Greeting from the Dean of Students

Dear Eagles,

It is my pleasure to welcome each of you to campus for the 2019-20 academic year. I would like to extend a special welcome to the newest members of our community, the Class of 2023, 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 2019 – 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. From performances, lectures and exhibits to extraordinary campus events and athletic competitions, there is something here for everyone! 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 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 contained in 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.

Again, welcome to Reinhardt University!

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 Activities.

INFORMATION IN THIS HANDBOOK IS ACCURATE AS OF THE DATE OF PUBLICATION. REINHARDT UNIVERSITY RESERVES THE RIGHT TO MAKE CHANGES IN UNIVERSITY POLICIES, PROCEDURES AND CATALOG INFORMATION IN ACCORDANCE WITH SOUND PRACTICE. PLEASE CONSULT THE UNIVERSITY WEB SITE AT WWW.REINHARDT.EDU FOR RECENT UPDATES.
II. The Vision, Mission and Values of Reinhardt University

**Vision**
Create a unique *Reinhart Experience* where each student thrives.

**Mission**
Reinhardt University educates the whole person by developing the intellectual, social, personal, vocational, spiritual and physical dimensions of its students.

**Values**
Faith – Learning - Leading

**Statement of Faith**
We believe in the freedom to explore and express faith.

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

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

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

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

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

We are continually developing an academic community that is just and kind and walks humbly with our God.

**Honor Pledge**
The Reinhardt University Honor Code was originally drafted by a Reinhardt student in 2000 and was 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.
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.
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 Eulene Holmes Murray Department of Music is an accredited member of the National Association of Schools of Music (NASM).

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

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

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

Reinhardt Academy, as the school was 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.

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

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

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

**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.
IV. Academic Affairs

Academic Catalog
Information regarding the academic program, policies and procedures can be found in the Academic Catalog (www.reinhardt.edu/catalog).
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 Ministry, Office of Counseling Services, Office of Vocation and Career Services, Office of Student Health Services, Office of Housing and Residential Education and Office of Public Safety.

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.

Dudley L. Moore, Jr. Office of Student Activities
(770) 720-5532
Reinhardt University realizes that co-curricular activities enrich the educational experience of University students because students who participate in campus activities have the opportunity to socialize, experience positive group interaction and cultivate leadership skills. The Moore Office of Student Activities sponsors campus entertainment, trips to local and regional destinations, tournament series, lecture series, awareness programs, multicultural programs, recreation programs, community service programs and leadership development programs. The Moore Office of Student Activities coordinates Reinhardt Outdoors, New Student Orientation, Intramural Sports, Group Exercise and Reinhardt Central. The Moore Office of Student Activities also advises the Student Government Association and all student organizations. Reinhardt students are encouraged to contribute to the quality of life on campus by becoming involved in at least one of these program areas. For more information, visit www.reinhardt.edu/studentactivities.

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 Ministry
(770) 720-5634
With Faith, Learning, 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 Love God and each other, Grow through small groups, and Do something to share God’s love. Campus Ministries can also help students get connected to a local church, as well. The Campus Ministries Leadership Team, a dedicated group of students, leads the efforts to help students stay engaged in their Faith journey and students are encouraged to apply for a position on this team each year.

Love God
Worship is an important part of Faith development, and Campus Ministries offers a weekly student-led experience known as Common Ground Worship. Additionally, throughout the school year, there are special worship services offered such as an Ash Wednesday service.

Love Each Other
Fellowship is another aspect of Faith development, and Campus Ministries offers opportunities to share life through gatherings and retreats.

Grow
Discipleship is another aspect of Faith development, and Campus Ministries offers opportunities through small groups, Bible Studies, topical conversations, accountability groups, retreats, and the Faith and Spirituality Living-Learning Community based on student interest each semester.

Do!
Missions or service is another aspect of Faith development, and Campus Ministries offers opportunities through local projects and the Spring Break Alternative Missions Trip.

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 for formation and proliferation 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, work cooperatively with the Campus Pastor, and be an active member of the Campus Ministries Leadership Team. All groups must also have an accountability structure in place. All religious clubs are expected to foster and maintain an environment of mutual respect among religious and non-religious clubs.
Any organization or group on campus that wants to host a religious guest or event must first gain approval from the Campus Pastor. Please see the “Religious Speaker/Event Request” form on the website.

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

Office of Counseling Services
(770) 720-5549
The Office of Counseling Services is staffed with a qualified, licensed professional who offers a broad range of services. All contacts at the counseling office are strictly confidential. Professional services are usually by appointment. Students are encouraged to be familiar with and to utilize the services available in this area. More intense, specialized or prolonged counseling is available by referral to a community resource who generally would charge a fee for services. Depending on the nature of the counseling, the sessions could take place on campus or in the nearby community, in which case the student would be responsible for transportation and expenses.

The on-campus, licensed counselor can help you address a variety of issues such as:
- Academic difficulties
- Interpersonal relationships
- Self-defeating behaviors
- Loss and grief
- Alcohol/Drug abuse
- Depression
- Social/Sexual concerns
- Spiritual concerns
- Eating disorders
- Anxiety
- Healthy habits
- Self-care
- Family dynamics

Office of Vocation and Career Services
(770) 720-5548
The Office of Vocation and Career Services is open year-round to serve students and alumni in all career-related activities including:
- Career Strategy, goal setting and developing steps to success through a four-year plan
  - Major and Career Planning including interest and personality profile assessments
  - Resume and LinkedIn profile development
  - Interviewing skills for jobs and internships
  - Providing networking opportunities at career fairs, and through job search support
- Off campus student employment opportunities, including internships
- Job search research, including:
▪ What Employers Are Looking For
▪ Industry Research
▪ Professional Options
▪ Negotiating Offers
  ▪ Graduate school research
  ▪ Comprehensive research tool for Reinhardt majors: What can I do with a major in?
  ▪ Success Stories of top performing students gone professional
  ▪ Professionalism tips and advice on dress, manners and accountability

Office of Health Services
(770) 720-5542
The Student Health Center is located in Smith Johnston Residence Hall. In case of a health emergency, please call 911.

The Health Center provides the following services:
▪ Exam by an RN in case of illness or serious injury with referral to local health care providers as indicated
▪ Assistance in determining the need to see a doctor
▪ Assistance in making appointments with local health care providers
▪ First aid treatment for minor injuries
▪ Blood pressure checks, urinalysis and blood sugar monitoring
▪ Free health information and wellness reference library
▪ Nutrition education and counseling
▪ Dispensing of non-prescription drugs per Campus Nurse

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. Reinhardt University Health Services 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.
Office of Residence Life  
(770) 770-5928

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.

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.

To provide the best environment for first-time freshmen, students will reside in Gordy Hall, Eagles View, Blue, and Gold Hall. In these halls, the Resident Assistants will provide additional support to the freshmen students by implementing programming that helps guide freshmen through their journey towards self-discovery.

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

Residence hall policies are established to protect the rights, needs and interests of both the student and the University. Some policies are based on law; others are derived from general University guidelines or the residence hall application and contract. They represent regulations that are necessary for a group living situation. Students who reside in the Reinhardt community accept the additional responsibilities created by living on campus and 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 within the Residence Life Handbook found online at http://www.reinhardt.edu/Current-Students/Residence/Res_Life_Handbook.html.

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.

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 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.

Animals on Campus
Public health regulations prohibit pets in the residence hall rooms and apartments. This includes, but is not limited to: dogs, cats, birds, hamsters, mice and other rodents. However, aquariums under 5 gallons containing only fish are permitted as long as they are kept in sanitary condition. This is the only exception. 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 Housing
The traditional style residence halls are designed to offer a safe, comfortable and quality living environment for all resident students. The rooms in the traditional residence halls contain extra-long twin beds, 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’

- 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 bedroom/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 Public Safety**

*Emergency: x5911 or 770-720-5911*

*Non-Emergency: x5789 or 770-720-5789*

The Office of Public Safety maintains business hours of 8:30 a.m. to 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 Cleary Act and a copy of the Campus Security Report and crime log is available upon request. The Campus Security Report
and the crime and fire log may be viewed on the University website at: 
http://www.reinhardt.edu/publicsafety

Access Control Services
Student ID Cards
The Office 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 Office of Public Safety. Replacement cards cost $15.

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

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 Office of Public Safety participates in Operation ID to document and maintain serial numbers of electronic and other items brought onto campus. This is a free service to students, faculty and staff. Community members may download 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 Office of Public Safety and at http://www.reinhardt.edu/publicsafety.

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

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

**Non-Emergency Numbers**
Public Safety Administrative 770-720-5789 (x5789)

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 within the Hasty Student Life Center serves as a one-stop shop for campus information and recreational equipment. To find out more visit: www.reinhardt.edu/reinhardtcentral.

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 program and leisure-time activities, which are second to none. In addition, Reinhardt Central will offer engaging employment experiences will focus 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.

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.

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.

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
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.

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.

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 and leadership development, as well as, a 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 and EagleBound) 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.
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 interpersonal 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
The Office of Student Activities offers a number of leadership development opportunities through Reinhardt University Leadership Experiences (RULES), which includes conferences, lectures, seminars and workshops. 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**
The 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.

**Volunteer/Service Learning**
In our commitment to the University’s vision of a faith, learning and leading, the Office of Student Activities seeks to engage students within the local and global community through service whereby by exposing them to social issues and giving students a role in addressing them. In order to achieve these aims, the Office of Student Activities facilitates services projects and assists faculty and students in locating and organizing community service activities that further their educational experience.

**Mission Statement**
The Volunteer and Service-Learning program seeks to bring the University campus and greater community together in partnership to share resources, meet real community needs and encourage and enable Reinhardt 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 the Volunteer and Service-Learning program, 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.
- Explore facets of their identity related to diversity, privilege, race, class and gender and reflect on how those identities impact their perspectives.
- Demonstrate a commitment to being an involved citizen in his or her community.

**Community Impact Outcomes**
As the result of the Volunteer and Service-Learning program, 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.

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 mission is to educate the whole person, the Office of Student Activities in partnership with Counseling Services and Health Services, sponsors health, awareness, wellness and prevention programming on a variety of topics raising awareness for important health and other issues that impact college students and the community at large.

The Office of Student Activities provides online and on-campus interactive wellness and prevention programs to educate and help students to tackle and reduce the risk of drug and alcohol abuse and sexual violence. The aim of these programs beyond educating our students is to provide the University with an appropriate and feasible conduit to maintain compliance with federal mandates regarding sexual violence prevention (i.e. Title IX, SAVE Act, etc.).
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, 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.

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, the Handbook for Student Organizations and the Reinhardt University Code of Conduct. Student organizations that violate the policies of Reinhardt University are subject to discipline by the Office of Student Affairs and/or the Student Government Association. The Office of Student Activities and the Student Government Association retain the right to recommend that an organization’s official recognition be withdrawn if serious or continual violation of University policies occurs.
Additional Information on Student Organizations
For additional information regarding current clubs, procedures, policies and regulations pertaining to student organizations, please refer to www.reinhardt.edu/clubs 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.

The Office of Student Activities recognizes the following club sports:
- Ultimate Frisbee Team
- Disc Golf Team
- Flyer Fishing and Cold Water Conservation Club

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.

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 complements the mission of the University by seeking to educate the whole person. Fraternity and sorority life is more than just wearing Greek letters, it’s about being a positive influence on your campus and in the community. To learn more visit 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.

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.

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

**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 as the chairperson of a panel of the Judicial Council during all hearings and deliberations other than in cases of impeachment of elected or appointed officer of the SGA or the interpretation of the Constitution, its Amendments, and the Bylaws of the SGA, in such cases the senior most student shall serve as the chairperson.

**Student Activities Council**
The Student Activities Council (SAC) 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.

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

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

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

Instrumental ensemble options:
- Reinhardt Wind Ensemble
- Reinhardt Symphony Orchestra
- Chamber Ensembles
▪ Classical Guitar Ensemble
▪ Brass Ensemble
▪ Percussion Ensemble
▪ Flute Ensemble
▪ Jazz Band
▪ Marching Band (Screaming Eagles)

Choral options:
▪ Concert Choir
▪ University Chorale
▪ Chamber Singers
▪ Men of ‘Hardt
▪ ‘Hardt Breakers

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.

**Commuter Student Involvement**
Some students simply come to campus, attend classes, then depart for jobs or home. Others become actively involved in one or more of the student organizations recognized by the Student Government Association (SGA). Commuter students have a number of elected student representatives in the Student Government Association to ensure that commuter students have a voice on campus. Commuters are also encouraged to participate in all campus clubs, organizations and activities. There are designated programs and activities specifically for commuter students planned throughout the year.

**Commuter Lounge**
The Commuter Lounge, on the lower level of the George M. Lawson Academic Center, includes vending machines, lockers, couches, study tables, 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?
Check the University’s event calendar at [www.reinhardt.edu/calendar](http://www.reinhardt.edu/calendar) to learn about happenings or events. In addition, a televised bulletin board with up-to-date information is provided in the Commuter Lounge. To learn more about involvement opportunities, please contact the Office of Student Activities.

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

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.

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 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'll 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](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).

**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 is a 9-hole course and accessed through Hasty Student Life which offers a disc golf experience for the beginner and pro alike. The course is 2,278 feet long, par 31, and demands accuracy among the pine and hardwood trees. The course winds beside the popular Lake Mullenix and East/West Apartments. Discs are available for check from Reinhardt Central, compliments of the Student Government Association. Additionally, portable disc golf targets are available for check out from Reinhardt Central located in the lower level of the Hasty Student Life Center. 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.

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’s 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 Mullinex. Hammocks are available for check out from Reinhardt Central, compliments of the Student Government Association.

VII. Services & Resources

Intercollegiate Athletics
(770) 720-5568
Reinhardt is a member of the Appalachian Athletic Conference (AAC) and an associate member of the Mid-South Conference (MSC) within the National Association of Intercollegiate Athletics (NAIA). Reinhardt fields 22 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 (women) football (men), track (men and women), field (men and women), wrestling (men), Cheerleading (men and women), and three reserve sports which include soccer (men), basketball (men), and volleyball (men). Athletic facilities include basketball courts, a volleyball court, tennis courts, a weight room and fitness center, training rooms, locker rooms, and fields for baseball, soccer, softball, lacrosse, and football. To find out more visit http://www.reinhardteagles.com.
Blanche Hagan Chapel
(770) 720-5617
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. Tim Emmett, pastor of Waleska UMC at 770-479-4428 or wuml@reinhardt.edu.

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

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. Dates on which student workers may pick up their student payroll checks will be posted periodically. The Business Office offers a check cashing service for students. Personal or parent's checks up to a maximum of $50 can be cashed at the Business Office. There is a $25 fee for checks returned to the University for insufficient funds. Returned checks will result in refusal to cash the student’s checks in the future. Two party checks from one student to another cannot be cashed through the Business Office.

Student Book Voucher Policy and Procedure
1. Students must first secure a copy of their schedule from the Office of Registrar.
2. If a credit balance will occur on the account, and the student meets the requirements for a book voucher, the student must secure a book voucher form at the Business Office. Book vouchers can only be obtained at the Business Office.
3. Only one book voucher per student per semester.
4. Book vouchers will be given out one week prior to the first day of class and continue through the second week of classes.
5. No book vouchers will be given after the second week of class. Students must purchase all required books at the beginning of the semester.
6. After receiving a book voucher, the student must take the approved form and his or her class schedule to the campus bookstore.
7. The bookstore personnel will complete the book voucher form by recording a detailed description of the entire transaction. A student will ONLY receive books for the amount approved by the Business Office. The bookstore will submit the completed forms to the Business Office. The Business Office will post book charges to the student's account.
8. No student is allowed to purchase books for another student.
NOTE: "Beginning of the semester" only applies to the beginning of full session fall and full session spring semester. All session I and II books should be included on the book voucher at the beginning of fall and spring semesters.

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 your financial aid counselor. Please feel free to contact your financial aid counselor 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 except for drop/add the first week of fall and spring semesters, when it will be open until 6pm on Monday and Tuesday.

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

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

When you are considering dropping/adding classes, withdrawing with a ‘W’, or withdrawing from the University you need to contact your advisor and financial aid counselor. If you are an athlete, you will also need to speak with your coach about eligibility. Students receiving any type of Veterans Benefits and wish to change your schedule must consult the Registrar’s Office. Your enrollment status is extremely important to your financial aid package.

Please know the Satisfactory Academic Progress Policy (SAPP) that is listed in the Catalog. Your GPA could affect what your financial aid package could be for the next year. Also, familiarize yourself with the renewal requirements of your scholarships and grants so there are no surprises at the end of spring semester.
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.

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 including 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 am to 11 pm, Friday from 8 am to 5 pm, Saturday from 1 pm to 5 pm, and Sunday from 2 pm to 11 pm. Reinhardt students have 24/7/365 access to computers and after-hours study areas with their Eagle cards. Starbucks at the Library, operated by Metz Culinary Management, is located on the lower level.

Locating relevant, current, and accurate information can be a complex and time-consuming task in today's dynamic world of print, electronic, and digital information. Knowing where to find, how to gather, how to evaluate, and how to effectively use information is a critical and valued skill in our rapidly changing world. The Reinhardt library and its staff can help you get started finding needed information and will support you along the way.

The library staff provides assistance in research, whether it is a simple "just curious" question or a complex research paper assignment. The librarians are specialists in finding resources, and they will provide assistance with all questions, teach research skills, and give instructions on how to use library resources and research tools. For assistance, come by the library, give us a call at 770-720-9120, or send an e-mail to library@reinhardt.edu.

Did you know you can make use of the library without even stepping into the building? While our collection includes over 70,000 physical items, we also have more than 150,000 e-books and access to over 150 databases and 35,000 full-text electronic journals. These electronic resources are available to you not only on the library’s computers but also on your personal computer, smart phone, or other devices through our webpage. Our online catalog and access to our databases and e-books may be found at http://library.reinhardt.edu/ and can be searched from anywhere with an Internet connection. That means you can use our resources any time of the day or night in the comfort of your own dorm room, apartment, or home. To access databases and e-
books from outside the campus system, you need only to enter your last name and Reinhardt ID number when prompted.

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

All library services - circulation & reserves, interlibrary loan, reference & library instruction - 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.

**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 $5.00 and can be reused anytime throughout the year within Gordy Dining Hall.
Office of Information Technology
(770) 720-5555
The Office of Information Technology handles all computing, network, phone and cable TV responsibilities for the Reinhardt campus utilized faculty staff and students. Questions or problems concerning any of these areas may be addressed by calling the Helpdesk number, 770-720-5555, and speaking with a representative, leaving a voice message when necessary, or by sending an email to helpdesk@reinhardt.edu with a complete description and contact information in the body of the email. Resident students may refer to the Residence Life section of the student handbook for additional information about the above services as they pertain to the residence halls. The Office of Information Technology does not provide instructional services for computer software, nor does it provide installation or maintenance services for student-owned computer or technical equipment. However, the IT staff is generally willing to assist students with issues in these areas if time permits.

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

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

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

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

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

Violations of these important rules have the following penalties:
- First offense: Expulsion from lab for that class period and grade point penalty to be announced by the professor.
- Second offense: Expulsion from lab for the semester and further grade point penalty.

Additional Notes
- Student network IDs are created at the beginning of each term for new students. These IDs will remain valid until a student has been inactive for two years from the University.
- 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://eaglweb.reinhardt.edu and clicking on “I forgot my password”. For more information, see the IT website at http://it.reinhardt.edu.

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

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

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

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

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

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

4. Users are required to use their Reinhardt email account when emailing any Reinhardt department or employee on matters of official school business.

5. 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.

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

7. 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.

8. 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.

9. 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.

10. 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.

11. 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.

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

13. 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 accept and hold special delivery packages (Fed-Ex, UPS, etc.). Upon receipt of special delivery packages, students will be contacted via phone or e-mail and notified to pick up their packages at the Support Services office in the Administration Building between the hours of 8:30 a.m. and 4:00 p.m.

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

**Center for Student Success**

*(770) 720-9232*

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

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

**United States Postal Service**

*(770) 720-2471*

The Waleska Post Office, across the street from the Burgess Administration Building is open from 8:30 a.m. to 4:30 p.m., Monday through Friday and from 8:30 a.m. to noon on Saturday for all U.S. mail services. Post office boxes are available for a nominal fee. The phone number is 770-720-2471.
Facility Reservations
(770) 720-5538
To avoid conflict, all individuals and organizations who would like to schedule meetings utilizing campus facilities or involving campus personnel must contact the facilities coordinator at x5538. Meeting places will be reserved on a first come, first served basis.

Lost and Found
(770) 720-5789
Office 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 x5911
County Sheriff, Fire, Ambulance 8-911
Hospital (Northside-Cherokee, Canton) 770-720-5100
Student Health Nurse x5542
Student Counseling Services x5549

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 1-800-799-7233
Hazing Hotline 1-800-668-4293
Rape, Abuse, and Incest (RAINN) 1-800-656-HOPE

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

Fields Chapel United Methodist Church
1331 Fields Chapel Road, Canton
770-479-6030
www.fieldschapel.org
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 see the instructions on the web site at www.reinhardt.edu/IT/Student-Login.

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 be 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.

1. 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.
2. 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.
3. All PCs are to be configured such that they schedule regular operating system updates as provided by the vendor (e.g., Windows updates).
4. Macintosh systems are to be configured to schedule regular updates from the software manufacturer (Apple security updates).
5. All files on computer devices will be scanned periodically for viruses.
6. 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.
7. 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.
8. 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.
9. 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.

Anti-Virus software runs on either a server or workstation and monitors network connections looking 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.

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
1. Students have complete access to the RU net 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: reinhard\SMITH123456
   Password: yourpassword
2. 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 RU net, 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, RU net Guest. The password for RU net Guest is goeagles.
Support
Contact the Information Technology Help Desk at helpdesk@reinhardt.edu for more information about obtaining the freely provided anti-virus software.

Equal Opportunity Statement
Reinhardt University is an equal opportunity institution. The University is committed to providing equal education and employment opportunities to all qualified persons regardless of their economic situation or social status. Reinhardt does not discriminate in any of its policies, programs, or activities on the basis of race, color, age, culture, national origin, socioeconomic status, gender, religious belief, sexual orientation, physical (dis)ability or genetic information.

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.

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

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

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. Any medical need that arises will be the responsibility of the student (i.e. medical office visits, urgent cares). 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. Cases involving mental health will include an evaluation by the Director of Counseling Services.

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

**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 and tuberculosis (TB). 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 Form 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.

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

**Extended Campus students, faculty and staff:**
1. Check your University email and registered cell phone for a site specific EagleAlert message.
2. Check the Reinhardt website ([www.reinhardt.edu](http://www.reinhardt.edu)).

**EagleAlert & Carillon Emergency Alert Systems**
EagleAlert is a mass notification system powered by Rave Mobile Safety that provides alerts and periodic updates, in most cases within seconds, regarding emergency situations, severe weather advisories, and school closings. Through EagleAlert, students, parents, faculty and staff can receive time-sensitive alerts and updates via Reinhardt University e-mail accounts and registered mobile phones. This service is part of the University’s broader strategy to provide timely and accurate information during an emergency or weather closure. EagleAlerts will be automatically sent to appropriate Reinhardt University email accounts. Receiving text messages from 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.

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 found on the University’s website at the following link: www.reinhardt.edu/grievance. Student complaints can also be filed with the Georgia Non-Public Postsecondary Education Commission, www.gnpec.org.

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.

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 or the University community wish to report a parking violation, they should contact the Office of Public Safety. Students wishing to appeal a parking violation ticket must submit the required Ticket Appeals form to the Office of Public Safety within 7 calendar days of receipt of the ticket. Information regarding the ticket appeals process may be found outside the Office of Public Safety.

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

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

Freedom of Expression
Student grievances concerning freedom of expression should refer to the Freedom of Expression policies found in the Student Handbook. Student grievances concerning their freedom of expression should be submitted to the Office of the 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.
Student complaints can also be filed with the Georgia Non-Public Postsecondary Education Commission.

Georgia Non-Public Postsecondary Education Commission
2082 EAST EXCHANGE PLACE
SUITE 220
TUCKER, GEORGIA 30084-5305
Office: (770) 414-3300
http://www.gnpec.org/

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:

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

Tailgating Policies and Procedures
1. 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 in Section 3 of this policy.

2. 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.

3. 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.

4. **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.

5. **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.**

6. 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.

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.

Freedom of Expression Policy
Reinhardt University remains firmly committed to affording each member of the University community the opportunity to engage in peaceful and orderly protests and demonstrations in areas designated as free expression areas. However, these activities must not disrupt the operation of the University. Additionally, such opportunities must be provided on an equal basis and adhere to the basic principle that the University will remain neutral as to the content of any public demonstration. In order to achieve this objective, while at the same time 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.

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

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

A. Discourse. The mission of Reinhardt University guides learning outside the classroom quite as much as and often inspires vigorous debate on those social, economic, and political issues that arouse the strongest passions. In the process, views may be expressed that may seem to many as wrong, distasteful, or offensive. Discourse, however, is central to the life of the University. To forbid or limit discourse contradicts everything the University stands for. In all freedom of expression related activities, there must be compliance with all applicable state and federal laws and University policies, rules, and regulations.
B. **Definitions.**
   a. For the purpose of these guidelines, the “University community” shall mean the following individuals:
      i. Persons who are registered as students or those individuals serving on an official leave of absence;
      ii. All persons who are employed by the University either full-time or part-time;
      iii. Trustees of the University and members of other bodies advisory to the University.
   b. “Demonstrations” designates the presence of one or more persons in a University location with the intent to express a particular point of view in a manner that attracts attention, as in protests, rallies, sit-ins, vigils, or similar forms of expression.
   c. An “unreasonable noise level” is defined as a sound that would cause a disturbance to reasonable persons in the area or sound that adversely interferes with an actual function or activity in the given area.

C. **Time, Place, and Manner Guidelines.**
   Reinhardt University assumes the position that dissent by individuals or groups that is conducted pursuant to the established time, place, and manner regulation of the University will be accommodated. Reasonable limitations may be placed on the time, place, and manner of speeches, demonstrations, distribution of written material, and marches in order to serve the interests of health and safety, prevent disruption of the process, and protect against invading the rights of others.
   a. Events that may obstruct vehicular, pedestrian or other traffic on streets or sidewalks in the Free Expression Area must be approved at least 72 hours in advance by the Dean of Students (or designee).
   b. There must be no obstruction of entrances or exits to buildings. There must be no interference with educational activities inside or outside of buildings.
   c. There must be no impediment to normal pedestrian or vehicular traffic or other disruptions of University activities. There must be no interference with scheduled University ceremonies, events or activities.
   d. Persons or organizations responsible for a demonstration or other Freedom of Expression event must remove all resulting structures, signs and litter from the area at the end of the event. If this is not accomplished, persons or organizations responsible for the event may be held financially responsible.

D. **Speeches and Demonstrations.**
   Members of the University community can express their views on issues of personal and public concern.

   Members of the University community can participate in these activities, in accordance with state law and University policies, shall be permitted on the campus, until or unless they substantially disrupt regular or essential operations of the University or significantly infringe on the rights of others.
   a. Use of these areas for speaking, demonstrating and other forms of expression will be scheduled through the Office of Student Affairs in order to accommodate all interested users.
   b. Request for the use of said areas must be made at least 72 hours in advance of the event. This precaution is taken only to ensure adequate planning and security measures are taken.
   c. Commercial speech issues, such as solicitors, peddlers, canvassers, sales representatives, etc., are not allowed under the guidelines of this policy.
E. Distribution of Written Material
   a. The University supports free speech through the distribution of written literature. However, the University may require individuals and the organization to restore affected areas to its original form by removing tape, picking up paper, leaving paint undamaged, etc.
   b. The distribution of commercial materials and publications is covered by the Campus Solicitation Policy and is prohibited.

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

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

Intellectual Property Policy

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

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

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

   6.2.1. Works of Copyright
   The term “copyright” refers to “that bundle of rights that protect original works of authorship fixed in any tangible medium of expression, now known or later developed, from which they can be perceived, reproduced, or otherwise communicated, either directly or with the aid of a machine or device.” The phrase “works of authorship” refers to works like “literary works; musical works, including any accompanying words; dramatic works, including any accompanying music; pantomimes and choreographic works; pictorial, graphic, and sculptural works (photographs, prints, diagrams, models, and technical drawings); motion pictures and other audiovisual works; sound recordings; and architectural works.” The phrase “tangible medium” refers to works like “books, periodicals, manuscripts, phonograph 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.

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

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

50% inventor(s)
50% Reinhardt University

6.4. Use of Materials

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

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

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

6.6. Reporting Works of Patent
When any faculty or staff member makes a discovery or invention to which this policy applies, a report of the invention should be made promptly to the Academic Policies, Standards, 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 ASPSC will convene a meeting to evaluate the invention. If ownership of the invention resides with the University,
in accordance with section 6.3.2, the inventor(s) shall assign all intellectual property rights of the invention to the University upon the request of the APSPC.

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

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

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 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. 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:
   A. The provider’s professional opinion that the individual’s condition qualifies as a disability and the basis for that opinion;
   B. 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.
   C. 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 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 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:
  o Is the Service Animal required because of a disability?
  o 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. 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 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.
- 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 waster 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.

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 students 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 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.

**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:
1. poses a direct threat to the health or safety of others,
2. would cause substantial physical damage to the property of others,
3. would pose an undue financial and administrative burden, or
4. would result in a fundamental alteration 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 services animal, please contact Disability Services/Academic Support Office (ASO) (http://www.reinhardt.edu/Future-Students/Admissions/Steps_to_apply/aso.html

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.

Students with medical condition(s) that are affected by animals (respiratory diseases, 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.
Hazing Prevention Policy

Hazing

Reinhardt University does not permit the hazing of a student as a requirement for membership or participation 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 and any and all acts of hazing by any organization, member, and/or alumni are specifically forbidden.

In accordance with Georgia law; the policies of Reinhardt University and all organizations represented on our campus (including the By-laws of the Interfraternity Council; the North-Reinhardt Interfraternity Conference; the National Panhellenic Conference; and all inter/national organizations represented on our campus) hazing is not permitted.

Hazing refers to any activity expected of someone joining a group (or to maintain full status 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 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.

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

a. As used in this Code section, the term:
   1) "Haze" means to subject a student to an activity which endangers or is likely to endanger the physical health of a student, regardless of a student's willingness to participate in such activity.
   2) "School" means any school, college, or university in this state.
   3) "School organization" means any club, society, fraternity, sorority, or a group living together which has students as its principal members.
   4) "Student" means any person enrolled in a school in this state.

b. 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.

c. Any person who violates this Code section shall be guilty of a misdemeanor of a high and aggravated nature.

Types of Hazing

Actions taken or situations created intentionally whether on or off campus, to produce mental, emotional, or physical discomfort, embarrassment, harassment, or ridicule may be considered hazing. Such activities and situations may include, but are not limited to:

- Creation of excess fatigue by deprivation of sleep by others.
- Forced consumption of substances not intended for normal eating or drinking.
- Handcuffing or tying to a building or structure.
- Kidnapping a current member of one’s organization.
▪ Participating in streaking or other activities while naked.
▪ Performing feats of strength of physical activity for excessive amounts of time.
▪ Performance of sexual acts.
▪ Receipt of a brand or tattoo.
▪ Striking with an object such as a ball, baton, fist or paddle.
▪ Blindfolding during activities.
▪ Participation in drinking games.
▪ Performances of chores or tasks for others.
▪ Forced shaving of a part of one’s body.
▪ Forced participation in an activity against one’s will.

the regulations or policies of the University or applicable state law.

Sanctions for Hazing
- Persons - normally, not less than disciplinary probation for one academic year, nor more than permanent separation from Reinhardt. In addition, 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.

Report Hazing
Complaints or information concerning an alleged violation of the hazing policy should be reported to the Dean of Students or the Director of Student Activities. All reports will be taken seriously. Staff will investigate all complaints and take appropriate action upon confirmation of a violation.

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 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.

Facts About Suicide

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

What Are the Risk Factors for Suicide?

- Depression and other mental disorders, or a substance-abuse disorder.
- Stressful life events, in combination with other risk factors such as depression.
- A prior suicide attempt.
- Family history of mental disorder, substance abuse, or suicide.
- A history of family violence or abuse.
- Access to a firearm or other lethal means such as medications.
What Are Some Warning Signs?
- Deteriorating academic performance
- Depression, dramatic mood changes
- Hopelessness
- Preoccupation with death
- Anxiety or agitation
- Uncontrolled anger or rage
- Engaging in risky activities
- Withdrawing from friends and family
- Neglecting appearance and hygiene
- Increased alcohol or drug use
- Giving away prized possessions

When Should Someone Seek Immediate Assistance?
When they are...
- Threatening or talking about wanting to hurt or kill him/herself.
- Looking for ways to kill him/herself by seeking access to firearms or other means.
- Talking or writing about death, dying, or suicide.

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

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

How Can I Help Someone Get Treatment?
In non-crisis situations...
- Tell the student to call the Counseling Center during regular working hours
If the student is in crisis...
- Encourage the student to come to Counseling Center for a walk-in evaluation and offer to accompany him/her
- 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...

- Call the Counseling Center during regular working hours.

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

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

Additional Resources

Suicide Prevention Resource Center  
American Association of Suicidology  
American Foundation for Suicide Prevention  
Center for Disease Control and Prevention  
National Institute of Mental Health  
National Suicide Prevention Lifeline  
Suicide Prevention Action Network USA  

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**

**I. Introduction**

It is the policy of Reinhardt University ("Reinhardt" or "the University") to maintain an environment for students, faculty, administrators, staff, and visitors that is free of all forms of discrimination and harassment, including sexual misconduct. The University has enacted this Sexual Misconduct Policy (the "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. All of the foregoing conduct shall be referred to as "Prohibited Conduct."

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, a federal law that provides:

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

II. Scope of Policy

This Policy applies to all reports of Prohibited Conduct. When used in this Policy, “Complainant” refers to the individual who is identified as the subject of Prohibited Conduct. “Respondent” refers to the individual alleged to have engaged in Prohibited Conduct. A “Third-Party” refers to any other participant in the process, including a witness or an individual who makes a report on behalf of a Complainant.

Persons Covered

This Policy applies to all Reinhardt community members, including students, faculty, administrators, staff, volunteers, vendors, contractors, visitors, and individuals regularly or temporarily employed, conducting business, studying, living, visiting, or having any official capacity with the University or on its property.

The University strongly encourages reports of Prohibited Conduct regardless of who engaged in the conduct. Even if the University does not have jurisdiction over the Respondent, the University will take prompt action to provide for the safety and well-being of the Complainant and the broader campus community.

Locations Covered

This Policy applies to all on-campus conduct and some off-campus conduct, described below. The University strongly encourages reports of Prohibited Conduct regardless of location. Even if the Policy does not apply to the conduct because of its location, the University will take prompt action to provide for the safety and well-being of the Complainant and the broader campus community.

1. On-Campus Conduct. This Policy applies to conduct that occurs on-campus, including conduct which occurs on property owned or controlled by the University.
2. University Programs. This Policy applies to conduct that occurs in the context of University employment or education programs or activities, including, but not limited to, University study abroad or internship programs.
3. Off-Campus Conduct. This Policy also applies to conduct that occurs off campus and has continuing adverse effects on, or creates a hostile environment for, any member of the Reinhardt community on-campus or in any University employment or education program or activity.

III. Prohibited Conduct and Definitions

Harassment

“Harassment” is conduct that creates an intimidating, offensive, or hostile working or learning environment or that unreasonably interferes with work or academic performance based on a person’s protected status, including sex, sexual orientation, gender identity, or gender expression. All such conduct is unlawful. Harassment does not have to be sexual in nature.
Sexual Harassment
“Sexual Harassment” is any unwelcome sexual advance, request for sexual favors, or other unwelcome conduct of a sexual nature, whether verbal, physical, graphic, or otherwise.

Generally speaking, harassment can be divided into two types of conduct:
1. *Quid Pro Quo Harassment.* Submission to or rejection of such conduct is made, either explicitly or implicitly, a term or condition of an individual’s employment, academic standing, or participation in any aspect of a University program or activity or is used as the basis for the University’s decisions affecting the individual.
2. *Hostile Environment.* A hostile environment exists when the conduct is sufficiently severe, pervasive, or persistent that it unreasonably interferes with, limits, or deprives an individual from participating in or benefiting from the University’s education or employment programs and/or activities. Whether conduct is sufficiently severe, pervasive, or persistent is determined both from a subjective and objective perspective.

Harassing conduct can take many forms. The determination of whether an environment is hostile is based on the totality of the circumstances, including but not limited to: (1) the frequency of the conduct; (2) the nature and severity of the conduct; (3) whether the conduct was physically threatening; (4) the effect of the conduct on the Complainant’s mental or emotional state, with consideration of whether the conduct unreasonably interfered with the Complainant’s educational or work performance and/or University programs or activities; (5) whether the conduct was directed at more than one person; (6) whether the conduct arose in the context of other discriminatory conduct; and (7) whether the conduct implicates concerns related to academic freedom or protected speech.

A single isolated incident may create a hostile environment if the incident is sufficiently severe, particularly if the conduct is physical. A single incident of Sexual Assault, for example, may be sufficiently severe to constitute a hostile environment. In contrast, the perceived offensiveness of a single verbal or written expression is typically not sufficient to constitute a hostile environment.

Consent
Consent is the affirmative, unambiguous, and voluntary agreement to engage in a specific sexual activity during a sexual encounter. An individual who was asleep, or mentally or physically incapacitated, either through the effect of drugs or alcohol or for any other reason, or who was under duress, threat, coercion, or force, is not able to give consent. Further, one cannot infer consent under circumstances in which consent was not clear, including but not limited to the absence of “no” or “stop,” or the existence of a prior or current relationship or sexual activity.

Intimidation
Intimidation is the use of implied threats to overcome an individual’s freedom of will to choose whether or not to participate in sexual activity or provide consent. Consent cannot be obtained by intimidation.
**Incapacitation**
Incapacitation is a state where an individual cannot make an informed and rational decision to engage in sexual activity because of a lack of conscious understanding of the fact, nature, or extent of the act (e.g., to understand the who, what, when, where, why or how of the sexual interaction) and/or is physically helpless. An individual is incapacitated, and therefore unable to give consent, if the individual is asleep, unconscious, or otherwise unaware that sexual activity is occurring. An individual will also be considered incapacitated is the person cannot understand the nature of the activity or communicate due to a mental or physical condition.

**Retaliation**
Retaliation includes adverse action taken against a person for making a good faith report of Prohibited Conduct or participating in any proceeding under this Policy. Adverse action may include conduct that threatens, intimidates, harasses, discourages or coerces. Retaliation can be committed by or against any individual or group of individuals, not just a Respondent or Complainant.

**Force**
Force is the use or threat of physical violence to overcome an individual’s freedom of will to choose whether or not to participate in sexual activity or provide consent. Consent cannot be obtained by force.

**Coercion**
Coercion is the improper use of pressure to compel another individual to initiate or continue sexual activity against that individual’s will. Consent cannot be obtained through coercion.

Coercion can include a wide range of behaviors, including intimidation, manipulation, threats, and blackmail. A person’s words or conduct are sufficient to constitute coercion if they wrongfully impair another individual’s freedom of will and ability to choose whether or not to engage in sexual activity. Examples of coercion include threatening to “out” someone based on sexual orientation, gender identity, or gender expression and threatening to harm oneself if the other party does not engage in the sexual activity. When someone indicates, verbally or physically, that they do not want to engage in a particular sexual activity, that they want to stop a particular activity, or that they do not want to go past a certain point of sexual interaction, continued activity or pressure to continue beyond that point can be coercive.

**Intimate Partner**
An “intimate partner” is a person who is legally married to another person; persons formerly married to one another; persons who have a child in common, regardless of whether such persons are married or have lived together at any time; couples who live together or have lived together; or persons who are dating or who have dated in the past, including same sex couples.

**Sexual Exploitation**
Sexual Exploitation occurs when an individual takes non-consensual or abusive sexual advantage of another for one’s own advantage or benefit, or to benefit or advantage anyone other than the one being exploited. Examples of Sexual Exploitation include, but are not limited to
surreptitiously observing another individual’s nudity or sexual activity or allowing another to observe consensual sexual activity without the knowledge and consent of all parties involved; non-consensual sharing or streaming of images, photography, video, or audio recording of sexual activity or nudity of the person being exploited, or distribution of such without the knowledge and consent of all parties involved; exposing one’s genitals or inducing another to expose their own genitals in non-consensual circumstances; knowingly exposing another individual to a sexually transmitted disease or virus without their knowledge; and inducing incapacitation for the purpose of making another person vulnerable to non-consensual sexual activity.

Rape
Reinhardt University defines “rape” as any penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Sexual Assault
Reinhardt University defines “sexual assault” as a forcible or non-forcible offense that meets the definition of rape, fondling, incest, or statutory rape defined under the uniform crime reporting system of the Federal Bureau of Investigation.
- Rape: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- Incest: Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Dating Violence
Reinhardt University defines “dating violence” as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship would be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition, dating violence would include, but would not be limited to, sexual or physical abuse or the threat of such abuse.

Domestic Violence
Reinhardt University defines “domestic violence” as the use of abusive or violent behavior, including threats and intimidation, between people who have an ongoing or prior intimate or familial relationship, including individuals who are or have been married, living together, or dating. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone.
Stalking
Reinhardt University defines “stalking” as the act of engaging in a course of conduct directed at a specific person that would cause a reasonable person to feel fear. Stalking may include, for example, non-consensual communication, including in-person communication or contact, surveillance, telephone calls, voice messages, text messages, email messages, social networking site postings, instant messages, postings of pictures or information on websites, written letters, gifts or any other communications that are undesired and/or place another person in fear.

Privacy and Confidentiality: Understanding the Differences
The University is committed to protecting the privacy of all individuals involved in the investigation and resolution of reports under this Policy. The University also is committed to assisting students, employees, and third Parties in making informed choices. With respect to any report under this Policy, the University will make reasonable efforts to protect the privacy of participants, in accordance with applicable state and federal law, while balancing the need to gather information to take steps to eliminate Prohibited Conduct, prevent its recurrence, and remedy its effects. All University employees who are involved in the University’s Title IX response receive specific instruction about respecting and safeguarding private information. Privacy and confidentiality have distinct meanings under this Policy.

1. Privacy
“Privacy” generally means that information related to a report of Prohibited Conduct will only be shared with a limited circle of individuals who “need to know” in order to assist in the assessment, investigation, or resolution of the report. While not bound by confidentiality, these individuals will be discreet and respect the privacy of all individuals involved in the process.

2. Confidentiality
“Confidentiality” generally means that information shared by an individual with designated campus or community professionals cannot be revealed to any other individual without the express permission of the individual.

Students may call the direct line of Office of Student Affairs at 770-720-5538 or reach out to the following confidential resources at Reinhart University:

- **Director of Counseling Services**
  Adam Powell
  Smith-Johnston Hall
  (770) 720-5549

- **Campus Pastor**
  Rev. Jamie Hudgins
  Hill Freeman Library
  (770) 720-5634

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

Responsible Employees and Requests for Confidentiality
A “Responsible Employee” includes any employee who:
1. Has the authority to take action to redress the harassment;
2. Has the duty to report to appropriate school officials sexual harassment or any other misconduct by students or employees; or
3. A student could reasonably believe has the authority or responsibility to take action.

All University employees who do not have legally protected confidentiality are considered Responsible Employees. This includes all employees with supervisory or leadership responsibilities on campus, including, but not limited to, faculty, coaches, administrators, staff members and Resident Advisors. The University requires that all Responsible Employees share a report of misconduct with the Title IX Coordinator or a Deputy Title IX Coordinator. The purpose of this requirement is to permit the University to take immediate and corrective action to respond to allegations of Prohibited Conduct.

A student may desire to report Prohibited Conduct to the University but to maintain confidentiality; if so, the Title IX Coordinator will evaluate such requests. Where a Complainant requests that the Complainant’s name or other identifiable information not be shared with the Respondent or that no formal action be taken, the Title IX Coordinator, in conjunction with the Title IX team, will balance the Complainant’s request with its dual obligation to provide a safe and non-discriminatory environment for all University community members and to remain true to principles of fundamental fairness that ordinarily provide for notice and an opportunity to respond before action is taken against a Respondent. In making this determination, the University may consider the seriousness of the conduct, the respective ages and roles of the Complainant and Respondent, whether there have been other complaints or reports of harassment or misconduct against the Respondent, and the rights of the Respondent to receive notice and relevant information before disciplinary action is sought.

The University will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or request not to pursue an investigation, but its ability to do so may be limited based on the nature of the request by the Complainant. Where the University is unable to take action consistent with the request of the Complainant, the Title IX Coordinator or a member of the Title IX team will inform the Complainant about the chosen course of action, which may include the University seeking disciplinary action against a Respondent. Alternatively, the course of action may also include steps to limit the effects of the alleged harassment and prevent its recurrence that do not involve formal disciplinary action against a Respondent or revealing the identity of the Complainant.

Sexual Violence Hate Acts
Reinhardt University defines “sexual violence hate act” to mean a sexual violence act that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias against the victim. Categories of bias that may serve as the basis for a determination that a sexual violence act is a hate crime would include the victim’s actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability.
“Amnesty” Policy
A student who is under the influence of alcohol or drugs at the time of a sexual misconduct incident should not be reluctant to seek assistance for fear of being sanctioned. The Dean of Students will not pursue disciplinary violations against a student (or against a witness) for his or her improper use of alcohol or drugs (e.g. underage drinking, drinking on campus) if the student is making a good faith report of sexual misconduct. This Policy only provides amnesty from violations of the Reinhardt University Code of Conduct. It does not necessarily grant amnesty for criminal, civil, or legal consequences for violations of Federal, State, or Local law.

IV. Title IX Coordinator

Pursuant to Title IX of the Educational Amendments of 1972 and 34 C.F.R. Part 106, Reinhardt University's Title IX Coordinator is the designated representative of the University with primary responsibility for coordinating University Title IX compliance efforts. The responsibilities of this position are critical to the advancement, execution, and monitoring of University-wise efforts to comply with Title IX legislation, regulation, and case law. The Title IX Coordinator is the University agent who is charged with the responsibility to oversee and monitor Title IX related policies and 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 Starling
Title IX Coordinator
Director of Human Resources
Burgess Administration Building
Lower Level
770-720-9146
kls1@reinhardt.edu

V. Reporting Procedures

A Reinhardt University student who believes she/he has been subject to Prohibited Conduct or that an act of Prohibited Conduct has taken place should notify the Title IX Coordinator or a Responsible Employee such as the Dean of Students, a Resident Adviser, an Assistant Dean of Students, the Director of Public Safety, Public Safety Officer, Director Residence Life, Director of Athletics, or an Athletic Coach.

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

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

After seeing to the well-being of the Complainant reporting the incident and to the immediate security of the campus, the Title IX Coordinator and the Director of Public Safety will assist local law enforcement in the investigation of the charge, if requested by the student. Such investigation may involve the examination of physical evidence, the interviewing of persons with relevant information, or other steps which particular circumstances make necessary. In conducting this investigation, the privacy of the student bringing the charge will be respected.

The privacy of any Respondent will also be respected. Charges of sexual assault brought by a Reinhardt University student against a member of the Reinhardt student community, or a guest in the community, will be reviewed by the Title IX Coordinator. Charges of sexual assault brought by a Reinhardt student against a member of the faculty or staff will be addressed through the University’s procedures concerning sexual harassment and other forms of harassment and discrimination.

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

The Office of Title IX, and the Title IX team, will coordinate resolution of all reports of Prohibited Conduct defined in the Sexual Misconduct Policy, including reports of discrimination, harassment, and/or retaliation (Title IX prohibited conduct).

As described below, both Parties will have the opportunity to object to the involvement of any member of the Title IX team on the grounds of bias or conflict of interest. If either of the Parties objects, the process will be suspended, and the Title IX Coordinator or other appropriate University administrator who is not the subject of the objection, will evaluate whether the objection is substantiated. The process will resume immediately upon a finding of no bias or conflict of interest, or upon the individual’s replacement, whichever is first.

**Timeline**

All Title IX investigations and hearings will be conducted and completed within a timely manner as stipulated by the Office of Civil Rights through the 2011 Dear Colleague Letter. Once the hearing has been completed both parties have the opportunity to submit a written appeal within
five (5) business days to the chairperson of the hearing panel. The appeal will be conducted by the appropriate hearing officer and a decision will be received by both students within five (5) business days of receipt of the original appeal.

Intake Meeting
Upon receipt of a report or notice of an incident, the Title IX coordinator will:

- Address immediate physical safety and emotional well-being needs
- Notify the Complainant of the right to contact law enforcement and seek medical treatment (and the right to decline to do so), and the importance of preservation of evidence
- Notify the Complainant of the right to be assisted by individuals at the University in contacting law enforcement
- Notify the Complainant of confidential and non-confidential reporting options on and off campus
- Provide the Complainant with information about:
  - On and off campus resources
  - The range of interim measures and remedies, including changes to academic, living, transportation, and/or working situations, or other protective measures, which are available to the Complainant regardless of whether the Complainant files a formal complaint with the University, Campus Safety or local law enforcement
- Provide an overview of the procedural options and process, including Informal Resolution and Formal Resolution
- Explain the right to object to the assignment of a Title IX Coordinator based on bias or conflict of interest
- Explain that the student has a right to an advisor of their choice during the process
- Explain the University’s alcohol and drug amnesty policy
- Explain the University’s policy prohibiting retaliation

Following the meeting, the Title IX Coordinator will provide the Complainant with the above-listed information in writing. As described in the Policy, the Complainant has the right to request that the Title IX Coordinator not share the Complainant’s name (or other identifiable information) with the Respondent, or that the Title IX Coordinator take no formal action in response to the report. If the Complainant makes such a request, the Title IX Coordinator will balance the request with the dual obligation to provide a safe and nondiscriminatory environment for all University community members, and to remain true to principles of fundamental fairness that require the University to provide the Respondent with notice of the allegations and an opportunity to respond before action is taken against the Respondent. The Title IX Coordinator will make this determination consistent with the following considerations, namely (1) the seriousness of the conduct; (2) the respective ages and roles of the Complainant and the Respondent; (3) whether there have been other complaints or reports of Prohibited Conduct against the Respondent; and (4) the right of the Respondent to receive notice and relevant information before disciplinary action is sought. Should the Title IX Coordinator determine that, in response to the Complainant’s request, the University can satisfy its obligations to the Complainant, the University community members, and the Respondent without proceeding through a formal process described herein, the Title IX Coordinator has the discretion to do so.
Absent a request for confidentiality as described above, the Title IX Coordinator will ask the Complainant questions to get a basic understanding of the reported Prohibited Conduct. The interview will include, but is not limited to, questions to understand the key facts upon which the Complainant bases the report (i.e., the who, what, where, and when) to appropriately assess how to proceed. At the conclusion of this initial meeting, and if the individual wishes to move forward with a complaint, the Title IX Coordinator will make two threshold determinations: (1) Does the Complainant’s report state facts that, if true, could constitute a violation of the University’s Sexual Misconduct Policy? (2) If yes, should the University proceed through Formal or Informal Resolution?

**Should The Complainant’s Report Proceed Through Formal Or Informal Resolution?**
The Title IX Coordinator will determine whether the report may proceed through informal resolution or must proceed through formal resolution. Any complaint that alleges sexual misconduct, including sexual assault and nonconsensual sexual contact, or other forms of physical violence must proceed through the formal investigation process. Some complaints that allege harassment (without facts suggesting violence) may be appropriate for informal resolution. If the Title IX Coordinator determines that the complaint may appropriately be resolved through informal resolution, the officer will ask the Complainant and Respondent, separately, whether they would agree to pursue resolution of the complaint informally. Any resolution reached through an informal process will be confirmed in writing and provided to the parties within **five (5) business days** of reaching a resolution. If either party does not agree to pursue Informal Resolution, or if the Complainant, Respondent, or Title IX Coordinator, at any time, determines that Informal Resolution is no longer appropriate, the Title IX Coordinator will promptly inform the Complainant and Respondent in writing that the complaint will proceed through Formal Resolution.

**Resolution Of Complaint**

**Informal Resolution**
As an alternative to Formal Resolution, and only if the Title IX Coordinator determines that it is appropriate following the completion of the investigation, the Parties may choose to resolve complaints through Informal Resolution. Informal Resolution is not an option in cases involving allegations of assault or violence.

**Formal Resolution**
If the Title IX Coordinator determines that the Complainant’s report must proceed through Formal Resolution, the Coordinator will notify both Parties, in writing, of the decision within a timely manner following the initial meeting with the Complainant and Respondent.

In both informal and formal resolution processes, the Coordinator’s written notification to the Respondent and Complainant will state facts sufficient to apprise the Respondent of the nature of the allegations, including, specifically:
- Complainant’s name
- Nature of the report
  - Specific policy violation(s) alleged (e.g., sexual assault, sexual harassment, retaliation)
If the Respondent has not yet been provided an opportunity to object to the designated Title IX Coordinator based on bias or conflict of interest, the coordinator will also notify the Respondent of the right to do so within three (3) business days of receipt of the notice of Formal Resolution. As noted above, the Complainant will have been provided the same opportunity after the initial meeting. The notice of the complaint shall be accompanied with a request for a meeting with Title IX Coordinator within three (3) business days If the Respondent does not respond to the meeting request or is unable to meet within three (3) business days the Title IX Coordinator shall provide the following information regarding:

- On and off campus resources, including counseling, health, mental health, victim advocacy, legal assistance (including visa and immigration assistance), student financial aid, and other available services.
- The range of interim measures and remedies, including changes to academic, living, transportation, and/or working situations, or other protective measures.
- An overview of the procedural options and process, including Informal Resolution and Formal Resolution.
- Explain that the student has a right to an advisor of their choice during the process and provide a list of University employees trained as advisors.
- The University’s alcohol and drug amnesty policy.
- The University’s policy prohibiting retaliation.

Concurrently, the Title IX Coordinator will select a trained investigator or a two-person investigative team, (the “Investigator”) to conduct a reasonable, impartial, and prompt investigation of the complaint (“Investigation”). The Title IX Coordinator will select an Investigator based on several factors, including the Parties involved, the complexity of the complaint, the need to avoid any potential conflict of interest, and who may best conduct a fair and equitable investigation for all Parties involved. The Title IX Coordinator will notify the Parties, in writing, of the name of the designated Investigator at the time the officer issues the notice of formal resolution. Both Parties will have one (1) business days to object to the Investigator’s selection on the basis of bias or conflict of interest. If either of the Parties objects, the Title IX Coordinator will evaluate whether the objection is substantiated. The Title IX Coordinator will remove and replace any Investigator the officer finds to have a bias or conflict of interest against either party.

The Investigator will commence the investigation once the time for the Parties to object has passed (or, if an objection is made, and the Title IX Coordinator determines the objection is not substantiated, from the time the Title IX Coordinator notifies the objecting party of the determination). The Investigator, in consultation with the Title IX Coordinator, will establish a timeline and process for conducting the Investigation.

A. Preliminary Investigation
The Investigator will begin with a Preliminary Investigation. The purpose of a Preliminary Investigation is two-fold: first, to identify and gather all relevant facts; and second, to provide the Parties with an opportunity to develop, and respond to, the allegations and evidence presented before the matter goes before a Hearing Panel.

- **Step One: Initial Fact-Gathering.** The Investigator will interview both Parties and relevant witnesses, and gather documentary evidence provided by the Parties and any identified witnesses. The Investigator will prepare a summary of each interview (“Interview Summary”). The Investigator will share the Interview Summary with the interviewee. The interviewee will have the opportunity to correct or comment on any statements made in the Interview Summary. If the interviewee has no corrections to, or comments on, the Interview Summary, the interviewee will sign an acknowledgement that the interviewee has reviewed and agrees that the Interview Summary is accurate. If the interviewee has corrections or comments to the Interview Summary, the interviewee may submit a written response within **three (3) business days** reflecting any additions or changes which the interviewee believes are necessary to ensure the accuracy of the interviewee’s statement.

- **Step Two: Rebuttal Fact-Gathering.** The Investigator may conduct follow-up interviews with both Parties and witnesses based upon testimonial and documentary evidence gathered in Step One. The Parties and witnesses can expect that, in these follow-up interviews, the Investigator will seek responses to specific allegations or evidence (e.g., an Investigator may show one of the Parties a series of text messages between himself or herself and another witness and ask about the content of the text messages). To the extent additional material, witnesses or evidence are identified during Step Two, the Investigator will conduct additional interviews and gather additional evidence consistent with the procedures outlined in Step One. Step Two may be repeated as necessary to ensure a complete gathering of evidence.

- **Step Three: Preliminary Report.** The Investigator will prepare a Preliminary Report. The Preliminary Report is a written summary of the evidence gathered in the course of the Preliminary Investigation. The Investigator will state specific factual findings in the Preliminary Report (e.g., “Complainant was incapacitated” or “Respondent reasonably believed that Complainant was not incapacitated”). The Investigator will not state ultimate findings as to whether the Respondent has, or has not, violated one or more of the University’s policies. The Investigator will attach as exhibits to the Report all Interview Summaries and any documentary evidence gathered and relied upon in the Investigation. When the Investigator determines that the Preliminary Investigation is complete, the Investigator will submit the Preliminary Report to the Title IX Coordinator. The Title IX Coordinator may require the Investigator to conduct additional investigation; if so, the Investigator will conduct additional investigation consistent with the procedures outlined above.

**B. Adjudication**

Once the Title IX Coordinator has agreed that the preliminary Investigation is complete, the Coordinator will appoint a (3) person Hearing Panel from a group of trained university faculty/staff adjudicators to hear the merits of the case. 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. The highest-ranking faculty will serve as the chairperson for the
hearing. During the hearing process both the Respondent and Complainant will have the opportunity to present their case including providing evidence and witnesses. All evidence and witness names must be provided in advance of the hearing for adequate time to share information with all appropriate parties. All involved parties will be notified of the hearing date and time at least five (5) business days in advance. Arrangements for special circumstances/logistics for the hearing will be considered when appropriate. Upon completion of the hearing a written decision will be provided by the chairperson to both the Respondent and Complainant within five (5) business days. Both the Respondent and Complainant can appeal the decision of the Hearing Panel.

C. Sanctions
If the report proceeds through Formal Resolution and the Respondent is found responsible for one or more violations of the University’s Sexual Harassment and Sexual Violence Policy, the University will issue sanctions commensurate with the violation(s). Possible sanctions include, but are not limited to:
- Reprimands, restrictions, fines, community service, probated suspension/suspension
- Probated Expulsion/Expulsion - A Title IX violation may result in expulsion from the University, which means permanent dismissal from the University.

D. Appeal
Once a written decision has been received both the Respondent and Complainant have the right to appeal the decision provided by the hearing panel. A written decision must be provided in writing to the chairperson of the hearing panel with five (5) business days of receipt of the original decision. The Title IX Coordinator will identify a university official to serve as the appeal body.

A general dissatisfaction with a hearing 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.

The appeal body will review the written appeal, case file, and all appropriate documentation and provide a written appeal decision within five (5) business days of receiving the appeal. The appeal body can make any one of the following determinations:
- Affirm the original finding and sanctions imposed by the hearing panel
- Affirm the original finding and revise the original sanction
- Remand the case to the hearing body if specific procedural errors were so substantial as to effectively deny those involved 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
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 exists to overturn original decision.

**Students: Advisor of Choice**
All persons who are a Complainant or a Respondent to this grievance process are permitted to bring an Advisor of their own choosing, including a family member or an attorney, to provide support. The Advisor may accompany the student to any and all portions of the process. The Advisor may not participate directly in, or interfere with, the proceedings. Although reasonable attempts will be made to schedule proceedings consistent with advisors availability, the process will not be delayed to schedule the proceedings at the convenience of the advisor. The Title IX Coordinator has the discretion to remove the Advisor from the proceedings if the Advisor interferes with the proceedings.

**Interim Measures and Remedies**
Upon receipt of a report, the University will provide reasonable and appropriate interim measures designed to eliminate the alleged hostile environment and protect the Parties involved. The University will make reasonable efforts to communicate with the Parties to ensure that all safety, emotional and physical well-being concerns are being addressed. Interim measures may be imposed regardless of whether formal disciplinary action is sought by the Complainant or the University.

A Complainant or Respondent may request a No Contact Letter or other protection, or the University may choose to impose interim measures and/or sanction at its discretion to ensure the safety of all Parties, the broader University community, and/or the integrity of the process.

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

**Plan of Action for Responders to Sexual Assault**

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

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

Plan of Action for Victims of Sexual Assault

Following a Sexual Assault:
- Get to a safe place.
- Call the campus Department of Public Safety (770-720-5789 or 5911).
- Call a friend or family member to offer support.
- Remember that what has happened is NOT your fault.
- Get medical care or attention (this can be done without police intervention).*
- Write down as much as you can remember about the circumstance of the assault and the identity of the assailant.
- Seek the counseling assistance from your campus counselor or a local rape treatment center. The counselor can help you cope with the consequences of an assault.

In preparation for medical services, here is some advice for the victim:
- Do not bathe or douche— no matter how much you may want to. Try not to urinate if possible.
- If oral contact took place, do not smoke, eat, drink, or brush your teeth.
- Do not brush your hair.
- If you have already changed clothes, place the garments worn during the assault in paper bag (Plastic bags can destroy evidence.) If you haven't changed, keep the original clothes on, and bring an extra set to wear home. The police may need to keep your clothing as evidence.

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

Options for Students who have been Sexually Assaulted

Any student who is sexually assaulted is strongly encouraged to seek help either from resources available through the University or from outside sources. The following is a short list of options available to students seeking help at Reinhardt University. More detailed information about each option is provided below.
- You may contact the Reinhardt University Health Center (x5542) to receive medical care, to speak to a nurse, and/or to discuss other options confidentially.
- You may go to a local hospital to receive a medical examination, which is admissible in court as evidence of an assault.
- You may call Reinhardt University Department of Public Safety (x5789, 5911 in emergencies) to report that a sexual assault has taken place.
- You may call 911, to report a sexual assault or to request emergency medical assistance.

**Medical Care**

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

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

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

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

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

**Resources**

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

**On-Campus Contacts**

<table>
<thead>
<tr>
<th>Department</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>Department of Public Safety</td>
<td>770-720-5798</td>
</tr>
<tr>
<td>Emergency</td>
<td>770-720-5911</td>
</tr>
<tr>
<td>Counseling Center</td>
<td>770-720-5549</td>
</tr>
<tr>
<td>Health Center</td>
<td>770-720-5542</td>
</tr>
<tr>
<td>Office of Student Affairs</td>
<td>770-720-5538</td>
</tr>
</tbody>
</table>
Office of Residence Life 770-720-5539

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

I. Education

Reinhardt University is furthermore committed to promoting healthy gender relations through dialogue and education toward the elimination of sexual violence. These educational activities include the dissemination of information, interactive educational programming, referrals for survivors as well as for their friends and family, and structural intervention within Reinhardt University. Reinhardt University strictly prohibits acts of sexual assault, domestic violence, dating violence, stalking, and sexual violence hate acts.

Reinhardt University’s Sexual Harassment and Sexual Violence Policies and procedures are currently available online (www.reinhardt.edu/titleix) as well as in the Student Handbook (www.reinhardt.edu/studenthandbook).

Training for Students, Faculty and Staff
Reinhardt University has partnered with Everfi to provide several online awareness and prevention courses (AlcoholEdu, Haven, Haven Plus and Haven for Faculty and Staff) focusing on alcohol and drug abuse and sexual assault for all new traditional and nontraditional students (graduate, professional, online, and adult learners) and all current and new faculty and staff members.

- AlcoholEdu
  - AlcoholEdu interactive online program designed to reduce the negative consequences of alcohol amongst students. It is the most widely used alcohol prevention program in higher education, and helps schools comply with Education Department General Administrative Regulations (EDGAR part 86). The online programs deliver a personalized experience to all types of students dependent on their current drinking choices and is proven effective – eight independent studies have verified the efficacy of AlcoholEdu. This three-hour online program also provides information on the social, physical, and biological effects of alcohol use. AlcoholEdu is part of Reinhardt University’s comprehensive approach to alcohol and substance
abuse. The course helps empower students to create a safe and positive campus environment for everyone.

- **Haven**
  - Haven is an interactive online sexual violence awareness and prevention course tailored to traditional student groups, including undergraduate and dual-enrollment students. The course addresses the critical issues of sexual assault, relationship violence and stalking. Haven is part of a federal mandate under the Campus SaVE Act for all students to learn about sexual violence. These regulations are enforced by the U.S. Department of Education.

- **Haven Plus**
  - Haven Plus is an interactive online sexual violence awareness and prevention course that provides tailored sexual assault prevention training to non-traditional student groups, including graduate, professional, online, and adult learners. Haven Plus addresses the critical issues of sexual assault, relationship violence and stalking. The course contains content that is specifically required by the amendments to the Clery Act included in the 2013 VAVA Reauthorization, Campus Sexual Violence Elimination Act (Campus SaVE Act), and Title IX as well as other pertinent federal regulations. These regulations are enforced by the U.S. Department of Education.

- **Haven for Faculty/Staff**
  - Haven for Faculty/Staff is an interactive online sexual violence awareness and prevention course tailored to faculty and staff members. Haven for Faculty/Staff addresses the critical issues of sexual assault, relationship violence and stalking. The course contains content that is specifically required by the amendments to the Clery Act included in the 2013 VAVA Reauthorization, Campus Sexual Violence Elimination Act (Campus SaVE Act), and Title IX as well as other pertinent federal regulations. These regulations are enforced by the U.S. Department of Education.

**Investigator Training**
Reinhardt University will train identified faculty and staff to conduct investigations in cases involving potential violations of Title IX. Training will be conducted on an as needed basis to allow for a strong pool of investigators.

**Adjudicator Training**
Faculty and staff will be identified by the Provost to serve as part of the Judicial Hearing Council. These members are trained in the Reinhardt University judicial process and hearing procedure. Additional training in Title IX is also provided to these faculty and staff members on an annual basis.

**Bystander Intervention Policy**
A bystander, or witness, is someone who sees a situation but may or may not know what to do, may think others will act or may be afraid to do something. Bystander education programs teach potential witnesses safe and positive ways that they can act to prevent or intervene when
there is a risk for sexual violence. Furthermore, a bystander is any person who is present at an event or incident but does NOT take part.

Five Steps Toward Taking Action
1. Notice the event along a continuum of actions.
2. Consider whether the situation demands your action.
3. Decide if you have a responsibility to act.
4. Choose what form of assistance to use.
5. Understand how to implement the choice safely.

Rules for Bystander Intervention
- Do NOT put yourself at risk.
- Do NOT make the situation worse.
- Intervene at the earliest point possible.
- Look for early warning signs of trouble!
- Intervening does not necessarily mean confronting.
- Ask for help!

Three “D” of Bystander Intervention
- **Direct**: Directly intervening, in the moment, to prevent a problem situation from happening
- **Delegate**: Seeking help from another individual, often someone who is authorized to represent others, such as a police officer or campus official.
- **Distract**: Interrupting the situation without directly confronting the offender.

Good Samaritan Policy
Reinhardt University holds a fundamental commitment to the safety of its community. It is vital for students to call Emergency Medical Services by dialing 911 when a student needs medical help. The “Good Samaritan Policy” offers a clear message to students that they should report any potentially dangerous cases of intoxication, drug overdose or medical emergencies; they should not be concerned about disciplinary consequences at such a time. The Good Samaritan Policy is as follows:

Students or student organizations that seek emergency attention for dangerously intoxicated/overdosed or ill individuals will not be subject to punitive university disciplinary sanctions. This policy applies both to the person requiring help and the person or organization reporting their concern. When students encounter another person who may be dangerously intoxicated, overdosed or ill, they have a responsibility to call EMS by dialing 8-911 from a University phone or 911 from a cell phone. After calling EMS, the student or organization should immediately notify a person in a position of authority at Reinhardt University such as a Residence Life Assistance (RA), Residence Life Coordinator (RLC), Dean of Students, or a University Public Safety Officer to report the emergency.

This policy reflects Reinhardt University’s priority on “safety first.” The policy does not rule out educational experiences for those involved with the incident however, an educational experience is NOT a punitive sanction like being removed from the residence halls or expelled from
Reinhardt University. In addition, the student’s permanent educational record will reflect no formal University disciplinary action.

In situations where a student’s life may be in jeopardy, the Dean of Students may contact the student’s parents as a health precaution and may require a professional alcohol/drug evaluation to return to the residential community.

This policy refers to isolated incidents only and does not protect those students from punitive judicial sanctions who choose to flagrantly and repeatedly violate the Reinhardt University’s alcohol/drug policies.

If you fail to immediately report such incidents that seriously endanger the life of another person(s) and if that student is incapacitated or dies as a result of you taking no action you may face Reinhardt University sanctions along with criminal and civil legal action.

Reinhardt University cannot stress enough the value we place on human life and the importance of you getting help for persons who are in need of medical attention. Please don’t run away from or turn your back on a sick or injured person. Do the right thing and call for help.

**Disclosures Required By The Clery Act**

1. **Timely Warnings**
   - “Timely Warning” is a campus-wide notification of a serious or continuing threat to the Reinhardt community. The Timely Warning does not include identifying information about the Complainant. If a report of misconduct discloses a serious or continuing threat to the Reinhardt community, the University may issue a campus wide timely warning (which can take the form of an email to campus) to protect the health or safety of the community.

2. **Annual Reporting Responsibilities**
   - All higher education institutions that receive federal funding, including the University, are obligated to issue publicly an Annual Security Report (“ASR”) which identifies the number of particular reported crimes on campus or campus property, or adjacent to campus. The ASR does not include identifying information about the Complainant or Respondent.

3. **Crime Log**
   - All higher education institutions that have campus police forces or security departments must maintain a daily crime log that includes entries for all crimes that occur within both the Clery geography and the campus police force’s regular patrol route. The crime log does not include identifying information about the Complainant or Respondent.

**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 Mullinex -- 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.

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.

**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:

A. All members of the public shall:
   1. Place their personal waste, litter, or spent materials into waste or recycling receptacles as appropriate;
   2. Close waste receptacles after use so as to prevent re-release of litter to the environment or entry of rain water into the receptacle.

B. All members of the public are asked to:
   1. Report locations of observed litter, trash, or material spills on campus grounds to the Physical Plant at (770) 720-5598;
   2. 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;
   3. 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.

C. In addition to responsibilities and expectations identified for members of the public in items 1. & 2. (above), designated employees of Reinhardt University, as part of their normal or assigned duties, shall:
   1. Properly maintain and empty waste receptacles, remove litter from campus premises, and clean up spilled materials;
2. Conduct their work activities in a manner that reduces the potential for spills to the extent practicable; and
3. 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.

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.

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**

A. 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.

B. In the course of study at Reinhardt University, students are entitled to be governed by appropriate, clear, consistent, and published regulations.

C. 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.

D. 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.

E. 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.

F. 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.

G. To the maximum extent feasible, students shall be entitled to participate in formulating, recommending, implementing, and revising University regulations that directly affect student affairs.

H. 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.
I. 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.

J. 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:

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

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

Unbiased Adjudicator
Hearing officers shall remove themselves from hearing a case if they believe that they cannot be unbiased. The accused will be given the opportunity to object to a particular Council member if he or she believes the Council member cannot be unbiased. The Judicial Council in conjunction with the 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 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 body, even in his/her absence. If the accused fails to attend the Preliminary Review. Disciplinary Hearing and/or an Appeals Hearing, the hearing will proceed and a finding will be reached based upon available evidence. If the accused withdraws from the University prior to adjudication of the case, the case will still be resolved through the process outlined in this policy.

**Disregard of Sanction**
In order to promote a positive living/learning environment, it is essential for the members of the campus community to exercise good judgment and demonstrate respect for the Code of Conduct. The Code of Conduct is a standard set by the University and all sanction are expected to be completed in a timely manner and are to be taken seriously. Students who fail to complete all
mandated sanctions could be 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).

**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 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)

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.

*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 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.

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 (5) 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 rational 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:

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

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.

The appellate body will render a written decision regarding the appeal within five (5) business days 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:

A. Disorderly conduct, excessive noise, irrational or disruptive behavior, indecent or obscene conduct or language on University property or at a University-sponsored and supervised event, disrespect of any University community member or guest;
B. Continued violation of courtesy or quiet hours in the residence halls;
C. Improper use of fire (including the burning of candles, incense, etc.);
D. First offense possession of a pet other than a fish. *Note: Tank size should be no larger than 5 gallons;
E. Unauthorized visitation in residence halls, which includes unauthorized overnight guests or unescorted guests;
F. The display of signs, clocks, stickers, posters, or other objects relating to alcoholic beverages, drugs, drug paraphernalia, or obscene materials; nude, partially nude, sexually provocative pictures or other objects;
G. Wearing of apparel or buttons that display or primarily promote alcoholic beverages or drugs that are obscene in nature;
H. Gambling on campus;
I. First offense possession or use of alcohol
J. First offense of smoking/tobacco use on campus;
K. Aiding and/or abetting in the violation of any of the provisions of this Code of Conduct.
L. 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.

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:

A. Property damage or theft less than $500.00 (reimbursement for damages will always be required in addition to the stated fine and/or sanction);
B. Refusal or failure to respond to a request to report to or cooperate with a University official (including Public Safety Officers, Residence Life Coordinators, and Resident Assistants), deceiving a University official; or failure to comply with previously
assigned sanctions.
C. Second offense - visitation violation;
D. Storing, possessing, or use of firecrackers, fireworks, or weapon-like object(s);
E. 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;
F. Tampering with a witness before or intimidating a witness after a judicial hearing, failure to cooperate with the hearing officer or Judicial Council;
G. Misuse of University electronic and computer resources including improper internet usage (minor infraction);
H. Pranks of any form;
I. Second offense of alcohol possession or use;
J. Second offense 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.

Level III Violations include but are not limited to:
   A. Property damages or theft of more than $500.00 (reimbursement for damages will always be required in addition to the stated fine);
   B. Tampering with fire equipment, setting off a false fire alarm;
   C. Third offense of alcohol possession or use;
   D. Third offense of smoking/tobacco use on campus;
   E. Arrests for violations of local, state, or federal laws.

**LEVEL IV: Probated Expulsion/Expulsion**

A level IV violation may result in expulsion from the University, which means permanent dismissal from the University. However, a Level IV violation may result in whatever sanction the Dean of Students and/or designee deems appropriate.

Level IV Violations include, but are not limited to, the following:
   A. Vandalism in excess of $500.00 (reimbursement for damages will always be required in addition to the stated fine);
   B. Reckless endangerment of life, including violent, abusive, disruptive, or destructive behavior;
   C. Forgery, falsification, or other misuse of University documents, records, or identification cards;
D. Physical misconduct or mental abuse of any member or guest of the University community on institutional premises or at University-related activities;
E. 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;
F. Sexual violence, sexual assault, rape, attempted sexual assault, attempted rape or other Title IX offenses;
G. Use, storing or possession of weapons or firearms of any kind (with or without permit) anywhere on campus, including residence hall or vehicle;
H. 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 and Level II violations will be handled directly by the Director for Residence Life and/or designee.

Please note: Residence Life personnel will assist residents when locked out of their room. The first two unlocks are free. Additional unlocks will be based on an incremental $5 fee (i.e., $5, $10, $15, etc.).

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

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

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

**Alcohol and Other Drug Policies**

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

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

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 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:

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

b) Physiological Evidence: any physiological indication of intoxication.
c) 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 include 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.

**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.

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 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:
1. Standards of conduct and sanctions;
2. Health risks;
3. Information on assistance and counseling;
4. Educational programs; and,
5. Legal sanctions regarding alcohol and drug use.
The intent of the legislation is to address the problem of underage and irresponsible drinking and/or use of illicit drugs on University campuses.

Education and Counseling for all Students

Education
Reinhardt University is committed to education and the sound development of mind, body, and spirit. Therefore, a commitment to alcohol and drug education is a continuing priority at Reinhardt University. Educational programs are organized and conducted throughout the year to promote continued awareness and to encourage an attitude of concern and caring for others. Information on responsible use, effective social planning, indications of abuse or addiction, and resources for assistance are available through Reinhardt University Counseling Services. Examples of these programs include, but are not limited to:

a) Residence Life programming facilitated by the Residence Life Staff;
b) Alcohol Awareness and other focus weeks;
c) Community-wide educational programs;
d) Training opportunities and workshops for members of student organizations; and,
e) Substance-free social events in collaboration with Office of Student Activities and student organizations.

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

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

Counseling, Evaluation, and Treatment Programs
In some cases of misconduct, such as those committed under the influence of alcohol or other drugs, participation in an evaluation and/or treatment program by the University counselors or an assigned, approved counseling service may be recommended as part of a sanction. Such treatment may also be a condition of readmission to the University or a condition of remaining at the University.
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.

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

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, loans and work-study. The Office of Financial Aid acts as the single resource for students interested in any type of financial assistance. Students are encouraged to take advantage of every resource available to them to assist financing their education. The Office of Financial Aid is ready to assist students through the process. Students may call 770-720-5667 for more information. Forms are located on Financial Aid website http://www.reinhardt.edu/financial-aid/index.html. Federal and state financial aid assistance are available for qualifying part/full time students.

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.
Personal Counseling
Personal counseling is available to help students who may be experiencing personal problems concerning school, family, friends or work. To schedule an appointment, please contact 770-720-5549 to meet with a counselor.

Business Office
Students may take care of the following services at the University Business Office: payments, book vouchers, tuition assistance, reimbursements and TMS.

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

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.

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.

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.

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.

IN CASE OF EMERGENCY, CALL:

Cherokee County Emergency Services
911

Reinhardt University Public Safety
770.720.5911
### Emergency Assembly Guide

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<td>Front lawn of Paul Jones Hall</td>
</tr>
<tr>
<td>Rollins Wellness Complex (Brown Athletic Center and Baxter Recreation Center)</td>
<td>Interior Hallway and Locker Rooms of Baxter Recreation Center</td>
<td>Front lawn of Rollins Wellness Complex</td>
</tr>
<tr>
<td>Boring Sports Complex (Isherwood Fieldhouse and Ken White Athletic Fields)</td>
<td>Interior Hallway and Locker Rooms of Boring Sports Complex</td>
<td>Gravel Parking Area Outside of Boring Sports Complex</td>
</tr>
<tr>
<td>Burgess Administration Building</td>
<td>Human Resources Breakroom (Lower Level)</td>
<td>Front Lawn of Burgess Administration Building</td>
</tr>
<tr>
<td>Dobbs Building</td>
<td>Bottom Floor Hallway</td>
<td>Side lawn towards Dobbs Hall</td>
</tr>
<tr>
<td>Eagles View</td>
<td>Bottom Floor Hallway</td>
<td>Front Lawn of Fincher Building</td>
</tr>
<tr>
<td>East Apartments</td>
<td>1st Floor Hallway Between Rooms 106, 108, 110, 112</td>
<td>Front Lawn and Museum Parking Lot</td>
</tr>
<tr>
<td>Facilities/Grounds Office</td>
<td>Interior Break room</td>
<td>Archive House</td>
</tr>
<tr>
<td>Falany Performing Arts Center</td>
<td>Interior Hallways</td>
<td>Hagan Parking Lot</td>
</tr>
<tr>
<td>Fincher Visual Arts Center</td>
<td>Interior Hallways</td>
<td>Front Lawn</td>
</tr>
<tr>
<td>Funk Heritage Center</td>
<td>Basement</td>
<td>Parking Lot</td>
</tr>
<tr>
<td>Gordy Center</td>
<td>2nd floor hallway (main floor) and Restrooms of Hasty Student Life Center, 1st floor (lower level) restrooms of Hasty Student Life Center</td>
<td>Front Lawn of Gordy Hospitality House</td>
</tr>
<tr>
<td>Gordy Hall</td>
<td>Bottom Floor Hallway</td>
<td>Front Lawn of Gordy Hall</td>
</tr>
<tr>
<td>Gordy Hospitality House</td>
<td>Interior Hallway</td>
<td>Front Lawn of Gordy Hospitality House</td>
</tr>
<tr>
<td>Hagan Chapel</td>
<td>Basement</td>
<td>Front Lawn of Hagan Chapel</td>
</tr>
<tr>
<td>Hasty Student Life Center</td>
<td>2nd floor hallway (main floor) and Restrooms of Hasty Student Life Center, 1st floor (lower level) restrooms of Hasty Student Life Center</td>
<td>Donor Plaza</td>
</tr>
<tr>
<td>Hill Freeman Library &amp; Spruill Learning Center</td>
<td>Main Floor</td>
<td>Side lawn towards Dobbs Hall and the Shade Garden</td>
</tr>
<tr>
<td>Hubbard Hall/Blue/Gold</td>
<td>1st Floor Hallways</td>
<td>Front Lawn of Fincher Building</td>
</tr>
<tr>
<td>Lawson Academic Center</td>
<td>Commuter Lounge and Bottom Floor Hallway of Lawson</td>
<td>Front Lawn of Administration Building</td>
</tr>
<tr>
<td>Paul Jones Hall</td>
<td>Bottom Floor of Paul Jones</td>
<td>Sand Volleyball Court</td>
</tr>
<tr>
<td>Roberts Hall</td>
<td>Bottom Floor Hallways</td>
<td>Sand Volleyball Court</td>
</tr>
<tr>
<td>Smith Johnston Hall</td>
<td>Bottom Floor of Paul Jones</td>
<td>Sand Volleyball Court</td>
</tr>
<tr>
<td>Tarpley Education Center (Lawson)</td>
<td>Commuter Lounge and Bottom Floor Hallway of Lawson</td>
<td>Front Lawn of Administration Building</td>
</tr>
<tr>
<td>Upchurch Maintenance Facility</td>
<td>Break room Area</td>
<td>Maintenance Gate</td>
</tr>
<tr>
<td>Welcome Center</td>
<td>1st Floor Hallway Between Offices Away from Windows</td>
<td>Front Parking Lot at Hwy 140</td>
</tr>
<tr>
<td>West Apartments</td>
<td>1st Floor Hallway Between Rooms 107, 109, 111, 113</td>
<td>Front Lawn and Museum Parking Lot</td>
</tr>
</tbody>
</table>