbon campaign/GI Bill school, our goal is to support you and your family members as you begin, continue, and complete your academic goals. At Reinhardt, we offer military training transfer credit evaluation, military veteran faculty and staff employees, student-focused, small classes, regional accreditation, and a 130-year-plus history of quality – all with the goal of creating a unique experience where each student thrives. Our services are available to all military service veterans (active, guard, reserve, former, and retired), and veterans’ family members.

The Office of the Registrar serves as the Certifying Official to the United States Department of Veterans Affairs on behalf of Reinhardt University. Veterans and the dependents of Veterans who are eligible to receive benefits will work with the Veterans Benefits Coordinator in the Office of the Registrar who can be reached by phone [770.720.5534](tel:770.720.5534) or email [registrar@reinhardt.edu](mailto:registrar@reinhardt.edu). To find out more visit [www.reinhardt.edu/veterans](http://www.reinhardt.edu/veterans).

### **LGBTQIA+ Student Resources and Services**

Reinhardt University is dedicated to affirming the lives of lesbian, gay, bisexual, transgender, queer, questioning, intersex, asexual, aromantic, and allied (LGBTQIA+) students, faculty, and staff by providing educational and supportive resources and services.

Reinhardt University Community is an open-minded academic atmosphere, a supportive home. Homophobia, transphobia, and bigotry have no place on our campus and Reinhardt University is working tirelessly to provide all students with the environment they need to flourish.

This is an online resource database for current and prospective students who identify as members or allies of the lesbian, gay, bisexual, transgender, queer, questioning, intersex, asexual, aromantic, and allied community. Sponsored by the Division of Student Affairs at Reinhardt University, this site aims to improve visibility and support for LGBTQIA+ students and employees by promoting and publicizing available resources and services at the University. The University offers a number of services that impact all areas of student life and aims to provide all students with a supportive environment.

The Office of the Dean of Students collaborates with faculty, staff, and students to develop programs to celebrate the LGBTQIA+ presence on the campus by organizing and sponsoring events associated with LGBTQIA+ issues. Contact us at [deanofstudents@reinhardt.edu](mailto:deanofstudents@reinhardt.edu).

### **Campus Recreation Areas**

The Campus Recreation program provides healthy and convenient opportunities to engage in physical activity as social and fitness outlets for the campus community which supports the holistic mission of the University by integrating wellness, recreation, leisure, and natural resource preservation within the campus experience.

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***Campus Recreation facilities include:***

- Northside Hospital Fitness Center
- Gin Miller Fitness Studio
- Sand Volleyball Court
- Mountain Biking and Hiking Trails
- Tennis Complex
- Walking and Jogging Routes
- Lake Mullenix Walking Path
- Disc Golf Course
- Campsites
- Hammock Pods

***Mission Statement***

The mission of Campus Recreation is to enrich the quality of life for the Reinhardt University community by promoting a holistic approach to physical well-being through a variety of indoor and outdoor facilities that promote healthy behaviors and foster student development.

***Student Learning Outcomes***

A student who utilizes Campus Recreation facilities will be able to:

- Practice healthy behavior that will contribute to a healthy lifestyle and promote emotional and physical health.
- Make purposeful decisions regarding the balance of education, work, and leisure time.
- Relieve stress through positive and healthy physical fitness activities.

***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, volleyball and tennis 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, weights and other workout equipment. Outdoor facilities at the Jim & Syble Boring Sports Complex include the Ken White Fields for baseball, soccer, softball, lacrosse, and football, Ken White Softball Practice Facility, and the J. Thomas & Bettye Jo Isherwood Field House. Lighted tennis courts are also available next to the Brown Athletic Center and a sand volleyball court is located near Roberts Hall.

***Mountain Bike Trails***

As North Georgia is considered an outdoors mecca, it is fitting that Reinhardt University has designed a system of trails for hikers and mountain bikers. The trails take riders and hikers 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 as well as the general public. The trails offer a perfect outdoor setting to enjoy a stroll and catch up with an old friend as the trails are wider than normal hiking trails, so you can easily walk side-by-side. The trails meandering through rolling elevation with short climbs and rocky sections as well as two bridged stream crossings. The hikers and bikers follow white and blue blazes. White blazes indicate the primary trail (Trail#1) while the blue blazes indicate secondary trails (Trails #2-8). All trails are numbered, and these numbers



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correspond with the notations on the trail map. The primary trail is clear and easily accessible for all capability levels making this trail easy for beginners and family-friendly, too. The secondary trails offer a moderate challenge but are still quite accessible for all ability levels. The adventure begins at either one of the two trailhead entrances. The first trailhead entrance is located on Grady Street behind the Brown Athletic Center. Parking for this trail entrance is located in the gravel parking lot of the athletic center. The second trailhead entrance is located on Eagles Way Drive behind the Isherwood Field House. Parking for this trail entrance is located in the gravel parking lot of the field house. To find out more visit [www.reinhardt.edu/trails](http://www.reinhardt.edu/trails).

### ***Sand Volleyball***

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

### ***Tennis Complex***

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

### ***Fitness Center***

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

### ***Gin Miller RU Fit Studio***

The RU Fit Studio by Gin Miller offers an innovative workout facility right here on campus. Professionally designed Circuit Workouts are performed on a device that makes it possible for each individual to load all four limbs and the trunk in every movement pattern, it's systemic fitness. The system is primarily based on the use of a customized resistance tower called the FITtree. Each individual uses their own FITtree in their designated space to perform their choice of several workout options. Just follow the cues and you will be exercising at your own level in your own space. The RU Fit Studio is for everyone as any person, regardless of age, experience or fitness level can enjoy these workouts because we offer three levels of participation and a learning guide at each station.

### ***Walking and Jogging***

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

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### ***Lake Mullenix***

A natural focal point on Reinhardt University's campus is Lake Mullenix. Completed in 1980, the spring-fed lake offers stunning views of the Falany Performing Arts Center, the Fincher Visual Arts Center and the Reinhardt University Theater. It is an ideal setting for relaxation, physical activity and instruction. Students and visitors alike can enjoy the beautiful landscape that surrounds Lake Mullenix as they take a leisurely stroll on the walking path that circles the lake. For safety reasons, the University prohibits swimming and/or wading in Lake Mullenix. Fishing is permitted so long as state fishing laws and regulations are followed. Take advantage of this unique feature of Reinhardt University to enhance your faith, learning, and leading.

### ***Disc Golf***

What is Disc Golf? It's golf ... with discs. The Reinhardt University Disc Golf Course offers a disc golf experience for the beginner and pro alike. The course winds beside the popular Lake Mullenix and East/West Apartments. Discs are available to check out from Reinhardt Central. To find out more, visit [www.reinhardt.edu/discgolf](http://www.reinhardt.edu/discgolf).

### ***Camping***

Camping opportunities are available for currently enrolled students only (not the general public) on weekends at designated campsites on Reinhardt University's beautiful and scenic campus. The campsites are "primitive" in design thus electricity or running water are not available at the campsites. Each campsite has a tent pad, fire ring and a picnic table.

There are extra responsibilities and skills that are necessary for camping on campus. It is your responsibility to know these before you go camping. All users of the campsites must comply with the following camping policies and comply with the campus policies found in the Code of Conduct. Failure to abide by these policies may result in the revocation of any future camping privileges. Violations of the Code of Conduct will be referred to the Dean of Students. Camping policies and procedures apply to make your experience safe, and to keep the natural resources scenic and unspoiled for other campers. To find out more visit [www.reinhardt.edu/camping](http://www.reinhardt.edu/camping).

### ***Please note the following:***

- Campsites must be reserved in advance and registration takes place at Reinhardt Central.
- Campsites are reserved on a first-come, first-served basis.
- The campsites can only be reserved for weekend camping (i.e. Friday and Saturday nights, Friday at 4 p.m. through Sunday at 2 p.m.).

### ***Hammock Pods***

Reinhardt University has embraced its students' enthusiasm for hammocks. The hammocking culture among students is a reflection of the overall culture at RU. RU has a very relaxed feel to it, and that is something that hammocking plays into perfectly. Hammocking allows students to spend more time outside and is a great place to get class reading done, as long as you don't mind interrupting it with a little nap. That is bound to happen. There are four sets of hammock pods around campus. Pods can be found beside Gordy Hall, behind the Donor Plaza near the shade garden, next to the sand volleyball court and next to the waterfalls by Lake Mullenix. Hammocks are available for check out from Reinhardt Central, compliments of the Student Government Association.



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## **VII. Services & Resources**

### **Intercollegiate Athletics**

**(770) 720-5568**

Reinhardt is a member of the Appalachian Athletic Conference (AAC) within the National Association of Intercollegiate Athletics (NAIA). Reinhardt fields 24 intercollegiate teams that all offer athletic aid to qualified student-athletes. The sports include baseball (men), basketball (men and women), cross country (men and women), golf (men and women), lacrosse (men and women), soccer (men and women), softball (women), tennis (men and women), cheerleading (men and women), volleyball (men and women), football (men), flag football (women), indoor and outdoor track and field (men and women), field (men and women), wrestling (men), and four reserve sports which include soccer (men and women), basketball (men), and volleyball (women). Athletic facilities include basketball courts, a volleyball court, tennis courts, a weight room and fitness center, training rooms, locker rooms, and fields for baseball, soccer, softball, lacrosse, and football. To find out more visit <http://www.reinhardtteagles.com>.

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, volleyball, wrestling and tennis teams, together with the Joseph W. Baxter Recreation Center, includes locker rooms, classrooms, coaches' offices, an athletic training room, a concession stand and storage areas. The Northside Hospital Cherokee Fitness Center includes cardiovascular machines, weights, and other workout equipment. Outdoor facilities at the Jim & Syble Boring Sports Complex include the Ken White Fields for baseball, soccer, softball, lacrosse, flag football and football, Ken White Softball Practice Facility, and the J. Thomas & Betty Jo Isherwood Field House. A sand volleyball court is located near Roberts Hall.

### **Blanche Hagan Chapel**

**(770) 479-4428**

The Blanche Hagan Chapel was given to Reinhardt University by Blanche Hagan and is home to The Waleska United Methodist Church. In addition to church-related activities, the chapel is used for Reinhardt University campus ministry functions, as well as concerts, weddings, and other events. For more information about the chapel and its use, please contact The Rev. Brian Smith, pastor of Waleska UMC at 770-479-4428 or [briansmith@waleskaumc.org](mailto:briansmith@waleskaumc.org).

### **Reinhardt University Bookstore, The Landing**

**Store hours for Fall and Spring Semester:** 9:00 am -5:00 pm M-TH and 9:00 am -3:00 pm on Fri  
Reinhardt University has partnered with eCampus to offer students an online bookstore to provide convenience, affordability, and improved accessibility. Students will be able to order their textbooks and course materials online at <https://reinhardt.ecampus.com/> with the option to ship to their home or to Reinhardt University's main campus.

### **Business Office**

**(770) 720-5520**

The Business Office is open weekdays from 9:00 a.m. to 4:30 p.m. The staff handles tuition payments and student accounts. There will be a \$30 fee for reissuance of student payroll or federal refund checks.

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***Policy and Procedure for Federal Refund Checks for All Title IV Funds  
(Stafford Subsidized and Unsubsidized Loans, PLUS Loans)***

When a school credits a student's account with federal funds and those funds exceed the student's allowable charges, a credit balance may occur. When a credit balance occurs, the school must refund the excess Federal Funds to the student or the parent as soon as possible, but no later than 14 days after the credit occurs per Federal Regulation.

**Office of Financial Aid  
(770) 720-5667**

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 Reinhardt's Financial Aid Counselors. Contact information can be found on our website. Please feel free to contact the Office of Student Financial Aid at any time.

The Office of Student Financial Aid is located on the main floor of the Burgess Administration Building. Our office hours are 8:30am to 5:00pm Monday to Friday.

Your financial aid package could consist of grants, scholarships, and/or loans. Grants and scholarships are free money, and loans are repayable. The institution reserves the right to adjust institutional scholarships when that aid in combination with federal and state grants or scholarships exceeds the direct cost of tuition and on-campus housing.

Reinhardt does offer Work-Study positions in many areas on campus. Please consult our website for more information. Work-Study is processed through the Office of Student Financial Aid and pay is processed by Human Resources.

When you are considering dropping/adding classes, withdrawing with a 'W', or withdrawing from the University you need to contact your advisor and the Office of Student Financial Aid. 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.

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 as renewal eligibility is checked after each Spring semester.

**Office of the Registrar  
(770) 720-5534**

The Office of the Registrar is available to assist students with class registration, transcript requests, change of major and advisor, enrollment verification, and other records-related aspects of academic life at Reinhardt. You can view the Academic Catalog and keep track of important dates with the Academic Calendar. The Office of the Registrar strives to provide the highest level of service to the Reinhardt community in an efficient and timely manner. The Office of the Registrar is located on the main floor of the Burgess Administration Building. It is the first door on the right when you enter the building through the front doors. Office hours: Monday – Friday 8:30 a.m. - 5:00 p.m.

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## **Hill Freeman Library and Spruill Learning Center**

(770) 720-9120

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. Additional renovations were completed during the summer of 2017 to expand learning spaces for student engagement and success. The library includes an information commons, several small group study rooms, a large group meeting room, a technology lab, and a classroom.

### **During Fall and Spring semesters, the library is open and staffed:**

Monday through Thursday from 8:00 AM to 11:00 PM

Friday from 8:00 AM to 5:00 PM,

Saturday from 1:00 PM to 5:00 PM

Sunday from 2:00 PM to 11:00 PM

Your Reinhardt Eagle Card is your library card as well as how you access the 24-hour areas of the building. These areas include comfortable seating, study carrels, and computers. Books can be checked out for 3 weeks at a time and can be renewed in person or by calling 770-720-9120. We charge overdue fines \$.05 per day per item. We have a photocopier in the library that students can use at a cost of \$.10 per page and a color printer that can be used at a cost of \$.50 per page. Regular black and white printing is free.

Much of the library collection is available 24/7 through the library website:

[www.Reinhardt.edu/Library](http://www.Reinhardt.edu/Library). Our library collection includes over 150,000 eBooks and 35,000 full-text electronic journals. Between GALILEO and Reinhardt Library subscriptions, we have access to over 150 databases. To access databases and eBooks from off-campus, use your Reinhardt email address and password if prompted.

The library staff provides assistance in research, whether it is a simple "just curious" question or a complex research paper assignment. They can teach you where to find, how to gather, how to evaluate, and how to use effectively information, which is a needed skill both for academic success and in today's rapidly changing world.

For assistance, come by the library, give us a call at 770- 720-9120, or send an e-mail to [library@reinhardt.edu](mailto:library@reinhardt.edu). All library services are available to all students, faculty and staff of Reinhardt University.

## **Food Services**

(770) 720-5611

### ***General Information***

Reinhardt University Food Service is managed by Metz Culinary Management. The goal of the company's staff is to provide students with wholesome, nutritious, high-quality meals and exceptional customer service. Questions and suggestions concerning meals, quality and quantity should be directed to the Chief Financial Officer or Metz's General Manager. The dining hall, 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 General Manager for more information on special meals.

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### ***Eagle Cards (Student IDs)***

Each student must present his or her ID card upon entering the dining hall. Cards will be checked at each meal. Students are not allowed to swipe (meal plans) for any other students on campus under any circumstances. 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. Meal schedules will be determined by the academic calendar and will be posted in the main dining room and online. Outside To-Go Containers are not allowed to be used inside Gordy Dining Hall. Reusable “Green” To-Go boxes can be purchased from Metz for a onetime fee of \$8.00 and can be reused anytime throughout the year within Gordy Dining Hall.

### **Department of Public Safety**

Emergency: x5911 or 770-720-5911

Non-Emergency 770-720-5789

[Publicsafety@reinhardt.edu](mailto:Publicsafety@reinhardt.edu) or [www.reinhardt.edu/publicsafety](http://www.reinhardt.edu/publicsafety)

The Department of Public Safety maintains business hours of 8:30 a.m. to 5:00 p.m. for administrative matters including issuing student ID cards, decals, and keys. Their office is located on the bottom floor of the East Apartments. The Public Safety officers are on duty on a 24 hour/7 day a week basis to answer calls for service and patrol the campus. The safety of the Reinhardt University community ultimately depends on the shared responsibility and personal involvement of its members. The Public Safety staff encourages all members of the community to report acts of crime, suspicious activities and suspicious persons. It is important for members of our community to secure their valuables by locking room doors and locking vehicles with valuables removed from sight.

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

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### ***Access Control Services***

#### ***Student ID Cards***

The Department of Public Safety creates and issues student identification cards, called Eagle 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 Department of Public Safety. Replacement cards cost \$15.

#### ***Keys***

Upon arrival to the University's residence halls, students are issued a room key. Primary responsibility for room security has to be between roommates or suitemates. Each resident should become accustomed to locking the door when leaving. When keys are lost, a fee is incurred to cover the costs of replacing or re-coring locks. The dispensing of keys to other areas of the University is handled using the Key Request Form, which is available on the University website at <http://www.reinhardt.edu/publicsafety>.

#### ***Safety Services***

The Public Safety staff reserves the right to inspect all areas of the University, including individual residence hall rooms for health, safety and welfare reasons. Fire prevention and safety for members of our community are the highest priorities to the University. When the fire alarm sounds in a building, all occupants of the building are to evacuate immediately. Under no circumstances are students to interfere with fire or public safety personnel who are responding to a fire alarm or are conducting a fire drill. Fire drills will be conducted throughout the year to help ensure familiarity with evacuation procedures.

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

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

#### ***Parking Services***

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

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

***Emergency Numbers***

Fire, EMS and Sheriff	911
Public Safety Emergency	770-720-5911 (x5911)

***Non-Emergency Numbers***

Public Safety Administrative	770-720-5789 (x5789)
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**Office of Information Technology  
(770) 720-5555 or (877) 447-2001**

The Office of Information Technology handles all computing, network and office phone responsibilities for the Reinhardt campus utilized by faculty, staff and students, as well as assist Student Services with Hulu streaming support. Questions or problems concerning any of these areas may be addressed by calling the Helpdesk number, 770- 720-5555 or 877-447-2001, and speaking with a representative, leaving a voice message when necessary, or by sending an email to [helpdesk@reinhardt.edu](mailto:helpdesk@reinhardt.edu) with a complete description and your 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, 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.



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### ***Computer Lab Regulations***

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

These regulations and policies are subject to change by the University at any time.

- Food, drinks and tobacco products are not allowed in the labs.
- Use of computer music players is allowed, but students must be respectful of others when choosing an appropriate volume. If a student is asked by the lab assistant or another lab user to turn down the volume, he or she is required to do so.
- Lab printers are to be used only with standard 8.5 x 11-inch paper provided by the University. The number of pages printed should be kept to the minimum required for academic work. Lengthy printouts from the Internet are discouraged.
- All problems with equipment or software should be reported to the IT department at 770-720-5555 or 877-447-2001 or [Helpdesk@Reinhardt.edu](mailto:Helpdesk@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.
- 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 <https://www.reinhardt.edu/technology-services>.

### ***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.



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### ***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.

- Users must comply with all copyright 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.
- 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.
- 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.
- Users are required to use their Reinhardt email account when emailing any Reinhardt department or employee on matters of official school business.
- 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.
- Users shall not forward e-mail to any other person or entity without the express permission of the sender.
- 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.

- 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.
- Users are responsible for safeguarding their passwords for the various systems (Eagleweb, email, network login, etc.). Individual passwords should not be printed, stored online, or given to others. Users are responsible for all transactions made using their passwords.
- 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.
- 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.
- Any network activity that impedes the flow of network traffic or diminishes the availability of resources to other users is strictly prohibited.
- 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**

**(770) 720-5600**

**Support Services, a.k.a. the switchboard or the mailroom, on the lower level of the Burgess Administration Building.**

- **Mail Service** – In order to receive regular mail through the United States Postal Service, students are required to rent a post office box. The Post Office will assist students with acquiring one. Mail that is delivered to the University will be returned to the sender.
- **Packages – Special Delivery Service** – Reinhardt University will not accept packages (Fed-Ex, UPS, etc.). Packages can be mailed to your post office box.
- **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.

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### **Center for Student Success (770) 720-5853**

The Center for Student Success (CSS), located in room 313 of the Hill Freeman Library, provides a relaxed atmosphere where students are supported with tutoring, a study community, and connections with the tools they need to succeed. Whether those tools involve guidance in organizing papers, budgeting time, study skills, or other academic success coaching and encouragement, the CSS operates free of charge to all Reinhardt University students. Staffed with professors, adjunct professors and select students who have been trained to tutor, the CSS offers direct appointments in writing, sciences, math, Spanish, and other disciplines such as music and business depending on tutor availability. Students are sent an electronic form when they meet with a tutor that they can share with their professors if desired.

Follow the CSS on Instagram @ center\_reinhardtsuccess or facebook @ CSSReinhardtU for updates on current programming! To make an appointment for tutoring or for more information about current walk-in hours, leadership development opportunities, and other outreach of the CSS, use the forms at [www.reinhardt.edu/css](http://www.reinhardt.edu/css).



### **United States Postal Service (770) 720-2471**

Please be aware that there is no on-campus postal service for students; however, Post Office Boxes are available for a nominal fee at the Waleska Post Office which is located across the street from the Burgess Administration Building. The Waleska Post Office 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. To reserve a PO Box online, visit [www.usps.com](http://www.usps.com) then 1) select Manage Your Mail, 2) Select Reserve or Renew a PO Box, 3) Click Find a PO Box, 4) Pick the Waleska Post Office by entering following ZIP Code: 30183, 5) Select Waleska Post Office, 6) Complete the online application, 7) Pay with any major credit card, 8) Bring the printed form, your emailed receipt, and two IDs to the Waleska Post Office to pick up your key.

### **Facility Reservations (770) 720-5538**

To avoid conflict, all individuals and organizations who would like to schedule meetings utilizing campus facilities or involving campus personnel must submit a request through the Ad Astra system. Your request to use the space will need to be confirmed by the space approver for the area. Please submit reservation requests a minimum of 7 days prior to the event date and denote if the event requires security or audiovisual support. Questions about requesting facilities should be directed to [FUR@reinhardt.edu](mailto:FUR@reinhardt.edu) or contact the Campus Scheduler at x5538. Meeting places will be reserved on a first come, first served basis.

### ***Faculty and Staff***

You can navigate to <https://www.aaiscloud.com/ReinhardtU> and use your Reinhardt credentials to sign in. Once accessing Astra Schedule, you'll be able to request, schedule, or approve events depending on your responsibilities. Current faculty and staff can also submit reservation requests via the forms below:

### ***Students and Student Organizations***

Students and Student Organizations can submit reservation request via the form below. Student and Student Organization members have a dedicated form and process to use so that the Student Affairs staff will receive their requests for approval prior to going through the Ad Astra reservation process to the space approvers. These individuals evaluate and grant or deny scheduling requests from students and organizations. The Student Affairs staff does not give approval for use of space—this responsibility lies with the Space approver.

[Student and Student Organization Event Request](#)

### ***Guests***

Members of the external community and guests can submit reservation request via this form:

[External Rental Inquiry Form \(jotform.com\)](#)

### ***Approving an Event***

Space approvers are individuals designated to manage and approve the use of those event spaces assigned to them. When a scheduling request is submitted in Astra Schedule, it is received and evaluated by the space approver(s) for that area. Space approvers will either confirm or deny the use of the space based on the availability of the space requested. Reservation requests are reviewed and processed during normal business hours, Monday to Friday, 8:30 a.m. to 5 p.m. (excluding holidays and university breaks).

### ***Lost and Found***

**(770) 720-5789**

The Department of Public Safety is the official lost and found center for the Campus. Their office is located on the bottom floor of the East Apartments. Unclaimed items will be donated to a charitable organization at the end of term.

## **VIII. General Information**

### **Community Resources and Helplines**

#### ***Emergency***

Campus Public Safety:	770-720-5911
County Sheriff, Fire, Ambulance:	8-911
Hospital (Northside-Cherokee, Canton)	770-720-5100
Student Health Nurse	770-720-5657
Student Counseling Services	Telehealth/Virtual Care Groups

#### ***Support Groups***

Alcoholics Anonymous (AA)	404-525-3178
Al-Anon/Alateen (Information Service)	404-687-0466
Anorexia Nervosa and Associated Eating Disorders	770-434-4567
Grief and Loss	770-953-4744
Substance Abuse	1-800-663-4357

Domestic Abuse  
Hazing Hotline  
Rape, Abuse, and Incest (RAINN)

1-800-799-7233  
1-800-668-4293  
1-800-656-HOPE

***Local Churches***

***Waleska United Methodist Church***  
Hagan Chapel, Reinhardt Campus, Waleska  
770-479-4428  
[www.waleskaumc.org](http://www.waleskaumc.org)

***Fields Chapel United Methodist Church***  
1331 Fields Chapel Road, Canton  
770-479-6030  
[www.fieldschapel.org](http://www.fieldschapel.org)

***Liberty Hill United Methodist Church***  
141 Railroad Street, Canton  
678-493-8920  
[www.libertyhillumc.org](http://www.libertyhillumc.org)

***Waleska Baptist Church***  
10657 Fincher Road, Waleska  
770-479-1024  
[www.waleskafirstbaptist.org](http://www.waleskafirstbaptist.org)

***Heritage Baptist Fellowship***  
3615 Reinhardt College Pkwy, Waleska  
770-479-9415  
[heritagecanton.com](http://heritagecanton.com)

***First Baptist Canton***  
1 Mission Point, Canton  
770-479-5538  
[www.fbccanton.org](http://www.fbccanton.org)

***Faith Presbyterian Church***

3655 Reinhardt College Pkwy, Waleska  
770-479-6193  
[www.faithpc.us](http://www.faithpc.us)

***Celebration of Grace Lutheran, ELCA***  
Scott Mill Chapel @ 411 Scott Mill Rd, Canton  
770-503-5050  
[www.celebrationofgrace.org](http://www.celebrationofgrace.org)

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

***Saint Clement's Episcopal Church***  
2795 Ridge Road, Canton  
770-345-6722  
[www.stclementscanton.org](http://www.stclementscanton.org)

***Lake Arrowhead Chapel***  
1218 Lake Arrowhead Drive, Waleska  
770-479-3886  
[LakeArrowheadChurch-Home\(lachurch.org\)](http://LakeArrowheadChurch-Home(lachurch.org))

***North Cherokee Church of Christ***  
7198 Reinhardt College Parkway, Waleska  
770-213-3273  
<http://www.nccofc.com>

## **IX. University Policy Statements**

### **University Email Policy**

It is University policy that all communications take place via Reinhardt email. If you are unable to access your Reinhardt email, please contact the IT help desk at 770-720-5555 or 877-447-2001 or [helpdesk@reinhardt.edu](mailto:helpdesk@reinhardt.edu) or see the instructions on the website at <https://reinhardtkb.blackbelthelp.com/it/student-login-information/>

If you have not logged into My.Reinhardt to set up your password authentication, please do so at your earliest convenience. This self-service portal will save you time in the future when changing your password.

Below are 3 YouTube tutorials that will also help you through the process.

- My Reinhardt: Initial login and Multi-Factor Authentication  
<https://youtu.be/nMyn7Pnr9Fs>
- Change your Password on my.reinhardt.edu <https://youtu.be/b4n483FkC6E>
- Single Sign-On (SSO) for Reinhardt University <https://youtu.be/paOzRWrl8Yo>

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## **University Anti-Virus Policy**

### ***Summary***

This policy is designed to provide a university network environment that is virus-free and help prevent infection of Reinhardt computers and computer systems by computer viruses and other malicious code. This policy is intended to help prevent damage to user applications, data, files, and hardware.

This policy is meant to establish base requirements that must be met by computers connected to the Reinhardt University network to ensure effective virus detection and prevention.

Ultimately, this policy is an effort to protect Reinhardt University's computer systems from viruses, trojans, and malware, all Reinhardt-owned systems are required to have antivirus software installed. This helps protect both the computer and the Reinhardt network from harm.

Reinhardt IT installs antivirus software on all Reinhardt-owned systems upon initial configuration. No additional steps are required by the employee to procure antivirus protection. Students can seek assistance from the Office of Information Technology to learn how to acquire antivirus protection.

### ***Scope***

This policy applies to all computers that are connected to the Reinhardt University network via a university network connection, a wireless connection, a connection through the modem pool, or a VPN connection. This policy covers computers that are university-owned and computers that owned by individuals that are attached to the network. This policy covers all types of computers including, but not limited to, desktop computers, laptop computers, server class computers. In addition, this policy covers home computers that are owned and/or used by students, faculty, and staff, and/or their families that connect to the Reinhardt University network via the modem pool.

This policy applies to all employees and faculty of Reinhardt University; as well as vendors, contractors, partners, students, collaborators, and any others doing business or research with the Reinhardt University will be subject to the provisions of this policy. Any other parties, who use, work on, or provide services involving Reinhardt University computers and technology systems will also subject to the provisions of this policy. Every user of Reinhardt University computer resources is expected to know and follow this policy.

### ***Policy***

All computers using the Reinhardt University network are required to use antivirus software depending on their operating system. If a computer is required to use antivirus software, that software must be configured to automatically install updates to both the antivirus software and the virus definitions.

Failure to use appropriately configured antivirus software may result in loss of access to the Reinhardt University network.



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- All computing devices (e.g., desktop/laptop computers) connected to the Reinhardt University network or networked resources shall have anti-virus software installed and configured so that the virus definition files are current, routinely and automatically updated. The anti-virus software must be actively running on these devices. In addition, the anti-virus software and the virus definition files must be kept up to date.
  - All computers owned by the University and used by faculty and staff must have the most recent version of anti-virus provided by the University installed.
  - All PCs are to be configured such that they schedule regular operating system updates as provided by the vendor (e.g., Windows updates).
  - Macintosh systems are to be configured to schedule regular updates from the software manufacturer (Apple security updates).
  - All files on computer devices will be scanned periodically for viruses.
  - If deemed necessary to prevent propagation to other networked devices or detrimental effects to the network or data, an infected computer device may be disconnected from the University network– with or without notice – until the infection has been removed.
  - Exceptions to this policy may be allowed if a computer device cannot have anti-virus software installed. Possible examples of this would be vendor-controlled systems, or devices where anti-virus software has not yet been developed. In these cases, a plan must be developed to allow the computer device to be taken off-line and the infection purged while protecting the function of the device.
  - Any activities with the intention to create and/or distribute malicious programs into Reinhardt University's network (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.) are prohibited.
  - If deemed necessary to prevent propagation to other networked devices or detrimental effects to the network or data, an infected computer device may be disconnected from the network until the infection has been removed. This will be done under the direction of the Office of Information Technology in conjunction with the affected personnel.

### ***Definitions***

Computer devices are any type of device connected to a network that could become infected with a computer virus. Examples of computer devices would be, but not limited to, workstations, servers, laptops, PDAs, etc.

Malicious software is any type of computer code that infects a machine and performs a malicious action. This is sometimes perpetrated by computer viruses, worms, trojans, etc. for malicious software. Anti-virus software is generally reactive, meaning a signature file must be developed for each new virus discovered and these virus definition files must be sent to the software in order for the software to find the malicious code.

Virus definition files are periodic files provided by vendors to update the anti-virus software to recognize and deal with newly discovered malicious software.

### ***Exceptions***

Exceptions to this policy may be allowed if the computer device cannot have anti-virus software installed. Possible examples of this would be vendor-controlled systems, FDA validated systems, or devices where anti-virus software has not yet been developed. In these cases, the Technology Staff must develop a plan to protect the device from infection.



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An exception may be granted if an infected computer device is discovered that performs a critical function and may not be immediately taken “off-line” without seriously impairing some business function. Under those circumstances, a plan will be developed to allow the computer device to be taken off-line and the infection purged while protecting the function of the device.

### ***Access the University's Network***

Students have complete access to the RUNet wireless for computers, phones and tablets so long as anti-virus protection software is loaded on the device(s). You simply must login to wireless on your computer and phone using your student email and password as follows. This is the same ID you use to login to your library / classroom computer or your student email.

**Example:** Username: reinhardt\SMITH123456  
Password: your password

Students who have other types of devices that support the ability to login using their RU username and password should be able to connect to RUNet, too. BUT these must be devices - things like televisions, Xbox, Firestick, Roku, and more - that support the login as described above. If your device(s) does not support this type of login, you can use the alternate wireless connection, RUNetGuest. The password for RUNetGuest is goeagles.

### ***Support***

Contact the Information Technology Help Desk at [helpdesk@reinhardt.edu](mailto:helpdesk@reinhardt.edu).

### **Equal Opportunity Statement and Non-Discrimination Policy**

Reinhardt University is an equal opportunity institution. The University respects the dignity of all individuals and is committed to providing equal access to and support for education and employment opportunities. Reinhardt does not discriminate in any of its policies, programs, or activities on the basis of race, color, age, culture, national origin, socioeconomic status, veteran's status, gender, sexual orientation, genetic information, religious belief, physical (dis)ability, political affiliation, or any other basis protected by federal, state or local laws. All persons involved in the operations of the University are prohibited from engaging in such discrimination. Direct inquiries regarding the equal opportunity and non-discrimination policy to: Director of Human Resources, Reinhardt University, 7300 Reinhardt Circle, Waleska, GA 30183, 770-720-9146, [HumanResources@reinhardt.edu](mailto:HumanResources@reinhardt.edu).

### **Family Educational Rights and Privacy Act (FERPA)**

Under provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, students have the right of access to official records maintained on them by Reinhardt University. A student may inspect and review their educational records by filing a written request with the Registrar. Although access may be normally obtained without undue delay, officials are permitted a 45-day period within which to respond to any request.

### **Solicitation Policy**

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

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### **Student Accident Insurance Policy**

All full-time students are automatically enrolled in the Student Blanket Accident Plan providing coverage for an accident that happens during the 9-month academic year. The student accident insurance plan is an "excess" plan, which means that all other valid and collectible insurance coverage must be used first. The student is financially responsible until such time as the claim is determined to be eligible under the terms and conditions of the policy. A claim form must be submitted within 90 days (3 months) from the date of loss or it will be denied. Claim forms may be picked up in the Health Center or the Athletic Trainers office. For more information on the student accident insurance policy, contact the Athletic Trainers office at x5821.

### **Student Health Policy**

Reinhardt University encourages all students to become active participants in their own health care. Students are required to have medical insurance coverage. Private health insurance options are available through the Affordable Care Act. Please, refer to <https://www.healthcare.gov/> for more information. Any medical need that arises will be the responsibility of the student (i.e. medical office visits, urgent cares). Student Health Center visits are free of charge Reinhardt University will not be responsible for payment of any medical bills. Any student participating in NAIA athletic activities is required to pay for university provided athletic insurance.

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.

Based on severity, a student may be suspended from campus and/or asked 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 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.

### **Health and Immunization Record Policy**

All Reinhardt University students (regardless of whether the student is full-time or part-time; and regardless of whether the student is a freshman, a transfer, a transient, joint enrolled, dual enrolled, or any other possibility or status) must follow the University's immunization policy. The policy requires that students have certain information on file with the Student Health Center. This information includes a self-reported health history, documented proof of immunity to measles, mumps, rubella, varicella (chicken pox), tetanus, hepatitis B, meningitis, and a completed screening questionnaire for tuberculosis prior to registration at Reinhardt University.

All students should carefully review the Reinhardt University immunization requirements below and complete the electronic **Reinhardt University Student Health Form**. Without this information on file, students will not be permitted to register for their classes in the semester following their enrollment.

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## **Reinhardt University Student Health Form**

Every new student is required to complete the Reinhardt University Student Health Form. This form provides the Student Health Center with health information required to comply with state and federal laws and assure quality health care for students while they are enrolled at Reinhardt University. In addition, the Student Health Center requires proof of your immunization record against childhood diseases such as measles, mumps, rubella (MMR), varicella, tetanus, hepatitis B, meningitis, and a completed tuberculosis questionnaire. Immunization information is required to be on file with the Student Health Center for all students before the beginning of classes.

- ***Meningitis*** – Included in the electronic Reinhardt University Student Health portal is information regarding Meningococcal Meningitis. State of Georgia Regulations require that all colleges/universities provide detailed information concerning the risks associated with Meningococcal Meningitis to all students. Therefore, all Reinhardt University students are required to submit a Meningococcal Vaccination Certification Form or sign a waiver stating their understanding of the requirement but expressing a choice to decline the vaccine.
- ***HIPAA*** – The HIPAA Privacy Rule provides federal protections for personal health information held by covered entities and gives patients an array of rights with respect to that information. At the same time, the Privacy Rule is balanced so that it permits the disclosure of personal health information needed for patient care and other important purposes. Our electronic Reinhardt University Student Health Form is HIPAA compliant and will keep your health information safely and securely.

## **Privacy of Medical Records Policy**

The safeguard of personal health information is not only a legal requirement (HIPAA) but is 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.

## **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 an all-hazards emergency operations 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.

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### 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 warnings.
- Only after you are safe should you 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](http://www.reinhardt.edu) or to your university 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
  - 8-911 for Cherokee County Emergency Services (Sheriff, Fire, or Ambulance)
  - Then call 5911 for Reinhardt University Public Safety
- From an off-campus or cell phone
  - 911 for Cherokee County Emergency Services (Sheriff, Fire, or Ambulance)
  - Then call 770-720-5911 for Reinhardt University Public Safety

### Hazardous Weather/Emergency Situation Communication Policy

#### *If “University Closed” is announced*

- Classes are canceled.
- Faculty/staff need not report to their offices.
- Closure decisions for any university events scheduled for that day (FPAC, Funk, athletic, student activities, alumni, etc.) will be determined by personnel affiliated with those sites. Visit [www.reinhardt.edu](http://www.reinhardt.edu) for specific cancellations.
- Gordy Center and residence halls are open to feed/house residential students and staff unless otherwise specified.
- There is no distinction for “University Closed” status regarding weekday and weekend.

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

- **7 a.m.** - The decision about day classes (classes that begin before 5 p.m.) for Waleska will be announced by 7 a.m. If the status of evening classes for Waleska and/or extended sites is known at that time, it will be noted on the announcement.
- **2:30 p.m.** - If hazardous weather occurs during the day, a decision about evening classes (classes that begin after 5 p.m.) will be communicated by 2:30 p.m.

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

- Check your University email and registered cell phone for a site specific EagleAlert message.
- Check the Reinhardt website ([www.reinhardt.edu](http://www.reinhardt.edu)).
- Call the weather information voice mail: 770-720-5601. If voice mail does not answer after 10 rings, assume the power is out.

#### *Extended Campus students, faculty and staff:*

- Check your University email and registered cell phone for a site specific EagleAlert message.
- Check the Reinhardt website ([www.reinhardt.edu](http://www.reinhardt.edu)).

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***EagleAlert is voluntary.*** Students must register their phones, and/or parents' devices, with EagleAlert in order to receive text messages.

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

### **Missing Student Notification Policy**

In compliance with the Missing Student Procedures 20 USC 1092 (j) (Section 488 of the Higher Education Opportunity Act of 2008), it is the policy of Reinhardt University Student Affairs and the Department of Public Safety to investigate any report of a missing student who resides on-campus at Reinhardt University. This policy, with its accompanying procedures, establishes a framework for cooperation among members of the University community aimed at locating and assisting students who are reported missing. A student shall be deemed missing when he or she is reported absent from the University for more than 24 hours without any known reason. All reports of missing students shall be directed to the Reinhardt University Department of Public Safety which shall investigate each report and make a determination whether the student is missing in accordance with this policy.

Each student living in an on-campus student housing facility has the option on an annual basis to identify an individual to be contacted by Reinhardt University no later than 24 hours after the time that the student is determined missing in accordance with official notification procedures established by Reinhardt University. Only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this information. This confidential information is maintained by the Office of Housing and Residential Education.

Below is a contact list that people should contact if they have reason to believe a student who lives in on-campus student housing has been missing from campus for 24 hours.

Dean of Students	770-720-5537
Office of Housing and Residential Education	770-720-9202
Department of Public Safety	770-720-5789/5911

### ***Procedure Notification***

In the event Public Safety receives a report of a student that is considered missing, the Director or Assistant Director of Public Safety shall be notified as soon as possible. If after a brief investigation it is determined that the student is, in fact, missing, the Dean of Students will be notified along with Cherokee County Sheriff's Office. If the student is less than 18 years old, the parent or guardian will be notified. If a student is over 18 years old, the person designated as a contact will be notified. Public Safety will cooperate with the Cherokee County Sheriff's Office and state law enforcement agencies by providing any information they may need to launch a missing person report and investigation.

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## **Student Grievance Policy**

Each student is encouraged to resolve concerns through a dispute resolution process or directly with the individual(s) involved. The Division of Student Affairs offers a number of options and methods for resolving nonacademic issues. Students may use the online [Student Grievance Form](http://www.reinhardt.edu/grievance) found on the University's website at the following link: [www.reinhardt.edu/grievance](http://www.reinhardt.edu/grievance).

The Division of Student Affairs believes strongly in the ability of students to express concerns regarding their experiences at the University. Consequently, the Student Grievance Policy consolidates University policies and procedures into one location to serve students' needs. The Office of the Dean of Students assists students with submitting complaints and appeals and provides them with accurate information concerning the process. A student who is unsure as to the official responsible for handling his or her particular complaint may contact the Office of the Dean of Students. At that point, the student's complaint will be handled either within Student Affairs or directed to the appropriate unit outside the Division.

While the grievance policies are structured to resolve complaints informally and at the lowest possible level, the procedures provide a formal, written process for students to follow that guides them through the Dean of Students Office. A student who is unsure of who is responsible for handling his or her particular complaints may contact the Dean of Students Office to seek assistance in navigating appeal/complaint/grievance processes. For complaints that are not satisfactorily resolved at the department level or which seem to be broader than one department, students are encouraged to submit those complaints to the Dean of Students Office.

***Grievable issues include:*** disciplinary action, personal records, grading, student services, residence life, parking, safety, persons with handicap conditions, sexual harassment, freedom of expression, and academic affairs.

### ***Disciplinary Action***

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

### ***Personal Records***

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

### ***Grades***

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



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### ***Student Services***

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

### ***Residence Life***

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

### ***Parking***

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

### ***Safety***

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

### ***Persons with Handicap Conditions***

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

### ***Sexual Harassment and Sexual Violence***

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



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### ***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 Dean of Students.

### ***Academic Departments***

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

### ***General Grievances***

All general student grievances concerning the University should be referred to the Office of the 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 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 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 Dean of Students or designee and a copy forwarded to the student with the complaint and/or grievance. The 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.

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### ***Georgia Non-Public Postsecondary Education Commission***

If, after exhausting the Reinhardt University internal grievance procedure, Reinhardt University has not responded to a student's satisfaction, or a satisfactory remedy has not been found, it is the right of the student to contact GA-SARA for further investigation into the issue. Student complaints can be filed with the Georgia Non-Public Postsecondary Education Commission, <https://gnpec.georgia.gov>. In order for GA-SARA to initiate an investigation, a student must exhaust all available grievance procedures established by Reinhardt University.

### **Smoking and Tobacco Use Policy**

Reinhardt University promotes a safe, clean and healthy environment on all of its properties and prohibits the use of tobacco products (including all forms of smokeless tobacco, e-cigarettes and vapor devices) on Reinhardt University's properties. The University's smoking and tobacco use policy is designed to foster a healthy and safe environment for all students, employees and visitors while on campus or on other University properties. 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.

### ***Violations of the Smoking & Tobacco Use Policy***

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

- The use of tobacco and smoking related products on campus.
- Any littering of tobacco-related products, including cigarette butts, tobacco packaging materials, and "spit cups."
- The use of tobacco products at athletics events in any area other than those designated for tobacco use.

### **Anti-Litter Policy**

#### ***Background***

Reinhardt University takes pride in maintaining the beauty of its campus and is committed to maintaining a litter-free campus setting that minimizes its environmental footprint to the extent practicable. Littering can become a blight on the campus and the surrounding community with adverse impacts to environmental resources, habitat, and human health. Litter can also contaminate or detrimentally affect air quality and water resources -- such as Moore's Creek and Lake Mullenix -- which receives storm water run-off from the campus premises. Given its consequences, littering on campus grounds with waste, debris, or any other discarded materials by any member of the public is hereby prohibited.

All members of the University community and visitors are required to utilize trash receptacles to dispose of any unwanted items or debris. Intentional disposal of waste material except in designated receptacles is a violation of the law, university policy, and the Student Code of Conduct.

Compliance with this policy is expected from all University students, faculty, staff, visitors and contractors.

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Student violators will be ticketed by University Public Safety personnel and referred to the Office of Student Affairs for disciplinary action as appropriate. Faculty, staff, contractors or visitors who violate this policy will be ticketed, and as appropriate may be reported to the relevant university department/office.

The penalty shall be a \$50 fine and/or 20 hours of Community Service (litter pickup). Egregious or repeat offenders may be subject to additional sanctions as determined by the Office of Student Affairs or other relevant university department/office as appropriate.

### ***Coverage***

Any individual, including but not limited to a university student, visiting faculty member or other visitor, guest, professional member of the University's academic, administrative, or teaching staff, or other University officer, agent or employee, corporation, company, partnership, firm, association, with whom the University contracts or political subdivision or other individual or corporation coming onto the University's campus becomes subject to the requirements.

### ***Definitions***

For the purpose of this procedure, the following terms, phrases, words and their derivations shall have the meanings stated herein, unless their use in the text of this regulation clearly demonstrates a different meaning. When inconsistent with the context, words used in the present tense include the future, words used in the plural number include the singular number, and words used in the singular number include the plural number. The word "shall" is always mandatory and not merely directory.

- Litter – Any used or unconsumed substance or waste material which has been discarded, whether made of aluminum, glass, plastic, rubber, paper, or other natural or synthetic material, or any combination thereof, including, but not limited to, any bottle, jar or can, or any top, cap or detachable tab of any bottle, jar or can, any unlighted cigarette, cigar, match or any flaming or glowing material or any garbage, trash, refuse, debris, rubbish, grass clippings or other lawn or garden waste, newspapers, magazines, glass, metal, plastic or paper containers or other packaging or construction material, but does not include the waste of the primary processes of mining or other extraction processes, logging, sawmilling, farming or manufacturing.
- Litter Receptacle – A container suitable for the depositing of litter.
- Person – Any individual including but not limited to a university student, visiting faculty member or other visitor, guest, professional member of the University's academic, administrative or teaching staff, or other University officer, agent whose conduct on university property is subject to regulation by the University.
- University Property – Lands and buildings owned or controlled by Reinhardt University.

### ***Prohibited Conduct***

- No person shall throw, drop, discard, abandon or otherwise place any litter or debris of any nature upon university property other than in a litter receptacle.
- Whenever any litter is thrown or discarded or allowed to fall from a vehicle in violation of this regulation, the operator or owner, or both, of the motor vehicle shall also be deemed to have violated this procedure.

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### ***Violations***

- Any University student who is found in violation of this procedure shall be subject to fines, disciplinary probation, suspension, expulsion, or other sanctions in accordance with the University's Student Handbook.
- Any University officer, staff member, employee, or agent who is found to be in violation of this procedure shall be subject to disciplinary action in accordance with applicable Employee Handbook and relevant contracts or agreements.

### ***Community Responsibilities***

All individuals participating in the Reinhardt University community and using its facilities have a responsibility to help safeguard the conditions of the grounds for health and safety reasons, as well as for visual appearances. Consistent with these objectives, the following standards apply:

#### ***All members of the public shall:***

- Place their personal waste, litter, or spent materials into waste or recycling receptacles as appropriate;
- Close waste receptacles after use so as to prevent re-release of litter to the environment or entry of rainwater into the receptacle.

#### ***All members of the public are asked to:***

- Report locations of observed litter, trash, or material spills on campus grounds to the Physical Plant at (770) 720-5598;
- Report any non-compliance (i.e., littering, storm drain dumping) activities to their supervisors or to University Public Safety at (770) 720-5789 for enforcement action;
- Act as "good Samaritans" by organizing volunteer clean-up activities or individually picking up litter or trash left by others and placing it into receptacles.

***In addition to responsibilities and expectations identified for members of the public in items one & two (above),*** designated employees of Reinhardt University, as part of their normal or assigned duties, shall:

- Properly maintain and empty waste receptacles, remove litter from campus premises, and clean up spilled materials;
- Conduct their work activities in a manner that reduces the potential for spills to the extent practicable; and
- Complete litter and/or spill prevention and control training, when assigned by their supervisor or management.

Together we can keep Reinhardt University and the City of Waleska a clean and pleasant place for all.

### **Tailgating Policies and Procedures**

#### ***Overview***

Tailgating is an established tradition at our football games and is permitted on campus in parking lots and green space in and around the Brown Gymnasium. Please follow all guidelines related to food/grilling, clean-up and risk management policies. **For the purpose of this policy, consumption of alcohol is governed by procedures described below.**

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### ***Respectful Environment***

Tailgating is a lively and family-friendly environment. While we want you to have an exciting experience, we ask that you be respectful of those surrounding you, being mindful of your choice of language and activity. Groups are personally responsible for making sure their guests act appropriately. Individuals are expected to conduct themselves in a manner respectful of the nature and character of the university. Persons acting in a disruptive, disrespectful or disorderly manner may be asked to leave the premises or be subject to citation. Students may also be charged with a violation of the Student Code of Conduct. We wish for the tailgating experience to be enjoyed by all.

### ***Alcohol Consumption***

In accordance with the Reinhardt University Alcohol Policy, participants in tailgating parties are expected to follow all relevant State laws and Reinhardt's Alcohol Use Policy, including not serving alcohol to anyone under 21 years of age, not giving alcoholic beverages to any obviously intoxicated person, and not driving while intoxicated.

Consumption of alcohol outside designated areas and/or time periods constitutes a violation of the Reinhardt University tailgating policy **[see Tailgating Policy]**. Student violators are subject to conduct proceedings under the Reinhardt University Code of Conduct, and students and others are subject to prosecution under the ordinances of the City of Waleska and Cherokee County, and the laws of the State of Georgia **[See Georgia Code O.C.G.A. §3-3-2.1 2016]**. **Any participant who consumes alcoholic beverages at such events must be able to produce a valid driver's license or other photo ID that reflects the person's age upon request.**

Alcohol will be permitted in the tailgating area only. Groups are responsible for making sure **only those who are 21 years of age or older consume alcohol**. All beverages, including alcohol, must be in plastic or insulated cups. "Cozies" or insulated coolers holding cans or bottles of beverages are not permitted.

### **Prohibited Uses:**

- Kegs and other common containers are not allowed at any time.
- Glass containers are not allowed except to hold alcohol in its original bottled package in your cooler or closed container.
- Drinking games (included but not limited to beer pong), and the use of devices intended to accelerate the consumption of alcohol (including but not limited to funnels or beer bongs) are prohibited.
- Consumption of alcoholic beverages on any other part of the campus not designated as a Tailgating Area or on public streets that run through or are adjacent to the campus is prohibited.

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## ***Football Tailgate Locations***

### ***Community Tailgating***

Reinhardt University invites and encourages our fans to enjoy a great community tailgate atmosphere prior to each Eagles home intercollegiate football game. Community Tailgating for faculty, staff, alumni, and community members is permitted on days of home football games and is for the exclusive use of those fans attending the games. The University will permit tailgating activities in designated areas, intended to give football fans the opportunity to arrive early, park, and have their own food and beverages (including alcoholic beverages if they wish) prior to each game. Tailgating in designated parking spaces, which limit other spaces from being occupied by a vehicle, **is not permitted**. Tailgating in any traffic lanes or pedestrian pathways **is not permitted**. Community Tailgating opens for individuals to enter the Athletic Complex three (3) hours prior to kick off on the day of the game and closes three (3) hours after the game.

## ***General Guidelines That Apply to All Tailgating***

### ***Clean-up***

Please keep Reinhardt beautiful by placing all trash and recycling in the proper bins located throughout the tailgate areas, and facilities for your convenience. All groups are responsible for making sure their assigned tailgating area is cleaned prior to departing for the game.

- All trash/recyclable items must be picked up and sorted into proper receptacles. This includes trash around your assigned area. Trash should be closed in bags or trash containers.
- Reinhardt University is a tobacco-free campus. The use of any tobacco product on campus is prohibited.
- All leftover food/beverages must be placed in proper containers and stored.
- All clean-up procedures must be completed before entering the stadium.

Tailgating spaces not completely cleaned prior to departure from RU property could result in the loss of future tailgate privileges.

### ***Food and Grilling***

Groups may bring their own picnic items and food to their tailgate area. Grilling is permitted, but all grills must be elevated. All fires must be contained within grills. Extinguish charcoal fires thoroughly with water before leaving them unattended. Please remove extinguished charcoal from campus for disposal. Do not dump charcoal on the ground or in dumpsters. Please be advised that grilling may be prohibited in a time of drought or extremely dry conditions. Should this be a consideration, proper announcements will be made on university websites and in the local media during the week preceding an affected game date. **No food or drink are allowed to be taken inside the stadium.**

### ***Consumption and Preparation of Food***

- No food may be sold without proper University permit.
- Propane and charcoal grills are the only permissible sources of heat for cooking. Burned coals and/or residue from cooking may not be permitted to make contact with the paved surface of the parking lot. Hot coals must be completely extinguished with water prior to leaving the tailgating site.
- Open flame fires, including fire pits, are prohibited.

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### **Special Event and Tailgating Alcohol Policy**

Participants at any function on the campus of Reinhardt University are expected to follow all relevant state laws and Reinhardt's Alcohol Use Policy [**see Code of Conduct**], including not serving alcohol to anyone under 21 years of age, not giving alcoholic beverages to any obviously intoxicated person, and not driving while intoxicated.

#### ***Special Events***

Reinhardt University Special Event Alcohol Policy guidelines apply whenever alcoholic beverages are available at campus functions sponsored by the University. Organizations or groups wishing to serve alcohol at an on-campus event must submit a written request with rationale to the University Leadership Team. The request must be submitted by a faculty or staff employee of the University at least three weeks prior to the event. The Leadership Team will review the request and communicate their decision to the faculty or staff member submitting the request.

Faculty and Staff are prohibited from drinking with students at any event on campus. At on-campus University sponsored events, other than Tailgating, alcohol can only be served by employees of Metz Dining Services.

#### ***Tailgating***

Consumption of alcohol can only occur in designated areas and/or time period [**see Tailgating Policy**]. Consumption of alcohol outside designated areas and/or time periods constitutes a violation of the Reinhardt University tailgating policy. Alcohol will be permitted in the tailgating area only. Groups are responsible for making sure only those who are 21 years of age or older consume alcohol. Groups allowing underage drinking will be asked to leave the campus. All beverages, including alcohol, must be in plastic or insulated cups. "Cozies" or insulated coolers holding cans or bottles of beverages are not permitted. Student violators are subject to conduct proceedings under the Reinhardt University Code of Conduct, and students and others are subject to prosecution under the ordinances of the City of Waleska and Cherokee County, and the laws of the State of Georgia [**See Georgia Code O.C.G.A. §3-3-2.1 2016**]. Any participant who consumes alcoholic beverages at such events must be able to produce a valid driver's license or other photo ID that reflects the person's age upon request.

#### **Prohibited Uses:**

- Kegs and other common containers are not allowed at any time.
- Glass containers are not allowed except to hold alcohol in its original bottled package in your cooler or closed container.
- Drinking games (included but not limited to beer pong), and the use of devices intended to accelerate the consumption of alcohol (including but not limited to funnels or beer bongs) are prohibited.
- Consumption of alcoholic beverages is prohibited on any other part of the campus not designated as a Tailgating Area or on public streets that run through or are adjacent to the campus.



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## **Hazing Prevention Policy**

### ***What is Hazing?***

Hazing refers to any activity expected of someone joining a group (or to maintain full status or leadership position in a group) that humiliates, degrades, or risks emotional and/or physical harm, regardless of the person's willingness to participate (StopHazing.org, 2012).

Hazing activities are defined as: An action taken, or situation created intentionally or unintentionally by an individual or group, whether on- or off-campus, to produce mental or physical discomfort, embarrassment, harassment or ridicule in another person or group, regardless of the consent of the participants. Any act that interferes with regularly scheduled classes or academic pursuits of a student may also be defined as hazing.

### ***Hazing is Prohibited at Reinhardt University***

Reinhardt University adheres to state, local and federal guidelines in all hazing matters. Reinhardt's position on hazing is consistent with state prohibition on hazing activities, which prohibits all forms of hazing. Reinhardt University does not permit the hazing of a student as a requirement for membership, participation or obtaining a leadership position in any student organization, athletic team, Greek chapter, colony, club or group. Hazing is not consistent with the mission of the University and is in opposition to the founding principles of fraternity or sorority organizations. The University will not tolerate hazing in any form. Any and all acts of hazing by any organization, member, and/or alumni are specifically forbidden.

### ***Sanctions for Hazing***

- Persons - normally, not less than disciplinary probation for one academic year, nor more than permanent separation from Reinhardt.
- Required to take a Hazing Prevention Sanction Course through the Office of Prevention and Awareness (OPA) upon returning to Reinhardt.
- The individual(s) including officers of the organization could face criminal charges.
- Organizations - not less than suspension of privileges for one academic year, nor more than indefinite disbanding of the organization.

### ***Georgia Law on Hazing: (16-5-61. Hazing)***

As used in this Code section, the term:

- "Haze" or "hazing" means to subject a student to an activity which endangers or is likely to endanger the physical health of a student or coerces the student through the use of social or physical pressure to consume any food, liquid, alcohol, drug, or other substance which subjects the student to a likely risk of vomiting, intoxication, or unconsciousness regardless of a student's willingness to participate in such activity.
- "School" means any unit of the University System of Georgia, any unit of the Technical College System of Georgia, or any private postsecondary school, college, or university in this state.
- "School organization" means any association, corporation, order, club, society, fraternity, sorority, athletic team, or a group living together which has students or alumni as its principal members, including local affiliate organizations.
- "Student" means any person enrolled or prospectively enrolled in a school in this state.

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- It shall be unlawful for any person to haze any student in connection with or as a condition or precondition of gaining acceptance, membership, office, or other status in a school organization.
  - Any person who violates this Code section shall be guilty of a misdemeanor of a high and aggravated nature.

### **Types of Hazing**

The following are some examples of hazing divided into three categories: subtle, harassment, and violent. It is impossible to list all possible hazing behaviors because many are context-specific. While this is not an all-inclusive list, it provides some common examples of hazing traditions. Other such activities that are not consistent with academic achievement, ritual or policy, the regulations or policies of the University or applicable state law can be classified as hazing.

#### ***Subtle Hazing***

Subtle hazing is behavior that emphasizes a power imbalance between new members/rookies and other members of the group or team. Termed “subtle hazing” because these types of hazing are often taken for granted or accepted as “harmless” or meaningless. Subtle hazing typically involves activities or attitudes that breach reasonable standards of mutual respect and place new members/rookies on the receiving end of ridicule, embarrassment, and/or humiliation tactics. New members/rookies often feel the need to endure subtle hazing to feel like part of the group or team. (Some types of subtle hazing may also be considered harassment hazing). Some Examples:

- Deception
- Assigning demerits
- Silence periods with implied threats for violation
- Deprivation of privileges granted to other members
- Requiring new members/rookies to perform duties not assigned to other members
- Socially isolating new members/rookies
- Line-ups and drills/tests on meaningless information
- Name calling
- Requiring new members/rookies to refer to other members with titles (e.g. “Mr.,” “Miss”) while they are identified with demeaning terms
- Expecting certain items to always be in one's possession

#### ***Harassment Hazing***

Harassment hazing is behavior that causes emotional anguish or physical discomfort to feel like part of the group. Harassment hazing confuses, frustrates, and causes undue stress for new members/rookies. (Some types of harassment hazing can also be considered violent hazing).

Some Examples:

- Verbal abuse
- Threats or implied threats
- Asking new members to wear embarrassing or humiliating attire
- Stunt or skit nights with degrading, crude, or humiliating acts
- Expecting new members/rookies to perform personal service to other members such as carrying books, errands, cooking, cleaning, etc.
- Sleep deprivation
- Sexual simulations
- Expecting new members/rookies to be deprived of maintaining a normal schedule of bodily cleanliness
- Be expected to harass others

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### ***Violent Hazing***

Violent hazing is behavior that has the potential to cause physical and/or emotional, or psychological harm. Some Examples:

- Forced or coerced alcohol or other drug consumption
- Beating, paddling, or other forms of assault
- Branding
- Forced or coerced ingestion of vile substances or concoctions
- Burning
- Water intoxication
- Expecting abuse or mistreatment of animals
- Public nudity
- Expecting illegal activity
- Bondage
- Abductions/kidnaps
- Exposure to cold weather or extreme heat without appropriate protection

Source: [www.stophazing.org](http://www.stophazing.org) | [More examples of hazing](#)

### ***Pre-clearance***

Any Reinhardt team, club, organization which is planning any sort of initiation or induction for members is advised to submit their plans to the office of the Dean of Students for review prior to the event to determine compliance with the hazing policy.

### ***Report Hazing***

Any Reinhardt student, faculty member, coach, or other employee who becomes aware of hazing activity or suspected hazing activity is required to report such to the office of the Dean of Students ([deanofstudents@reinhardt.edu](mailto:deanofstudents@reinhardt.edu)) or through the Grievance Submission Form ([www.reinhardt.edu/grievance](http://www.reinhardt.edu/grievance)). All reports will be taken seriously. Staff will investigate all complaints and take appropriate action upon confirmation of a violation.

### ***The Max Gruver Act Reporting Requirements***

In compliance with the [Georgia SB 85 "Max Gruver Act"](#), beginning July 1, 2021 Reinhardt University will publicly disclose administrative adjudication of hazing or hazing related convictions. The law requires that institutions establish policies to facilitate the:

- Reporting, investigation, provision of due process, and administrative adjudication of alleged incidents of hazing as related to students and student organizations; and
- Public disclosure of administrative adjudications of hazing or hazing related convictions within 15 calendar days of final adjudication or public notice of criminal conviction and remain posted for a period of no less than five years.

Public disclosure shall not include the personal identifying information of any individual student and shall be subject to the requirements of the Family Education Rights and Privacy Act (FERPA). Click here to view the [Max Gruver Act Hazing Report](#).

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## Resource

A great national resource is [Hazing Prevention](#). This organization is dedicated to empowering people to prevent hazing by providing education and resources and building partnerships with others. Major initiatives of the organization include National Hazing Prevention Week™, the Novak Institute for Hazing Prevention™ and educational webinars and courses that touch the lives of thousands of individuals, organizations, campuses and communities.

## Freedom of Expression Policy

### *Purpose*

Recognizing that the educational process of our institution necessarily includes various and diverse forms of open expression, Reinhardt University affirms and remains firmly committed to affording the rights of the Community members to have the opportunity to assemble and demonstrate peaceably and orderly in areas designated as free expression areas. Simultaneously, the University affirms the right of others to pursue their normal activities, not disrupt the operation of the University, to be protected from injury or property damage, as defined by law.

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. To achieve this objective, while at the same time ensuring 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.

The University is committed to freedom of speech and expression and therefore does not have an obligation to insulate members of the University Community from ideas and opinions that are objectionable, offensive, unwise, ill-conceived, or hateful in nature. Unprotected Speech violates the law and/or Reinhardt policies. It shall be prohibited and handled through established disciplinary processes.

A person who violates these standards or other policies of the University in the course of open expression may be held accountable for that conduct. Any member of the University Community who is in doubt as to the propriety of planned conduct should seek guidance from the Office of Student Affairs in advance of the Event.

The right to free speech does not include physical acts of violence or behavior or activities that disrupt the orderly processes of the University. Likewise, not all forms of speech are protected nor does the right to free speech in any way restrict the application of civil or criminal law. Thus, it would be ill advised to participate in acts of defamation, incitement, threats, and verbal harassment. It would also be inappropriate for any employee or student to engage in any prior restraint, censorship, or in any activity that would create an impediment restricting 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. As a private university, Reinhardt retains the legal authority to determine the

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extent to which it will regulate an individual's right to free speech and expression on university property and/or University sponsored events and activities. 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, and student organizations.

***This Policy does:***

- designate the outdoor, publicly accessible areas of campus as a limited public forum for the use of the University Community;
- designate several centrally located, highly trafficked areas of campus as
- designated public forums for the use of the University Community; provide content-neutral time, place, and manner requirements applicable to expressive activity on campus;
- facilitate spontaneous expressive activity by members of the University Community in response to current events; and
- set forth additional provisions with respect to expressive activity, including requirements related to distribution of written materials.

***This Policy does not:***

- restrict expressive activity by members of the University Community to the Designated Forums;
- permit the University to regulate the content or viewpoint of expressive activity in violation of the protections afforded by the First Amendment;
- designate University streets, sidewalks, and common areas as open, public forums;
- permit demonstrations or protests by Non-University Affiliated Speakers; or
- govern areas of campus that are not publicly accessible, such as classrooms, auditoriums, and athletic venues, which are subject to the University's Facility Use Reservation Policy.

***Interpreting Authority of this Policy***

The Dean of Students has the authority to interpret this policy. All questions should be directed to the Office of the Dean of Students via email [deanostudents@reinhardt.edu](mailto:deanostudents@reinhardt.edu).

***Definitions***

- University Community – For the purpose of these guidelines, the “University Community” shall mean the following individuals:
- Students, defined as any person pursuing studies at the University including (1) a person not currently enrolled who was enrolled in the preceding fall, spring, or summer, or (2) a person who, while not currently enrolled, was previously enrolled in Reinhardt University and may reasonably seek re-enrollment at a future date, (3) a person who has applied to and been accepted for admission to Reinhardt University and has accepted an offer of admission or may reasonably be expected to enroll, or (4) a person enrolled in the Reinhardt University Pre-College Program on a credit or non-credit basis.
- Persons who are employed by Reinhardt University as faculty or staff; persons who are employed by contracted entities to provide a service to Reinhardt University and whose work location is on any of Reinhardt's multiple campus locations.
- Trustees of the University and members of Boards of various entities of the University.
- Alumni of the University when returning to campus or to official University events.

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- Invited guests of the University such as guest speakers, panelists, artists, performers, participants, etc. for events.
  - Patrons, guests, vendors, and those receiving the services of Reinhardt University.

### ***Protected Speech***

Is speech or expression that is protected by the First Amendment of the United States Constitution. All forms of Protected Speech are allowed on property owned or leased by Reinhardt and at Reinhardt sponsored events or programs without regard to location, subject to the provisions of this Policy or applicable laws. All forms of Protected Speech shall be subject to Time, Place, and Manner restrictions (defined below).

### ***Unprotected Speech***

Is speech or expression that does not fall within the protections of the First Amendment of the United States Constitution. All forms of Unprotected Speech shall not be allowed on property owned or leased by Reinhardt and at Reinhardt sponsored events or programs. Whether speech or expression is unprotected is based on decisions of applicable courts, including but not limited to United States state and federal courts. Courts have routinely held that obscenity, subversive speech, fighting words, defamation and commercial speech are forms of unprotected speech. However, as courts make new decisions what is considered unprotected speech and expression is subject to change.

### ***Hate Speech***

Is speech that offends, threatens, or insults individuals, based solely on that individual's group, class or category. Hate speech is Protected Speech. It shall be subject to Time, Place, and Manner restrictions in accordance with the provisions of this policy, other Reinhardt policies, or applicable law.

### ***Designated Forum***

Means the designated free speech area of the University's campus, the Donor Plaza. As the Designated Forum, the Donor Plaza is a centrally located, highly trafficked area that is particularly well-suited for expressive activity, including speeches and demonstrations.

### ***Discourse***

The mission of Reinhardt University is to educate the whole person both inside and outside the classroom as such Reinhardt is committed to an environment where the open expression of ideas and open, vigorous debate and speech are valued, promoted, and encouraged. As a community of scholars, we affirm these freedoms of thought, inquiry, speech, and assembly. In the process, views may be expressed that may seem too many as wrong, distasteful, or offensive. To forbid or limit discourse contradicts everything the University stands for however, in all freedom of expression related activities, there must be compliance with all applicable state and federal laws and University policies, rules, and regulations.



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### ***Speakers and Events***

All speakers and events must be invited or organized by a Reinhardt affiliated organization, or individual such as a faculty or staff member. (What about faculty inviting?) Petitions from external groups and members of the extended Reinhardt community to invite speakers to or hold an event on the Reinhardt campus or use campus facilities shall be handled through the appropriate University entity.

### ***Demonstrations***

Demonstrations are defined as the presence of one or more persons in a location on property owned or leased by Reinhardt 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.

### ***Freedom of Expression Activity***

A freedom of expression or expressive activity means communicative conduct or activity protected by the First Amendment, such as public speeches, demonstrations, marches, protests and picketing, and the distribution of literature; provided, however, that it is not meant to include ordinary, day-to-day conversations among members of the University Community that are not intended to be regulated by this Policy. Expressive activity does not include commercial speech/activity, which is governed under the University's Solicitation Policy.

### ***Unreasonable Noise Level***

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 a university function or University activity in the given area.

### ***Meetings and Events***

Meetings and Events are defined as gatherings of members of the University Community in a location specifically reserved for that purpose. Events are generally considered to be open to the public. Meetings are generally considered to be private, by invitation only.

### ***Dissent***

Dissent is defined as the fundamental right of expression of counterpoint(s) through symbols, speech, expression, satire, flyers or leaflets, action, and other comparable forms of expression.

### ***Protest***

Protest is defined as dissent with the goal of change, which may attract attention. Protests may include a gathering of people to bring attention to the cause, such as picketing, rallies, sit-ins, vigils, or similar forms of expression. Protest may also include more individually based forms of Dissent such as posting flyers, wearing t-shirts or arm bands, and other similar actions.

### ***Internal vs. External Dissent***

The University acknowledges that some protest may be externally focused, meaning the topic of protest is directed at some broader issue beyond the University. Examples may include protesting local legislation or global social injustices, among others. The University also acknowledges that some protest may be internally focused, directed at the leadership of the institution, at decisions made by faculty or administrators, or toward other members of the University Community with whom one disagrees. Both forms of protest are valued, protected, and affirmed.



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### ***Spontaneous Expressive Activity***

Means expressive activity that is prompted by news or affairs coming into public knowledge within seventy-two hours (72) hours prior to such activity, and not planned more than twenty-four (24) hours prior to such activity. Spontaneous expressive activity must meet all Time, Place and Manner regulations.

### ***Time, Place, and Manner Guidelines***

The freedom to debate and discuss ideas does not grant an unfettered right to protest anywhere, at any time, and in any manner. 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 University functions and activities and protect against impacting the rights of others.

- **Time:** Freedom of Expression related activities (impromptu Expression, Protest, and Dissent) should take place between 8:00 am and 9:00 pm, Sunday through Saturday, provided that such Designated Forum or other campus space has not already been reserved for the time in question.
- **Place:**
  - Designate Forum - Members of the University Community must submit a reservation request for use of the Designated Forums for the purposes of expression for scheduling purposes to minimize reservation conflicts and best accommodate all interested users. Expressive activity within a Designated Forum must comply with the time, place, and manner regulations.
  - Other Spaces - All spaces, both indoors and outdoors, are available to support both planned and Spontaneous expression activity except as provided below unless a special exception is granted.
  - Private offices, research laboratories or associated facilities, and computer centers.
  - Specific areas of offices, museums, libraries, and other facilities that contain valuable or sensitive materials, collections, equipment, and records protected by law, or by existing University policy such as educational records, student-related or personnel-related records, or financial records.
  - Classrooms, seminar rooms, auditoriums, meeting rooms, or outdoor spaces in which classes, private Events, or Meetings are being held or are scheduled to be held during the time of the Protest.
  - Outdoor and indoor locations when the free flow of traffic, both vehicular and pedestrian, is unreasonably impeded; when entrances or exits to private offices, classrooms, and meeting spaces are blocked; or when undue health and safety risks are created.
  - Reserving Space - Any member of the University Community who engages in expressive activity at a campus location must submit a request for reservation of that location. A request for reservation must be submitted to the Office of Student Affairs at least forty-eight (48) hours in advance (not counting weekends and holidays) of the start of the planned activity. This precaution is taken only to ensure adequate planning and

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security measures are taken. A request for reservation must include the following information:

- The campus location requested;
- The date and time of the activity;
- A brief description of the activity;
- Whether sound amplification will be used (requestors must abide by any existing University policies/guidelines regarding amplified sound);
- Whether a stand, booth or table will be used;
- The estimated number of participants in the expressive activity and the intended size of the audience;
- An acknowledgement of, and agreement to comply with, the time, place, and manner requirements.
- Reservation requests will be processed on a first-come, first-served basis, but if multiple requests conflict, the following order of precedence shall govern:
  - Official University sponsored events and activities;
  - Recognized student organizations' events and activities;
  - Student events and activities;
  - All other University Community events and activities; and

***Non-University Affiliated Speakers.*** (Thought you were not allowing this group to be on campus) – The Office of Student Affairs must issue a reservation confirmation for the requested location within one (1) business day, or sooner if possible, of its submission. The request for reservation may be denied only if: (i) the request fails to comply with the time, place, and manner regulations, (ii) the reservation form is not fully completed, or (iii) the University determines that the individual or organization making the request is doing so on behalf of a third party otherwise not permitted to make such reservation request themselves (known as “fronting”). In the event of a denial, the reason for the denial shall be provided to the member of the University Community who submitted the request. A denied request may be appealed to the Dean of Students on the grounds that the denial was not in compliance with this Policy. The Dean of Students shall respond to the appeal within three (3) business days. The decision of the Dean of Students is final at the institutional level.

- ***Manner:***
  - There must be no impediment, interference or disruption to normal University functions, activities, ceremonies, or events. There must be no interference with educational activities inside or outside of buildings which could include unacceptable noise level or location where the noise could disrupt the university activities or functions.
  - Events that may obstruct vehicular, pedestrian, or other traffic on streets or sidewalks in the Designated Forum must be approved at least 48-hours in advance by the Office of Student Affairs.

- There must be no obstruction of entrances or exits to buildings. Persons or organizations responsible for a demonstration or other Freedom of Expression activities event must remove all resulting structures, signs, and litter from the area at the end of the event. If this is not accomplished, the persons or sponsoring organizations and/or student organizations) responsible for the event may be held financially responsible.
- The University supports free speech through the distribution of written literature. The University requires individuals and the organization to restore affected areas to its original form by removing tape, picking up paper, leaving paint undamaged, etc.
- Commercial speech issues, such as solicitors, peddlers, canvassers, sales representatives, etc., are not allowed under the guidelines of this policy. Commercial speech and the distribution of commercial materials and publications is covered by the Solicitation Policy and is prohibited.

### ***Speeches and Demonstrations***

Reinhardt supports the rights of all University Community members to express their views and to protest against actions and opinions with which they disagree, provided that peaceful and lawful means of dissent are utilized and that such expression complies with the provisions of this Policy and in accordance with federal and state law. All speeches, demonstrations, protests, or rallies must be organized by a Reinhardt affiliated organization. This includes student organizations as well as individual faculty, staff, and students.

### ***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 that substantially disrupt University functions. Use of areas for silent/symbolic speech and other forms of expression must be scheduled through the Office of Student Affairs to accommodate all interested users under the Reserving Space section above.

### ***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 48-hours in advance to accommodate all interested users.

### ***Safety Considerations***

University Public Safety maintain ultimate discretion with respect to campus safety. Such discretion, exercised in a content- and viewpoint-neutral manner, shall permit the University Public Safety to end any expressive activity otherwise permitted under this Policy if it is determined to be a threat to campus safety (with such determination not to be based on mere speculation or fear). The University may charge a security fee in connection with expressive activity if the University determines, in consultation with the University Public

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Safety, that the time, place, and manner of the expressive activity and/or the size of the speaker's intended audience makes the presence of security personnel (either hired security guards or University Public Safety officers) necessary to promote the safety of the speaker(s) and the intended audience.

### ***Violations***

All members of the University Community should review this policy. Any violations related to conduct may result in disciplinary and/or legal action. Hosts are responsible for the behavior of their guests and should exercise due care to ensure that all participants abide by relevant university policies. Campus visitors and all other non-students violating University policies, including those contained in this Policy, will be subject to immediate removal from the campus grounds, without prior warning, by appropriate University agents or officials and may be subject to appropriate legal action. Reinhardt University students and/or student organizations violating this policy will be subject to disciplinary action by the Office of Student Conduct. University employees will be subject to disciplinary action by the Office of Human Resources. University Community members, in the course of their actions, violate other policies of the University and are no longer operating within the spirit of Freedom of Expression policy if:

- They violate any federal, state, local or other applicable law (e.g., gaining unauthorized access to restricted areas, refusing to leave restricted areas if instructed, defacing of public and/or private property, etc.).
- They interfere unreasonably with the activities or rights of other persons. Factors that may be considered in determining whether conduct is reasonable include, but are not limited to, the time of day, size of audience, and noise level of a Meeting, Event, or Protest.
- They interfere unreasonably with the general operations of the University.
- They hold Meetings, Events, or Protests under circumstances where the health or safety of persons is endangered.
- They knowingly interfere with unimpeded movement in a university location. Examples may include preventing access to a building or blocking any entrances or exits in a way that causes safety concerns.
- They cause injury to persons or property or threaten to cause such injury.
- They use or threaten violence or force or encourage others to use or threaten violence or force.
- They cause harassment, as defined by state law.
- They violate reasonable noise levels, such as but not limited to Cherokee County noise ordinances.

## **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 of its primary focus on teaching and learning. The purpose of the

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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. Work 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.

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### **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, nonexclusive 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



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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, and Procedures Committee (APSPC). The report should be made on a disclosure form (to be developed by the APSPC). Within 30 days of receipt of an invention disclosure form, within the academic year, the APSPC will convene a meeting to evaluate the invention. If ownership of the invention resides with the University, in accordance with section 6.3.2, the



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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 Procedure Committee**

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

#### **Release of Student Information Policy**

Appropriate University officials have access to student records when required in the proper performance of their assigned duties. Per the Family Educational Rights and Privacy Act of 1974, as amended (FERPA), directory information (name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, dates of attendance, degrees and awards received, and the most previous educational institution attended) will normally be released without student notification or consent, unless a student has requested that such information not be released.

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

#### **Person with Handicapping Condition Policy**

Reinhardt University complies with Section 504 of the Rehabilitation Act of 1973. No qualified applicant student, or employee will be discriminated against on the basis of a disability. Inquiries regarding compliance with Section 504, Rehabilitation Act of 1973, may be directed to the Director of Human Resources, 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.

Not all facilities are equipped for handicapped access. Class locations will be changed to provide access for handicapped students. All sidewalks are handicapped accessible. Special parking is provided at all buildings, and handicapped students can receive special permits. All newer construction provides handicapped access. All remodeling and future construction will provide access for the handicapped.

Reinhardt offers educational support services for students with diagnosed learning disabilities. 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.

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## **Pregnancy, Childbirth & Related Disabilities Policy**

Reinhardt University is committed to creating an accessible and inclusive environment for pregnant and parenting students and to creating and maintaining a community where all individuals enjoy freedom from discrimination, including discrimination on the basis of sex, as mandated by Title IX of the Education Amendments of 1972 and Title VII of the 1964 Civil Rights Act as amended by the Pregnancy Discrimination Act of 1978. Further, Reinhardt University fully recognizes the rights and responsibilities afforded under the Family and Medical Leave Act, applicable state and local family leave laws, and the Americans with Disabilities Act.

Sex discrimination, which can include discrimination based on pregnancy, marital status, or parental status, is prohibited and illegal in admissions, educational programs and activities, hiring, leave policies, employment policies, and health insurance coverage. Reinhardt University hereby establishes a policy and procedures for ensuring the protection and equal treatment of pregnant students and/or employees and students and/or employees with pregnancy-related conditions.

Reinhardt University prohibits sex discrimination and harassment in both the employment and educational contexts which includes pregnancy or childbirth-related discriminatory decision-making; disparate treatment compared to other similarly situated persons; or unwelcome verbal or physical conduct based on pregnancy or childbirth when the conduct is sufficiently severe, persistent or pervasive to:

- Unreasonably interfere with the individual's work or educational performance; or
- Create an intimidating, hostile, or offensive working and/or learning environment; or
- Unreasonably interfere with or limits one's ability to participate in or benefit from an educational program or activity.

### ***Pregnant Employees***

Note that pregnancy is not a disability. A pregnant woman is entitled to work or participate in any University program/activity as long as she is able to perform the essential functions of the job or the program/activity. Where pregnancy or related condition(s) substantially limits one or more of a woman's major life activities, the woman will be treated in the same manner as other applicants, employees, or participants with a qualifying disability which is protected under ADA.

For information concerning parental leave for both women and men at Reinhardt University, consult with Human Resources.

### ***Pregnant Students***

Under Title IX of the 1972 federal Education Amendments, pregnant students cannot be excluded from participating in any part of an educational program, including classes, extracurricular activities, athletics, and student organizations. Reasonable accommodations must be provided if necessary, to allow a pregnant student to continue to participate in the educational program (e.g., different

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seating arrangements, more frequent restroom breaks, temporary access to elevators, etc.). Participation in any program or class specifically designed for pregnant students must be voluntary on the part of the student and the program or class must be comparable to those offered to other students. A student's absences because of pregnancy or childbirth must be excused so long as the student's doctor deems in writing the absences to be medically necessary. Any special services or accommodations provided to students who have temporary medical conditions must also be provided to a pregnant student. The student may then be allowed to return to the same academic and extracurricular status as before her pregnancy-related medical leave began, including being given the opportunity to make up any work missed. Medical certification allowing school participation may only be required of a pregnant student or student who has given birth if such certification is required for all students with physical or psychological conditions requiring the attention of a physician.

### ***Housing***

It is important that any Reinhardt University student feels fully welcome and part of this community. Pregnant students who live in the residence halls or apartments are able to remain in their academic year room assignment during their pregnancy provided they are physically able. For those students who become pregnant and live in the residence halls, it is important that the student make necessary arrangements for housing for the infant prior to delivery. Reinhardt University's facilities are limited to single-student housing and are unable to accommodate infants or children in residence. Though University residential facilities are not equipped to provide on-campus housing for families – parent or parents and a child – Student Affairs is committed to working with students to explore suitable housing options off-campus.

### ***Accommodations***

It is the policy of Reinhardt University to provide reasonable accommodations to students who are affected by pregnancy, childbirth or pregnancy-related medical conditions in the same manner as other individuals unable to work or participate in their education because of their physical condition due to a temporary disability. Accommodations for a temporary disability are made on a case-by-case basis and are based upon professional medical documentation provided by the student.

Students may request reasonable accommodations as a result of pregnancy, childbirth, or pregnancy-related conditions. Reasonable accommodations vary based on the student's circumstances but may include the following: academic accommodations and flexibility (such as breaks during class, excused absences, rescheduling of tests, extensions of deadlines, and alternatives to make up missed work); leaves of absences or changes in work schedules; changes to housing; or other types of accommodations.

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Students who wish to discuss or request accommodations based on pregnancy, childbirth, pregnancy-related conditions or post-pregnancy related conditions should contact the Office of Academic Support, 770-720-5567  
[AcademicSupport@Reinhardt.edu](mailto:AcademicSupport@Reinhardt.edu).

Students must self-identify and provide current documentation by a licensed or certified physician and/or specialist who is skilled in the diagnosis that states the temporary medical condition. Documentation should be type written and provided on the medical provider's letterhead with the following information:

- The most current evaluation/assessment of the temporary medical condition,
- A description of the current impact of the condition that interferes with the student's functioning in an academic setting, including any physical limitations,
- Impact of any medications prescribed that interfere with the student's ability to meet the demands of an academic setting, and
- Expected duration of the condition.

In terms of accommodations, generally speaking, no doctor's note should be required for certain accommodations, including the following:

- More frequent restroom, food or water breaks
- Seating (if the person's work requires standing)
- Limits on lifting more than 20 lbs.
- Private, non-bathroom space for expressing milk

Other common accommodations that can require a doctor's note include the following:

- Temporarily transferring to a less strenuous position
- Temporarily modifying a work schedule
- Temporarily relocating to a different work area
- Assistance with manual labor

### **Service & Emotional Support Animal Policy**

Reinhardt University recognizes the importance of "Emotional Support Animals" ("ESA") under the Fair Housing Act that provide physical and/or emotional support to individuals with disabilities. Reinhardt is committed to allowing an ESA necessary to provide individuals with disabilities an equal opportunity to use and enjoy University housing. This Policy explains the specific requirements applicable to an individual's use of an ESA in University housing. Reinhardt reserves the right to amend this Policy as circumstances require. This policy applies solely to an ESA which may be necessary in university housing.

Although it is the policy of Reinhardt University that individuals are generally prohibited from having animals of any type in university housing, Reinhardt will consider a request by individuals with a disability for reasonable accommodation from this prohibition as follows:

Reinhardt University complies with the Americans with Disabilities Act (ADA) in allowing use of service animals for students, staff and visitors. Reinhardt University complies with the Fair Housing Act in allowing students the use of

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emotional support animals that are approved as an accommodation. Employees may not bring emotional support animals to work.

Although it is the policy of Reinhardt University that individuals are generally prohibited from having animals of any type in university housing, Reinhardt will consider a request by individuals with a disability for reasonable accommodation from this prohibition.

For an individual to qualify for having a service animal on campus:

- The student must have a disability as defined by the ADA.
- The accompanying animal must be trained to do specific tasks for the qualified individual; and
- Students must register with the Academic Support Office if the service animal will be housed on the campus so that accommodations can be coordinated.
- Must contact the Academic Support Office and Residential Life as early as possible to permit time to gather and review all necessary documentation.

Students who require the use of a service animal on campus are encouraged to contact Academic Support Office to register as a student with a disability. Information provided to Academic Support Office is confidential and specific information about the disability will not be released without the consent of the student.

NOTE: If the definition of a service animal is not met, then the use of the animal as emotional support may be allowed as a reasonable accommodation.

For a student to qualify to have an emotional support animal in his or her residence hall:

- The student must have a disability as defined by the ADA.
- The student must be registered with the Academic Support Office.
- The student must have an already established relationship with the animal.
- The emotional support animal must be approved through the Academic Support Office as an official accommodation, in conjunction with other offices as needed.
- The owner must notify Academic Support Office if the animal is no longer needed or is no longer residing on university property. If the animal will be replaced, the owner must submit a new request.
- ESA Requests must be renewed each academic year.

***Section I. Procedures for an Emotional Support Animal in University Housing***

A student requesting an emotional support animal should provide Disability Services/Academic Support Office (ASO) the appropriate documentation in advance. A student is not permitted to live with an emotional support animal until expressly approved to do so by a committee of university staff (Director of Residence Life, Director of Disability Services/ASO, Dean of Students and other appropriate university offices when circumstances permit). In order to be considered for approval, there must be a link between the animal and a documented disability.

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Emotional distress resulting from having to give up an animal because of a “no pets” policy does not qualify a person for an accommodation under federal law.

In order to bring an emotional support animal to campus, the Owner must contact the Academic Support Office no less than 30 days prior to arrival, in order to permit time to gather all necessary documentation. Animals should not be brought to campus prior to approval being granted.

The following steps must be taken to have an approved ESA on campus:

1. The student should provide a signed letter, on professional letterhead, from a licensed professional counselor (LPC), licensed clinical social worker (LCSW), psychologist, or a psychiatrist who has treated the person with a disability for at least 6 months. The treating LPC, LCSW, psychologist, or psychiatrist must provide documentation regarding the student’s disability/diagnosis as it pertains to the need(s) for an emotional support animal. The LPC, LCSW, psychologist, or psychiatrist should be familiar with the professional literature concerning the assistive and/or therapeutic benefits of assistance animals for people with disabilities. At a minimum, the letter should include the following items:
  - The provider’s professional opinion that the individual’s condition qualifies as a disability and the basis for that opinion.
  - The provider’s opinion that the emotional support animal is required to help
  - alleviate symptoms associated with the person’s disability and to allow the person to use and enjoy University housing services.
  - A description of the comfort or assistance that the animal will provide.
2. The student is expected to continue in a course of care with the treating counselor, social worker, psychologist, or psychiatrist with the particular medical needs of the student.
3. A committee will review the documentation and determine whether the requested emotional support animal can be allowed in university housing. This policy will be carefully reviewed with the person at that time. Once approved, Disability Services/ASO will notify the Residence Life Office who will then have a residential staff member discuss housing options and accommodations approved through the process.
4. ESA Requests must be renewed each academic year. If the animal is returned to campus without proper renewal, the animal may be removed from campus until approval is complete.

## ***Section II. Definitions***

### ***Disability:***

“Disability” is defined as a physical, mental, or medical condition or impairment that limits one or more of the person’s major life activities. These limitations may include: caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, working, and learning.

### ***Pet:***

A pet is an animal kept for ordinary use and companionship unrelated to a disability. A pet is not considered a service animal nor an emotional support



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animal, and therefore, is not covered by this policy. Students are not allowed to have pets in University Residence Halls.

***Service Animal:***

A service animal as per the ADA is defined as: “Any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. The work or tasks performed by a service animal must be directly related to the owner's disability.

Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, . . . retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.” A “Service Animal” is a dog that has been individually trained to do work and perform tasks for the benefit of an individual with a documented disability. Service Animals are working animals, not pets.

The work or task a Service Animal has been trained to provide must be directly related to the person's disability. Examples of such work or tasks include, but are not limited to, assisting a person with a visual impairment with navigation or other tasks, alerting a person with a hearing impairment to the presence of people or sound, providing physical support and stability assistance to a person with a mobility impairment, providing minimal protection or rescue work, pulling a wheelchair, assisting a person during a seizure, or retrieving items. Service Animals are permitted in academic buildings and residence halls.

***Emotional Support Animal:***

The Fair Housing Act defines an emotional support animal as any animal that provides emotional support, well-being, or companionship that alleviates or mitigates symptoms of the disability; the animal is not individually trained. Emotional support animals are not limited to dogs and can be other species of animal. Emotional support animals are not considered service animals. An (“ESA”) is an animal that provides comfort to an individual with a disability upon the recommendation of a licensed counselor, licensed social worker, psychologist, or psychiatrist who can provide documentation regarding the disability/diagnosis and the pertinent ameliorative effects of the animal. An emotional support animal does not assist a disabled person with activities of daily living but rather its role is to live with an individual and alleviate the symptoms of an individual's disability. Unlike



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a Service Animal, an ESA is **not** specifically trained to perform tasks for a person with a disability and does not assist a resident with a disability with activities of daily living, nor does it accompany the person with a disability at all times. ESA's may be considered for access to campus housing, but they are not permitted in other areas of the University (e.g., library, academic buildings, classrooms, labs, etc.). The University will make an individualized assessment of each proposed emotional support animal. Reinhardt University recognizes the importance of "Emotional Support Animals" ("ESA") under the Fair Housing Act that provide physical and/or emotional support to individuals with disabilities. Reinhardt is committed to allowing an ESA necessary to provide individuals with disabilities an equal opportunity to use and enjoy University housing.

***Licensed Clinical Social Worker:***

The Licensed Clinical Social Worker or LCSW, is a sub-sector within the field of Social Work. LCSW's work with clients in order to help deal with issues involving mental and emotional health. They are authorized to diagnosis and treat a patient with the DSM (American Clinical Social Workers Association, 2018).

***Licensed Professional Counselor:***

Licensed professional counselors provide mental health and substance abuse care. The practice of licensed professional counselors includes, but is not limited to, the diagnosis and treatment of mental and emotional disorders. They are authorized to diagnosis and treat a patient with the DSM. (American Counseling Association, 2018).

***Psychologist:***

Practicing psychologists have the professional training and clinical skills to help people learn to cope more effectively with life issues and mental health problems. (American Psychological Association, 2018).

***Psychiatrist:***

Psychiatry is the branch of medicine focused on the diagnosis, treatment and prevention of mental, emotional and behavioral disorders. A psychiatrist is a medical doctor (an M.D. or D.O.) who specializes in mental health, including substance use disorders. Psychiatrists are qualified to assess both the mental and physical aspects of psychological problems (American Psychiatric Association, 2018).

***Section III. Responsibility of Persons with Service or Emotional Support Animals***  
**SERVICE ANIMALS**

***Owner:***

- Is responsible to attend to and be in full control of the service animal at all times. A service animal shall have a harness, leash, or other tether unless a) the owner is unable to use a harness, leash or tether, or b) using a harness, leash, or tether will interfere with the animal's ability to safely and effectively perform its duties.
- Is responsible for ensuring that the service animal is wearing a leash, harness or cape that identifies the animal as a service animal when on duty anywhere on campus.

- Is responsible for the costs of care necessary for a service animal's well-being. The arrangements and responsibilities with the care of a service animal are the sole responsibility of the owner at all times, including regular bathing and grooming, as needed.
- Is responsible for independently removing or arranging for the removal of the service animal's waste. Waste must be disposed in a sealed bag in the designated trash area of the residence hall.
- Is responsible for complying with local and state licensing laws for animal rights and owner responsibilities. Service animals should be current with immunizations and wear a rabies vaccination tag.
- Is responsible for paying for any damage to University property caused by the animal.
- Animals must leave campus with the student anytime the student leaves overnight and/or during University breaks.
- The University may prohibit the use of service animals in certain locations due to health and safety restrictions or places where the animal might be in danger. Restricted areas may include but are not limited to food preparation areas, research laboratories, boiler rooms, and other areas prohibited by law.

***University Community:***

- Must allow service animals to accompany their owners at all times and everywhere on campus where the general public (if accompanying a visitor) or other students (if accompanying a student) are allowed, except for places where there is a health, environmental, or safety hazard. The appropriate way to ascertain that an animal is a service animal is to ask (only if it is not apparent) if the animal is required because of a disability and what tasks it has been trained to perform. Specific questions about the individual's disability may not be asked.
- Contact the Academic Support Office if any questions or concerns arise relating to service animals.
- Only two questions can be asked about service animals:
  - Is the Service Animal required because of a disability?
  - What work or task is the dog trained to perform?
- Do not ask questions about the disability.
- Do not pet or feed a service animal.
- Do not attempt to separate the animal from the owner.
- Do not startle or tease a service animal.
- Contact THE ACADEMIC SUPPORT OFFICE if faculty/staff have any additional questions regarding visitors to campus who have service animals.
- Refrain from charging a fee for the service animal to reside in the residence hall, but may assess usual fees for any damages incurred
- Report any service animals who misbehave or any owners (or other individuals) who mistreat their service animals to the Department of Public Safety.

**EMOTIONAL SUPPORT ANIMALS**

The University will make an individualized assessment of each proposed emotional support animal. Reinhardt University recognizes the importance of "Emotional Support Animals" ("ESA") under the Fair Housing Act that provide physical and/or emotional support to individuals with disabilities. Reinhardt is committed to allowing an ESA necessary to provide individuals with disabilities an equal opportunity to use and enjoy University housing.

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This Policy explains the specific requirements applicable to an individual's use of an ESA in University housing. Reinhardt reserves the right to amend this Policy as circumstances require. This policy applies solely to an ESA which may be necessary in university housing.

***Owner:***

- Is responsible to attend to and be in full control of the emotional support animal at all times. The emotional support animal shall have a harness, leash, tether or be transported in an appropriate enclosure whenever it is outside of the residence hall room where it will be housed.
- In shared living spaces, the emotional support animal should be in an appropriate container if the owner is not in the room with the animal.
- Is responsible for following all rules related to the restrictions of animals from buildings on the campus other than their residence hall.
- Is responsible for the costs of care necessary for the emotional support animal's well-being. The arrangements and responsibilities for the care of an emotional support animal are the sole responsibility of the owner at all times, including regular bathing and grooming, as needed.
- Is responsible for not leaving the emotional support animal unattended for an unreasonable length of time.
- Is responsible for independently removing or arranging for the removal of the emotional support animal's waste. Waste must be disposed in a sealed bag in the designated trash area of the residence hall.
- If the comfort animal voids on the floor or carpet anywhere inside a residence hall, the student is responsible to clean up promptly to the best of their own ability, as well as submit a work request with Facilities Management for the area to be properly disinfected. The student must pay all costs associated with such clean up. Dogs must be housebroken and accidents should be infrequent.
- Is responsible for complying with local and state licensing laws for animal rights and owner responsibilities. Emotional support animals should be current with immunizations and wear a rabies vaccination tag if appropriate. We highly recommend keeping this documentation on file with the Academic Support Office. Please visit this link for more information regarding the licensing of dogs:  
<http://www.providenceri.com/animal/licensing>
- Animals must leave campus with the student if student leaves overnight and during all University breaks if the student leaves campus.
- Is responsible for paying for any damage to University property or pest treatment caused by the animal.
- Must abide by all applicable residential policies, including room inspections.
- Is responsible for notifying the Academic Support Office and Residential Life if the emotional support animal is no longer needed.
- Is responsible for renewing ESA requests every academic year.

***University Community:***

- Must allow emotional support animals to reside with their owners in their residence hall room or suite once they are approved as a disability related accommodation.
- Contact the Academic Support Office if any questions or concerns arise relating to emotional support animals including any additional questions regarding visitors to campus who have emotional support animals.

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- Report any emotional support animals who misbehave or any owners (or other individuals) who mistreat their emotional support animals to the Department of Public Safety and the Academic Support Office.
  - Refrain from charging a fee for the emotional support animal to reside in the residence hall but may assess usual fees for any damages incurred.

### ***Care and Supervision:***

Care and supervision of the animal is the sole responsibility of the individual who benefits from the animal's use. The individual is required to maintain control of the animal at all times and must keep the Service Animal and/or ESA on a leash/lead when the animal is in the common areas of residence halls, university buildings, and on campus grounds. The individual is responsible for ensuring the cleanup of the animal's waste and, when appropriate, must toilet the animal in areas designated by the University. Students are also required to carry waste bags and gloves to dispose of the waste properly. Animals must be house trained or litter box trained. The student will identify and obtain the signature of another individual who will provide care and maintenance for the *emotional support animal* if the student becomes incapacitated or is unable to care for the animal.

All are prohibited from transferring control to another person even momentarily, requesting the assistance of other persons in supervising or controlling their animals or otherwise leaving the presence of their animals for any period of time while on university property and within University facilities, except as provided by this Policy or other University policies. Owners are responsible for ensuring that the animal is **contained appropriately** when not present in the residence unit for class, work, or other activity.

### ***Restricted Areas:***

The University may prohibit the use of a Service Animals in certain locations due to health or safety restrictions. Restricted areas may include but are not limited to food preparation areas, research laboratories or classrooms that contain research animals, areas that require protective clothing, and other areas as required by state or local laws. Exceptions to these restrictions may be requested and will be considered on a case-by-case basis. Approved Emotional Support Animals are permitted only in the residence halls.

### ***Health and Safety:***

Animals authorized to live in university housing must not interfere with others' enjoyment of the residential space (e.g., excessive barking, creating an unsanitary condition, etc.). Animals that are disruptive or interfere with students' ability to enjoy their residential space could be required to be removed from the residence halls. The University reserves the right to request vaccination and licensing information for emotional support animals.

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***Photo for Service Animal or ESA:***

Students who are approved to have a Service Animal or ESA must provide a photo of their animal to the Office of Residence Life. The photo will be kept in the student's file. It will also be shared with the Office of Facilities Management, Disability Services/ASO and Public Safety.

***ID Tag Notification for ESA and Service Animals:***

Students qualifying to have an ESA/SA will need to pick up an identity tag for their registered animal from the Dean of Student's office located on the third floor of the Hasty Student Life Center. This small blue tag will have an assigned number which will allow for the animal to be easily identified. Assigned ID tags will need to be attached to your animal's collar and should remain attached at all times while on the university campus.

***Roommates or Suitemates:***

All roommates or suitemates of the owner must sign an agreement allowing the approved animal to be in residence with them. In the event that one or more roommates or suitemates do not approve, either the owner and animal or the non-approving roommates or suitemates, as determined by Residence Life, may be moved to a different location.

***Other Conditions:***

In response to a particular situation, Reinhardt University may impose other reasonable conditions or restrictions, if necessary, to ensure the health, safety, and reasonable enjoyment of others.

***Vaccination:***

In accordance with local ordinances and regulations the animal must be immunized against common to that type of animal. For example, dogs must have current vaccination against rabies and wear a rabies vaccination tag. Local licensing requirements are followed. Animals to be housed in campus housing must have an annual clean bill of health from a licensed veterinarian. Documentation can be a vaccination certificate for the animal or a veterinarian's statement regarding the animal's health. The University has authority to direct that the animal receive veterinary attention. (Local licensing law is followed.)

***Section IV. Removal of Service or Emotional Support Animal***

The owner of a service or emotional support animal may be asked to remove the animal from university facilities if the owner or animal fails to comply with this policy. The following describes behaviors which may result in the removal of the animal:

***Disruptive Behavior:***

An animal may be removed if its behavior is unruly or disruptive (e.g., barking, growling, damaging University property, jumping on people, taking food from tables, taking or damaging of personal belongings of individuals other than the owner, running around, or displaying aggressive behavior). The owner may be prohibited from bringing the animal on campus until the owner takes significant

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and effective remedial steps to correct the animal's behavioral problems. If an animal is removed for behavioral problems, the student must reapply to bring the animal back to campus.

***Poor Health:***

Animals with health conditions that pose a threat to others are not permitted.

***Uncleanliness:***

The animal must be kept clean and free from pests. Owners who fail to properly clean up and dispose of the animal's waste may be required to remove the animal from university property. Owners of animals that are otherwise unclean or unkempt may be required to remove the animal from university property. An animal that becomes wet from walking in the rain or mud, but is otherwise clean, is considered a clean animal, however the owner is responsible for cleaning any campus areas that become wet or muddy.

The process for handling disruptions to the community is as follows:

A student will receive a written warning if a complaint(s) is received regarding the animal. Following the first warning, the student will have the opportunity to rectify the situation and correct the behavior. If a second complaint is received, the Academic Support Office will conduct a further assessment of the situation and the extent of impact to the community. At this point, it is possible that the student with the animal will be asked to switch rooms if there is availability on campus.

Following a third complaint or incident, the animal will need to be removed from campus. Students must identify a person who could come to campus to remove the animal if needed within a reasonable amount of time. This person must be identified during the approval process. The individualized assessment of each incident may lead to escalation of this process, up to and including removal of an animal from campus after a first complaint, depending on the severity of any incident involving any service or support animal.

***Section V. Responsibility for Damage and/or Uncleanliness***

Owners of emotional support animals are solely responsible for any damage to persons or property caused by their animal. The owner's residence and/or work area may be inspected for physical damage, fleas, ticks, or other pests. If fleas, ticks or other pests are detected through inspection, the residence or work area will be treated using approved fumigation methods by a university approved pest control service. The owner will be billed for the expense of any pest treatment. The owner's residence and/or work area may be inspected to ensure it is being properly cleaned and that sanitary and safe conditions are being maintained. If required, the owner will be billed for the expense of the additional cleaning required.

The Owner is financially responsible for the actions of the Approved Animal including bodily injury or property damage. The Owner's responsibility covers, but is not limited to, replacement of furniture, carpet, window, wall covering, and the like. The Owner is expected to cover these costs at the time of repair and/or move-out.



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## ***Section VI. Conflicting Disabilities***

Reinhardt University's Office of Residence Life will make a reasonable effort to notify students in the residence hall where the approved animal will be located.

Residence Life may exclude an emotional support animal from housing if it:

- poses a direct threat to the health or safety of others,
- would cause substantial physical damage to the property of others,
- would pose an undue financial and administrative burden, or
- would result in a fundamental alternation of the university's program(s)

Students with medical condition(s) that are affected by animals (respiratory, asthma, severe allergies) should contact the Office of Residence Life if they have a health or safety-related concern about exposure to a service or emotional support animal. The individual will be asked to provide medical documentation that identifies the condition(s) and will allow determination to be made as to whether the condition is disabling and whether there is a need for an accommodation.

The Office of Residence Life will resolve any conflict in a timely manner, considering the conflicting needs and/or accommodations of all persons involved. The Office of Residence Life may use the Health Center as a resource for information on health issues. In the event an agreement cannot be reached, the final decision will be made by the Dean of Students.

## ***Section VII. Reinhardt University Counseling Services***

Counseling Services staff do not provide assessment or documentation for emotional support animals (ESAs). We recognize that animals can provide valuable emotional support, but unfortunately providing assessment for ESAs is beyond the scope of our services. Our policy on this is consistent with the recommendations outlined by Younggren et.al. (2016) in "Examining Emotional Support Animals and Role Conflicts in Professional Psychology."

<https://www.ncbi.nlm.nih.gov/pmc/articles/PMC5127627/>

If you are interested in obtaining an assessment and documentation for an ESA, we recommend that you contact your insurance provider to seek a community referral.

If you have an ESA, please be aware that only service animals are allowed in the Student Health Center building. If you need further information about the difference between service animals and emotional support animals, you can find that information here (<https://adata.org/publication/service-animals-booklet>). If you have questions about documenting a service animal, please contact Disability Services/Academic Support Office (ASO) <https://www.reinhardt.edu/academic-resources/academic-support>.

## ***Anti-Bullying Prevention Policy***

Reinhardt University encourages the promotion of a learning, working and social environment where all students and staff work positively and harmoniously together. Reinhardt University believes that the University environment should give all students the freedom to do their work, research and study without having to suffer bullying or intimidation from a student or staff member. Bullying is not



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a trivial matter and can manifest itself on a regular basis in all shapes and forms. Bullying will not be tolerated by Reinhardt University. Reinhardt University defines bullying as "engaging in actions which cause another person to experience a reasonable fear that he or she will experience social exclusion, humiliation, intimidation, or the unlawful use of physical force."

Individuals, who believe they may have experienced bullying in any form but are uncertain as to whether a complaint is justified or whether they wish to initiate a formal written complaint, may discuss their concerns confidentially and informally with the Dean of Students. Furthermore, no person should engage in any act of reprisal or retaliation against a victim, witness, or anyone with information about an act of bullying or harassing behavior.

### **Suicide Prevention Policy**

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

### ***How Common Is Suicide and Suicidal Feelings Among College Students?***

Suicide is the second leading cause of death among college students and the third leading cause of death for those ages 15-24. In a recent national survey, 12.1% of college students reported that they seriously considered suicide in the past 12 months (ACHA, 2017).

### ***Why Is Suicide So Common Among College Students?***

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

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

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### ***Facts About Suicide***

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

### ***What Are the Risk Factors for Suicide?***

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

### ***What Are Some Warning Signs?***

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

### ***When Should Someone Seek Immediate Assistance?***

*When they are...*

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

### ***Is Suicide Preventable?***

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

### ***How Can I Help Someone Who May be Suicidal?***

- Show interest and be supportive.
- Be direct; ask them if they are considering suicide or have a plan.
- Don't be judgmental, give advice, or try to talk them out of suicide.
- Don't swear to secrecy.
- Offer hope that alternatives are available.
- Don't leave the person alone.

- Take action, remove means, and assist them in getting the help they need.
- Inform University Residential Life staff if you live in a residence hall.
- Consult with a Counseling Center as needed.
- Follow up as appropriate.

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

#### ***In non-crisis situations...***

- Tell the student to call the Counseling Center during regular working hours.

#### ***If the student is in crisis...***

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

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

#### ***Remember...***

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

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

- Sign in to Virtual Care Groups with your Reinhardt credentials to speak with a behavioral specialist 24/7 and 365 days a year.

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

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

### ***Additional Resources***

- Suicide Prevention Resource Center: [www.sprc.org](http://www.sprc.org)
- American Association of Suicidology: [www.suicidology.org](http://www.suicidology.org)
- American Foundation for Suicide Prevention: [www.afsp.org](http://www.afsp.org)
- Center for Disease Control and Prevention: [www.cdc.gov/violenceprevention/suicide/](http://www.cdc.gov/violenceprevention/suicide/)
- National Institute of Mental Health: [www.nimh.nih.gov/index.shtml](http://www.nimh.nih.gov/index.shtml)
- National Suicide Prevention Lifeline: [www.suicidepreventionlifeline.org](http://www.suicidepreventionlifeline.org)
- National Suicide Hotline: 988
- Suicide Prevention Action Network USA: [www.spanusa.org](http://www.spanusa.org)

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## **Weapons Policy**

Reinhardt University is committed to providing a safe environment for its students, visitors, faculty and staff. Long-established policies, approved by Reinhardt's Board of Trustees, prohibit possession of firearms on property owned by the University.

It is against the policy of Reinhardt University to possess any explosive compound or weapon in or on any property owned or used by Reinhardt University. This includes residence halls and University owned vehicles.

Weapons come in many forms, and simply possessing one of these objects can be considered a violation of the law. The use, possession, manufacture, distribution, maintaining, transporting or receiving, in a residence hall, any location on university property, or at any University sponsored event, of any of the following items is strictly prohibited:

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

If you know of anyone who is in violation of this law while on campus, please let the Office of Public Safety know immediately.

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

Reinhardt University is a privately run and operated institution. Georgia House Bill 280 (Campus Carry) does not apply to private colleges and universities.

## **Sexual Harassment and Sexual Violence Policy**

This is an abbreviated version of Reinhardt University's Title IX Sexual Harassment and Sexual Violence Policy. Students who believe they have been the victim of sexual harassment or sexual violence should report such actions and refer to the Title IX policy for more details on the procedures as well as resource and services that are available. The complete version can be linked here: [www.reinhardt.edu/titleix](http://www.reinhardt.edu/titleix)

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It is the policy of Reinhardt University to maintain an environment that is free of all forms of discrimination and harassment, including sexual misconduct, for everyone involved with the University in an official capacity. The University has enacted this Policy to reflect and maintain its institutional values and community expectations, to provide for fair and equitable procedures for determining when this Policy has been violated, and to provide recourse for individuals and the community in response to violations of this Policy.

This Policy prohibits all forms of sexual or gender-based discrimination, harassment, and misconduct, including sexual assault, non-consensual sexual contact, dating violence, domestic violence, sexual exploitation, and stalking. This Policy also prohibits retaliation against a person who reports, complains about, or who otherwise participates in good faith in any matter related to this Policy.

This Policy ensures equitable treatment for both the individual(s) bringing a complaint of prohibited conduct (the complainant) and the individual(s) accused of prohibited conduct (the respondent.) Determination regarding responsibility is made at the conclusion of a grievance process.

Reinhardt does not discriminate on the basis of sex in its educational, extracurricular, athletic, or other programs or in the context of employment. Sex discrimination is prohibited by Title IX of the Education Amendments of 1972 and Title VII of the Civil Rights Act of 1964. <https://www.eeoc.gov/statutes/title-vii-civil-rights-act-1964>.

Title IX is a comprehensive federal law that prohibits discrimination on the basis of sex in any federally funded education program or activity. “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.” (20 USC 1681a)

Title IX underwent significant revision with final rules adopted in May of 2020 to go into effect in August 2020  
<https://www2.ed.gov/about/offices/list/ocr/docs/proposed-title-ix-regulation-fact-sheet.pdf> Reinhardt University’s policy has been updated to reflect these new rules.

Reinhardt University will respond promptly to any complaints of sex discrimination and harassment. We will attempt to resolve complaints in a timely manner and with as much speed as possible while maintaining the due process rights, fairness, and need for accuracy and thoroughness in the interest of all parties.

Reinhardt University's Title IX Coordinator is the designated representative of the University with primary responsibility for coordinating University Title IX compliance efforts. The Title IX Coordinator is the University agent who is charged with the responsibility to oversee and monitor Title IX related policies and

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developments; the implementation and oversight of grievance processes and procedures, including notification, investigation and disposition of complaints; provision of educational materials and training for the campus community; conducting and/or coordinating investigations of complaints received pursuant to Title IX; ensuring a fair and neutral process for all parties; and monitoring all other aspects of the University's Title IX compliance.

Reinhardt University's Title IX Coordinator is:  
Kristy DeBord, Title IX Coordinator  
Director of Human Resources  
Burgess Administration Building, Lower Level  
[Kristy.debord@reinhardt.edu](mailto:Kristy.debord@reinhardt.edu) (770) 720-9146

In addition, students may call the direct line of Office of Student Affairs at 770-720-5538 or reach out to the following confidential resources at Reinhardt University:

***Campus Nurse***  
Smith-Johnston Hall  
(770) 720-5542

***Director of Spiritual Life, Leadership and Service***  
Hasty Student Life Center  
(770) 720-9238

## **X. Student Discipline Code of Conduct**

### **Introduction**

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

Reinhardt University established standards of conduct for students to ensure the safety of the campus community and to facilitate the pursuit of the institution's educational mission.

Therefore, the disciplinary function of the University is an integral part of the educational mission of Reinhardt.

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

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

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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 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.

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.

***Statement of Student Rights and Responsibilities***

- Students shall have the right to live in an atmosphere of academic freedom. While they are responsible for learning the content of any course of study for which they are registered, they shall have the right to take reasoned exception to the views offered in the classroom and to reserve judgment on matters of opinion without fear of penalty.
- In the course of study at Reinhardt University, students are entitled to be governed by appropriate, clear, consistent, and published regulations.
- Students shall have the right to inquire into any aspects of instruction without fear of penalty so long as such inquiry is carried out through appropriate channels, not libelous, nor intended merely to harass.
- The rights of free inquiry, expression, peaceful assembly, and petition for redress of grievances are guaranteed to all students so long as such activities are lawful, are in keeping with the University's Statement of Purpose, Code of Conduct, Honor Pledge, Charter, and Bylaws, and do not disrupt the essential operation of the University.
- University publications are free from censorship; however, this freedom entails a corollary obligation to the Georgian Code of Journalistic Ethics, so as to avoid libel, indecency, undocumented allegations, attacks of personal integrity, and the techniques of harassment and innuendo.



- No student record shall be maintained that is not reasonably related to the operation and purposes of the University. Evaluations that are a part of a student's record are to be made only by persons qualified to make such.
- To the maximum extent feasible, students shall be entitled to participate in formulating, recommending, implementing, and revising University regulations that directly affect student affairs.
- Penalties for the violation of campus regulations are designed for correction and education, not retribution. In nonacademic off-campus life, private or public, members of the University community shall be free from university control except when students are participating in an officially sanctioned University activity, be it on or off the University campus, or when a student's actions result in a violation of the law.
- Students' rooms and vehicles may not be entered for purposes of search (to be differentiated from routine, announced residence hall inspections for health and safety) except where there is reasonable cause to believe that a student room or vehicle is being used on campus for unlawful purposes or used in violation of stated University regulations.
- The enumeration of specific rights within this Constitution is not to be construed as limiting or denying other rights that students enjoy as citizens of the State of Georgia

### **Associated Policies**

#### ***Rights and Responsibilities of the Victim***

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

- The victim shall be advised, in writing, of the time and place of the hearing at least five (5) business days prior to the hearing;
- The victim shall be given the opportunity to meet with the Dean of Students, or designee, to discuss the disciplinary process;
- The victim shall be given the opportunity to submit a written account of the alleged incident;
- 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;
- The victim shall be afforded an opportunity to testify during the disciplinary hearing. During this testimony the student should expect cross-examination;
- 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;
- The victim shall be allowed to submit a written impact statement to the hearing body; and,
- The victim shall be notified, in writing, of the hearing body's decision within 5 business days from the decision.

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Note: In cases involving Title IX complaints, the hearing officers will work diligently to avoid face-to-face interactions between the victims/witnesses and the accused, limit the need for giving multiple statements regarding traumatic events, and cross-examinations.

### ***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:***

- The right to receive written notice of charges within 24 hours if possible;
- The right to discuss the alleged violations with the hearing officer or designee;
- The right to receive a copy of the charges being brought against the student;
- 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;
- The right to question witnesses (except in Title IX cases);
- The right to present evidence;
- The right to know the outcome of the hearing as soon as possible;
- The right to appeal.

### ***Unbiased Adjudicator***

Hearing officers shall remove themselves from hearing a case if they believe that they cannot be unbiased. The accused will be given the opportunity to object to a particular Council member if he or she believes the Council member cannot be unbiased. The Judicial Council in conjunction with the 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***

The University considers the residence halls and all campus property to be institutional property and directly under the jurisdiction of this Code of Conduct. 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

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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 "Preponderance of Evidence" standard. A "Preponderance of Evidence" standard is a conclusion reached from an investigation that is based on convincing evidence and its probable truth or accuracy. A determination in this standard is reached when it is more likely than not that the alleged incident occurred.

In cases that involve allegations of discrimination and sexual violence a "Preponderance of Evidence" Standard in order for the school to be consistent with Title IX standards. (i.e., it is more likely than not that sexual harassment or violence occurred).

***Prior Disciplinary Records***

If a student has a prior disciplinary record, that information is not available to the hearing body unless the accused is found in violation of a charge. Once determined to be in violation, the prior record may be considered in determining appropriate sanctions.

***Failure to Participate in the Adjudication Process***

During any stage of the adjudication process, should the accused fail to cooperate, ignores or otherwise does not participate in the adjudication process, the accused shall be subject to the decisions, recommendations and/or sanctions of the adjudicating

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body, even in his/her absence. If the accused fails to attend the Preliminary Review, Disciplinary Hearing and/or an Appeals Hearing, the hearing will proceed and a finding will be reached based upon available evidence. If the accused withdraws from the University prior to adjudication of the case, the case will still be resolved through the process outlined in this policy.

### ***Disregard of Sanction***

In order to promote a positive living/learning environment, it is essential for the members of the campus community to exercise good judgment and demonstrate respect for the Code of Conduct. The Code of Conduct is a standard set by the University and all sanctions 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 charged with additional violations, prohibited from registering for classes, receiving grades, transcripts, diplomas or any other official documentation from the University.

### ***Student Disciplinary Records***

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

### ***Probation (i.e. Probated Suspension/Probated Expulsion)***

Probation (i.e. Probated Suspension/Probated Expulsion) involves a definite or indefinite period of time in which a student is permitted to remain enrolled at the University on a probationary status and allowed to continue on a restricted basis with his/her academic studies and co-curricular and extracurricular activities, and is required to show a positive change in behavior. During the period of the probation, the student may be required to satisfy specified stated conditions or requirements such as exclusion from university housing, exclusion from participation in University athletics or other student extracurricular or social activity, and that the student may not be a candidate for or hold elective or appointive office in any University organization.

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

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

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### ***Letter of Warning***

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

### ***Interim Suspension***

The 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 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.

While the Dean of Students or a designee must assess whether the presence of an accused student threatens the safety of individuals within the University community, a sufficient level of inquiry must be undertaken in determining the appropriateness of interim suspensions. Therefore, the accused student will be given the opportunity to meet with the Dean of Students or a designee prior to such interim suspension being imposed, or as soon thereafter as reasonably possible, to show why the interim suspension should not be implemented. During this meeting, the student will be given the opportunity to show why the suspension should not be implemented or why such an action is not justified. This meeting will be held by the Dean of Students or designee within five (5) business days of the interim suspension to determine if the suspension should continue. A formal hearing concerning suspension or exclusion shall be held no later than five (5) business days, when possible, after the preliminary hearing of the interim suspension. 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 Dean of Students or a designee may determine to be appropriate. In addition, during an interim suspension, a student may be denied access to classes, but at the discretion of the appropriate administrative officer, alternative coursework options may be pursued to ensure as minimal an impact as possible on the accused student.

### ***No Contact Directive***

When a No Contact Directive has been put in place, the student is to have no contact with, nor be in the presence of, the other involved party. This includes all forms and means of contact or communication, either by yourself or through others, including personal contact or communications by phone, e-mail, text, social media, or through

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friends or others acting on your behalf. This also includes making electronic outreaches to or statements about them through blogs or other social media, 'tagging' them in comments, or otherwise through online message boards or internet sites. Furthermore, if the student find himself/herself in the same location as this individual, he/she is required to immediately remove yourself from that location; and he/she is also reminded that University policy prohibits taking any retaliatory action for reporting or inquiring about alleged improper or wrongful activity, assisting another in making a report, or participating in an investigation into such matters. Thus, he/she is instructed to refrain from engaging in any actions or attempts to harass, intimidate, retaliate against, or improperly influence any individual associated with this matter, including those who may have reported any incident or may participate in any investigation, hearing, or resolution. This includes both direct and indirect actions taken by the student themselves or by any person acting on their behalf.

This No Contact Directive applies both on and off campus. Any infraction of this restriction may result in disciplinary action.

### ***Anti-Retaliation***

Retaliating directly or indirectly against a person who has in good faith made a report under the policies of Reinhardt University or participated in an investigation of a complaint of any act as defined in the student handbook is prohibited. Retaliation includes but is not limited to ostracizing the person, pressuring the person to drop or not support the complaint or to provide false or misleading information, or engaging in conduct that may reasonably be perceived to affect adversely that person's educational, living, or work environment, threatening, intimidating, or coercing the person, or otherwise discriminating against any person for exercising their rights or responsibilities under this policy. Depending on the circumstances, retaliation may also be unlawful. Retaliation under this policy may be found whether or not the complaint is ultimately found to have merit. Complaints of retaliation should be reported to the Dean of Students.

### **Associated Individuals and Groups**

#### ***The Accused***

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

#### ***The Complainant***

"Complainant and/or Victim" refers to the person that is reporting the alleged violation. Hearing Officer (Administrative Hearing Officer)

#### ***Hearing Officer***

The 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.



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*Please note:* The 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***

The Judicial Council chair is responsible for maintaining order during the appeal process and may take all steps reasonably necessary to ensure an orderly process. The chairperson of the Judicial Council during deliberations may only vote in the case of a tied vote. The Chairperson writes the decision on behalf of the Council at the conclusion of the appeal process.

### ***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.

### ***Advisor of Choice***

The accused may bring an advisor to the hearing for personal support. The accused must notify the University's designated hearing officer 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 hearing officer 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.

### ***Advisor of Choice for Accuser/Accused of Sexual Assault and Sexual Violence***

Reinhardt University grants the accuser and the accused be entitled to the same opportunities to have others present during an institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice. The term "advisor" means an individual who provides the accused or accuser support, guidance, or advice. Reinhardt University may limit the extent to which an advisor may participate in the proceedings, such as restricting cross-examination of witnesses or



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prohibiting advisors from addressing the decision-maker, as long as these limits apply equally to both parties.

### **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) business days prior to the hearing, when possible.
- The accused shall be afforded reasonable access to incident reports or other pertinent documents (as determined by the 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 (for appeals process).
- 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) business days, when possible, 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.

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

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

### ***Step 3 - Disciplinary Hearing***

Upon completion of a Preliminary Review a Disciplinary Hearing will be scheduled within five business days, when possible, 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 Dean of Students or designee.

The hearing body will determine whether the accused is "responsible" or "not responsible" for the alleged violation.

The accused will be presumed "not responsible" until proven otherwise by the Preponderance of Evidence 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 the rationale as to 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:

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

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The accused will be advised, in writing, of the hearing body's decision within five (5) business 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.

***Notification of Disciplinary Proceeding Results of Sexual Assault and Sexual Violence***

Reinhardt University will notify both the accused and the victim simultaneously, in writing, of the outcome of any disciplinary proceeding; the institution's procedures for both parties to appeal the results of the proceeding; of any change to the results that occurs prior to the results becoming final, and when such results become final.

***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, the Judicial Council. In cases of sexual assault and sexual violence both the accused and the victim have the right to appeal.

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 business 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 Hearing Officer;
- 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.

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The appellate body will render a written decision regarding the appeal within five (5) businessdays of the appeal meeting. The appeal decision may modify the hearing officer 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 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, fines up to \$50 and/or 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 Dean of Students deems appropriate.

#### ***Level I Violations include but are not limited to:***

- 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;
- Continued violation of courtesy or quiet hours in the residence halls;
- Improper use of fire (including the burning of candles, incense, etc.);
- First offense possession of a pet other than a fish. \*Note: Tank size should be no larger than 5 gallons;
- Unauthorized visitation in residence halls, which includes unauthorized overnight guests or unescorted guests;
- Gambling on campus;
- First offense possession or use of alcohol;
- First offense of smoking/tobacco use on campus;
- Aiding and/or abetting in the violation of any of the provisions of this Code of Conduct;
- Littering on campus: The dropping, discarding, abandoning or otherwise placing any litter or debris of any nature upon university property other than in a litter receptacle.

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***LEVEL II: Restrictions, fines up to \$75 and/or 20-30 Hours of Community Service***

The term restrictions shall be defined at the discretion of the Dean of Students or designee. The hearing body may designate a period of time when certain privileges are denied (i.e. residence visitation, right to hold an office in a campus organization, participation in intramural or intercollegiate athletic sports, participation in campus activities, etc.).

Restrictions may also designate a period of time when certain requirements are placed upon the one being disciplined (attending counseling sessions, volunteer work for community agencies, campus clean-up, etc.). Failure to comply with conditions of campus restrictions may result in suspension from school.

***Level II Violations include but are not limited to:***

- Property damage or theft less than \$500.00 (reimbursement for damages will always be required in addition to the stated fine and/or sanction);
- 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; or failure to comply with a university policy, protocol, procedure or previously assigned sanctions;
- Second and/or multiple offenses of visitation violation;
- Storing, possessing, or use of firecrackers, fireworks, or weapon-like object(s);
- Invasion of privacy by trespassing or being present in another person's office, residence halls, or area without authorization, unauthorized use of or entry into a university facility; Violations of University key and/or access control systems by physical and/or digital manipulation;
- Tampering with a witness before or intimidating a witness after a judicial hearing, failure to cooperate with the hearing officer or Judicial Council;
- Misuse of University electronic and computer resources including improper internet usage (minor infraction);
- Pranks of any form;
- Second offense of alcohol possession or use;
- Second and/or multiple offenses of smoking/tobacco use on campus.

***LEVEL III: Probated Suspension/Suspension, fines up to \$100, 30-50 Hours of Community Service, and/or loss of University Privileges***

Violations at Level III may result in probated suspension/suspension from the University, although other disciplinary actions, such as loss of university privileges (including but not limited to holding an office in a campus organization, participating in intramural or intercollegiate athletic sports, and/or participating in campus activities) 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.

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***Level III Violations include but are not limited to:***

- Property damages or theft of more than \$500.00 (reimbursement for damages will always be required in addition to the stated fine);
- Tampering with fire equipment, setting off a false fire alarm;
- Third offense of alcohol possession or use;
- Arrests for violations of local, state, or federal laws;
- Obstructing or hindering a law enforcement officer in the lawful discharge of his/her official duties (O.C.G.A. 16-10-24) irrespective of arrest or disposition by a criminal court of law.

***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 Dean of Students and/or designee deems appropriate.

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

- Vandalism in excess of \$500.00 (reimbursement for damages will always be required in addition to the stated fine);
- Reckless endangerment of life, including violent, abusive, disruptive, or destructive behavior;
- Forgery, falsification, or other misuse of university documents, records, or identification cards;
- Physical misconduct or mental abuse of any member or guest of the University community on institutional premises or at university-related activities;
- Bullying, hazing, harassing, threatening or other conduct jeopardizing the health, safety, or civil rights of any member of the Reinhardt University community (includes sexual, mental, or physical harassment whether by an individual or group); generally, harassment on the basis of religion, disability, race, or gender including conduct that has the purpose, or has the reasonably foreseeable effect, of interfering with an individual's academic efforts, employment, or participation in institutionally sponsored activities, including any activity that creates an intimidating, hostile, or demeaning environment;
- Sexual violence, sexual assault, rape, attempted sexual assault, attempted rape or other Title IX offenses;
- Use, storing or possession of weapons or firearms of any kind (with or without permit) anywhere on campus, including residence hall or vehicle;
- Use or possession of illegal drugs (violation of state or federal laws).

***Other Guiding Policies***

***Residence Hall Guidelines***

Cumulative violations of the Code of Conduct or proof of a Level III or Level IV offense may mean dismissal from the residence halls. The role of the Residence Life Coordinators and Resident Assistants is to help provide and ensure a safe and comfortable living and learning environment for resident students. However, when violations of the University Code of Conduct occur in the residence halls, the Area 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



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and Level II violations will be handled directly by the Director for Residence Life and/or designee. *Please note:* Residence Life personnel will assist residents when locked out of their room. The first two unlocks are free. Additional unlocks will be based on an incremental \$5 fee (i.e., \$5, \$10, \$15, etc.).

### ***Reinhardt University Public Safety Institute Guidelines***

The Reinhardt University Public Safety Institute is certified to conduct in-service, basic, advanced and specialized law enforcement training under the auspices of the Georgia Peace Officer Standards and Training Council (POST). In accordance with the POST Uniform Law Enforcement Academy Regulations, Reinhardt University has established certain objective rules of conduct, which are specific to Georgia P.O.S.T. certified personnel and candidates for certification. The rules and regulations have been established to ensure the safety of all students and to preserve a proper learning environment. These rules and regulations are contained within the Reinhardt University Public Safety Institute Handbook.

Individuals alleged to have violated Academy rules and/or regulations stipulated by the Georgia P.O.S.T. Council are subject to a separate and distinct Academy administered disciplinary process. Whenever a student is dismissed from the Academy as a result of disciplinary action, the student is provided a hearing as dictated by the Georgia P.O.S.T. Uniform Law Enforcement Academy Regulations.

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

### ***Alcohol and Other Drug Policies***

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

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

Please refer to the University Special Event and Tailgating Alcohol Policies.

### ***Effects of Alcohol and Other Drugs***

There are many well-documented risks and negative effects associated with the use of alcohol and other drugs, affecting not only the individual user, but also his or her family, friends and roommates. Alcohol and other drug abuse is frequently a factor in

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cases of incidents on campus. The misuse of alcohol and other drugs, including prescription drugs, inhibits educational development and results in decreased productivity, serious health problems, and a breakdown of family structure. Repeated use of alcohol and drugs can lead to dependence. The abuse of alcohol and other drugs affects all socioeconomic groups, age levels, and the unborn. Other problems associated with alcohol and other drug use/abuse include negative impacts on health, poor academic or job performance; relationship difficulties, including a tendency toward verbal and physical violence; financial stress; injuries or accidents; and violations of the law such as driving under the influence and willfully destroying property.

### ***Alcohol Policy***

Student and/or guest possession of alcohol is strictly prohibited on campus. Use, possession, sale, and/or acting under the influence of alcoholic beverages on campus may be determined by but is not limited to the following:

- 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.
- Physiological Evidence: any physiological indication of intoxication.
- Knowingly in the presence of alcoholic beverages within residence halls and/or other University property and/or University approved activities.

At the discretion of the Dean of Students, or designee, the following disciplinary actions may be taken:

- Written warning on file in Dean of Students office, mandatory evaluation through the Reinhardt University Counseling Center,
- A letter may be sent to parents.
- Recommended counseling,
- Possible dismissal from residence hall or from university.

### ***Zero Tolerance for Illegal Drug Policy***

Reinhardt University, in order to support the mission of the University has adopted a zero-tolerance policy for the use, possession, distribution, or manufacturing of any illicit or illegal drugs. Reinhardt University will not tolerate the use, possession, distribution, or manufacturing of illicit or illegal drugs by any student, employee, or guest of the university. Any student found to be in violation of this policy will face immediate interim suspension and suspension or expulsion of enrollment pending the outcome of a judicial hearing as stated in the Reinhardt University Student Handbook. Violations of the Reinhardt University Drug

Policy also includes, but are not limited to, failing a university administered drug test, misuse of prescription medication, and/or actions performed while under the influence of drugs or mood-altering substances. This zero-tolerance policy does extend to actions that are on campus as well as off-campus.

Students found to be in possession of drug paraphernalia will also be in violation of the Reinhardt University Illegal Drug Policy and be subject to a Level IV violation of the Reinhardt University Student Code of Conduct.

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### ***Illegal Drug Policy***

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

The use, possession, sale, and/or acting under the influence of illegal drugs on campus may be determined by but is not limited to the following: a) Physical evidence of drugs or drug paraphernalia will constitute sufficient evidence to find a student (or students), in a room (or suite) or in an automobile, guilty of possession of illegal drugs on campus. b) Physiological Evidence: any physiological indication of intoxication. c) Knowingly in the presence of illegal drugs within residence halls and/or other University property and/or University approved activities.

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 students found responsible for possession with intent to sell or distribute illegal drugs on campus and/or off campus will be expelled from Reinhardt University.

Students will 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.

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

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

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

### ***Synthetic Marijuana Policy***

The possession, use, distribution, control of, and/or aroma of synthetic cannabinoids (otherwise known as synthetic marijuana) is also strictly prohibited and will result in

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immediate dismissal from residence halls and/or from Reinhardt University. Moreover, possession, control of, delivery of, distribution of, administration of, or use of synthetic marijuana is illegal in the United States and Georgia.

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

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

### ***Athletics Drug Policy***

For those individuals who are members of NAIA sanctioned teams, positive results of drug testing will be referred to the Dean of Students or designee for processing to begin a formal hearing.

### ***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:

- Standards of conduct and sanctions;
- Health risks;
- Information on assistance and counseling;
- Educational programs; and,
- 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.

### ***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:

- Residence Life programming facilitated by the Residence Life Staff;
- Alcohol Awareness and other focus weeks;
- Community-wide educational programs;
- Training opportunities and workshops for members of student organizations; and,
- Substance-free social events in collaboration with Office of Student Activities and student organizations.

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### ***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 an 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.

## **XI. 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 extended sites 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 extended sites. 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.

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### **Vocation and Career Services**

Career guidance is available to students throughout the year. To schedule appointments, contact the Office of Vocation and Career Services at 770-720-5548.

### **Financial Aid**

Financial aid is typically defined as a combination of grants, scholarships, and loans. The Office of Student 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 Student Financial Aid is ready to assist students through the process. Students may call 770-720-5667 or e-mail [financialaid@reinhardt.edu](mailto:financialaid@reinhardt.edu) for more information. More information about different types of financial aid can be found on our website at <https://www.reinhardt.edu/?s=Financial+Aid>

### **Library Services**

Extended site students may access the University Library online or during regular business hours. Students may check out books onsite or order books from the Waleska library.

### **Business Office**

Students may take care of the following services at the University Business Office: payments, and reimbursements.

### **Information Technology**

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

### **Commencement**

Pertinent information will be mailed from the Office of the Registrar concerning commencement procedures.



## XII. Emergency Procedures Guide

# EMERGENCY PROCEDURES

### SEVERE WEATHER

If Indoors:

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

If Outdoors:

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

### SUSPICIOUS PERSON

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

### SUSPICIOUS PACKAGE/ OBJECT

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

### ARMED/VIOLENT PERSON

Call 911,  
or from a campus phone, 8-911.

Then call 770.720.5911,  
or from a campus phone, 5911.

If indoors:

- Close and lock all windows and doors.
- If you can do so safely, get on the floor and out of sight.
- If safe to do so, remain there for the "all clear" instruction.

If outdoors:

- If it is possible to flee the area safely and avoid danger, do so.
- If flight is impossible, stay out of sight and remain silent.
- Wait for the "all clear" instruction.

### FIRE

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

### HAZARDOUS MATERIALS RELEASE

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

### POWER OUTAGE

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

### EVACUATION

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

If safe to do so:

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



### IN CASE OF EMERGENCY, CALL:

**Cherokee County Emergency Services**  
**911**

**Reinhardt University Public Safety**  
**770.720.5911**

### XIII. Emergency Assembly Guide

Building	Indoors	Outdoors
Admissions House	Interior Hallway by Stairs	Front lawn of Paul Jones Hall
Rollins Wellness Complex (Brown Athletic Center and Baxter Recreation Center)	Interior Hallway and Locker Rooms of Baxter Recreation Center.	Front lawn of Rollins Wellness Complex
Boring Sports Complex (Isherwood Fieldhouse and Ken White Athletic Fields)	Interior Hallway and Locker Rooms of Boring Sports Complex	Gravel Parking Area Outside of Boring Sports Complex
Burgess Administration Building	Human Resources Breakroom (Lower Level)	Front Lawn of Burgess Administration Building
Dobbs Building	Bottom Floor Hallway	Side lawn towards Dobbs Hall
Eagles View	Bottom Floor Hallway	Front Lawn of Fincher Building
East Apartments	1 <sup>st</sup> Floor Hallway Between Rooms 106, 108, 110, 112	Front Lawn and Museum Parking Lot
Facilities/Grounds Office	Interior Break room	Archive House
Falany Performing Arts Center	Interior Hallways	Hagan Parking Lot
Fincher Visual Arts Center	Interior Hallways	Front Lawn
Funk Heritage Center	Basement	Parking Lot
Gordy Center	2 <sup>nd</sup> floor hallway (main floor) and Restrooms of Hasty Student Life Center, 1 <sup>st</sup> floor (lower level) restrooms of Hasty Student Life Center	Front Lawn of Gordy Hospitality House
Gordy Hall	Bottom Floor Hallway	Front Lawn of Gordy Hall
Gordy Hospitality House	Interior Hallway	Front Lawn of Gordy Hospitality House
Hagan Chapel	Basement	Front Lawn of Hagan Chapel
Hasty Student Life Center	2 <sup>nd</sup> floor hallway (main floor) and Restrooms of Hasty Student Life Center, 1 <sup>st</sup> floor (lower level) restrooms of Hasty Student Life Center	Donor Plaza
Hill Freeman Library & Spruill Learning Center	Main Floor	Side lawn towards Dobbs Hall and the Shade Garden
Hubbard Hall/Blue/Gold	1 <sup>st</sup> Floor Hallways	Front Lawn of Fincher Building
Lawson Academic Center	Commuter Lounge and Bottom Floor Hallway of Lawson	Front Lawn of Administration Building
Paul Jones Hall	Bottom Floor of Paul Jones	Sand Volleyball Court
Roberts Hall	Bottom Floor Hallways	Sand Volleyball Court
Smith Johnston Hall	Bottom Floor of Paul Jones	Sand Volleyball Court
Tarpley Education Center (Lawson)	Commuter Lounge and Bottom Floor Hallway of Lawson	Front Lawn of Administration Building
Upchurch Maintenance Facility	Break room Area	Maintenance Gate
Welcome Center	1 <sup>st</sup> Floor Hallway Between Offices Away from Windows	Front Parking Lot at Hwy 140
West Apartments	1 <sup>st</sup> Floor Hallway Between Rooms 107, 109, 111, 113	Front Lawn and Museum Parking Lot