

# Student Handbook 2011-2012



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The Lancaster site Student Handbook contains excerpts from the Eastern Mennonite University main campus Student Handbook and site specific addendums.

Updated August 2011

Check the website <http://www.emu.edu/studentlife/studenthandbook/> for latest official version of EMU Student Handbook.

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# Section One

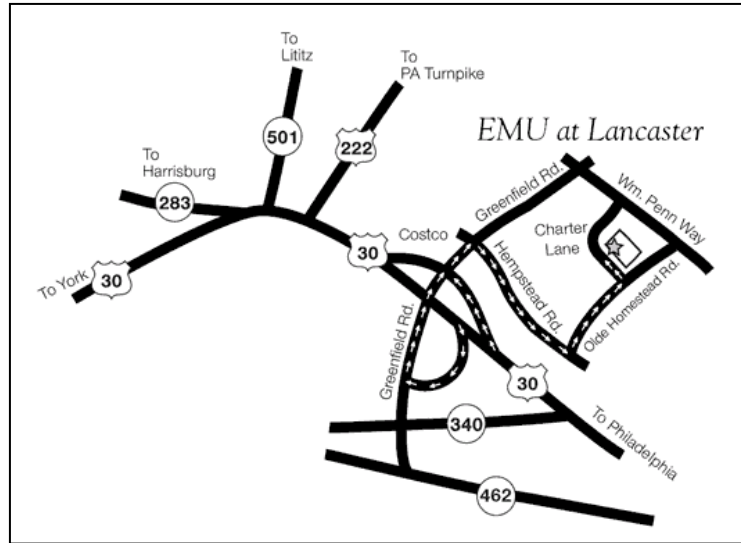
## Office and Administration

### EMU at Lancaster Street Address

EMU at Lancaster  
1846 Charter Lane  
Lancaster, PA 17601

**County:** Lancaster

**Municipality:** East Lampeter Twp.



### Mailing Address

EMU at Lancaster  
PO BOX 10936  
Lancaster, PA 17605-0936

### Phone Numbers

Main Number	717-397-5190
Toll-Free	866-368-5262 ( 888-EMU-LANC)
Fax	717-397-5281

### Emergency Numbers

**Police / Fire / Medical Emergency: call 911**

**After Hour Maintenance Hotline: 717-293-4404**

High Associates Ltd. 24 hr. Maintenance hotline

### Office Hours:

Monday - Friday 8:00a.m. to 5:00p.m.

### Main Campus Toll-Free Numbers

ADCP Office	888-368-2327
Business Office	888-432-4112
Center for Peace and Justice (CJP)	877-470-0012
Development Office	800-368-3383
Library	800-205-9996
Seminary Admissions	800-710-7871
Student Financial Services	800-330-9683
Undergraduate Admissions	800-368-2665

## **Mission Statement**

### **Identity**

A leader among faith-based universities, Eastern Mennonite University emphasizes peacebuilding, creation care, experiential learning, and cross-cultural engagement. Founded in 1917 in Harrisonburg, Virginia, EMU is an educational institution of Mennonite Church USA. EMU serves students of diverse religious and cultural backgrounds and confers undergraduate, graduate, and seminary degrees.

### **Mission**

EMU educates students to serve and lead in a global context. Our Christian community challenges students to pursue their life calling through scholarly inquiry, artistic creation, guided practice, and life-changing cross-cultural encounter. We invite each person to follow Christ's call to  
bear witness to faith,  
serve with compassion, and  
walk boldly in the way of nonviolence and peace.

### **Vision**

EMU envisions a learning community marked by academic excellence, creative process, professional competence, and passionate Christian faith, offering healing and hope in our diverse world. To this end, we commit ourselves to  
do justice,  
love mercy, and  
walk humbly with God.

### **Shared Values**

EMU embodies the enduring values of the Anabaptist tradition:  
Christian discipleship,  
community,  
service, and  
peacebuilding.

Together we worship God, seek truth, and care for God's creation.

*Approved by the EMU Board of Trustees  
June 28, 2008*

For additional information on expectations and responsibilities, see the Student Handbook (part of this directory) and the Confession of Faith in a Mennonite Perspective. The latter is available on [www.mennolink.org](http://www.mennolink.org).

### **Accreditation**

Eastern Mennonite University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate, baccalaureate, and masters 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 Eastern Mennonite University.

## **Community Lifestyle Commitment**

*Expectations and Responsibilities for Community Life for faculty, staff, and students at EMU*

### **Preamble**

Eastern Mennonite University is a Christian community in the Anabaptist Mennonite tradition joined together for the purpose of academic study, personal development and spiritual growth. We are committed to the Lordship of Jesus Christ and believe that the scriptures establish the basic principles that should guide our life together. These principles include the responsibility to love God with all our being, love our neighbors as ourselves, seek after righteousness, practice justice, help those in need, forgive others, seek forgiveness and exercise freedom responsibly with loving regard for others.

We acknowledge that it is impossible to create a community with expectations that are totally acceptable to every member. Nevertheless, clearly stated expectations promote orderly community life. Because of the importance of trust in and responsibility to one another, violations of these standards are regarded as a serious breach of integrity within the community.

### **Commitment**

As a member of the EMU community, I will strive to practice stewardship of mind, time, abilities and finances. I will pursue opportunities for intellectual and spiritual growth and demonstrate care for my body. I also will exercise social responsibility in my standard of living and use of economic resources. Realizing the destructive character of an unforgiving spirit and harmful discrimination based on prejudice, I will seek to demonstrate unselfish love in my actions, attitudes and relationships. I will be honest and show respect for the rights and property of others.

I recognize that some social practices are harmful to me, as well as harmful or offensive to others. Therefore, respecting the values of others and the mission of Eastern Mennonite University, I recognize my responsibility as a member of the community to refrain from sexual relationships outside of marriage, sexual harassment and abuse, pornography, acts of violence, abusive or demeaning language and the use of illegal drugs. Recognizing that EMU supports nonuse of alcohol and tobacco, I will respect and abide by the university policy that prohibits the use of alcohol and tobacco on campus or at university functions and the misuse of alcohol off campus.

I pledge myself to carry out this commitment in a spirit of openness and helpfulness through mutual accountability motivated by love.

*—Adopted by the Board of Trustees, March 23, 2001*

*For additional information on expectations and responsibilities, see the remainder of the Student Handbook and the Confession of Faith in a Mennonite Perspective. The latter is available on [www.mennolink.org](http://www.mennolink.org).*

### **Safety and Behavioral Expectations for the EMU campus community**

The Community Lifestyle Commitment of EMU outlines the expectation that all persons on our campus will respect the dignity and diversity of others even when we do not agree. In light of this, we will not tolerate any form of bigotry, harassment, intimidation, threat, destruction of personal property, name calling or other forms of abuse whether written, spoken directly or implied. Alcohol or other substance abuse, fatigue, ignorance or saying, “it was just a joke” will not be acceptable excuses for such behavior. Persons who are gay or lesbian have the same right to be treated with respect and dignity as does anyone else on our campus.

Persons who engage in such non-respectable behavior may be subject to discipline. Persons who believe they have been victims of harassment should report the incident immediately. Faculty should report incidents to the provost. Staff should report incidents to the vice president of finance. Students should report incidents to the vice president for student life.

Every faculty member and administrator is responsible to ensure implementation of this statement in their areas of responsibility by informing those in their spheres of influence.

*Adopted by Cabinet consensus, July 16, 2001  
Reaffirmed by Cabinet, April 8, 2004*

## **EMU at Lancaster Purpose Statement**

The mission of EMU at Lancaster site is to provide university services characterized by an excellent educational experience that fosters professionalism in non-traditional students who are primarily teachers, nurses, or pastors. A cohesive faculty and staff team acknowledges the many demands on the time and energy of the adult student. Accordingly, programs are designed to meet adult students' unique needs and facilitate their journey through a rigorous but time-honoring curriculum.

## **Master of Arts in Education Program**

The mission of the Master in Arts in Education and the Graduate Education non-degree program at EMU is to increase educators' professional knowledge and competence and to enhance reflective teaching among practitioners, enabling them to:

- ❖ develop leadership by becoming agents of change who advocate for children and youth,
- ❖ create a climate of caring and learning,
- ❖ initiate and respond to change and
- ❖ value service to others.

Guiding program principles include scholarship, inquiry, professional knowledge, communication, caring and leadership.

The M.A. in Education is a program of study for the teacher practitioner providing opportunities for professional growth and personal development through applicable course work and relevant experiences. Constructivist theory is integrated with faith and learning applications. The program's core addresses four areas of teacher development: peacebuilding and conflict resolution, cultures of change, social and ethical issues and action research in educational settings.

The Master of Arts in Education program consists of 36 semester hours including a required core of 12 hours, a specialty area of 21 hours and 3 hours of reflective practice in the form of action research. Specialty areas include *literacy agent, diverse needs strategist, and curriculum practitioner*.

## **ADCP – Bachelor of Science Degree in Nursing**

Eastern Mennonite University recognizes that the traditional semester format does not always accommodate the educational needs or lifestyles of adults. The adult degree completion program is designed to fit people who already have full lives – people who are busy with professional and /or family commitments. The Baccalaureate degree earned through this program has the following features:

- ❖ Classes are held one night each week for approximately 18 – 20 months.
- ❖ Course content is focused on practical application to the occupation of the student.
- ❖ The program capitalizes on the experiences and skills adult students possess to which academic credit may be assigned.
- ❖ General Education courses are offered in an effort to facilitate unmet General Education requirements over and above the required core courses.

## Seminary and Pastoral Studies Program

Eastern Mennonite Seminary equips men and women to grow as disciples of Jesus Christ, prepared to lead the church in mission with passion and integrity. As a community of disciples, we are humbled by God's call, formed in Christ, transformed by the Holy Spirit, and empowered to serve with knowledge, wisdom and grace.

Eastern Mennonite Seminary has a strong record of preparing pastors, mission workers and leaders for the church of today and tomorrow. At its extension site in southeastern Pennsylvania, EMS offers a flexible array of non-traditional learning opportunities. These are designed so that students can choose what is right for them in pursuing God's call to ministry. One size does not fit all. Much depends on a variety of factors: ministry experience, level of education, ministry setting, personal interests, time constraints and long-term goals. Students can select what is right for them for their current ministry needs.

Basic

- ❖ The [Anabaptist Institute for Ministry enrichment \(AIM\)](#) provides economical, practical courses for adult learners in Anabaptist-related congregations and agencies. Students earn non-credit, Continuing Education Units (CEUs) in multiple tracks toward a certificate. AIM is administered by Lancaster Mennonite Conference staff; EMU provides and records the CEUs.
- ❖ The [STEP Program \(Study and Training for Effective Pastoral Ministry\)](#) is a part-time, three-year training course of study designed for pastoral leaders – or those exploring a call – who don't have college or Bible school training. Over three years, students earn 30 college-level credit hours. The curriculum integrates many topics, skills and personal growth elements; students meet as a cohort for the entire program. Graduates receive a fully accredited undergraduate Certificate in Pastoral Ministry; the credit can be applied toward an Associate Degree. STEP is not available for non-credit.
- ❖ [Gateway Courses](#) are a series of four graduate seminary-level courses – one per semester on a two-year cycle – that focus on Anabaptist identity formation. Pastors and congregational leaders who want to be better grounded in the Anabaptist perspective are encouraged to enroll. EMU offers the Gateway courses in collaboration with the Mennonite Conferences in southeastern Pennsylvania. Courses can be taken for seminary graduate credit or for non-credit.
- ❖ The [Preaching Institute](#) is an in-service training program for men and women who want to improve their preaching. It is a preaching course that travels and has been offered in Florida, Kansas, New York, Pennsylvania, Virginia and Ohio. Preaching Institute works with groups of 6-12 pastors in a given region over a nine-month period. Students can take the Institute for non-credit or for three credit hours at the graduate seminary level.
- ❖ [Master of Divinity and Graduate Certificates](#). Several courses are offered each semester by qualified instructors. Most of these courses meet the Master of Divinity core curriculum requirements of EMS. Students can earn credit toward a Certificate in Ministry or a Certificate in Theological Studies which can be applied toward a graduate-level degree. In most courses students earn three credit hours; many of these courses are also available for a limited number of non-credit students.

Advanced

## **EMU at LANCASTER ADVISORY COMMITTEE**

**Mary Calabrese**, BSN RN  
Staff Educator, Institute of Professional Development

**Debbie Denlinger**  
Reading Specialist, Brownstown Elementary School

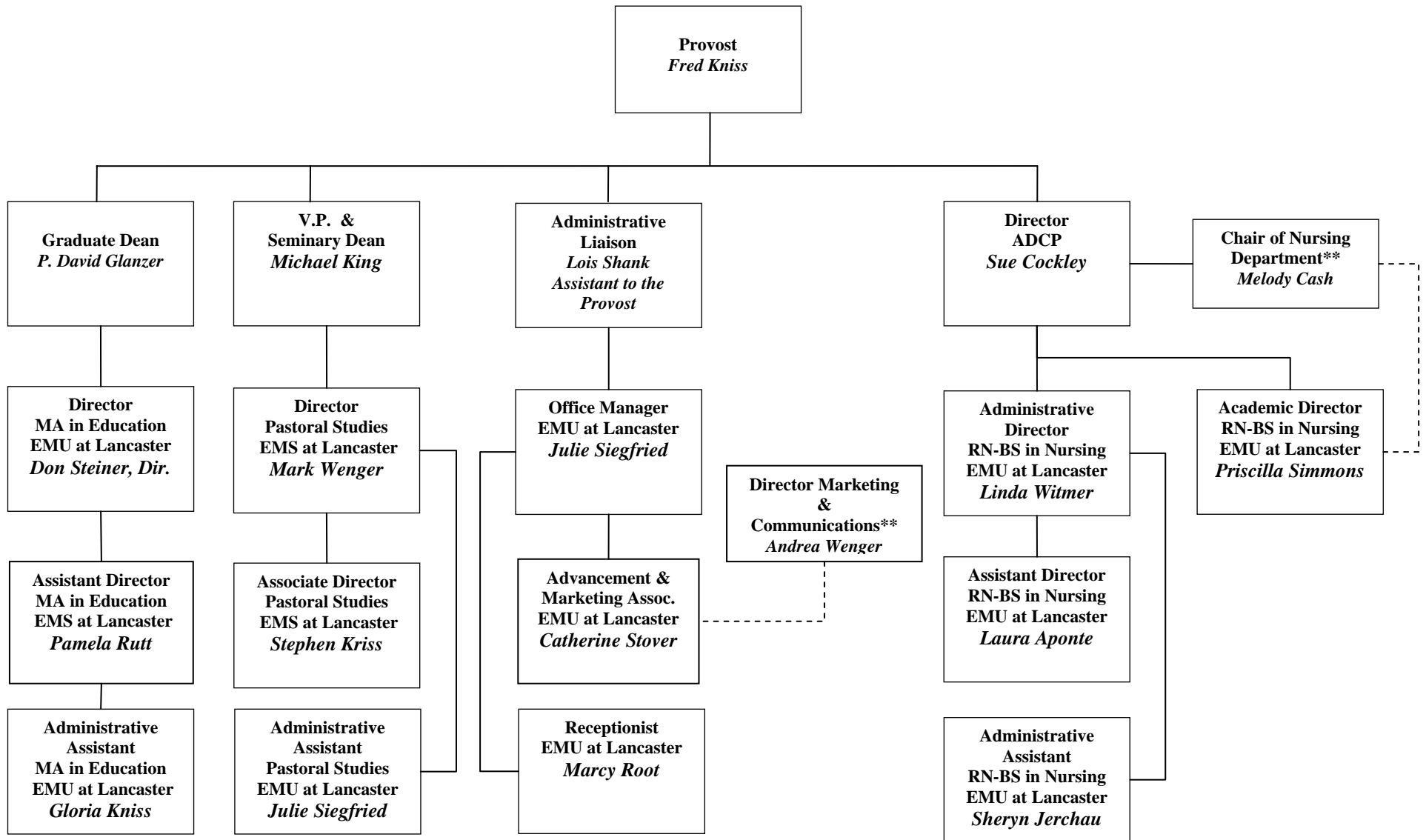
**Freeman Miller**  
Bishop, Lancaster Mennonite Conference

**Samuel J. Thomas**  
Bishop, Lancaster Mennonite Conference

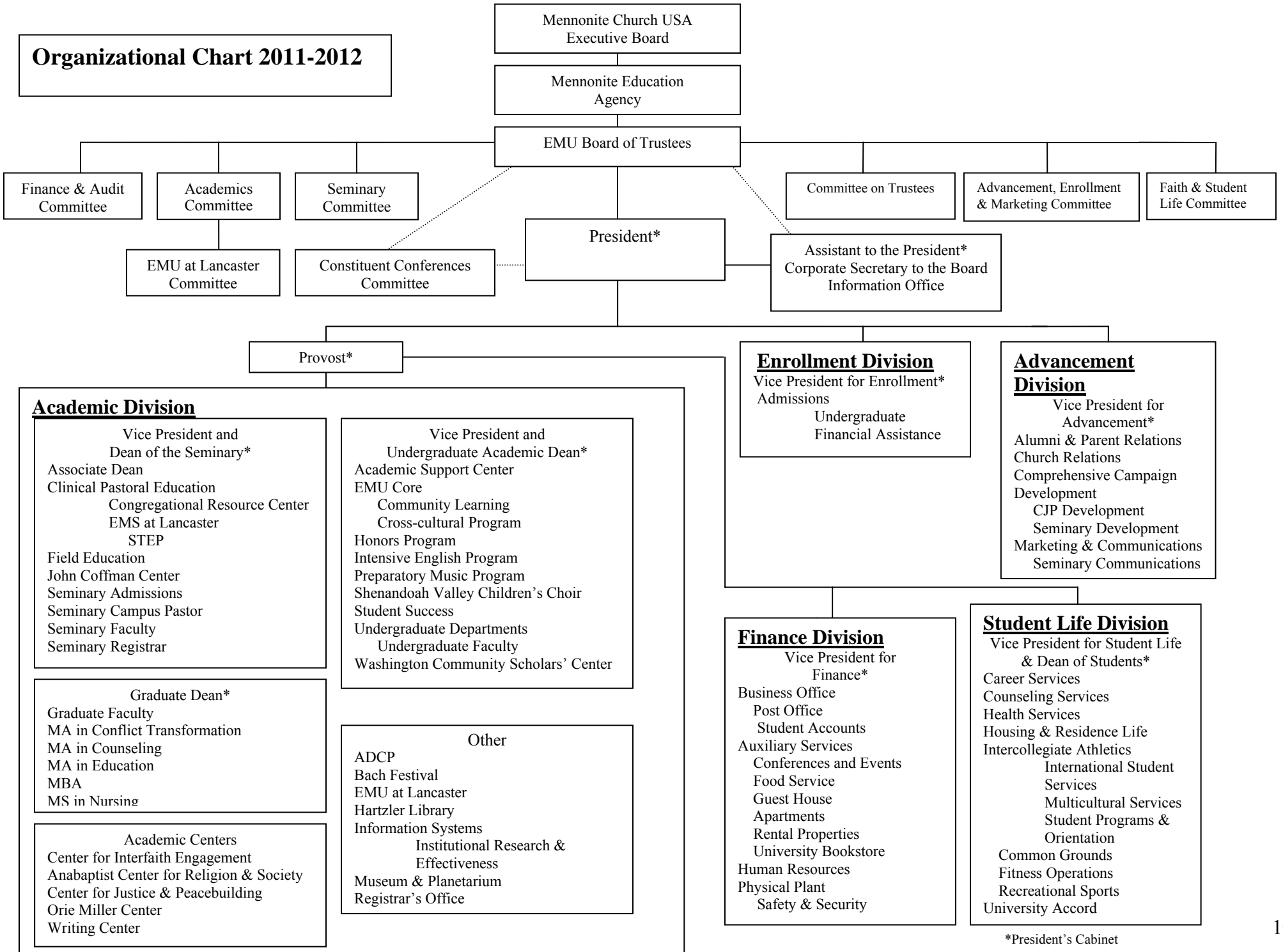
**John Weber**  
Principal, Kraybill Mennonite School

**LaVern Yutzy**  
Retired CEO at Philhaven

# LANCASTER / HARRISONBURG ADMINISTRATIVE CHART 2011-2012



# Organizational Chart 2011-2012



\*President's Cabinet

# EMU

## Board of Trustees

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**Diane Z. Umble**  
Diane.Umble@millersville.edu

## Academic Calendar 2011-2012

### Pastoral Studies ~ Seminary\*

<b>Fall Semester</b>	<b>2011</b>
Seminary Orientation	September 10
FALL Semester Begins	September 12
<i>Thanksgiving Break</i>	November 22 - 27
FALL Semester Ends	December 22
<i>Christmas Break</i>	December 23 – January 2
<b>Spring - Summer Semesters</b>	
	<b>2012</b>
Seminary Orientation	January 7
SPRING Semester Begins	January 14
<i>Easter Break</i>	April 6 - 9
Commencement	April 29 ~ Harrisonburg, VA
SPRING Semester Ends	May 19
<i>Memorial Day</i>	May 28
<i>Independence Day</i>	July 4

\* Seminary courses do not follow traditional schedules. Please visit [www.emu.edu/lancaster/seminary](http://www.emu.edu/lancaster/seminary) for current listings.

**Seminary  
Diploma Dates  
2011-2012**

December 16, 2011  
April 28, 2012  
August 10, 2012

### Pastoral Studies ~ STEP Program

<b>Fall Semester</b>	<b>2011</b>
Orientation	August 20
Session 1 ~ Year 2	September 17
Session 1 ~ Year 1 & 3	September 24
Session 2 ~ Year 2	October 15
Session 2 ~ Year 1 & 3	October 22
Session 3 ~ Year 2	November 12
Session 3 ~ Year 1 & 3	November 19
<i>Thanksgiving Break</i>	November 23 – 27
Session 4 ~ Year 2	December 10
Session 4 ~ Year 1 & 3	December 17
<i>Christmas Break</i>	December 23 – January 2
<b>Spring Semesters</b>	
	<b>2012</b>
Session 5 ~ Year 2	January 14
Session 5 ~ Year 1 & 3	January 21
Session 6 ~ Year 2	February 11
Session 6 ~ Year 1 & 3	February 18
Snow Make-up Date	March 10
Session 7 ~ Year 2	March 17
Session 7 ~ Year 1 & 3	March 24
<i>Easter Break</i>	April 6 - 9
Session 8 ~ Year 2	April 14
Session 8 ~ Year 1 & 3	April 21
Commencement	April 29 ~ Harrisonburg, VA
Session 9 ~ Year 3, Graduation	May 12
Session 9 ~ Year 2	May 19
Session 9 ~ Year 1	May 26
<i>Memorial Day</i>	May 28

**Undergraduate &  
Graduate  
Diploma Dates  
2011-2012**

December 16, 2011  
April 28, 2012  
June 15, 2012  
August 10, 2012

**Academic Calendar 2011-2012**  
**ADCP RN to BS Degree in Nursing \***

<b>Undergraduate &amp; Graduate Diploma Dates 2011-2012</b> December 16, 2011 April 28, 2012 June 15, 2012 August 10, 2012
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<b>Fall Semester</b>	<b>2011</b>
Graduation Celebration ~ C 41	August 5
Convocation ~ C 46	August 17
Semester II ~ C 44	October 19
Graduation Celebration ~ C 42	November 18
<i>Thanksgiving Break</i>	November 23 - 27
<i>Christmas Break</i>	December 19 – January 2

<b>Spring - Summer Semesters</b>	<b>2012</b>
Convocation ~ C 47	January 10
Quarter III ~C 40 Extended	January 16
Semester II ~ C45	February 16
Convocation ~ C 48	April 11
Graduation Celebration ~ C 43	April 13
<i>Easter Break</i>	April 6 - 9
Commencement	April 29 ~ Harrisonburg, VA
<i>Memorial Day</i>	May 28
Semester II ~ C 46	June 20
<i>Independence Day</i>	July 4

\* Cohorts meet one day per week for 72 weeks.  
 \* Extended Cohorts meet one day every other week.

**GENERAL EDUCATION \***

\* General Education courses do not follow traditional schedules. Please visit [www.emu.edu/lancaster/gened](http://www.emu.edu/lancaster/gened) for the current listing.

**Academic Calendar 2011-2012**  
**Master of Arts in Education\***

<b>Fall Semester</b>	<b>2011</b>
FALL Semester Begins	September 3
Orientation	November 12
Action Research Presentations	November 19
<i>Thanksgiving Break</i>	November 23 – 27
FALL Semester Ends	December 17
<i>Christmas Break</i>	December 23 – January 2

<b>Spring - Summer Semesters</b>	<b>2012</b>
SPRING Semester Begins	January 9
Orientation	TBA
Action Research Presentations	March TBA
<i>Easter Break</i>	April 6 - 9
SPRING Semester Ends	May 19
Commencement	April 29 ~ Harrisonburg, VA
<i>Memorial Day</i>	May 29

Summer Session	May 15 - August 15
Action Research Presentations	May TBA
<i>Independence Day</i>	July 4
Action Research Presentations	July TBA

\* MA in Ed courses do not follow traditional schedules. Please visit [www.emu.edu/lancaster/mained](http://www.emu.edu/lancaster/mained) for current listing.

## Section Two

### University Policies

#### Academic Integrity

Eastern Mennonite University fosters a culture where faculty, staff, and students respect themselves and others. In this culture, faculty, staff, and students gain confidence in their desire and ability to discover their ideas, construct new knowledge, and think critically about their own ideas and the ideas of others. In doing so, EMU community members grow as competent thinkers and writers.

EMU faculty and staff care about the integrity of their own work and the work of their students. They create assignments that promote interpretative thinking and work intentionally with students during the learning process. Honesty, trust, fairness, respect, and responsibility are characteristics of a community that is active in loving mercy, doing justice, and walking humbly before God.

#### At EMU, academic integrity means

- honesty in producing one's own work.
- use of documented course information and aids.
- submission of work that is one's own.
- honesty in representation of research results, one's credentials, and facts or opinions.
- honesty in use of technology, including cell phones and the Internet.
- honesty in acknowledging sources used in research and presented in papers and other assignments.
- honesty in establishing and maintaining the appropriate parameters of collaborative work.

#### Academic integrity includes

•documenting and citing work that was created for a previous assignment, whether for the current course or for another one.

•using accurate quotations. When used, quotations are exact, word-for-word as they appear in the original document. Every quotation, including a short phrase or a single word if it is unusual, includes the required citation and quotation marks.

•using appropriate documentation when using words from a class speaker, including the class instructor, in an assignment, i.e. cite professors' lectures.

•using appropriate paraphrasing with documentation. Paraphrasing is more than rewording the original material. It must be nearly entirely in the writer's own words, using new phrases and synonyms. The writer may repeat technical terms. Place quotation marks around any exact words that are retained. The sentence structure should not be the same as in the source. In the paraphrase, do not add interpretations,

ideas, and assessment that are not in the original source.

•using common knowledge appropriately. Common knowledge is information that is easily observed, commonly reported facts (George Washington was the first president of the United States.), or proverbs. Common knowledge does not need to be cited, but be certain that these words are in the public domain. When in doubt, ask the professor.

EMU defines **plagiarism** as occurring when a person presents as one's own someone else's language, ideas, or other original (not common-knowledge) material without acknowledging its source (adapted from the Council of Writing Program Administrators, 2005, <http://www.wpacouncil.org>).

#### Academic integrity violation for students may be evidenced as a:

##### Minimal Violation

A minimal violation of academic integrity codes includes doing the following **without appropriate documentation**:

- using a minimal number of distinguishing words from a source.
- re-arranging the word order of a sentence.
- producing a similar sentence or style from a source.
- using an idea or argument from a source

(These items are adapted from "Westmont College Plagiarism Policy" (2002)

[http://www.westmont.edu/\\_academics/pages/provost/curriculum/plagiarism/.](http://www.westmont.edu/_academics/pages/provost/curriculum/plagiarism/))

##### Substantial Violation

A substantial violation of academic integrity codes includes (but is not limited to)

- cheating on a quiz, test, or exam.
- copying or attempting to copy someone else's work, including paraphrasing or quoting a professor's classroom lectures, handouts, and presentations without appropriate documentation.
- falsifying results and credentials, withholding data, misrepresenting facts.
- using someone else's work as one's own work.
- using quotations with no documentation.
- using an online source by copying and pasting with no documentation. Online sources may appear free. In this case, *free* means economically free. While a source may not be paid for, it is to be used only for its specified use. A citation must be given if words, graphics, or ideas are used.

- presenting material as one's own from a site that sells essays. Some of the papers-for-sale sites do have disclaimers that state the work must be cited. Remember, if a source can be found, the professor can also find it.
- frequently committing minimal violations within a single document or repeatedly over time.

Undergraduate academic departments and graduate units are responsible for establishing right-of-use parameters for non-print materials (e.g. presentations).

**Procedures**(Graduate, Seminary, and Undergraduate)  
When a student violates academic integrity values, the student and professor/advisor will work together to restore the student to community.

#### Procedures for Minimal Violations

When a first-time minimal violation is noted in a project, the professor will use this as an opportunity to teach the student/s explicitly about academic integrity. Faculty should keep internal records of minimal violations. When a second minimal violation occurs, either within the same class or in multiple classes with the same instructor, faculty will document this as a substantial offense by submitting a Violation of Academic Integrity Report to the respective Dean.

#### Procedures for Substantial Violations<sup>1</sup>

At EMU, when academic integrity codes are violated to this level, the following procedure will be followed.

The professor will

- notify the student of the violation.
- determine whether the student is guilty of the violation.
- contact the respective Dean's office to check on previous student violations in order to determine first, second or third offense.
- document the finding and the action either taken (First-time offense) or repeated (Second and Third-time offenses) on the Violation of Academic Integrity Record.
- meet with the student to obtain the student's signature, either acknowledging her/his violation or acknowledging discussion in which the professor explained the charges to the student. In the event that a student refuses to sign, the professor will document that the violation was discussed with the student and the student refused to sign. (Under some circumstances, the professor may want to request another professor present as witness. Students have the option to include a faculty or staff member, e.g. academic advisor, student life personnel, coach.)
- submit the Violation of Academic Integrity Record to the respective Dean.

The respective Dean's office will

- inform the Vice President for Student Life of violations and actions taken.
- follow steps for Second and Third-time offenses.

The student will either

- accept the decision or
- submit an appeal by following the *Appeal Procedures*. (See respective catalog.)

*Graduate Catalog*

<http://www.emu.edu/catalog/graduate/2010-11/policies.pdf>

*Seminary Catalog*

<http://www.emu.edu/seminary/catalog/index.html>

*Student Handbook*, University Policies,

<http://www.emu.edu/studentlife/studenthandbook/>

#### Consequences for Students

1. *First-time substantial violation*: If a student cheats on a quiz, test, or exam or plagiarizes material in an assignment, the quiz, test, exam, or assignment receive an F or 0 grade at faculty discretion. For an extreme first time offense, a professor may give the student an F for the course (e.g. essay taken from Internet, test answers from another source). At the discretion of the professor, educational and restorative outcomes could include enrolling in an Academic Integrity workshop, provided by EMU's Writing Program Director, revising and re-submitting the assignment.
2. *Second-time substantial violation*: If the student repeats the above violation in the same or another course or commits another violation in the same or another course, a professor may give the student an F for the course, and the student may receive a Letter of Probation. (See *Student Handbook*, University Policies, <http://www.emu.edu/studentlife/studenthandbook/>)
3. *Third-time substantial violation*: If the student commits the violation for the third time, the professor may give the student an F for the course, and the student may receive a Letter of Indefinite Suspension/Disciplinary Withdrawal. (See *Student Handbook*, University Policies.)
4. Upon re-enrollment and a subsequent violation, the professor may give the student an F for the course, and the student may be subject to a Letter of Dismissal at the discretion of the university.

(See *Student Handbook*, University Policies)

<http://www.emu.edu/studentlife/studenthandbook/>

Faculty and staff who violate academic integrity codes are subject to review by the Provost's office.

The graduate, seminary, and undergraduate units use this policy for processing academic integrity violations with the exception of student appeal. (See above.) This policy appears in yearly course catalogs; the *Student Handbook*; on graduate, seminary, and undergraduate websites; and at [z://provost/forms](http://z://provost/forms).

*Reviewed by Undergraduate Council, Graduate Council, and Faculty Senate*

*Adapted by Academic Cabinet, 25 March 2009*

Periodic review of this policy is under the purview of the provost.

See APPENDIX E ~*Undergraduate Writing Standards*

See APPENDIX F ~*Graduate Writing Standards*

### **Intellectual Property**

*(excerpt from Intellectual Property Policy)*

The purpose of this policy is to clarify issues related to the ownership, use, and sale of intellectual property created by university personnel.

Eastern Mennonite University wishes to foster an intellectual environment that encourages creativity, innovation, and excellence while managing its resources for the benefit of all constituents. In this policy the university seeks to foster these goals and honor traditions in the academic setting while recognizing federal laws.

Intellectual property refers to any copyrightable or patentable work.

Policy with respect to students attempts to balance student and institutional needs. Intellectual property created by *students* is considered the property of the student. The university, however, reserves the right to use such material, with appropriate discretion and attribution, in promotion of the university. Intellectual property created by students and employees jointly is considered to be jointly owned by the creators. (The employee shall have decision-making powers in regard to permissions and sales of jointly created property.)

*To view the complete Intellectual Property Policy, contact the provost office at: [Provost@emu.edu](mailto:Provost@emu.edu)*

### **Alcohol, Tobacco and Illegal Drug Policy**

Eastern Mennonite University supports nonuse of alcohol, tobacco and illegal drugs as the most appropriate and responsible lifestyle choice. The possession or use of alcohol, tobacco and illegal drugs is strictly prohibited from the EMU campus as well as all university-related functions.

The university believes that the use of alcohol, tobacco and illegal drugs is counterproductive to the educational process and contributes to behaviors that are offensive and disruptive to the campus community. Not only is the use of alcohol illegal for those under age 21, but alcohol by its nature creates unhealthy dependencies, generates behavior offensive to others, wastes money, and takes lives. Because of the significant personal and societal dangers associated with alcohol, tobacco and illegal drugs, the university chooses to take a strong stand against their use. For these reasons, Eastern Mennonite University supports nonuse as the most appropriate and responsible lifestyle choice.

Persons who use obtain for others to use or distribute alcohol, tobacco, or illegal drugs on campus will be disciplined in accordance with the University policy. Persons who misuse alcohol, tobacco or illegal drugs off campus will also be in violation of the policy and dealt with by the appropriate disciplinary body when reported to university officials. Misuse is identified as intoxication, illegal personal use and/or distribution to an underage person, rowdiness, behavior harmful or threatening to others, and damage or destruction of property.

EMU at Lancaster complies with the Drug-Free Schools and Communities Act of 1989 and supports local, state and federal regulations pertaining to the illegal use of alcohol and other drugs. The university fully cooperates with local authorities in dealing with alcohol and illegal drug issues.

NOTE: For persons who have a drug or alcohol related problem that may be alleviated through counseling and intervention, the university will deal with persons through the counseling process rather than through the disciplinary processes if the person voluntarily requests assistance.

### **Important Telephone Numbers**

A number of services are available in the area for persons dealing with an alcohol or other substance abuse addiction. The following are drug or alcohol counseling, treatment & rehabilitation programs:

#### *Out-Patient Programs*

##### *Public Provider*

Drug & Alcohol Commission	717-299-8023
Gate House for Men	717-626-9524
Gate House for Women	717-285-2300

##### *Private Providers*

Lancaster Hogar Crea, Inc.	717-397-8633
Salvation Army	717-397-7565
Vantage – for women	717-291-1020
White Deer Run of Lanc.	866-769-6822
SACA	717-293-4050

Jeremiah Project	717-627-7106
<i>Support Groups</i>	
Alcoholics Anonymous of Lancaster County	717-394-3238
Al-Anon	800-671-5994

### **FERPA Provisions for Student Rights**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the University registrar a written request that identifies the record(s) they wish to inspect. The University official will make arrangements for access and notify the students of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, the official shall advise the students of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Students may ask the University to amend a record that they believe is inaccurate or misleading. A student who wishes to ask the University to amend a record should write the University official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the University decides not to amend the record as requested, the University will notify the student in writing of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the University discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted as its agent to provide a service instead of using Universities employees or officials (such as an attorney, auditor, or

collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

*Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Ave., S.W.  
Washington DC 20202-5920*

### **FERPA-based Definition of Directory Information**

Eastern Mennonite University's current definition of directory information is listed below in accordance with the Family Educational Rights and Privacy Act of 1974 as Amended. Should you wish not to have this information released, please make formal request in writing to the University Registrar prior to September 7, 2007. You must sign and date request. Any request will be honored for the 2007-08 academic year only.

Directory Information may be unconditionally released to the public without the consent of the student, unless he/she has specifically asked that prior consent be obtained before releasing such information. Directory Information includes:

- a student's name
- enrollment status (full-time or part-time)
- address and telephone listing (permanent, local, or residence hall)
- date of birth
- major and minor field(s) of study
- participation in officially recognized activities and sports
- dates of attendance
- degrees, awards, and honors (including Dean's List and graduation honors) received.
- the most recent previous education institution attended by the student.
- student level (first-year, sophomore, etc.)
- degree sought and anticipated graduation date.
- photograph
- email address

Students will be notified each year by the University Registrar's Office as to what is considered Directory Information.

## **Nondiscrimination**

Eastern Mennonite University does not discriminate on the basis of gender, race, color, age, handicap and national/ethnic origin in administration of its employment and educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. As a participant in programs of federally funded financial assistance, EMU is required by Title IX to operate in a manner that does not discriminate on the basis of gender. EMU has adopted grievance procedures providing for the prompt and equitable resolution of student and employee complaints alleging gender discrimination.

EMU's designated coordinator for matters related to non discrimination policies is Dr. Fred Kriss, Provost's office, telephone (540) 432-4105.

## **Open Communication Policy**

### **Purpose**

The purpose of this policy is to clarify expectations for dealing with student complaints.

### **Policy Statement**

Eastern Mennonite University welcomes open communication from students regarding its policies and practices. Student feedback helps administrators determine effectiveness and clarify and improve processes and procedures. If a student has a complaint, such complaint should be communicated to the administrator responsible for the area of the complaint. Most complaints can be dealt with through informal communication between the parties. When a student wishes to lodge a more formal complaint in writing, the *Student Complaint Form* at [http://www.emu.edu/studentlife/studenthandbook/student\\_complaint\\_form](http://www.emu.edu/studentlife/studenthandbook/student_complaint_form) is to be submitted to the administrator of the department which is the subject of the complaint.

The administrator will respond in writing to written complaints, normally within ten days. The administrator will submit copies of the written complaint and response to the president's office for filing and monitoring.

In the event that a student is not satisfied with the response to the complaint, the student may choose to follow the grievance procedure for resolution.

The university recognizes its obligation to ensure that students who make complaints do not suffer adverse treatment as a result of the complaint. In the event that a student alleges such treatment, the student shall be referred to the grievance procedure for resolution and reconciliation.

### **Responsible Party**

Responsibility for this policy lies with the President.

## **Policy Review**

This policy is to be reviewed every five years.

## **Distribution**

1. Faculty/Staff Handbook
2. Student Handbook

*Approved by President's Cabinet, May 21, 2003,  
Revised March 12, 2007, Revised February 11, 2009*

## **Grievance Procedures at Eastern Mennonite University**

The institutional grievance procedures are applicable to all students, faculty and staff of Eastern Mennonite University as well as applicants for faculty, staff or student status. These procedures comply with the requirements of Title IX of the federal Health and Human Services procedures and the general employee grievance policy of Mennonite Education Agency.

The main concern in any grievance is to bring reconciliation and growth in ways that enhance community. To implement this goal, the American Council on Education definition of grievance is adopted:

“Grievable issues are those in which there is the possibility of an error in the institutional policies (or lack of them), in its prescribed procedures for carrying out the policies, in the administration of those procedures or in varying combination of these.” If it is determined that an institutional error has occurred, the second function of the grievance procedure is to provide a process to determine appropriate redress for the grievant.

The first approach to any grievance should be non-adversarial and open, undertaken with careful attention to fostering understanding, problem-solving attitudes. The expectation is that the majority of grievances can be resolved through a flexible process of conflict resolution. These procedures are based on the understanding that differences can be resolved within the institutions of the church without adopting adversarial positions and that the resources of the wider church community are available when mediation is requested. If it is determined that an institutional error has occurred, the second function of the grievance procedure is to provide a process to determine appropriate redress for the grievant. A complete copy of these procedures is available upon request from the President's Office or the Student Life Office.

## **Sexual Harassment**

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and/or verbal or physical conduct or written communications of an intimidating, hostile, or offensive nature, or action taken in retaliation for reporting such behavior,

regardless of where such conduct might occur when: (1) submission to such conduct is made a term or condition of a student's employment or academic progress; (2) submission or rejection to such conduct by a student is used as a basis for academic or employment decisions affecting the student; or (3) such conduct has the purpose or effect of substantially interfering with a student's work or academic performance or creating an intimidating, hostile, or offensive academic environment.

The difference between voluntary sexual relationships and sexual harassment are the elements of coercion, threat and/or unwanted attention that exist in a non-reciprocal relationship.

Any student who believes that he/she has been the recipient of harassment is strongly encouraged to report the alleged occurrence(s) as soon as possible to EMU administrators and if they so desire to the local law enforcement authorities. The complaint coordinators are listed below. There are three avenues to resolve complaints and to stop inappropriate behavior:

- (1) informal problem-solving assistance;
- (2) informal complaint process;
- (3) formal judicial process (for students) or formal grievance process (for faculty/staff).

A complete copy of the EMU Sexual Harassment Policy and Procedures is available upon request from the Student Life Office.

Designated complaint coordinators:

**Complaints against a student**

RN to BS Degree in Nursing Directors,  
Director of Pastoral Studies, or  
Assistant Director of M.A. in Education  
717-397-5190

**Complaints against faculty**

Fred Kniss, Provost  
540-432-4105

**Complaints against staff**

Daryl Bert, Vice President for Finance  
540-432-4107

**Campus Sex Crimes Prevention Act**

The federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, went into effect October 28, 2002. This act requires institutions of higher education to issue a statement advising their campus community where law enforcement agency information provided by their State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice to each institution of higher education in that State at which the person is employed, carries a vocation, or is a student.

Pennsylvania's General Assembly has determined that public safety will be enhanced by making information

about registered sex offenders available to the public through the Internet. Knowledge whether a person is a registered sex offender could be a significant factor in protecting yourself, your family members, or persons in your care from recidivist acts by registered sex offenders. Public access to information about registered sex offenders is intended solely as a means of public protection.

Pursuant to the provisions of Pennsylvania's Megan's Law, 42 Pa.C.S. § 9791 et seq., the State Police has established this web page to provide timely information to the public on registered sex offenders who reside, attend school, are employed/carry on a vocation, within this Commonwealth.

Pennsylvania's Megan's Law, 42 Pa.C.S. § 9799.1, requires the State Police to create and maintain a registry of persons who reside, work/carry on a vocation, or attend school in the Commonwealth and who have either been convicted of, entered a plea of guilty to, or adjudicated delinquent of certain sex offenses in Pennsylvania or another jurisdiction. Additionally, the Pennsylvania State Police is required to make certain information on registered sex offenders available to the public through an Internet website. The Pennsylvania State Police has established this website according to the requirements of 42 Pa.C.S. § 9798.1.

<http://www.pameganslaw.state.pa.us>

## Information Systems Policies

All Eastern Mennonite University students who are granted accounts to any EMU technology system(s) must read and periodically agree to the following *Technology Code of Responsibility for Students*.

By using the EMU network, you are agreeing to the following code of responsibility:

1. I will abide by all EMU Information Systems Policies at [www.emu.edu/is/policies](http://www.emu.edu/is/policies).
2. I will not engage in prohibited activities, including, but not limited to:
  - Using technology resources to threaten or harass others, even as a joke.
  - Using, distributing or propagating chain letters.
  - Knowingly distributing viruses or other malicious code.
  - Attempting to gain access to computers or network accessible resources for which I am not authorized.
  - Transmitting music, movies, or software in breach of copyright over the network.
  - Hosting for-profit activities using EMU resources (e.g. selling items for personal profit, promoting a personal business--with the exception of advertisements in the eClassifieds system on [www.emu.edu](http://www.emu.edu)).
  - Using the EMU network or other technology resources for criminal or malicious activities.
3. Engaging in prohibited activities outlined in the EMU Community Lifestyle Commitment. I will safeguard my account access to EMU systems by:
  - Not allowing others to use my EMU accounts; nor will I use someone else's account.
  - Securing my computer against unauthorized access, including using a password-secured screen saver.
  - Not leaving my computer unattended without securing it by either logging out from it or using a password-protected screen saver.
  - Using strong passwords<sup>1</sup> and not writing them in places where others can easily see them.
4. I will respect all copyright laws by not infringing upon copyrights.
  - The Digital Millennium Copyright Act (DMCA) provides strict rules governing the

use of copyright protected materials.  
[[www.copyright.gov/legislation/dmca.pdf](http://www.copyright.gov/legislation/dmca.pdf)]

### *Some examples of copyright infringement*

- Downloading digital formats of music, videos or other electronic media resources and using/sharing them with others without copyright holder permission.
- Using peer-to-peer networks or similar utilities to download copyright protected music, movies or software without permission from the copyright holder.
- Using corporate logos or corporate owned photos without permission.

### *EMU response to copyright infringement allegations*

- When EMU receives notification of alleged copyright infringements, the computer owner (if computer is not owned by EMU) or the computer user (if the computer is owned by EMU) will face disciplinary actions outlined in the [Responsible Use of Technology Resources Policy](#).
5. I will report any suspicious activity related to electronic equipment or information systems to the Information Systems Helpdesk.

Students will periodically be prompted during the network login process to affirm that by using the EMU network they are agreeing to this code of conduct.

## **Selling and Soliciting**

Students wishing to make sales presentations to individuals or groups on campus need to secure permission from the Administrative Team. Off-campus sales personnel are not permitted to sell to students on campus. Marketing of credit cards is prohibited.

## **Inclement Weather Policy**

In the event of class cancellation because of weather, announcements will be made over local WGAL television station, posted on EMU at Lancaster's website and a combination of email and phone notification. Due to the nature of non-traditional classes, rescheduling of classes will be arranged by the instructor. Students should use good judgment about whether they can safely drive to campus when there are bad weather conditions in their area and classes are not canceled. Students who miss classes because of weather are expected to contact their instructors as early as possible. All class assignments should be made up within a week of the missed classes unless otherwise arranged with the instructor.

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<sup>1</sup> Refer to EMU strong password recommendation at [www.emu.edu/is/wiki/index.php/Password#Royal\\_Password](http://www.emu.edu/is/wiki/index.php/Password#Royal_Password)

## Section Three

### Student Services

#### For Students in All Programs

This student services section contains information ranging from the practicalities of financial concerns such as how and where to pay bills, to information sources such as library and computers on campus. You'll want to read carefully so that you are informed of the possibilities in advance!

EMU at Lancaster office hours:  
Monday - Friday, 8:00 a.m. to 5:00 p.m.

#### Academic

##### Advising and Advocacy

Non-traditional students have specialized needs. An Administrative staff person for each of our programs have been identified as an advocate for the students in their programs; the RN-BS Degree student advisor is Laura A. Aponte, the Pastoral Studies student advisor is Mark R. Wenger, and the MA in Ed student advisor is Pamela Rutt or Donald Steiner.

##### Faculty Office Hours

Faculty maintain irregular office hours but are available for conferences with students. Please call ahead to schedule an appointment with your instructor or advisor.

##### Academic Support

Perhaps the first lesson one learns at EMU is that there are skills involved in mastering the curriculum and assignments. Contact your student advisor for any academic support needs you may require. The student advisors advocate for conditionally admitted students as well as for students with learning disabilities or attention deficit disorders to assist them in meeting their academic goals.

##### Library Resources

<http://www.emu.edu/library>

<http://www.emu.edu/library/distlearn.html>

Reference Desk: 540-432-4185

Circulation Desk: 540-432-4175

Toll Free number: 800-205-9996

See website for current hours of operation.

Lancaster Library Assistant: Gloria Shenk Kniss  
EMU at Lancaster maintains a limited library of resources.

Your EMU ID is required when checking out materials. EMU faculty, staff and students also have access to materials not owned by EMU through interlibrary loan.

EMS at Lancaster has signed Memos of Understanding with a number of local theological schools providing library access for our Seminary and Pastoral Studies students.

Hartzler Library supports the academic mission of EMU by providing access to a wide variety of books, journals, videos, DVDs and electronic resources.

The library website (<http://www.emu.edu/library>) is your gateway to the resources available at the Hartzler Library and through the Research Databases.

Information for students in off-campus programs is available at the library website.

(<http://www.emu.edu/library/distlearn.html>)

Sadie, the online catalog, gives information about the Hartzler Library holdings. You may request items EMU owns through Sadie. The Research Databases link on the library website provides access to a wide variety of databases, many of which provide access to full-text journal articles. You will need to log into the EMU proxy server in order to use most of these databases off-campus. Your EMU Royals username and password will get you into the proxy server. If you do not have an EMU Royals account, call the Reference Desk for access information at 540-432-4185

See APPENDIX A

*Check In – Check Out Instructions*

See APPENDIX B

*Library Resources -Lancaster*

See APPENDIX C

*Library Resources - Bible, Religion & Theology*

See APPENDIX D

*Library Resources – ADCP Nursing*

##### Student Disability Support Services

<http://www.emu.edu/academicsupport/>

Phone: 540-432-4233 or 4254

Office Hours: Monday - Friday 8:00a.m – 4:30p.m.

EMU at Lancaster students who have disabilities are served through the Student Disability Support Services (SDSS) Office.

EMU promotes equal educational opportunities and full participation for persons with learning disabilities, attention disorders, emotional and physical disabilities. Students are provided access through reasonable accommodations in the academic program. According to Section 504 of the Rehabilitation Act of 1973, “students with documented disabilities may request modifications, accommodations or auxiliary aids which will enable them to participate in and benefit from all post secondary educational programs and activities.” This was confirmed and strengthened by the Americans with Disabilities Act of 1990. Faculty and staff support individual students needing reasonable

accommodations in classroom policies and procedures due to documented needs. The faculty and staff also foster the development and use of strategies which promote independence and personal success.

Students with disabilities should initiate contact with Student Disability Support Services Office *immediately upon acceptance* to EMU so it can be processed prior to registration. Disclosure of a disability is voluntary. However, students need to identify their disabilities and provide appropriate documentation if they wish to obtain reasonable and appropriate accommodations. EMU prefers that documentation be no more than three years old. All documentation is confidential and is kept in the SDSS Office. Only upon a student's written release can SDSS verify a specific disability and make recommendations for necessary accommodations. Students who wish to appeal a decision on their accommodations may use the University grievance procedures.

Non-documented students who exhibit several indicators of learning or attention disorders should make an appointment with their student advisory. Referrals for additional evaluation can be made to community assessment resources, if needed.

#### **Registrar's Office**

[www.emu.edu/registrar](http://www.emu.edu/registrar)

The Registrar's Office hours:

Monday - Friday, 9:00 a.m. to 4:00 p.m.

Phone: 540-432-4110

Email: [registrar@emu.edu](mailto:registrar@emu.edu)

#### **Grades**

Grades are available to students through the [my.emu.edu](http://my.emu.edu) within one week from the date they are submitted to the university registrar's office. Payment of account is required for the release of grades.

#### **Registration**

Course registration materials will be provided through the respective programs and/or website. Due to the non-traditional nature of EMU at Lancaster classes, see your program specific handbook for withdraw policies and procedures.

#### **Transcripts**

To assure confidentiality of academic records, all requests for official transcripts must be submitted by the student in writing. Requests should be made to the university registrar's office, allowing one week for processing. There is a \$5 charge for each transcript.

For instructions of how to request an official transcript, go to: [www.emu.edu/registrar/transcripts/](http://www.emu.edu/registrar/transcripts/) You may submit your signed form and fee to be included in inter-office mail at the Lancaster office.

NOTE: If a student requests to have a transcript faxed to another location, the university registrar's office carries no responsibility for the confidentiality of the record and may charge an additional fee for the fax transmission.

### **Financial**

#### **Business Office**

[www.emu.edu/businessoffice](http://www.emu.edu/businessoffice)

EMU at Lancaster has program and course specific tuition, fees and payment policies. Please refer to the program handbook in which you are enrolled, for more detailed information or contact the Administrative Assistant for the program of enrollment.

The Business Office hours:

Monday - Friday, 9:00 a.m. to 4:00 p.m.

Toll Free Number: 888-368-2327

The Student Accounts staff welcomes the opportunity to answer any questions you may have concerning your accounts and to help you explore ways of meeting payment due dates. A cashier is available to answer questions concerning your student account. Please have your Student ID number available for each transaction.

Unpaid accounts may be subject to the following:

1. Grades, transcripts, enrollment, class attendance and diploma will be denied
2. Monthly finance charge of 1.5% (18% annually) will be assessed
3. Delinquent accounts will be reported to the Credit Bureau
4. Collection and/or attorney fees necessary for collection of unpaid accounts will be paid for by the debtor

For information regarding refunds of credit balances, please contact the main campus business office.

#### **Credit Card Payments**

EMU accepts most major credit cards via our partner, Tuition Management Systems. (Please note a fee will be assessed for this service.) A monthly payment plan is also available through Tuition Management Systems for specific programs. For additional information visit [www.afford.com](http://www.afford.com) or speak with a consultant at 800-722-4867.

Each student has two accounts: a tuition account for tuition and a miscellaneous account for charges such as field trips and graduation fees. Statements will be mailed monthly to independent students.

### **Payment Policy**

Tuition and fee charges less processed financial aid are due on or before the first class session or the beginning of each semester. Please refer to your program specific handbook for specific details.

Unpaid accounts may be subject to the following:

1. Grades, transcripts, enrollment, class attendance and diploma will be denied
2. Monthly finance charge of 1.5% (18% annually) will be assessed
3. Delinquent accounts will be reported to the Credit Bureau
4. Collection and/or attorney fees necessary for collection of unpaid accounts will be paid for by the debtor.

### **Refunds and Withdrawal Policy**

When a student withdraws from a program, or changes enrollment to fewer credit hours, certain procedures must be followed and the student may be eligible for a partial refund of tuition payments.

Aid recipients who change their course registration after the beginning of each semester must notify the financial assistance office. Enrollment status is very important to aid eligibility. Students who withdraw must also notify the financial assistance office. Financial aid refunds due to withdrawal are calculated using percentage of the term not completed as dictated by federal aid regulations. More information about aid adjustments and refunds due to change in enrollment status, may be obtained from the Financial Assistance Office.

### **Financial Aid Office**

[www.emu.edu/financialaid](http://www.emu.edu/financialaid)

EMU at Lancaster students have program specific financial assistance options. Consult your program handbook and/or the Administrative Assistant to your program for additional information. 717-397-5190

Financial aid Office hours:

Monday - Friday, 9:00 a.m. to 4:00 p.m.

Toll Free Number: 800-330-9683

### **Technology**

#### **Technology Fee**

\$25 per enrolled student per term (Fall, Spring and Summer). Refunds will be assessed at same rate as the corresponding tuition refund.

#### **Identification Cards**

An ID card is issued to each undergraduate and graduate student upon enrollment in a program.

#### **Printing Services**

A copier is available for student use, in the student resource area. The copier is also a network printer LANC\_05.

The fees are as follows:

- |                       |                   |
|-----------------------|-------------------|
| ▪ Scanning            | Free              |
| ▪ Printing or Copying | 5 cents per page  |
| ▪ Color printing      | 10 cents per page |

### **Telephone & Fax Service**

The public use telephone located in the Café area gives access to local service.

A plain-paper fax machine is available during regular hours. The main EMU at Lancaster fax number is 717-397-5281. A cover sheet is recommended.

Prices are:

- No charge for local or 800 # faxes
- Long distance call faxes: \$ .50 per page
- International faxes: \$1.00 per page
- Prices are subject to change

### **Information Systems**

[www.emu.edu/is](http://www.emu.edu/is)

Help Desk hours:

Monday - Friday, 8:00 a.m. to 5:00 p.m.

Phone: 540-432-HELP (4357)

Email: [helpdesk@emu.edu](mailto:helpdesk@emu.edu)

The Office Manager is the on-site liaison for the Lancaster site technology needs and provides limited helpdesk assistance.

Students expect a high level of access to computers, networks, and digital information as part of their university experience. EMU encourages that expectation and aspires that its graduates display a level of computer proficiency that will prepare them for graduate school or professional life. Students are encouraged to bring their own computer to ensure adequate access to computing services.

All Eastern Mennonite University students who are granted accounts to any EMU technology system(s) must read and periodically agree to the *Technology Code of Responsibility for Students*.

*See Information Systems Policies, Section Two, pg.20*

EMU at Lancaster provides a number of computers for student access. These are located in student library area, which is open to all students. These computers default printer is the copier

Wireless Access is available for all our students. You will need your Royals username and password to initiation and configure your access. Detailed instructions are available on the Information Systems main webpage <http://www.emu.edu/is/>.

Direct Links to wireless and printer installation instructions:

[Wireless instruction](#)

[Lancaster Printer Installation](#) helpZone

## **Personal**

### **Health Services**

EMU at Lancaster does not provide formal health services. A stocked first aid kit is provided in office workroom.

### **Disability Services**

Students with disabilities should register their necessary documentation with Student Disability Support Services Office.

See *Student Disability Support Service*, Section Three, Academic, pg. 21.

### **Dining Services**

EMU at Lancaster has a small equipped kitchen including refrigerator, microwave and vending machines. Please label any items in the refrigerator with your name or they are considered available for anyone to consume or discard. Each classroom is equipped with coffee, tea and a microwave for your use. Information regarding local restaurants and eateries are available on the student information bulletin board.

### **Safety and Security Guidelines**

The Greenfield Corporate Center enjoys a relatively low crime rate. However, it is the responsibility of every member of the EMU community to take reasonable precautions for maintaining personal safety as well as the safety of others.

Security Emergencies: notify the police, call 911  
Security Concerns may be addressed to:  
Office Manager (or Staff / Faculty on duty)

The following information is designed to give you “how to” information on staying safe and responding to emergencies should they occur.

### **Protect Your Car**

Lock your car and take the keys. Many car burglaries and car thefts occur because the owner did not take time to secure the car. Don’t make your car a target of opportunity by leaving it open to all who care to enter.

Do not park in isolated, dark places if these areas can be avoided. Park where there are people about and where the car will be lighted.

Do not leave items of value unattended in your car. Expensive cameras, stereo equipment, and even textbooks and clothing left on the seat of an unattended car are invitations to theft. If you must leave items in your car, store them in a locked trunk.

### **Protect Yourself in Public Areas**

Do not leave your belongings unattended in public areas such as hallways and classrooms in academic buildings; and public restrooms. If you want to keep it—keep it with you!

### **Fireworks**

The use or possession of fireworks is prohibited on the university property. Because of safety concerns, violators may be fined and/or assigned other disciplinary outcomes.

### **Weapons**

The use or possession of firearms, explosives, knives, bows, flammable material or weapons of any kind (including BB, pellet, or paintball guns) is prohibited on the university property or at any university-related function. Should any of these items be needed on campus for educational purposes requests and permission must be arranged and authorized in writing by the directors.

### **Emergency Guidelines**

The following guidelines apply to emergency conditions on site. It is not possible to establish procedures for every conceivable type of emergency, but these guidelines can be used for any similar emergency or hazardous situation. Please review them frequently so you will be prepared in an emergency.

#### *Fire*

If you hear a fire alarm, leave the building immediately. Cooperate with all staff members and other authorities. Do not reenter the building until you are given permission to do so. If you discover a fire, sound an alarm and call **911** for the fire department immediately. Emergency numbers and evacuation instructions are posted in each classroom and public areas of the Lancaster facility.

See APPENDIX G ~ *EMU at Lancaster Emergency Procedures and Evacuation Plan*

#### *Bomb Threats*

Notify the police and staff immediately if you receive a bomb threat. You will be notified as to whether or not the building will be evacuated.

#### *Medical Emergencies*

For any situation requiring emergency medical assistance on campus, call the Rescue Squad at **911**. Notify the Office Manager or Faculty/Staff on duty immediately.

#### *Facilities*

If you observe what you consider to be a hazardous condition in or around the facility, notify the Office Manager or Faculty / Staff on duty.

**Crime Report Statistics**

Detailed statistics are available on the Pennsylvania State Police web site, searchable by County (Lancaster) and by Municipality (East Lampeter Twp.).

<http://ucr.psp.state.pa.us/UCR/Reporting/RptMain.asp>

East Lampeter Twp. Crime Alerts are available at:

<http://www.eastlampetertownship.org/eastlampeter/site/default.asp>

EMU Cleary Campus Security Report

<http://www.emu.edu/physical-plant/security/>

**Crime Prevention**

Crime prevention is essentially being aware of your environment and being alert to and avoiding those situations that could make you vulnerable to crime.

**Sexual Assault Support Services**

In the event of sexual assault and/or acquaintance rape contact:

Medical Assistance.....

Visit or call the emergency rooms at

Lancaster General Hospital 717-290-5511

Lancaster Regional Med. Ctr. 717-291-8211

File a Report with the University.....

RN to BS Degree in Nursing Directors

MA in Education Assistant Director

Pastoral Studies Director

NOTE:

Reports are confidential and will remain anonymous if desired.

File a Report with the Police.....

Emergency Number 911

Non-Emergency Number 717-661-1180

800-957-2677

Counseling Services.....

Lancaster Helpline 717-299-4855

Samaritan Counseling Ctr. 717-560-9969

YWCA Sexual Assault Prevention

& Counseling Center 717-392-7273

**Liability**

Students are expected to respect the rights and property of others and to use campus facilities in a responsible manner. Costs of damage to university property are charged to the account of the student responsible for the damage. Students assume responsibility for damaged property and should report it promptly to the Office Manager.

*EMU is not liable for the loss of money or valuables or the loss of or damage to any person's private property on the campus due to fire, water, or theft.* Students should insure their personal property through their own policy.

**Mediation Service**

A confidential and voluntary process that helps people in conflict discuss issues, identify needs, and settle problems with the help of impartial, trained mediators. Mediation services are available to persons experiencing conflict with another student, faculty, or staff person can be arranged by contacting the director of your program.

Mediation offers a healthy, constructive alternative for conflict resolution, usually requiring only one or two sessions.

**Spiritual Ministries**

The joys, disciplines and challenges of the Christian life are upheld and affirmed as central to life at Eastern Mennonite University. Within the campus community, students, faculty and staff are called and equipped "for the work of ministry, for building up the body of Christ, and for becoming mature people, reaching to the very height of Christ's full stature" (Eph. 4:12-13).

Each student is strongly encouraged to become involved in a wide variety of opportunities for spiritual growth, relationship building, service, leadership development and encouragement.

**Congregational Involvement**

Students are encouraged to worship with and become involved in one of the many congregations in the Lancaster area.

**Pastoral Care**

Students are encouraged to develop a relationship with a local church for pastoral care.

## **Other Main Campus Resources**

### **Campus Ministries**

[www.emu.edu/studentlife/campusministries](http://www.emu.edu/studentlife/campusministries).

Campus pastors welcome e-mail, phone and website interaction with any EMU student. Feel free to check out the campus ministries program and pastoral services at or contact one of the pastors directly.

<http://www.emu.edu/personnel/departments/show/campusministries?ssi=campusministries>

### **Career Services**

<http://www.emu.edu/careers/>

Office hours:

Monday - Friday, 8:30 a.m. to 3:30 p.m.

Phone: 540-431-4131

Off campus students are invited to check the Career Services home page at the above listed address. Individual assistance includes job search tips, preparation of a resume, writing a cover letter, coaching through the job search process, information about job listings and graduate schools.

### **Counseling Services**

<http://www.emu.edu/studentlife/counseling/>

Phone: 540-432-4317

The Counseling Center maintains contact with a network of on and off-campus counseling professionals who can provide specialized services for the student in time of crisis or acute needs.

### **Vehicle Registration on Main Campus**

You are responsible for following the Parking Rules and Regulations listed at

[www.emu.edu/physicalplant/parking](http://www.emu.edu/physicalplant/parking). For information about parking on campus refer to [www.emu.edu/map](http://www.emu.edu/map).

## **Miscellaneous**

### **EMU at Lancaster Access**

During business hours, the site will be open to students, employees, contractors, guests, and invitees. During non-business hours access to the facility is by key only, or by admittance via the appropriate departmental contact.

### **Reserving and Using Campus Facilities**

Permission to use a specific classroom can be arranged through the Office Manager and by completing an "Application for use of Facilities and Services."

## **APPENDIX A**

### **To Check out and Check in Library Books**

Preliminary steps: (if WorkFlows is already running or minimized, skip these steps and go directly to Check Out or Check In books below.

- With Computer on double Click on the “WorkFlows” icon
- A dialog box will open
  - For User ID type “LANCASTER”
  - The PIN is “REDROSE”

It will take a few minutes for the program to load.

### **To Check out Books:**

- The Common Tasks menu will open (if not open click on the down arrows to open the menu) and click on the first Icon (a rubber stamp) for Check out
- Enter your student ID in the User ID box, click “Get User Information” or Enter (NOTE: if the system returns a message of “User not found”, you may be new to the library system or you may no longer be in the system for various reasons and we will need to call the library to activate your account.)
- Your account will appear, in the box “Item ID,” scan in the barcodes of the books you would like to check out. You may also type in the barcode numbers; be sure to hit enter so the item registers.
- When you are finished be sure to click the “Close” button to close out your account.

### **To Check in Books:**

- On the common Tasks Menu the second Icon (Discharging) is used to check books back in.
- Click on the Icon
- Scan in or type in the Barcode for each book you want to return. If you type in the barcode be sure to hit enter to register the action.
- Close the window when you are finished.

### **To Renew Books:**

- On the Common tasks Menu you can choose to use Renew Item (when you have books in hand) or renew user to renew all of your items.
- When you choose Renew Item you can scan each item or type in the barcode
- When you choose Renew User, you’ll type in your student ID. The computer will ask you if you want to renew all your items or select the one you want to renew. Click “Renew Selected Items”.

### **Closing Workflows**

To Close Workflows you must have all windows closed. Click on the X in the upper right hand corner. The system will ask you if you want to halt, click yes.

**After books are successfully checked in, please place in book return bin.**

**If you need assistance, check with Gloria Kniss or call the Hartzler Library (1-800-205-9996) and ask for Jennifer Ulrich.**

## APPENDIX B

### Library Resources

<http://www.emu.edu>

<http://www.emu.edu/library>

### Books

#### Sadie, the Online Catalog -- **Materials owned by EMU including ebooks.**

You can request materials be sent up from the main campus through Sadie. You will need your EMU ID number to request items. These items will be delivered by courier or mailed to EMU at Lancaster.

EMU-Lancaster has a small collection of resources listed in Sadie.

#### Access Pennsylvania -- <http://www.accesspa.state.pa.us/>

A union catalog of materials owned by PA libraries. Check with your local library about borrowing materials you find in Access Pennsylvania.

### WorldCat

WorldCat is an online database of materials owned by the majority of libraries worldwide and is generally used to find books. EMU library holdings are listed.

### Articles

This is a list of the indexes which should be the most helpful to you when working with Education topics.

- ERIC
- Education Research Complete
- Education Index through Wilson OmniFile Mega
- PsycINFO
- Academic Search Complete
- Academic OneFile

### Interlibrary Loan – accessing materials not owned by EMU

Anyone using ILL will need an ILLiad account, use your EMU Royal username and password to login. <https://illiad.emu.edu/illiad/logon.html> Your ILLiad account is where you can find request forms and see the status of your requests. Check out <http://www.emu.edu/library/interlibrary-loan/> for more information on ILL.

### Off-Campus Access

For accessing resources from off-campus students must log on using their royal username and password.

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Contact the Helpdesk 540.432.4357 or [helpdesk@emu.edu](mailto:helpdesk@emu.edu) if you do not know your Royal username and password.

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#### More Information:

Information for off-campus students

<http://www.emu.edu/library/distlearn.html>

Reference Desk 1.800.205.9996

Live Chat Option available on library website.

#### Contact information:

Jennifer Ulrich 540.432.4173

[ulrichjm@emu.edu](mailto:ulrichjm@emu.edu)

Stephanie Bush 540.432.4170

[stephanie.bush@emu.edu](mailto:stephanie.bush@emu.edu)

## APPENDIX C

### EMS at Lancaster

#### Library Resources – Bible, Religion, Theology

[www.emu.edu/library](http://www.emu.edu/library)

#### Books

**Sadie, the Online Catalog** -- Materials owned by EMU including ebooks.

You can request materials be sent up from the main campus through Sadie. You will need your EMU ID number to request items. These items will be delivered by courier or mailed to EMU at Lancaster.

EMU-Lancaster has a small collection of resources listed in Sadie.

**Libraries in the area** that have granted library privileges to EMS at Lancaster students

- Lancaster Theological Seminary
- Lancaster Mennonite Historical Society
- Biblical Seminary, Hatfield, PA

**Access Pennsylvania** -- <http://www.accesspa.state.pa.us/>

A union catalog of materials owned by PA libraries. Check with your local library about borrowing materials you find through Access Pennsylvania.

#### WorldCat

WorldCat is an online database of materials owned by the majority of libraries worldwide and generally used to find books. EMU library holdings are listed.

#### Articles

The following databases provide access to journal articles in the field of religion & theology. Off-campus access is available through the proxy server which users login to using their Royal username and password.

**Religion and Theological resources** (Under “Search by Subject”, click “Bible & Religion”)

- ATLA Religion Database with ATLASerials
- Christian Periodical Index
- Religious and Theological Abstracts

**General resources** (Under “Search by Subject”, click “General”)

- Oxford Reference Online – provides access to numerous reference sources such as the Oxford Encyclopedia of the Reformation and the Oxford Companion to the Bible.
- Academic Search Complete and Academic OneFile/General Onefile are databases which provide coverage on a wide variety of disciplines including religion & theology. Both provide access to full-text articles.
- Wiley Online library – provides access to several journals including Modern Theology, Journal for the Scientific Study of Religion, Dialog: A Journal of Theology, and Zygon®
- JSTOR – access to a wide range of journals and mostly back issues including Church History, Journal of Biblical Literature, & The Journal of Religion.

**Interlibrary Loan** – accessing materials not owned by EMU

EMU library can be your agent of Interlibrary loan, borrowing materials from other libraries. You may find Access Pennsylvania to be a faster option.

There are online forms available (one for books and one for articles) at the library’s web site.

<http://www.emu.edu/library/interlibraryloan.html>

**More Information for off-campus students**

<http://www.emu.edu/library/access/>

**Contact information:**

Jennifer Ulrich -- Email [ulrichjm@emu.edu](mailto:ulrichjm@emu.edu) - Phone 540.432.4173

Reference desk phone 540.432.4185 or 1.800.205.9996

## APPENDIX D

### ADCP Nursing Library Resources

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#### Virtual Library Tour

EMU: → <http://www.emu.edu>  
EMU library: → <http://www.emu.edu/library>  
→ Sadie, the Online Catalog  
→ Research Databases

- **Finding information in books**
  - **Sadie, including ebooks through NetLibrary**
  - **WorldCat – holding by libraries worldwide**
- **Finding articles in journals**
  - **CINAHL (Cumulative Index to Nursing & Allied Health Literature) w/ full text**
  - **Medline w/ full text**
  - **Wiley Blackwell**
  - **Health Source/Academic edition**
  - **PsycINFO**
  - **Other general indexes**

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#### Off-Campus access

For accessing resources from off-campus students must log on using their royal username and password. The library supplies a generic username and password for students who do not use their Royal accounts.

**Username: sadie**

**Password: (check with your professor or program coordinator for the password)**

For security reasons the library changes the generic password in January, May and September. You may contact the library or your program director for the new password.

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#### Finding Research Articles –

In CINAHL you can limit publication type to Research. Check the abstracts; they may list the objectives, methods, and results of a study.

- **A to Z list of periodical titles** – list of journal holdings both in print and those available electronically.
- **Interlibrary Loan – provides access to resources EMU does not own**
  - Submit requests through electronic form
  - Articles are generally sent electronically and are made available to the patron electronically
  - You will be notified via email when materials are available
- **Passport to Information Literacy**  
([http://www.emu.edu/library/tutorials/Tutorial\\_dist/home.htm](http://www.emu.edu/library/tutorials/Tutorial_dist/home.htm))

- **Health Sciences Library Lancaster General College of Nursing & Health Sciences**  
[http://www.lancastergeneralcollege.edu/content/Health\\_Sciences\\_Library.htm](http://www.lancastergeneralcollege.edu/content/Health_Sciences_Library.htm)

### **Nurse Theorists Online**

Videos featuring nurse theorists and information about their work. These are available from the library's website at the Nursing & Pre-Med page.

<http://www.emu.edu/library/databases-by-subject/nursing-pre-med/>

You will need to have QuickTime installed on your computer to use these videos.

- Click on the link to Nurse Theorists Online (you may be asked to login to the Hartzler library Research databases. Your Royal username and password or the generic one should work)
- Choose "Take me to my subscriptions"
- Choose "Nurse Theorists: Portraits of Excellence (Volume I)"
- Choose the program you wish to view
- Choose from the menu on the left to view the video

### **Off-Campus Access**

For accessing resources from off-campus students must log on using their royal username and password.

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Contact the Helpdesk 540.432.4357 or [helpdesk@emu.edu](mailto:helpdesk@emu.edu) if you do not know your Royal username and password.

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#### **More Information:**

Information for off-campus students

<http://www.emu.edu/library/distlearn.html>

Reference Desk 1.800.205.9996

Live Chat Option available on library website.

#### **Contact information:**

Jennifer Ulrich 540.432.4173

[ulrichjm@emu.edu](mailto:ulrichjm@emu.edu)

Stephanie Bush 540.432.4170

[stephanie.bush@emu.edu](mailto:stephanie.bush@emu.edu)

## APPENDIX E ~ Writing Standards – Undergraduate Level (Grid Version)

<b><u>Criteria</u></b>	<b>A <i>excellent</i></b>	<b>B <i>good</i></b>	<b>C <i>minimal expectations</i></b>	<b>D to F <i>below expectations; may be unacceptable</i></b>	<b><u>Comments</u></b>
<b>Content</b> <i>(quality of the information/ideas and sources/details used to support them)</i>	- shows clarity of purpose - shows depth of content - applies insight and represents original thinking -demonstrates quality and breadth of resources	- shows clarity of purpose -shows substantial information and sufficient support - represents some original thinking -uses quality resources	-shows clarity of purpose -lacks depth of content and may depend on generalities or the commonplace - represents little original thinking -uses mostly quality resources	-lacks clear purpose - is superficial in content - lacks original thinking -uses resources of poor quality - includes factual or logical errors -may not follow the instructions in content or length	
<b>Structure</b> <i>(logical order or sequence of the writing)</i>	- is coherent and logically developed -uses very effective transitions	-is coherent and logically developed -uses smooth transitions	-is coherent and logically (but not fully) developed -uses some awkward transitions	-uses inadequate, irrelevant or illogical development and transitions	
<b>Style</b> <i>(appropriate attention to audience: effective word choice, sentence variety, voice; appropriate level of formality for academic writing vs. informal text messages and email)</i>	- is concise, eloquent, and rhetorically effective - composes varied sentence structure	- displays concern for careful expression - composes some varied sentence structure	- displays some personality <u>but</u> lacks imagination and may be stilted - composes little varied sentence structure - frequently uses jargon and clichés	- is simplistic - composes ineffective sentence style - applies limited vocabulary with jargon and clichés - is clearly below expectations for college students	
<b>Conventions</b> <i>(adherence to grammar rules: usage, mechanics)</i>	- composes well-constructed sentences - makes virtually no errors in grammar and spelling - makes accurate word choices	- almost always composes well-constructed sentences - makes minimal errors in grammar and spelling - makes accurate word choices	- usually composes well-constructed sentences - makes several errors - makes word choices that distract the reader	- does not compose well-constructed sentences - confuses readers with many errors - makes frequent inappropriate word choices	
<b>Source Integrity</b> <i>(appropriate acknowledgment of sources used in research)</i>	- cites sources for all quotations - credible paraphrases, cited correctly - includes reference page - makes virtually no errors in documentation style	- cites sources for all quotations - credible paraphrases, usually cited correctly - includes reference page - makes minimal errors in documentation style	- cites sources for all quotations - mostly credible paraphrases, sometimes cited correctly - includes reference page - makes several errors in documentation style	- does not cite sources for all quotations - less than credible paraphrases, often not cited correctly -little to no evidence of source usage - may not include a reference page or is very weak - makes many errors in documentation style	
The weighting of each of the five areas is dependent on the specific written assignment and the teacher's preference. Plagiarism occurs when a person presents as one's own "someone else's language, ideas, or other original (not common-knowledge) material without acknowledging its source" (adapted from Council of Writing Program Administrators).					<b><u>Grade</u></b>

**APPENDIX F ~ Writing Standards – Graduate Level (Grid Version)** *(piloted 2011)*

<b>Criteria</b>	<b>A excellent</b>	<b>B good</b>	<b>C minimal expectations</b>	<b>Comments</b>
<b>Content</b> <i>(quality of the information, ideas and supporting details.)</i>	- shows clarity of purpose - offers depth of content - applies insight and represents original thinking	- shows clarity of purpose - offers substantial information and sufficient support - represents some original thinking	- shows clarity of purpose -lacks depth of content and may depend on generalities or the commonplace - represents little original thinking	
<b>Structure</b> <i>(logical order or sequence of the writing)</i>	- is coherent and logically developed -uses very effective transitions	-is coherent and logically developed -uses smooth transitions	-is coherent and logically (but not fully) developed -has some awkward transitions	
<b>Rhetoric and Style</b> <i>(appropriate attention to audience)</i>	- is concise, eloquent and rhetorically effective - uses varied sentence structure -is engaging throughout and enjoyable to read	- displays concern for careful expression - uses some variation in sentence structure -may be wordy in places	- displays some originality <u>but</u> lacks imagination and may be stilted - uses little varied sentence structure - frequently uses jargon and clichés -uses generally clear but frequently wordy prose	
<b>Information Literacy</b> <i>(locating, evaluating, and using effectively the needed information as appropriate to assignment)</i>	- uses high-quality and reliable sources - chooses sources from many types of resources - chooses timely resources for the topic - integrates references and quotations to support ideas fully	- uses mostly high-quality and reliable sources -chooses sources from a moderate variety of types of resources -chooses resources with mostly appropriate dates - integrates references and quotations to provide some support for ideas	-uses a few poor-quality or unreliable sources -chooses sources from a few types of resources -chooses a few resources with inappropriate dates -integrates references or quotations that are loosely linked to the ideas of the paper	
<b>Source Integrity</b> <i>(appropriate acknowledgment of sources used in research)</i>	- cites sources for all quotations - cites credible paraphrases correctly - includes reference page - makes virtually no errors in documentation style	- cites sources for all quotations - usually cites credible paraphrases correctly - includes reference page - makes minimal errors in documentation style	- has sources for all quotations - has mostly credible paraphrases, sometimes cited correctly - includes reference page with several errors -makes several errors in documentation style.	
<b>Conventions</b> <i>(adherence to grammar rules: usage, mechanics)</i>	- uses well-constructed sentences - makes virtually no errors in grammar and spelling - makes accurate word choices	- almost always uses well-constructed sentences -makes minimal errors in grammar and spelling - makes accurate word choices	- usually uses well-constructed sentences - makes several errors - makes word choices that distract the reader	
The weighting of each of the six areas is dependent on the specific written assignment and the teacher's preference. Plagiarism occurs when one presents as one's own "someone else's language, ideas, or other original (not common-knowledge) material without acknowledging its source" (adapted from Council of Writing Program Administrators).				<b>Grade</b>

## EMU at Lancaster Emergency Procedures

Emergency Number	On-campus phone
Police/Fire/Medical Emergency	911
After hours maintenance hotline	(717) 293-4404

**Your location: Eastern Mennonite University at Lancaster, 1846 Charter Lane**

### Fire

- Alert others in building.
- Call 911.
- **Everyone must always evacuate** the building when an alarm is activated to designated gathering point and follow instructions from the administrative team. Remain calm and assist others.
- Do not take time to turn off computers.
- Confine the fire by closing all doors and windows if possible.
- Extinguish the fire if you have been trained and it is safe to do so.
- Do not re-enter until authorized to do so by emergency personal or the administrative team.

### Weather emergency

- The administrative team coordinates response. (After notification through official EMU communication.)
- **Seek shelter inside a building** until notified by university officials that it is safe to leave.
- If flooding occurs, seek higher ground and avoid walking through standing or moving water.
- Stay away from electrical lines and devices.

### Official EMU Communications

**Campus emergency? EMU will communicate through these methods:**

- Critical Information Alert on EMU at Lancaster home page
- E-mail to primary and secondary e-mail accounts
- Blackboard announcement in cohort commons for RN to BS degree
- Local media/WGAL channel 8

### Hostile Intruder

- Remain calm; do not engage the intruder.
- If safely possible, try to escape the area quickly and quietly.
- If attempting to escape, do not carry phones or other objects in your hands. **Keep hands elevated and open palms** when moving through open areas.
- If you cannot safely exit the building, seek shelter in a room where doors can be locked or barricaded securely.
- **If intruder is inside**, raise blinds, **if intruder is outside**, lower blinds, close and lock windows, remain out of sight, turn off lights.
- Once secured inside, take cover behind concrete walls, thick desks, filing cabinets, away from windows and doors.
- Remain quiet, **turn off cell phone ringer**, and assist others if they are injured.
- Only one person from the room should call 911. Provide location, intruder location and condition of others. If you cannot speak, leave the line open so the dispatcher can hear what is going on.
- Do not respond to any unfamiliar voice commands until you are sure they are coming from a police officer.
- Do not open the door until you are positive it is a police officer or recognized campus official coming to help you.

### Emergency Preparedness

Review EMU's comprehensive safety plan at [www.emu.edu/crisisplan](http://www.emu.edu/crisisplan)



*at Lancaster*

