



# EASTERN MENNONITE UNIVERSITY

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## Student Handbook 2011-12

### Campus/Emergency Numbers

inside front cover

### Table of Contents

|   |            |
|---|------------|
| President's Message and Mission Statement | 2          |
| EMU Organizational Chart 2011-2012        | 3          |
| EMU Board of Trustees                     | 4          |
| Parents Council                           | 5          |
| Local Prefixes and Zip Codes              | 6          |
| EMU Street Addresses                      | 6          |
| STUDENT HANDBOOK FOR ALL PROGRAMS         | 7          |
| COMPLETE TABLE OF CONTENTS                |            |
| Telecom Handbook/Procedures               | 80         |
| Campus Map                                | back cover |

Eastern Mennonite University does not discriminate on the basis of gender, race, color, age, disability 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.

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.

Credits: Jessica Garwood, editor; Jon Styer, cover design. Eastern Mennonite University is certified to operate in Virginia by the State Council of Higher Education for Virginia.

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

## President's Message

Welcome to the Eastern Mennonite University community! Each year nearly 1,500 undergraduate and graduate students, plus more than 300 faculty and staff, come together to study, work, play, and live together on this campus. We come from many experiences and backgrounds, and occasionally each of us has to make adjustments in personal expectations in order to live together in community. We believe that trust and respect are the foundation for success in our life together. This student handbook provides information for community life outside the classroom. May God's peace and blessing be on each of us in the EMU community for the 2011-2012 academic year!

Loren E. Swartzendruber, President

## EMU 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  
peace building.

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

*Approved by the 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).



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## Local Prefixes

2853

|               |   |
|---------------|---|
| Bergton       | 852   |
| Bridgewater   | 237, 515, 828   |
| Broadway      | 896, 901  |
| Dayton        | 879   |
| Edom          | 833   |
| Elkton        | 298, 713  |
| Grottoes      | 249   |
| Harrisonburg  | 208, 209, 236, 432, 433, 434, 437, 438, 442, 564, 568, 574, 612, 615, 689, 705, 712, 801, 908 |
| Hinton        | 867   |
| Keezletown    | 269   |
| McGaheysville | 289   |
| Weyers Cave   | 234, 453  |

## Local Zip Codes

|                 |                         |
|-----------------|-------------------------|
| Basye           | 22810                   |
| Bergton         | 22811                   |
| Bridgewater     | 22812                   |
| Broadway        | 22815                   |
| Conicville      | 22842                   |
| Criders         | 22820                   |
| Dayton          | 22821                   |
| Edinburg        | 22824                   |
| Elkton          | 22827                   |
| Fulks Run       | 22830                   |
| Grottoes        | 24441                   |
| Harrisonburg    | 22801 or 22802 or 22803 |
| Hinton          | 22831                   |
| JMU             | 22807                   |
| Keezletown      | 22832                   |
| Lacey Spring    | 22833                   |
| Linville        | 22834                   |
| Luray           | 22835                   |
| McGaheysville   | 22840                   |
| Mt. Crawford    | 22841                   |
| Mt. Jackson     | 22842                   |
| Mt. Sidney      | 24467                   |
| Mt. Solon       | 22843                   |
| New Hope        | 24469                   |
| New Market      | 22844                   |
| Orkeny Springs  | 22845                   |
| Penn Laird      | 22846                   |
| Pleasant Valley | 22848                   |
| Port Republic   | 24471                   |
| Quicksburg      | 22847                   |
| Shenandoah      | 22849                   |
| Singers Glen    | 22850                   |
| Stanley         | 22851                   |
| Staunton        | 24401 or 24402 or 24407 |
| Timberville     | 22853                   |
| Waynesboro      | 22980                   |
| Weyers Cave     | 24486                   |

## EMU Addresses

|                                    |  |
|------------------------------------|--|
| 1100 College Ave                   | Brunk House  |
| 1111 College Ave                   | Blosser House  |
| 1115 College Ave                   | Suter House  |
| 1301 College Ave                   | Northlawn  |
| 1311 College Ave                   | Augsburger Art Center  |
| 1321 College Ave                   | Roselawn   |
| 1381 College Ave                   | Hillside Suites  |
| 1400 College Ave                   | Eshleman House   |
| 1301 Hillcrest Dr                  | Discipleship Center/ Astral Hall/ Vesper Heights Observatory |
| 1088, 1090, and 1092               | Village Apts   |
| 1098 Mt Clinton Pike               | Redmond House  |
| 1100 Mt Clinton Pike               | Martin House   |
| 1141 Mt Clinton Pike               | Martin Store   |
| 1181 Mt Clinton Pike               | HD Weaver House  |
| 1200 Mt Clinton Pike               | Lehman House   |
| 1240 Mt Clinton Pike               | Mt Clinton Apts  |
| 1280 Mt Clinton Pike               | Heatwole House, Guest Rutt House                             |
| 1110 Park Rd                       | Anderson House   |
| 1160 Park Rd                       | Suter II House   |
| 1161 Park Rd                       | Lehman Auditorium  |
| 1191 Park Rd                       | Suter Science Center   |
| 1194 Park Rd                       | Hartzler Library   |
| 1195 Park Rd                       | Campus Center/EMU Elmwood                                    |
| 1200 Park Rd                       | University Commons   |
| 1304 Park Rd                       | Athletic Field   |
| 1307 Park Rd                       | Dorothy Heatwole House                                       |
| 1320 Park Rd                       | Basement   |
| 1481 Park Rd                       | Strite House, President's House                              |
| 1919 Park Rd.                      | Dorothy Heatwole House—Main Apartment                        |
| 1105 Parkway Dr                    | Gnagey House   |
| 1141 Parkway Dr                    | Ernie Martin House   |
| 720 Parkwood Dr                    | Bomberger House  |
| 880 Parkwood Dr                    | Parkwood Apts.   |
| 902, 912, 922, and 942 Parkwood Dr | Park Cabin   |
| 910 Parkwood Dr                    | Physical Plant/Printing Services                             |
| 994 Parkwood Dr                    | Cedarwood  |
| 1080 Parkwood Dr                   | Maplewood  |
| 1090 Parkwood Dr                   | Heatwole II House  |
| 1110 Smith Ave                     | Seminary   |
| 1181 Smith Ave                     | Guild  |
| 1290 Smith Ave                     |  |

# Student Handbook

## Table of Contents

### Section One

#### Community Lifestyle Commitment and Policies

|   |    |
|---|----|
| Community Lifestyle Commitment  | 9  |
| Safety and Behavioral Expectations  | 9  |
| University Policies   |    |
| Academic Integrity  | 9  |
| Alcohol, Tobacco and<br>Illegal Drug Policy                                 | 11 |
| Animals on Campus Policy  | 12 |
| Cross-cultural Safety Policy  | 12 |
| Faculty Office Hours  | 13 |
| Family Educational Rights<br>And Privacy Acts                               | 13 |
| FERPA-based Definition of<br>Directory Information                          | 14 |
| Grievance Procedures at EMU   | 14 |
| Inclement Weather Policy  | 14 |
| Information Systems Policies  | 14 |
| Intellectual Property Policy  | 15 |
| Nondiscrimination   | 16 |
| Open Communication Policy   | 16 |
| Pregnancy Policy  | 16 |
| Sexual Harassment   | 16 |
| Student Participation in Institutional<br>Decision Making                   | 17 |
| Student Publications Ownership<br>and Appointments                          | 17 |
| Use of Post Office for Mailing<br>Chain Letters or<br>Inappropriate Surveys | 17 |
| VA Laws Governing Alcohol/Drugs   | 18 |
| Voter Registration  | 20 |
| Where to Go with Concerns   | 20 |
| Missing Student Protocol (Clery Act)  | 20 |
| Campus Crime Statistics (Clery Act)   | 21 |

### Section Two

#### Student Services

#### For Students in All Programs

##### Practical

|                                |    |
|--------------------------------|----|
| Housing                        | 23 |
| Commuter Students              | 23 |
| Identification Cards           | 24 |
| Photocopying                   | 24 |
| Post Office                    | 24 |
| University Bookstore           | 24 |
| Safety and Security Guidelines | 24 |
| Emergencies: How to Respond    | 25 |
| Crime Prevention               | 25 |
| Fire Safety Response Procedure | 29 |
| Fireworks                      | 29 |
| Weapons                        | 30 |

##### Spiritual

|                              |    |
|------------------------------|----|
| Central Focus/Campus Pastors | 30 |
| Congregational Involvement   | 30 |

##### Physical

|                     |    |
|---------------------|----|
| Health Services     | 30 |
| Disability Services | 31 |
| Dining Services     | 31 |
| Royals' Den         | 32 |

##### Emotional

|   |    |
|---|----|
| Counseling Services   | 32 |
| UA: Restorative Justice, Mediation,<br>Dialogue and Problem Solving | 32 |
| Pastoral Care   | 33 |

##### Financial

|                               |    |
|-------------------------------|----|
| Student Accounts Office       | 33 |
| Payment Policy                | 33 |
| Financial Assistance Office   | 33 |
| Student Employment            | 33 |
| Insurance                     | 34 |
| Liability                     | 34 |
| Refunds and Withdrawal Policy | 34 |
| Adjustment and Refund Chart   | 37 |

##### Informational

|                                     |    |
|-------------------------------------|----|
| Academic Support Center             | 38 |
| Community Learning                  | 38 |
| Computing for Students              | 38 |
| Hartzler Library                    | 38 |
| Historical Library and Archives     | 39 |
| Learning Resources Department       | 39 |
| Registrar's Office                  | 39 |
| Student Disability Support Services | 39 |
| Telephone Service                   | 40 |

##### Multicultural/International

|                                |    |
|--------------------------------|----|
| Multicultural Services         | 40 |
| International Student Services | 40 |

##### Occupational

|                 |    |
|-----------------|----|
| Career Services | 40 |
|-----------------|----|

##### Recreational

|   |    |
|---|----|
| Co-curricular Organizations and Activities  | 41 |
| Arts, Activities and Organizations          |    |
| Alpha Omega Dancers for Christ              | 41 |
| Art Gallery                                 | 41 |
| Arts Anonymous                              | 41 |
| Athletics                                   | 41 |
| Black Student Union                         | 42 |
| Campus Activities Council (CAC)             | 42 |
| Celebration                                 | 42 |
| Cycling Club                                | 42 |
| Disability Awareness Committee              | 42 |
| Earthkeepers                                | 42 |
| Economic Business Innovators<br>of Tomorrow | 42 |
| EMU Explore                                 | 43 |
| EMU Fishing                                 | 43 |



# Section One

## 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

## University Policies

### Academic Integrity Policy

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*  
[www.emu.edu/catalog/graduate/general/academics](http://www.emu.edu/catalog/graduate/general/academics)  
*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://www.emu.edu/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.

### **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 rowdiness, and damage or destruction of property.

EMU 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.

### **Animals on Campus Policy**

The following guidelines provide for a mutually supportive environment for leashed animals, service dogs, the people they accompany and the community at large on campus at Eastern Mennonite University.

All animals on campus must be on a leash and under the constant supervision and control of their owner/guardian at all times.

- Except for service animals, no animals are permitted in University buildings or facilities.
- No animal may be left unattended at any time on campus. No animals may be tied or tethered to any University property, including but not limited to buildings, railings, bike racks, fire hydrants, fences, sign posts, benches, and trees.
- Animals are not permitted in flower gardens/beds or fountains.
- Animals may not disrupt or interfere with University activities, including but not limited to teaching, research, service or administrative activities.
- Owners/guardians are responsible for clean up after their animals. Owners/guardians are strictly liable for any damage to property or injury to persons caused by their animals.
- Owners/guardians must comply with all state and local laws pertaining to animal control while on campus.

- These guidelines do not apply to animals used by the University for teaching, research or other authorized University activities.

Persons observing non-compliance with these guidelines should call the Physical Plant Office for follow up. Non-compliance that is contrary to state or local regulations will be reported to the Harrisonburg Police Department Support Services Animal Control Unit.

### **Cross-cultural Safety Policy**

The safety and welfare of Eastern Mennonite University's students and leaders participating in cross-cultural programs is always our priority.

#### ***Pre-travel preparedness***

1. Our cross-cultural leaders are experienced EMU faculty who accompany students in all their academic travel. During independent travel, students follow additional safety precautions.
2. Students receive instruction on safety, cultural norms, behavioral expectations, and legal considerations as part of orientation activities.
3. Students receive identification letters from EMU to be carried on person to assist them in case of emergency.
4. Students (and parents) receive a detailed itinerary with contact information and emergency contact numbers. The faculty leaders and director of cross-cultural programs maintain regular communication at all times. Periodic updates are sent to parents.

#### ***Geopolitical monitoring***

5. EMU carefully monitors the regions of all cross-cultural programs. Sources include U.S. Department of State advisories, consultants, travel agents, regional media sources, field contacts, local area partners, churches, and expatriate mission personnel. The intimate understanding of on-site field experts is invaluable for evaluating situations.
6. EMU cross-cultural groups register with the U.S. Department of State or directly with embassies and consulates to receive assistance in case of emergency.

#### ***Health precautions***

7. Students complete a Health History, Medical Permission, and Emergency Information form, including verification of international health insurance coverage, to assist faculty leaders and the director of cross-cultural programs to arrange for appropriate medical care while traveling. Immunization recommendations for each program are communicated to students in advance. For students under the age of 21, a parent/guardian provides written permission for student participation in a cross-cultural program. Faculty leaders identify health professionals and facilities for all locations of their program to assist in case of illness or accident.

8. EMU cross-cultural groups embrace an ethic of care for each other.

### **Contingency plans**

9. EMU faculty leaders take care in planning programs, and design contingency plans in case of emergency. Contingency plans may include, for example, relocation to a nearby country in order to complete studies.
10. Any decision to evacuate, relocate, or cancel a cross-cultural program rests with the president of the university in consultation with the provost, undergraduate academic dean, director of cross-cultural programs, and faculty leaders. The director of cross-cultural programs calls for such a meeting. While traveling, faculty leaders are authorized to withdraw to a safe location or return home if:
  - a. there is a complete breakdown of communications systems making it impossible to contact the university; or,
  - b. the danger is so immediate that there is insufficient time to contact the university.

Should it be necessary leave a cross-cultural program location prematurely, the cross-cultural leaders will:

- a. make every effort to complete the program in a similar locality or region; or,
- b. return to campus to complete the program with alternative learning experiences.
- c. If it is impossible to satisfactorily complete the program, arrangements for reimbursement and academic credit will be determined in consultation with the faculty leaders, director of cross-cultural programs, undergraduate academic dean, and university registrar according to university policies.

*Reviewed by Cross-Cultural Sub Committee  
March 18, 2009*

*Approved by Pres Cabinet, April 8, 2009*

### **Faculty Office Hours**

Faculty post their office hours on their office door. All faculty are requested to plan 8-10 hours per week to be available for conferences with students (part-time faculty plan a proportionate number of hours). Please call ahead to schedule an appointment with your teacher or advisor.

### **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 University 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*

### **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 that information released, you must file a formal request in writing with the University Registrar. 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
- weight and height of members of the athletic teams
- 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 in the Student Handbook and in the institutional catalog as to what is considered Directory Information.

### **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.

### **Inclement Weather Policy**

Because the majority of EMU students live on or very near campus, classes are canceled only for extreme weather conditions. In the event of class cancellation because of weather, announcements will be made over local radio and television stations, posted on EMU's website and via the EMU alert system. 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. Faculty are expected to be flexible about making up absences. All class assignments should be made up within a week of the missed classes unless otherwise arranged with the instructor.

### **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 *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 (IS) 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.
  - Engaging in prohibited activities outlined in the [EMU Community Lifestyle Commitment](#).
3. 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 and not writing them in places where others can easily see them.
4. I agree that it is illegal to download or share copyright protected materials; that I will respect all copyright laws and that the following referenced documents define the enforcement processes relating to copyright violation allegations for the EMU campus community.
  - 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)]
  - The Higher Education Opportunity Act of 2008 requires that EMU to disclose certain information to students. These are shown on the helpZone page ([www.emu.edu/is/helpzone](http://www.emu.edu/is/helpzone)) using the [HEOA P2P Disclosure link](#). It is important that all students read and understand this disclosure information.
  - 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 [HEOA P2P Disclosure](#) and Responsible use of Electronic Files and Communications Policy.
5. I will report any suspicious activity related to electronic equipment or information systems to the IS Help Desk.
 

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.

**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)*

## **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*

## **Pregnancy Policy**

EMU strives to create an atmosphere where each student experiences intellectual development and personal growth. It is the responsibility of the faculty, staff and students to foster and protect that atmosphere in order to provide each student with an opportunity for success. When an unmarried student becomes pregnant, she is faced with many difficult decisions. While EMU does not support a student's choice to engage in sexual relationships outside of marriage, we do support the decision to carry the child to full term. In order to provide support, and encourage mental and physical healthcare, unwed pregnant students may be required to sign a well-being contract agreeing to engage in pre-natal care and personal counseling in order to remain enrolled at EMU. Identified fathers who are EMU students may also be required to engage in parenting classes designed to help them prepare for the new responsibilities they will have, whether they plan to marry the expectant mother or not. If the expectant mother and father are together as a couple, these parenting classes may be done jointly to prepare for possible marriage or co-parenting responsibilities. Fathers who are not EMU students may be invited to join the expectant mother in couples counseling or parenting classes. Classes and couples counseling at the EMU counseling center will be offered free of charge to both expectant parents, but other services outside EMU will be the responsibility of the expectant parents to pay. A faculty/staff mentor with parenting experience may also be chosen by the expectant parents to aid them in their steps toward parenthood. Additional steps may also be needed as determined by student life personnel on a case-by-case basis.

## **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 students**

Kenneth L. Nafziger  
Vice President for Student Life & Dean of Students  
432-4135

#### **Complaints against faculty**

Fred Kriss  
Provost  
432-4105

#### **Complaints against staff**

Daryl Bert  
Vice President for Finance  
432-4107

#### **Student Participation in Institutional Decision Making**

Eastern Mennonite University desires students to participate in making decisions that affect them. In its efforts to create a campus community, the administration wishes to include the voices of every group that constitutes the community. At the formal organizational level student participation occurs through membership on selected institutional committees and through student or student/faculty/staff organizations in the various programs. Students are considered voting members of the institutional committees on which they serve. In the case of departmental faculty or staff committees, the department decides whether or not student representatives are voting members of the committee. In all cases student voices are welcomed. Student representatives to committees are encouraged to find ways to communicate with their fellow students about relevant issues, both to acquire feedback from other students and to disseminate information and

committee decisions when appropriate. Students are encouraged to accept opportunities to serve on committees, as well as to be active participants in student organizations.

*—Adopted by President's Cabinet, May 12, 1999*

#### **Student Publications Ownership and Appointments**

The role of student publications at Eastern Mennonite University is to provide information to students, faculty, staff and subscribers; a forum for student opinion and responsible discussion; a training opportunity for prospective journalists; and a reasonably accurate historical record of the institution in a particular year.

All students are eligible to serve on the staff of the Weather Vane and Phoenix. However, the editor of the Weather Vane is nominated by the Visual and Communication Arts Department and appointed by the academic dean. Staff for the Phoenix are identified by the Language and Literature Department. Eligible staff members may receive journalism credit or financial remuneration. Each staff includes a faculty person who serves in a consultative role, but students direct all aspects of the production and business operations. Student editors accept their tasks with freedom and responsibility, keeping in mind the standards of journalism: accuracy, excellence, newsworthiness and taste. In an agreement of mutual trust the editors expect the publisher to refrain from censorship and interference; the publisher expects the editors to produce an accurate and tasteful publication.

The publications are part of the properties of the EMU Board of Trustees. The university administration acts as publisher of the papers for the Board of Trustees and may dismiss an editor who is not working within established policies.

Some student publications are funded by an allocation from the general student activities fee, the amount approved annually by the Student Government Association, and by the revenue from advertisements and subscriptions. Publications are distributed without additional cost to current fulltime students.

See the "Student Services – Recreational" section for further information on individual publications.

#### **Use of Post Office for Mailing Chain Letters or Inappropriate Surveys**

The Campus Post Office will not deliver chain letters, unauthorized surveys (not for course work), or any other mailings that are considered wasteful of time and materials. Permission for questionable mailings must be obtained from the postmistress and from the vice president for student life. Mailings with no sender's name on them will be discarded.

## Virginia Laws Governing Alcohol & Other Drugs

In accordance with federal legislation, known as the Drug-Free Schools and Communities Act, Eastern Mennonite University is required to communicate the information in this section regarding the unlawful possession, use or distribution of illicit drugs and alcohol to its students and employees. Federal regulations stipulate that this information be distributed annually.

### *Federal Sanctions – Illicit Drug Laws*

Pursuant to federal law, the United States Sentencing Guidelines establish mandatory minimum penalties for categories of drug offenses and provide for penalty enhancements in specific cases. Under these federal guidelines, courts can sentence a person for up to 6 years for unlawful possession of a controlled substance, including the distribution of a small amount (less than 250 grams) of marijuana; a sentence of life imprisonment can result from a conviction of possession of a controlled substance that results in death or bodily injury; and, possession of more than 5 grams of cocaine can trigger an intent to distribute penalty of 10-16 years in prison.

### Federal Penalties and Sanctions for Illegal Possession of Controlled Substances

21 U.S.C. 844 (a)

- 1<sup>st</sup> conviction: Up to 1 year imprisonment and fined at least \$1,000 but not more than \$100,000, or both.
- After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least \$2,500 but not more than \$250,000, or both.
- After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least \$5,000 but not more than \$250,000, or both.
- Special sentencing provisions for possession of crack cocaine: Mandatory at least 5 years in prison, not to exceed 20 years and fined up to \$250,000, or both, if: (a) 1<sup>st</sup> conviction and the amount of crack possessed exceeds 5 grams; (b) 2<sup>nd</sup> crack conviction and the amount of crack possessed exceeds 3 grams; or (c) 3<sup>rd</sup> or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.

21 U.S.C. 853 (a) (2) and 881 (a) (7)

- Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1 year imprisonment. (See specially sentencing provisions re: crack, above.)

21 U.S.C. 881 (a) (4)

- Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

21 U.S.C. 844a

- Civil fine of up to \$10,000

21 U.S.C. 862

- Denial of Federal Benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 1 year for first offense, up to 5 years for second and subsequent offenses.

18 U.S.C. 922 (g)

- Ineligible to purchase, receive, or transport a firearm.
- Revocation of certain Federal licenses and benefits, e.g. pilot licenses, public housing tenancy, etc., are vested within the authorities of individual Federal agencies.

### Federal Penalties for Illegal Trafficking of Controlled Substances

The Controlled Substances Act (CSA), Title II of the comprehensive Drug Abuse Prevention and Control Act of 1970, is a consolidation of numerous federal laws regulating the manufacture and distribution of controlled substances. The CSA places all use, potential for abuse and safety or dependence liability.

The CSA provides penalties for the unlawful manufacturing and distribution of controlled substances. The charts on pages 8-9 of the U.S. Department of Justice publication, Drug of Abuse, 1996 Edition, provides an overview of the penalties for trafficking of controlled substances.

For additional details about Federal illicit drug laws, visit the following websites:

- U.S. Drug Enforcement Agency – [www.dea.gov](http://www.dea.gov)
- Controlled Substances Act – [www.usdoj.gov/dea/agency/csa.htm](http://www.usdoj.gov/dea/agency/csa.htm)

### City of Harrisonburg Alcohol Ordinances

#### Open Container and Drinking in Public

Code 16-8-51

- (a) If any person shall take a drink of alcoholic beverage or shall tender a drink thereof to another, whether accepted or not, at or in any public place, he shall be guilty of a Class 4 misdemeanor.
- (b) It shall be unlawful for any person to possess an open or opened container, can, cup, glass or bottle containing an alcoholic beverage in any city park or playground or on any public street in the city.

City Ordinance Violations are enforced by both patrol and special enforcement officers of the Harrisonburg Police Department. Violations will receive enforcement action when they are observed, not only in response to complaints. This law does

apply to sidewalks and parking lots open to the public. Persons who consume or are in possession of alcoholic beverages while sitting in vehicles are subject to this charge. To avoid being charged with this violation, all those participants at your event must stay on your property. Walking or driving from place to place with an open container of alcoholic beverages, including cups, is a violation of this law.

#### Drunk in Public

Code 16-7-33

If any person profanely curse or swear or be drunk in public he shall be guilty of a class 4 misdemeanor. Persons are arrested and taken to detoxify because of dangerous criminal behavior. The safety of the subject, safety of others, and protection of property are the main concerns regarding this code.

#### Virginia State Laws

Underage Possession of Alcohol

VA Code 4.1-305

- (a) No person to whom an alcoholic beverage may not lawfully be sold shall purchase or possess any alcoholic beverage.
- (b) Any person found guilty of a violation of this section shall be guilty of a class 1 misdemeanor (up to 12 months in jail and/or up to \$2500 in fines); and upon conviction, such person's license to operate a motor vehicle in the commonwealth may be suspended for a period of not more than one year.

Possession of alcohol by persons under the age of 21 no longer requires that the person be holding the beverage or container in their hand. Recent Virginia Court of Appeals rulings have made it clear that possession included alcohol which had been consumed and is in one's body. The evidence of this is based upon the officer's investigation, not on the existence of a cup, con or other container. If you have consumed any alcoholic beverages illegally and you come into contact with a Law Enforcement Officer, you can be charged with under aged possession.

#### Purchase Alcohol for Another

VA Code 4.1-306

If any person purchases alcoholic beverages for another person, and at the time of the purchase knows or has reason to believe that the person for whom the alcoholic beverage was purchased was (a) less than 21 years of age, (b) interdicted, or (c) intoxicated, he/she shall be guilty of a Class 1 misdemeanor (up to 12 months in jail and/or up to \$2500 in fines).

#### Possession of Fictitious Identification

VA Code 16.2-204

It shall be unlawful for any person to possess, sell or transfer any document for the purpose of establishing a false status, occupation, license, or identity for himself or any other person.

Any person who shall violate the provisions of this section is guilty of Class 1 misdemeanor.

#### DUI Penalties

VA Code 18.2-270

(a) Except as otherwise provided herein, any person violating any provision of 18.2-266 shall be guilty of a Class 1 misdemeanor. If the person's blood alcohol level as indicated by the chemical test administered as provided in the article was at least 0.20, but not more than 0.25, he shall be confined in jail for an additional minimum, mandatory period of five days or, if the level was more than 0.25, for an additional minimum, mandatory period of ten days. The additional minimum, mandatory period of confinement shall not be suspended by the court.

\* For sections (b and c), please refer to the Code of Virginia 18.2-270 (legis.state.va.us)

(d) In addition to the penalty otherwise authorized by this section or 16.1-278.9, any person convicted of a violation of 18.2-266 committed while transporting a person seventeen years of age or younger shall be (i) fined an additional minimum of \$500 and not more than \$1000 and (ii) sentenced to perform forty hours of community service in a program benefiting children or, for a subsequent offense, eighty hours of community service in such a program.

#### DUI (Under 21)

VA Code 18.2-266.1

- (a) It shall be unlawful for any person under the age of twenty-one to operate any motor vehicle after illegally consuming alcohol. Any such person with a blood alcohol concentration of 0.02 percent or more by weight by volume or 0.02 grams or more per 210 liters of breath but less than 0.08 by weight by volume or less than 0.08 grams per 210 liters of breath as indicated by a chemical test administered as provided in this article shall be in violation of this section.
- (b) A violation of this section shall be punishable by forfeiture of such person's license to operate a motor vehicle for a period of six months from the date of conviction and by a fine of not more than \$500. The penalties and license forfeiture provisions set forth in 16.1-278.9, 18.2-270 and 18.2-271 shall not apply to a violation of this section. Any person convicted of a violation of this section shall be eligible to attend an Alcohol Safety Action Program under the provisions of 18.2-271.1 and may, in the discretion of the court, be issued a restricted license during the term of license suspension.
- (c) Notwithstanding 16.1-278.8 and 16.1-278.9, upon adjudicating a juvenile delinquent based upon a violation of this section, the juvenile and domestic relations district court

shall order disposition as provided in subsection B.

- Harrisonburg Police Department, (540) 434-2545, [www.harrisonburgpolice.com](http://www.harrisonburgpolice.com)

### **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. In the Commonwealth of Virginia, convicted sex offenders must register with the Sex Offender and Crimes Against Minors Registry maintained by the Department of State Police.

The Sex Offender and Crimes Against Minors Registry (SOR) for VIOLENT SEX OFFENDERS is available via Internet pursuant to Section 19.2-390.1, (D), of the Code of Virginia. Registry information provided under this section shall be used for purposes of administration of criminal justice, screening of current or prospective employees, volunteers or otherwise for the protection of the public in general and children in particular. Unlawful use of the information for purposes of intimidating or harassing another is prohibited and willful violation shall be punishable as a Class 1 misdemeanor. The Virginia State Police are responsible for maintaining this registry. Follow the link below to access the Virginia State Police website.  
<http://sex-offender.vsp.state.va.us/cool-ICE>

### **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

#### **Harrisonburg-Rockingham County Services Board**

1241 North Main Street  
Harrisonburg, VA 22801  
540-434-1941

Assessment, groups, counseling

#### **RMH LIFE Recovery Program**

540-564-5960

Assessment, groups, counseling

#### Support Groups

**Alcoholics Anonymous** 434-8870 or 568-2462

P.O. Box 52 • Harrisonburg, VA 22801

**ASAP** 434-0154

350 N Main Street • Harrisonburg, VA 22802

**The Club, Inc.** 432-5521

120 Waterman Drive • Harrisonburg, VA 22801

The EMU Counseling Center will assist any student or employee in making contact with any of these agencies. Any such referral is confidential.

### **Voter Registration**

Federal legislation requires colleges and universities to make voter registration forms available to degree-seeking students studying on their campuses. Accordingly, a supply of voter registration forms is available at the University Registrar's Office.

While students who are a citizen of any state may use this form to register to vote in their home state, **persons who are not U.S. citizens must not submit this form – doing so may cause serious difficulties with visa status.**

EMU is providing these forms in compliance with federal stipulations, but recognizes the responsibility of each student to decide whether to register to vote. Students who do wish to register should keep in mind that individual states' deadlines to register to vote may be up to 30 days in advance of election day, and should submit their registration forms in time to meet these deadlines.

If you have questions about the matter, please contact University Registrar David A. Detrow at 540-432-4109 or [detrowd@emu.edu](mailto:detrowd@emu.edu).

### **Where to Go With Concerns**

The structure of Eastern Mennonite University consists of five divisions. To discuss a concern about a particular office or department, see the head of the division. Names and telephone numbers of these persons are available in the directory on-line.

See the Organizational Structure chart on page 3 to determine the head of the relevant division.

### **Missing Student Protocol (Clery Act 2008)**

Each institution of higher learning is required to establish a Missing Student Protocol for students who reside in on-campus housing. This protocol goes into effect once campus officials determine the student to be missing from campus for more than 24 hours. The Director of Housing then institutes the emergency contact procedure in accordance with the student's designation on the Res Hall Personnel & Emergency Card unless the student is under 18 years of age, in which case the custodial/parent or guardian must be notified.

# EASTERN MENNONITE UNIVERSITY

## CLERY ACT CRIME STATISTICS

| OFFENSE<br><i>(Mandatory Reporting)</i>                             | YEAR | ON CAMPUS <sup>4</sup> | RESIDENTIAL FACILITIES**<br>(Subset of On Campus) | NON-CAMPUS <sup>5</sup> | PUBLIC AREAS <sup>6</sup> |
|---|------|------------------------|---|-------------------------|---------------------------|
| Murder / Non-Negligent Manslaughter                                 | 2009 | 0                      | 0   | 0                       | 0                         |
|   | 2008 | 0                      | 0   | 0                       | 0                         |
|   | 2007 | 0                      | 0   | 0                       | 0                         |
| Negligent Manslaughter  | 2009 | 0                      | 0   | 0                       | 0                         |
|   | 2008 | 0                      | 0   | 0                       | 0                         |
|   | 2007 | 0                      | 0   | 0                       | 0                         |
| Sex Offences, Forcible <sup>1</sup>                                 | 2009 | 0                      | 0   | 0                       | 0                         |
|   | 2008 | 0                      | 0   | 0                       | 0                         |
|   | 2007 | 0                      | 0   | 0                       | 0                         |
| Sex Offences, Non-Forcible  | 2009 | 0                      | 0   | 0                       | 0                         |
|   | 2008 | 0                      | 0   | 0                       | 0                         |
|   | 2007 | 0                      | 0   | 0                       | 0                         |
| Robbery   | 2009 | 0                      | 0   | 0                       | 0                         |
|   | 2008 | 0                      | 0   | 0                       | 0                         |
|   | 2007 | 0                      | 0   | 0                       | 0                         |
| Aggravated Assault  | 2009 | 0                      | 0   | 0                       | 0                         |
|   | 2008 | 2                      | 0   | 0                       | 0                         |
|   | 2007 | 2                      | 0   | 0                       | 0                         |
| Burglary <sup>2</sup>   | 2009 | 3                      | 0   | 0                       | 0                         |
|   | 2008 | 5                      | 2   | 0                       | 0                         |
|   | 2007 | 4                      | 1   | 0                       | 0                         |
| Motor Vehicle Theft   | 2009 | 0                      | 0   | 0                       | 0                         |
|   | 2008 | 0                      | 0   | 0                       | 0                         |
|   | 2007 | 1                      | 0   | 0                       | 1                         |
| Arson   | 2009 | 0                      | 0   | 0                       | 0                         |
|   | 2008 | 0                      | 0   | 0                       | 0                         |
|   | 2007 | 0                      | 0   | 0                       | 0                         |
| Liquor Law Arrests <sup>3</sup>                                     | 2009 | 0                      | 0   | 0                       | 0                         |
|   | 2008 | 0                      | 0   | 0                       | 0                         |
|   | 2007 | 2                      | 1   | 0                       | 0                         |
| Liquor Law Violations Referred For Disciplinary Action <sup>3</sup> | 2009 | 9                      | 9   | 0                       | 0                         |
|   | 2008 | 34                     | 32  | 0                       | 0                         |
|   | 2007 | 19                     | 19  | 0                       | 0                         |
| Drug Law Arrests  | 2009 | 0                      | 0   | 0                       | 0                         |
|   | 2008 | 0                      | 0   | 0                       | 0                         |
|   | 2007 | 1                      | 0   | 0                       | 0                         |

|   |      |   |   |   |   |
|---|------|---|---|---|---|
| Drug Law Violations Referred For Disciplinary Action                  | 2009 | 1 | 1 | 0 | 0 |
|   | 2008 | 2 | 2 | 0 | 0 |
|   | 2007 | 0 | 0 | 0 | 0 |
| Illegal Weapons Possession Arrest                                     | 2009 | 0 | 0 | 0 | 0 |
|   | 2008 | 0 | 0 | 0 | 1 |
|   | 2007 | 0 | 0 | 0 | 0 |
| Illegal Weapons Possession Violation Referred For Disciplinary Action | 2009 | 0 | 0 | 0 | 0 |
|   | 2008 | 0 | 0 | 0 | 0 |
|   | 2007 | 0 | 0 | 0 | 0 |

\*\* CRIMES REPORTED IN THE RESIDENTIAL FACILITIES COLUMN ARE ALSO INCLUDED WITHIN THE ON CAMPUS CATEGORY.

<sup>1</sup> Forcible sexual offenses include offense of rape

<sup>2</sup> Most burglaries are non-forcible unlawful entries involving petty thefts

<sup>3</sup> Classification *Liquor Law Violations* does not include arrests for *Driving Under the Influence* and *Drunk In Public*

<sup>4</sup> *On Campus* includes the figure from *Residence Halls* within the aggregate

<sup>5</sup> *Non Campus* includes property controlled by a recognized student organization or non-contiguous property (including Lancaster, WCSC) used by students in support or relation to the institutions purpose.

<sup>6</sup> *Public Areas* are mainly the city streets and sidewalks (both sides) bordering campus

### HATE CRIMES:

Involving Crimes or Incidents of violence against persons characterized by bias against Race, Gender, Religion, Sexual Orientation, Ethnicity, National Origin and/or Disability

2009– There were no reported bias motivated incidents.

2008 – There were no reported bias motivated incidents.

2007 – There were no reported bias motivated incidents.

Reviewed for report by C. Eldon Kurtz, 7/16/10

For details on the Clery Act please visit <http://www.emu.edu/physicalplant/security/>

For the most current version of the Clery Act please visit the Student Handbook online at <http://www.emu.edu/studentlife/studenthandbook/>

## Section Two

### Student Services

#### **For Students in All Programs**

This student services section contains information ranging from the practicalities of where to live and eat, 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're informed of the possibilities in advance!

Most student service offices are open Monday through Friday from 8 a.m.–5 p.m. For students in non-traditional programs who are on campus weekends or evenings, most offices will accommodate special appointments if contacted in advance during normal hours.

#### Student Services—Practical

##### **Housing**

EMU full-time (12 hours per semester) undergraduate students, under 25 years of age, may live in any one of the six residence halls or an intentional community. Graduate and seminary students, undergraduates who are 21 by Sept. 1 and seniors (90+ credit hours by Sep. 1), or those who have special permission, may choose to live off-campus in Village Apartments or Mt. Clinton Apartments, owned by the University, or other local apartments. For listings check the E-Classifieds section of the [emu.edu](http://emu.edu) website.

A Guest House located on the corner of Smith and Mt. Clinton Pike is owned by EMU and is available for students and guests on a short-term basis. The house is near the Seminary building as well as the Campus Center. A room(s) can be reserved by calling (540) 432-4280. Present rates per night are \$27.50 for a single and \$42.50 for double occupancy. Reservations are recommended. The host/hostess of the guest house has names of local persons who will house others for a night or two, usually at the same rates as listed above.

See detailed undergraduate housing information in the “Program-Specific Info”, undergraduate section. To reserve an EMU-owned apartment, contact Apartment Manager, Cheryl Armstrong at ext. 4662 or [cheryl.armstrong@emu.edu](mailto:cheryl.armstrong@emu.edu).

##### **Commuter Students**

A commuter student is any person who does not live in residence hall housing. They include students living with family, students living in off campus apartments, and married students.

##### *Advising and Advocacy*

Commuters have some common needs as well as those that are more specialized. The student programs director has been identified as an advocate for commuters. The office is located in the University Commons, Student Life Suite A, 2nd floor; telephone 432-4133.

##### *Parking*

Parking is a major concern of some commuters. Commuter parking is generally available in the lot west of Lehman Auditorium, across from Maplewood on Parkwood Drive, adjacent to the Seminary building, in the north end of the University Commons lot, and along College Avenue.

##### *Vehicle Registration*

Campus decals are required for all vehicles and may be obtained during registration or from the Physical Plant Office (The fee for registration has not been established as of this printing.). All vehicles on campus must be registered within one week after academic registration. Residents of the Mt. Clinton and Village Apartments must acquire decals. Rear-view mirror permit hangers are available upon request from the Physical Plant Office if preferred.

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).

##### *Lockers*

Lockers are available in the Commons next to the Common Grounds. Contact the Student Programs director (ext.4133).

Additional lockers are available in Hartzler Library. Students should contact the library secretary. Locks are provided when a deposit is paid. Physical education lockers are available in the University Commons. Contact the physical education secretary (ext. 4440) for more information.

### **Identification Cards**

An ID card is issued to each undergraduate and graduate student during registration. This card is used for entry to residence halls and entitles students to free or discounted admission to all events sponsored by their student activity fee, including athletic events, films, performing arts series, concerts, and theater performances. The card is required for admission to the Dining Hall for those on meal plans, for all transactions at the Business Office, for checking out books in Hartzler Library, and for purchases at the University Bookstore. Replacement cards are made by appointment at the helpdesk at an additional cost.

### **Photocopying**

A copier code has been provided by EMU for your convenience. The code may be used at several copiers located on campus – Hartzler Library (main floor & third floor), Seminary, and Campus Center second and third floor. When using a copier code the cost per copy is \$0.45 cents and the cost to scan is \$0.1 cent per side. A coin-operated copier is available in the Hartzler Library (main floor) at 10 cents per copy.

### **Post Office**

The Post Office, located in the Campus Center, carries full postal service, including stamps and certified, registered, and insured mail. United Parcel Service (UPS) is also available. Worldwide, reliable delivery through FedEx may be used if the telephone number of the recipient is provided.

Each student is provided with a mailbox which is used for on-campus as well as postal service mail. Campus mail is delivered free of charge, and mailings to students should be alphabetized.

Please restrict items to 3 x 5 and larger. Post Office hours are posted at the window. A plain-paper fax machine is available during regular Post Office hours. The main EMU fax number is (540) 432-4444. A cover sheet is required for all faxes.

Prices are:

- Local call faxes: \$1.00 per page
- Long distance call faxes: \$1.50 per page
  
- International faxes: \$1.00 per page plus the cost of the phone call, which must be charged to a student, employee or department account
  
- No charge for cover sheet on outgoing faxes; no charge for incoming faxes
  
- Prices are subject to change based on actual experience.

### **University Bookstore**

The bookstore, located in the University Commons beside the Royals' Den, carries textbooks, school and office supplies, religious and secular trade books, gift items, EMU-imprinted clothing and novelty items, Hallmark greeting cards, and a variety of other items. Special orders for books and supplies not in stock are always available upon request. Purchases may be charged with a valid EMU identification card or major credit card. Store hours are 8:30-4:00 M-F and extended hours during special events. The bookstore is operated by Follett Higher Education Group.

### **Safety and Security Guidelines**

Harrisonburg residents enjoy a relatively low crime rate. However, it is the responsibility of every member of the campus community to take reasonable precautions for maintaining personal safety as well as the safety of others. The university's campus safety and security program is an ongoing process that includes the development and enforcement of regulations, procedures and practices.

Security Concerns may be addressed to:  
Campus Security: Dial ext 4911 from any campus phone (432-4911 from off campus)

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

### **Emergencies: How to Respond**

The following guidelines apply to emergency conditions on campus. 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 Alarm*

If you hear a fire alarm, leave the building immediately via the stairways. 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, immediately sound an alarm and call the fire department at 9-911 stating your location. Then call ext. 4911 to alert Campus Security.

#### *Bomb Threats*

Notify the police at 9-911 and Campus Security at ext. 4911 immediately if you receive a bomb threat. You will be notified as to whether or not the building will be evacuated.

#### *Intruder/Lockdown Emergencies*

In the event that it becomes necessary to activate an intruder/lockdown response, EMU has various tools to use for emergency notification. E2campus and Via Radio are a few of the resources available. If actions are required the best response is to be prepared through personal pre-planned response actions. Typically in intruder situations, authorities suggest a stair stepped approach to a response: First (**Exit the building if at all possible**). Second (**Barricade and go into a lockdown mode**). Third (**Take decisive action against the intruder**). Any response needs to be based on one’s own personal safety. EMU has posted suggestions as how one might respond on the Emergency Procedure guidelines. These can be found throughout campus, it can also be found by visiting the EMU website. Please familiarize yourself with these guidelines and be prepared.

#### *Medical Emergencies*

For any situation requiring emergency medical assistance on campus, call the Rescue Squad at 9-911. Notify the RD on call immediately (9-476-4578).

#### *Physical Facilities*

If you observe what you consider to be a hazardous condition in your residence hall, notify your community advisor or residence director.

#### *Weather/Tornado Emergency*

Installed throughout the campus community are Emergency Notification radios that have the capability of rebroadcasting tornado warnings when predetermined sectors within the City of Harrisonburg and Rockingham County have been determined by the National Weather Service to be in a tornado warning area. In the event of a tornado warning; seek shelter ASAP in the pre designated locations within buildings. These locations can be found, by looking for the **Tornado Shelter Location** signage found throughout all buildings on campus. Please familiarize yourself with where these locations are.

#### **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. We cannot list specific measures to protect you from every threatening situation that may arise, but we hope to teach you to think “crime prevention” in day-to-day living. The suggestions presented should not be thought of as an exhaustive list of crime prevention measures, but as examples of common sense behavior that will help you make life safer and more secure.

#### *Behaviors which may reduce the risk of sexual assault*

- Know where you can get help when you’re going to be alone with someone.
- Try to have your first date in a group.
- Don’t give ambiguous messages. Be clear by saying up front that you are committed to only having sex with a spouse.
- Remember—No means no.

- Be wary of a date who tries to control your behavior in any way.
- Never force yourself or your wishes on another person.
- Trust your instincts: Be aware of specific situations in which you do not feel relaxed or in charge.
- If you are uncomfortable being alone with someone, even if you can't articulate why you feel that way, do not agree to be alone with that person.
- Be willing to make a scene, if necessary, to get out of a troubling encounter.
- Make decisions for yourself and respect the decisions of others.
- Confront people who use sexist language and make jokes that are degrading.
- Don't watch TV/movies/videos or listen to music that depicts sexual violence.
- Support your friends who have been sexually assaulted or who tell you they are in an uncomfortable situation.
- Don't treat the opposite gender as an object to be used.
- Remember—you are more vulnerable to unwanted sex if you take drugs or drink alcohol.

*What to do if you are sexually assaulted or raped...*

- You are NOT to blame.
- Go to a safe place as soon as possible.
- Don't shower, bathe or douche after the attack. Preserve other physical evidence such as clothing, in case you decide to press charges.
- Call someone you trust to be with you, like a friend, a CA, a counselor, a professor, etc. You are not alone. Other people who have experienced similar abuse or have expertise in counseling are willing to help you. The Collins Center offers a 24 hour crisis hotline: 434-2272
- You have options. You may choose to:
  1. Seek care at the Health Center or at the emergency room, regardless of whether or not you plan to report the assault to authorities.
  2. Consider reporting the assault. Contact the Vice President for Student Life, the Health Center, the Counseling Center, or your Residence Director. This information is held in the strictest confidence and will not be released without your consent.

3. You may also choose to call the police. Calling the police does not mean that you have to go through a trial or that you must press charges. However, your report may prevent further assaults. Rape by a stranger or rape by an acquaintance are both considered rape.

Alcohol inhibits clear thinking, makes it harder to assess risks, and can increase aggression.

Consensual sex doesn't "just happen." Consensual sex requires sober, verbal communication without intimidation or threats. The laws in many states recognize that when a person is drunk they are unable to give consent. Additionally, being drunk is never an excuse for rape.

*Sexual Assault Support Services*

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

RD on call 9-476-4578

Medical Assistance.....

Visit or call the emergency room at Rockingham Memorial Hospital 9-689-1000 (on campus phone) or 540-689-1000 (cell) and request the Sexual Assault Emergency Nurse. If during school business hours call the EMU Health Center at 4317.

*Reporting Assault*

Reporting an assault does not mean the victim has to prosecute; however it does allow the legal process to proceed if the victim chooses to press charges at a later date. To file a report with the police call:

- Emergency Number 9-911
- Non-Emergency Number 9-434-2545

File a Report with the University.....

- Vice President for Student Life 4135
- Campus Security (daytime, weekday) 4911
- Campus Security (evening, weekend) 4911
- Health Services 4317
- Counseling Services 4317
- Emergency Counseling 434-9433

NOTE: Reports are confidential and will remain anonymous if desired.

Counseling Services.....  
Counseling Office 4317  
Residence Life Staff See inside back cover  
Collins Center 9-434-2272

***Protect Your Possessions***

***Lock your door when you are away from your room.*** Most burglaries in student housing units occur in unlocked rooms. Lock your door to remove the easy opportunity for thieves.

Engrave all personal items of value in your room with your driver's license or other identifying number. Engraving tends to deter theft and facilitates recovery of your possessions should they be stolen.

Keep a record of the serial numbers of all your belongings. Items of value that do not have serial numbers should be photographed. Clothing can be marked on an inside label with an indelible laundry marker.

Do not advertise your valuables. Keep them out of sight. Arrange your room so that high risk items such as cameras, stereos, and televisions are not visible from the hallway when the door is open, or from ground-level windows.

Items of high monetary value and minimal use in a college environment (such as expensive jewelry) should be left at home. Very expensive items should be stored in a safe deposit box.

All students should have insurance for their belongings. ***Insurance against loss of, or damage to, personal possessions must be provided by the student.*** Check with parents regarding coverage under the family's homeowner's policy. Tenants insurance may be obtained from a local agency if desired.

***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. Weapons may not be kept in your vehicles or anywhere else on campus.

Specific parking regulations relate to lots dedicated to residential users. Familiarize yourself with these rules and obey them. Vehicles on campus are subject to inspection if deemed necessary.

***Protect Your Bicycle***

Never leave your bicycle unlocked and unattended.

Record your bicycle serial number and description of the bicycle. Many recovered bicycles will not be released by the police without proper serial number identification.

Engrave your bicycle with your name or your driver's license number.

Bicycles are not to be taken inside campus buildings. Keep your bicycle locked on one of the bicycle racks or store your bicycle in the designated bicycle sheds. Keys may be obtained from your Residence Director.

**Rules for Safety and Security in Student Housing**

Specific student housing rules and procedures have been developed and implemented to make your building a safe and secure home. Following are examples of some important rules designed to enhance the safety and security of residents. However, residents should keep in mind that the most foolproof measures are not effective unless those persons they were designed to protect support the measures, and do not violate them.

Never admit an uninvited non-resident into the building. Do not let strangers enter the building as your guest.

Guests of residents should be escorted at all times by their hosts. This is for the guests' protection as well as the protection of other residents.

Report any unescorted stranger on your floor to your CA. If there is no staff member on the floor at the time, call your residence director or the residence director on call at 9-476-4578.

Do not give your ID card or keys to anyone to provide access to residence halls.

Residence halls are locked 24 hours a day, 7 days a week for your safety. Under no circumstances should you prop open any exterior door. Although doing so may seem convenient, you are endangering both yourself and everyone else. The exterior doors are locked for your safety. Neither should interior doors be propped open. These are designed to function as fire doors, and propping them open eliminates their effectiveness in preventing the spread of smoke and fire.

No motorcycles, mopeds, and/or gasoline-powered vehicles may be stored inside the building because of potential fire hazards.

In the interest of health and safety, all fireworks are prohibited.

Possession of firearms and other weapons in the residence halls is prohibited.

Open flames including candles are prohibited. Electrical heating devices such as hot plates or other appliances with exposed heating coils are prohibited because of the danger of fire. Acceptable heating devices are coffee pots, self-contained popcorn poppers, hair dryers and curling irons.

Health concerns prohibit pets in college student housing. Dogs, cats, and many other animals carry a variety of parasites and organisms that

can rapidly spread in community living situations. Harmless fish are permitted.

### **Protect Yourself**

Lock the door to your residence hall room when you are asleep or alone in the room. These are some of your most vulnerable moments; you need the extra protection a locked door affords.

Do not lend keys to your room, or ID card with building access to anyone.

Do not open your door to strangers. Immediately report any problems with your door's lock to your CA.

Do not give your name, address, or phone number to strangers.

Whether traveling on foot, using public transportation, or operating a personal vehicle, have a friend go with you. It's more fun to travel with company, and there is extra safety in numbers.

When going out, let your roommate, a friend, or a staff member know where you are going and when you expect to return.

**Carry your I.D. Card at all times.** For your protection persons will be required to present a valid EMU I.D. card on campus in the evenings and for entrance into EMU events. Your ID card is also required for access to all residence halls.

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

Do not leave your belongings unattended in public areas such as hall lobbies, restrooms, hallways, laundry rooms, and dining rooms; tables in public restaurants; hallways and classrooms in academic buildings; and public restrooms. If you want to keep it—keep it with you!

Do not carry more cash with you than you anticipate needing in one trip. And do not flash large amounts of cash in public.

Do not carry your identification cards and your checks in the same wallet. Keep them separate;

IDs in your billfold in one pocket and checkbook in another pocket. If either are lost or stolen, the finder will not have access to your checking account.

Mark items you regularly take to class, such as books, backpacks, and calculators. Persons in laboratory or studio classes should also mark all of their personal supplies with their name or driver's license number.

Make a list of your credit cards, identification cards, and checking account numbers, and keep the list in a safe place. If your purse or wallet is lost or stolen, you will then have a list of numbers to use when notifying the proper authorities. Remember, you will need to contact not only the police, but all credit card companies and banks with which you do business. Make these notifications immediately.

### **Fire Safety Response Procedures**

EMU strives to maintain a fire safe campus community, through the implementation of proven safety standards and regulations. We hold to high expectations all those who use, and live on our campus with regard to fire safety.

Fire safety is always a concern. Students should not tamper with alarms or make changes to or modify any existing electrical equipment such as lighting, wiring or switches. As well they should understand and abide by all storage policies and guidelines for campus living.

The complete Fire Safety Response Procedure can be found at <http://www.emu.edu/physical-plant>.

The campus fire safety **Right-To-Know** law requires all colleges and universities, to provide full disclosure of fire safety standards and measures with regard to campus buildings. The report is available at the Physical Plant during normal operating hours.

### **Fire Procedures for Persons with Physical Disabilities**

Living arrangements will be made on the ground level when the incoming student provides timely and necessary information on their housing

questionnaire.

Residents who are identified as having a physical disability will be asked, in a private setting, whether he/she desires help in arranging for any needed assistance in evacuation. This includes persons who acquire a temporary disability. If the student declines assistance, documentation should be provided and the student must verify that he/she has made arrangements on his/her own. If the resident requests assistance, the CA will solicit volunteers beginning with roommates, then suitemates, and then occupants in the nearest adjoining rooms.

Carrying an individual downstairs requires training and a great deal of caution and care. It should not be attempted when the stairs are occupied by residents evacuating the building. Wait for a clearing to carry an individual down the stairs.

Landings in the fire stairwells are used as an "area of safe refuge" for individuals who utilize wheelchairs or any other person who, for any reason, is unable to descend and leave the building. Individuals utilizing wheelchairs may evacuate in their chair from the hall to the landing, where they may await evacuation assistance from fire and rescue or other persons providing assistance, provided egress by others is not impeded.

In the event of an evacuation, the CA on call will check to ensure that residents known to have a physical disability are safely evacuated, provided the CA is not endangering him/herself to accomplish the check.

**Fire Extinguishers/Alarms/Suppression Systems/Emergency Notification Devices, etc.** Tampering with any of these will incur a fine of \$500 and may result in additional outcomes (i.e. restitution for harmed parties).

### **Fireworks**

The use or possession of fireworks is prohibited on the university campus. Because of safety concerns, violators will be fined.

## **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 campus, in vehicles on campus, or at any university-related function. Should any of these items be needed on campus for educational purposes the vice president for student life must be contacted. The vice president for the student life must be contacted for storage policies related to hunting weapons.

## **Student Services—Spiritual**

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 one or more of the organizations, small groups and activities on campus that provide a wide variety of opportunities for spiritual growth, relationship building, service, leadership development and encouragement.

Campus pastors are interested in working with the entire campus community and are eager to hear your stories and equip you to implement your ideas. Stop by the Campus Ministries Offices: University Commons, 2nd floor, Weaver Wellness Suite B, ext. 4115 or Northlawn Prayer Room area, ext. 4132 or 4273, for conversation and exploration.

Several worship opportunities of unique style are offered weekly in various locations. For more information, refer to Section Three—Program Specific Information.

## **Campus Pastors**

- Brian Martin Burkholder, Campus Pastor/Director, ext. 4115, [brian.burkholder@emu.edu](mailto:brian.burkholder@emu.edu)
- Joanne Gallardo, Associate Campus Pastor, ext. 4273, [joanne.gallardo@emu.edu](mailto:joanne.gallardo@emu.edu)
- Byron J. Peachey, Associate Campus Pastor, ext. 4132, [byron.peachey@emu.edu](mailto:byron.peachey@emu.edu)

## **Campus Ministries Program Assistant**

- Suzy Hostetler ext. 4196, [campus.ministries@emu.edu](mailto:campus.ministries@emu.edu)

## **Congregational Involvement**

Students are encouraged to worship with and relate to one of the many congregations in the Harrisonburg area. A directory of area churches of several denominations is provided on EMU’s website: [www.emu.edu/churchdirectory](http://www.emu.edu/churchdirectory). Students needing transportation to church services will find a link on this page or postings on the Church Ride-Sharing Network bulletin board located near the Registrar’s Office, Campus Center. Additional congregational information and transportation assistance is available from either of the Campus Ministries offices (University Commons Weaver Wellness Suite or Northlawn Prayer Room area).

## **Student Services—Physical**

### **Health Services**

The Health Center provides comprehensive health services and wellness programming. The center is located in Student Life Suite B (Weaver Wellness Suite), 2nd floor of University Commons.

The Health Center director is a family nurse practitioner who is qualified to diagnose, order diagnostic testing (x-rays and labs), and prescribe medications for health problems; perform physicals; and to provide immunizations. Additionally, the college physician is available for consultation to the Nurse Practitioner by phone during clinic hours. Office visits are available for a minimal fee.

Additional services including supplies, medications, dressings, and laboratory tests are available. Equipment such as crutches, ice packs and heating pads are available for loan if needed. The cost of office visits and other services may be billed to student accounts or paid in cash at the time of service. Massage therapy appointments are also available. Scheduling an appointment can be arranged by calling ext. 4317 or stopping by the Wellness Suite Office (University Commons, 2<sup>nd</sup> floor) any weekday.

Rockingham Memorial Hospital is a modern, well-equipped facility located seven miles from campus and is available to students. Anyone requiring treatment in a larger medical center is referred to the University of Virginia Medical Center in Charlottesville.

The Health Center is committed to promoting wellness and encouraging students to become responsible for their own health. The Health Center advises Peer Education programs and a semi annual Health Fair which address the various needs of young adults, such as nutrition, human sexuality, substance abuse, exercise and stress. Other useful information can be found at our website @ <http://www.emu.edu/studentlife/health/>

### **Disability Services**

Eastern Mennonite University is committed to providing reasonable accommodations for students with documented disabilities to ensure equal access to the University and its related programs. The University complies with Section 504 of the Rehabilitation Act of 1973, the Civil Rights Restoration Act of 1988, the ADA of 1990 and the ADAA of 2008.

Students with disabilities must initiate contact with the Coordinator of Student Disability Support Services in the Academic Support Center, Hartzler Library, 3<sup>rd</sup> floor (ext. 4233). Students with physical disabilities related to housing should also contact the Director of Housing and Residence Life located in the University Commons, (ext. 4128).

Students who wish to appeal a decision on their accommodations may use the University

grievance procedures located in the President's Office or the Student Life Office.

See also "Student Disability Support Services" in the "Student Services – Informational" section.

### **Dining Services**

The Dining Hall is located on the lower level of Northlawn. It is operated by Pioneer College Caterers, a nationwide company serving Christian colleges. The program offerings include such daily features as a Grill Station and Pizza Program at lunch and Pasta Bar, Deli Bar and Vegetable Combo for dinner. Come and prepare your own Belgian waffles and omelets. Monthly theme dinners, weekly bonus bites and exam treats will be scheduled for a change of pace.

Special dietary needs should be coordinated with the school nurse and dining manager. Student parties, gift packages and special services are also available.

All students living in a traditional residence hall will have continuous meal service:  
Monday through Friday 7:00am-7:00pm  
Saturday 10:30am-1:00pm and 5:00-6:00pm  
Sunday 8:15-9:00am , 11:30am-1:00pm, and 5:00-6:00pm.

Meal plans and Lions Share (declining cash account) are described in the Campus Dining brochure. Both of these plans are open to graduate students and others.

The Dining Hall closes during extended breaks. Meal plans begin with the first meal after residence halls open and end with the last meal before the residence halls close. Services remain available during short breaks but are subject to schedule changes. These changes are posted in the Dining Hall and on campus e-mail. Questions and concerns may be directed to Bruce Emmerson, Food Service Director (ext. 4313). Additional information and operating hours are listed in the Campus Dining brochure.

### **Royals' Den**

The Royals' Den is a friendly and inviting dining place for the Eastern Mennonite community, located on the upper level of the University Commons. Offered here are freshly made soups and salads, deli and grilled sandwiches, assorted appetizers and freshly baked goods.

Whether you are looking for an “in between class” snack or a leisurely meal, the Royals' Den atmosphere and hours will easily accommodate you. Try some pizza or a cup of gourmet coffee.

Operated by Pioneer College Caterers, the Royals' Den offers continual variety with daily specials and monthly promotions. It will close during breaks. Changes will be posted in the Den and on e-mail. Come often and enjoy Eastern Mennonite University's dining alternative, the Royals' Den.

Monday –Friday 7:30am-10:00pm

Saturday-closed

Sunday-6:00-10:00pm

### **Student Services—Emotional**

#### **Counseling Services**

EMU Counseling Services is available for those times when you need someone to talk to, sort a situation out or review what is not working well in your life. All interactions between students and counselors are strictly confidential and are not subject to disclosure without a student's written permission. If a student is at risk of harm to self or others, confidentiality may be broken for safety purposes.

Counseling is provided in the Counseling Services office in the Wellness Suite of the second floor, University Commons.

Scheduling an appointment can be arranged by calling ext. 4317 or stopping by the Wellness Suite Office (University Commons, 2<sup>nd</sup> floor) any weekday.

### **University Accord:**

#### **Restorative Justice, Mediation, Dialogue and Problem Solving.**

University Accord serves the EMU community in the following ways: Provides forums for dialogue and decision making through mediation, restorative justice, conferencing, facilitation, consultation and other problem-solving and relationship building processes. UA also offers training in mediation, restorative justice and “compassionate witnessing and action” where students, faculty and staff are encouraged to move from a “bystander” role to one that creatively and constructively challenges discrimination and other forms of injustice.

#### **Restorative Justice:**

A system of justice that emphasizes harms, needs and obligations through facilitated dialogue between the individual(s) who experienced the harm and the individual (s) who caused harm. Together these parties meet in a safe space, to identify the harms, and needs of both parties, and to explore solutions to repair harms and rebuild trust. In *The Little Book of Restorative Justice*, EMU professor Howard Zehr presents the following single-sentence definition of RJ that guides our practice: *Restorative justice is a process to involve, to the extent possible, those who have a stake in a specific offense and to collectively identify and address harms, needs, and obligations, in order to heal and put things as right as possible.*

#### **Mediation:**

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, roommate, ex-date or friend and can be arranged by contacting the Director of University Accord at ext 4690.** Mediation offers a healthy, constructive alternative for conflict resolution, usually requiring only one or two sessions.

#### **Communication Coaching:**

A one-on-one process designed to assist and

promote individuals understand conflict and improve their relationships, whether personal or professional.

### **Pastoral Care**

Campus pastors are available to provide pastoral care. Referrals will be made for long-term care and/or therapy. The campus pastors are available at Weaver Wellness Suite, University Commons, ext. 4115 or Northlawn Prayer Room area, ext. 4132 or 4273.

## **Student Services—Financial**

### **Student Accounts Office**

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. The office is located in the Campus Center Room 104 next to the Post Office. Hours are Monday through Friday, 9:00 am to 4:00 pm. A cashier is available to receive payments, cash checks up to \$75.00 per day and to answer questions concerning the student account. Please have the student ID number available for each transaction. 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 additional information visit [www.afford.com](http://www.afford.com) or speak with a consultant at 888-722-4867.

Each student has two accounts: a tuition account for tuition, room and meal plan charges, and a miscellaneous account for charges such as long distance phone bills, field trips and bookstore charges. If the miscellaneous account becomes past due, the privilege of charging to the miscellaneous account will be denied until the account is current. Statements will be mailed monthly to the parents of dependent students unless otherwise requested in writing. Statements will be sent in campus mail directly to independent students.

### **Payment Policy**

Tuition, room and meal plan charges, less processed financial aid, are due one week before classes begin for each semester. Unpaid accounts may be subject to the following:

1. EMU network access for student-owned computers will be denied
2. Charging to the miscellaneous account will be denied
3. Grades, transcripts, enrollment, class attendance and diploma will be denied
4. Monthly finance charge of 1.5% (18% annually) will be assessed
5. Delinquent accounts will be reported to the Credit Bureau
6. 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 cashier.

### **Financial Assistance Office**

The Financial Assistance Office coordinates student financial aid programs, which include scholarships, grants, employment and loans. The staff is available to assist students in the application process and welcomes questions and concerns about their financial planning.

All students are encouraged to apply. Priority is given to those students who have completed and returned all forms by April 15. (See EMU catalog.) Most financial aid awards are subject to available funding and satisfactory academic progress. Students should contact the Financial Assistance Office prior to withdrawing from classes or reducing academic loads during a semester. Office hours are 9 a.m. to 4 p.m. Monday through Friday.

### **Student Employment**

#### *Federal Work Study*

Many students are able to help meet their educational costs by working at part-time jobs during their university experience. Student employment is available in many academic and administrative offices on campus, as well as in the food service and physical plant departments and numerous off-campus community service locations. Students work about 7 hours per

week. Students may apply for employment positions by completing the student employment application and contacting appropriate supervisors.

Returning students are encouraged to make arrangements for employment with supervisors before they leave campus in the spring. New students should pursue work-study placements as soon as eligibility has been determined.

#### *EMU Work Program*

Not all students are eligible for the Federal Work-Study program. A limited number of undergraduate international students may be offered the opportunity for on-campus employment *prior* to enrolling as a regular undergraduate student. No additional offers are made to international students after enrollment. Also, due to the nature of certain on-campus employment opportunities, students may be paid from EMU Work Programs funds.

#### *Off-Campus Employment*

Many persons in the community ask for students to provide child care, do yard work, clean house, etc. These jobs are posted on the EMU website [myemu.edu](http://myemu.edu).

### **Insurance**

#### *Health Insurance*

EMU offers a health insurance plan through Bollinger, Inc. with a Harrisonburg servicing agent, BB&T Shomo Lineweaver. The plan is available to students taking at least 6 credit hours each semester. Health insurance is an EMU requirement for international students and for students who participate in a varsity sport or in a cross-cultural seminar. Although not an EMU requirement for other students, we strongly encourage all students to have health insurance.

Students (except for those required to have coverage) have the option of declining this insurance. *If the Student Accounts Office does not receive a waiver card from you, your student account will be charged for the health insurance plan.* The mandatory waiver card allows the plan to be offered at a lower premium cost than would be possible without this requirement.

Brochures, applications and waiver cards are available in the Student Accounts Office, or you may visit [www.BollingerInsurance.com/EMU](http://www.BollingerInsurance.com/EMU) for more information.

#### *Disability Insurance*

Injury incurred while a student is engaged in student employment is covered by regulations of the Virginia Workman's Compensation Act.

#### *Personal Property Insurance*

EMU does not maintain insurance on student-owned property. Students' property is sometimes covered under their family homeowner's policy. Tenant insurance may also be obtained from a local agency if desired.

### **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 residence director and/or Physical Plant Office.

***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. This includes the property of resident and non-resident students and their guests. Students should insure their personal property through their own policy or their parents' homeowners policy.***

### **Refund and Withdrawal Policy**

Two situations may result in a student receiving a refund of payments made for institutional charges (tuition and room and meal plans):

1. Changing enrollment to fewer credit hours, or
2. Withdrawing from the university.

Similarly, these two situations may require the return of funds (refunds) of student financial aid to various financial aid programs. Whether or not a student receives an actual cash refund will depend on financial aid adjustments and other

miscellaneous charges the student may have on his or her account.

#### Changing Enrollment to Fewer Credit Hours

Procedure: Students who wish to drop a class shall obtain a drop/add form from the Registrar's Office. The date the student completes the process and signs the form is the date used in calculating adjustments for tuition and other charges.

#### Adjustments for Tuition Charges

Tuition charges are adjusted downward using a two step process. First the difference between the new per credit hour charge and the original higher charge is calculated. This difference is then multiplied by the percentage of the enrollment period not yet completed. The Adjustment and Refund Chart at the end of this section is used for determining percentage not completed. Please note activity fees are not refunded.

#### Adjustment for Room and Meal Plan

The Adjustment and Refund Chart outlined at the end of this section determines the adjustment to room and meal charges. The room and meal adjustment percentage may be different than the tuition adjustment percentage depending on the actual days the student remained in a residence hall. (Note: students must be enrolled full time in order to reside in a residence hall).

#### Adjustments to Financial Aid Awards

Most grants and scholarships require full-time enrollment. Most loans require at least half-time enrollment. Students should consult the Financial Assistance Office to determine what adjustments will be required by change in enrollment status. No adjustments are made after the 9th week of classes or after the date a student may withdraw from a class and receive a "W" grade, whichever is later.

#### Withdrawing from the University, including Medical Leave or Administrative Withdrawal

Undergraduate students who intend to withdraw from Eastern Mennonite University shall obtain a withdrawal form from the Student Life Office (UC220). The official withdrawal date is determined by the Vice President for Student

Life after meeting with the student during the withdrawal process. It shall be no later than the date the student meets with the Vice President for Student Life, but may be earlier. The official withdrawal date is based on class attendance dates and other extenuating circumstances.

**Medical Leave** may be available for undergraduate students who, due to a documented serious physical or psychological condition, need to leave Eastern Mennonite University during the semester without completing their coursework. Students on medical leave are not regarded as having permanently withdrawn from the University and need not apply for readmission through the Admissions Office. However, students must be approved for fitness to return to campus through the process described in the policy. A student requesting medical leave must make the request in writing to the vice president for student life. The vice president for student life will notify the Registrar of the request and will direct the student to provide appropriate documentation from a physician, licensed care provider or other qualified caregiver under licensed supervision. A decision approving or disapproving the medical leave request will be made by the vice president for student life in consultation with a Medical Leave Committee including but not limited to the directors of health services and/or counseling services. Full details of the medical leave policy, including a more limited **Medically Excused** status relevant only in the last 40% of the semester, may be found in the appendix of the faculty/staff handbook or is available from the student life office.

In the case of an **administrative withdrawal**, the withdrawal date and requirement to withdraw from classes is determined by the Registrar in consultation with the Vice President for Student Life and the Assistant Dean and Coordinator of Student Success. For all types of withdrawals or leaves, refunds will be finalized by the business office according to written protocols in consultation with the financial aid office after the withdrawal or leave form has been completed and submitted to the business office. Students are generally required to check out of the residence hall within 48 hours of completing the withdrawal process or may be required to leave sooner in the case of

an administrative withdrawal. At the time of withdrawal or leave, their ID will be deactivated and they will no longer have card access to residence or dining halls.

#### *Adjustments for Institutional Charges (Tuition/Room and Meals)*

The first step in the refund process is to adjust the institutional charges. The adjustment is based on the percentage of the enrollment period not completed as determined by the official withdrawal date. The Adjustment and Refund Chart at the end of this section determines the amount (percentage) of adjustment. Adjustments for tuition charges and room and meal charges may differ depending on the actual days a student remains in a residence hall. At the end of this section is an example illustrating adjustments to institutional charges and financial aid refunds.

No adjustments are made for withdrawal dates after the end of the 9th week of class or after the date that represents at least 60% of the enrollment period has been attended, whichever is later. Supplementary information for certain programs of study may be included in the “Program Specific Info” sections of this handbook.

#### *Refunds to Financial Aid Programs*

The official withdrawal date is used to determine the percentage of the enrollment period completed. For student aid purposes the percentage is based on days rather than weeks. Student aid is considered to have been “earned” during the period of enrollment completed. Federal and institutional student aid received in excess of the earned amount is considered “unearned” and must be returned to financial aid programs. Aid from private sources, including matching grants provided by the university, are refunded in their entirety, subject to specific guidelines of the aid provider. Federal Work-Study is excluded from the refund calculation. The “Example” at the end of this section illustrates a withdrawal situation.

No student aid refunds are made for withdrawal dates that occur after least 60% of the enrollment period has been attended.

Two other situations may result in somewhat different results. The first involves students who withdraw before all awarded aid is fully disbursed and the second is when a student receives student aid in excess of institutional charges. These two situations are illustrated in examples contained in the Financial Assistance Office Policy and Procedures manual and may be requested from the Financial Assistance Office at any time.

For the example outlined at the end of this section the student withdraws on the 30th calendar day of an enrollment period of 108 calendar days, resulting in an “earned percent” of 28% or an “unearned percent” of 72%. The student received \$4,905 of federal loan and grant funds, \$5,000 of grant and scholarship aid from EMU (excluding matching grant), and \$1,000 from private sources. The unearned portions (70%) of the federal and institutional amounts are \$3,434 and \$3,500 respectively, and are returned to the aid programs. The \$1,000 from private sources is returned in its entirety. The student in this example was charged \$16,550 for Tuition, Fees, Room and Meals. Financial aid covered \$11,405 of these charges and the family paid the remaining \$5,215 with a cash payment prior to enrolling. Individual transactions are not shown. However, the full detail of this example is contained in the Financial Assistance Office Policy and Procedures manual and may be requested at any time.

## Adjustment and Refund Percentages for 2011-2012

| Time Period             | Fall Semester   | Spring Semester  | %    | Summer Term | %    |
|-------------------------|-----------------|------------------|------|-------------|------|
| First day of classes    | Aug 30          | Jan 9            | 100% | May 7       | 100% |
| 1st week/day of classes | Aug 31-Sept 6   | Jan 10-16        | 98%  | May 8       | 87%  |
| 2nd week/day of classes | Sept 7-13       | Jan 17-23        | 93%  | May 9       | 80%  |
| 3rd week/day of classes | Sept 14-20      | Jan 24-30        | 86%  | May 10      | 73%  |
| 4th week/day of classes | Sept 21-27      | Jan 31-Feb 6     | 80%  | May 11      | 67%  |
| 5th week/day of classes | Sept 28-Oct 4   | Feb 7-13         | 73%  | May 14      | 60%  |
| 6th week/day of classes | Oct 5-11        | Feb 14-20        | 67%  | May 15      | 53%  |
| 7th week/day of classes | Oct 12-18       | Feb 21-27        | 60%  | May 16      | 47%  |
| 8th week/day of classes | Oct 19-25       | Feb 28-Mar 5     | 54%  | May 17      | 40%  |
| 9th week/day of classes | Oct 26-31       | Mar 6-16         | 47%  | May 18      | 0%   |
| After the 9th week/day  | Nov 1 and later | Mar 17 and later | 0%   |             |      |

\*Summer courses with dates to be arranged will be refunded on a pro-rated basis.

## Refund Calculation Example for 2011-2012

### Summary of Financial Aid Disbursed and Returned

|                             |                 |
|-----------------------------|-----------------|
| Total Federal Aid           | \$4,905         |
| Total EMU Aid               | \$5,000         |
| Church Grant                | \$500           |
| Matching Grant              | \$500           |
| HS Booster Club Scholarship | \$500           |
| <b>TOTAL AID</b>            | <b>\$11,405</b> |

### Return of "Unearned" Funds To:

|                            |         |
|----------------------------|---------|
| Federal Aid Programs (70%) | \$3,434 |
| EMU Aid Programs (70%)     | \$3,500 |

### Funds to be Returned in Entirety To:

|                                    |       |
|------------------------------------|-------|
| Church Grant (100%)                | \$500 |
| Matching Grant (100%)              | \$500 |
| HS Booster Club Scholarship (100%) | \$500 |

### Summary of Student Account Transactions

|                  |  |                  |
|------------------|--|------------------|
| 7/1/2011         | Tuition and Fee Charge                   | \$13,130         |
| 7/1/2011         | Activity Fee (nonrefundable)             | \$70             |
| 7/1/2011         | Room and Meals Charge                    | \$4,260          |
| 8/25/2011        | Cash Payment by Family                   | (\$6,055)        |
| 8/31/2011        | Total Federal Aid Credits                | (\$4,905)        |
| 8/31/2011        | Total EMU Aid Credits                    | (\$5,000)        |
| 8/31/2011        | Church Grant Credit                      | (\$500)          |
| 8/31/2011        | Matching Grant Credit                    | (\$500)          |
| 8/31/2011        | HS Booster Club School. Credit           | (\$500)          |
| 8/31/2011        | Outstanding Balance Due                  | \$0              |
| 9/30/2011        | Tuition Adjustment (73%)                 | (\$9,585)        |
| 9/30/2011        | Room & Meals Adjustment (73%)            | (\$3,110)        |
| 9/30/2011        | Total Federal Aid Refund (70%)           | \$3,434          |
| 9/30/2011        | Total EMU Aid Refund (70%)               | \$3,500          |
| 9/30/2011        | Church Grant Refund (100%)               | \$500            |
| 9/30/2011        | Matching Grant Refund (100%)             | \$500            |
| 9/30/2011        | Booster Club Refund (100%)               | \$500            |
| <b>9/30/2011</b> | <b>Outstanding Balance Due/ (Credit)</b> | <b>(\$4,261)</b> |

## Student Services—Informational

### **Academic Support Center**

*Hartzler Library, 3rd floor*

*Linda Gnagey, Director, 432-4254*

Perhaps the first lesson one learns at EMU is that there are skills involved in mastering the curriculum and assignments. The Academic Support Center is an academic support and enrichment resource for all students. Staff and peer tutors are available Monday through Friday, 8:30 a.m. - 4:30 p.m., for course-specific tutoring, writing and math support, and study skill and time management coaching. Study sessions for specific courses are offered each semester.

The Academic Support Center staff counsel and serve as advocates for conditionally admitted students as well as for students with learning disabilities or attention deficit disorders to assist them in their transition into college and in meeting their academic goals.

Students may drop in or make appointments on WOnline, available on myEMU. All services are free.

### **Community Learning**

Website: [www.emu.edu/communitylearning](http://www.emu.edu/communitylearning)

Community Learning at Eastern Mennonite University serves as a bridge, *connecting* the classroom and campus with the community. Faculty, staff, and students partner with a wide range of local organizations, churches, and faith-based agencies. Students enhance their academic learning through active engagement with diverse communities. Such experiences allow for the exploration of service and vocation.

Community Learning opportunities are posted online at [www.emu.edu/careers/jobs](http://www.emu.edu/careers/jobs).

### **Computing for Students**

Information Systems provides computer services to students to facilitate their learning experience at EMU. When on campus, students have network and internet access in dorms and in many public areas via wireless connections. Students can receive assistance connecting to the network and help with viruses at the Helpdesk. Computer labs provide access to special software, as well as printers and scanners.

From on or off campus, students can access their EMU e-mail, connect to personal and shared network space, access Moodle, the EMU Library catalog, and more.

For available resources, policies, and other information, check the information Systems website at [www.emu.edu/is](http://www.emu.edu/is)

Students living off-campus and needing access to the Internet from their residences are encouraged to obtain service from a local ISP.

See also “Information Systems Policies” under the “University Policies” section of this handbook.

### **Hartzler Library**

You will find the Hartzler Library to be a good partner in your education at EMU. Hartzler Library supports the academic mission of EMU by providing access to a wide variety of books, journals, DVDs and electronic resources. The building is located in the southeast corner of the campus. The entrance to the library is on the north side of the building.

Please present your EMU ID when checking out materials. EMU faculty, staff and students also have access through interlibrary loan to materials not owned by EMU. For more information about library holdings and policies, see the library web site ([www.emu.edu/library](http://www.emu.edu/library)).

Computers are available for student use on the first and second floors and wireless access is available on all three floors. Four copiers are available for patron use.

Regular hours during the school year are as follows. Check on the web for updates.

|                 |                         |
|-----------------|-------------------------|
| Monday-Thursday | 7:45 a.m.– 12 midnight. |
| Friday          | 7:45 a.m.– 6 p.m.       |
| Saturday        | 12 noon – 6 p.m.        |
| Sunday          | 2 p.m.– 12 midnight     |

The library building houses the Historical Library, Academic Support Center, Art Gallery, Information Systems Helpdesk, Library Technology Classroom, EMU Archives, Virginia Conference Archives and CJP Suite which has its own outside entrance.

### **Menno Simons Historical Library and Archives**

The Menno Simons Historical Library on the third floor of Hartzler Library is a specialized collection of Anabaptist/Mennonite history, thought, arts and culture. The collection also includes family history, Shenandoah Valley history, and genealogy.

Materials do not circulate. The Historical Library staff is eager to help with research needs. The library is open Monday through Friday 9-12 and 1-5. If these hours do not suit, please contact the Historical Library at 432-4177 to make other arrangements.

The EMU Archives on the first floor contain the official papers of EMU as well as manuscript and personal papers owned by EMU. Hours are by appointment.

Virginia Conference Archives houses the records of Virginia Mennonite Conference and Eastern Mennonite High School, including the papers of congregations and church leaders. Hours are by appointment.

### **Learning Resources**

Learning Resources provides a variety of audiovisual equipment to support the academic program of EMU. Equipment and setup must be booked at least 48 hours in advance. There is an area available for viewing videos and DVDs. You can also listen to audiocassettes and CDs. For more information check the web at:

[http://www.emu.edu/is/wiki/index.php/media\\_services](http://www.emu.edu/is/wiki/index.php/media_services).

Learning Resources is located in the northeast corner of the lower level of Hartzler Library. Hours are as follows:

|                 |                 |
|-----------------|-----------------|
| Monday-Thursday | 8 a.m. – 5 p.m. |
| Friday          | 8 a.m. – 5 p.m. |
| Saturday        | closed          |
| Sunday          | closed          |

### **Registrar's Office**

#### *Grades*

Grades are available to students through 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 to continuing students prior to each term of study. A student wishing to add or drop a course shall contact his or her advisor. For courses offered on a standard semester basis the following applies: courses may be added through the first five days of the semester and may be dropped with no grade through the first four weeks. Courses dropped during the fifth through ninth week are recorded as "W" (withdrawal). No change is permitted after the ninth week. Drop/Add deadlines are adjusted accordingly for courses offered on other time frames.

### *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/).

### **Student Disability Support Services**

EMU students who have disabilities are served through the Student Disability Support Services (SDSS) Office located in the Academic Support Center, Hartzler Library, 3<sup>rd</sup> floor, (ext. 4233).

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 and the ADA Amendment Act of 2008. 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. 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. All documentation is confidential and is kept in the SDSS Office. Students who wish to appeal a decision on their accommodations may use the University grievance procedures located in the President's Office or the Student Life Office.

Non-documented students who exhibit indicators of learning or attention disorders should make an appointment with the Coordinator of SDSS for further counseling and screening. Referrals for professional evaluation can be made to community assessment resources, if needed.

Make an appointment with the coordinator of SDSS by calling ext. 4233 or 4254.

#### **Telephone Service**

Telephones scattered throughout the campus give access to local service by dialing "9" for an outside line, and to on-campus extensions by dialing the last four digits of the number.

### **Student Services— Multicultural/International**

#### **Multicultural Services**

Multicultural Services is dedicated to providing creative, effective and purposeful services to better recruit, educate and retain AHANA\*(African, Hispanic, Asian, and Native American) students at Eastern Mennonite University.

All members of the EMU community are encouraged through Multicultural Services, to participate in educational opportunities and programs that celebrate diversity, stimulate dialogue and build relationships across racial/ethnic differences. Multicultural Services is committed to work towards creating an environment that encourages and attracts diverse populations to receive the full benefit of an EMU education and to use and develop their God-given talents to contribute to the EMU community. Through Multicultural Services, AHANA students will be empowered to succeed academically, socially and spiritually through a variety of leadership opportunities.

The Multicultural Services Office is located in the University Commons, room 230. The office also offers a Resource and Career Services Room (UC222) where students can use the office library, study, hold meetings or just relax. To book a meeting in UC222, please see the administrative assistant in Student Life. The office oversees programming for Latino Heritage Month, Black History Month, Dr. Martin Luther King Jr. Celebration Week and Dialog on Race Week. The Director of Multicultural Services advises the following student organizations, Black Student Union, Latino Student Alliance, The Gospel Choir, Future Leaders of Equality and Diversity and Alpha and Omega Dancers for Christ (see Student Services – Recreational). The multicultural services director's extension is 4458.

#### **International Student Services**

"Orienting and supporting international students." Internationals student are a valued part of the Eastern Mennonite University community, as they bring a rich cultural perspective that enhances the learning process as EMU seeks to education students to serve and lead in a global context. International Student Services is dedicated to providing services, social and educational programming and leadership opportunities to assist in the growth and development of enrolled international students. These services include orientation to American culture, US higher education and EMU, guidance on immigration related matters (maintaining status, work authorizations, etc), advising, mentoring, social and educational activities, leadership development and advocacy. The International Student Organization is mentored by the director.

The director of international student services may be reached at ext. 4459 or [iss@emu.edu](mailto:iss@emu.edu). The office is located in University Commons, Student Life Suite, room 232.

### **Student Services—Occupational**

#### **Career Services**

Students are invited to use Career Services at all points in their university experience. Whether choosing a major, changing a major, or finding a job, we can help. Available services include academic advising, career counseling, graduate school information, résumé and cover letter reviews, internship and job search assistance, and interview preparation. Testing services are also

provided for the following tests:  
CLEP, DSST, and MAT. See [emu.edu/careers](http://emu.edu/careers) for additional information.

Online resources include:

MyPlan - self-assessment of personality, interests, skills & values and exploration of careers ([emu.edu/careers/assessment](http://emu.edu/careers/assessment))

EMU Jobs Board - view job postings to EMU & national jobs board, post resumes/portfolios, and connect with employers ([collegecentral.com/emu](http://collegecentral.com/emu))

Jobs4GradsNow - interactive 10 step system that takes the guesswork out of getting hired ([jobs4gradsnow.com/emu](http://jobs4gradsnow.com/emu))

Career Services is located on the 2nd floor of University Commons, Student Life Suite 224.

## Student Services—Recreational

Access to a wide variety of activities is one of the advantages of a university campus. Students may especially enjoy the special performances, film series, athletic events, concerts and theater productions. Many clubs are open to both undergraduate and graduate members, although some are supported solely by undergraduate student activity fees. Further information on activities fees for various programs and what those fees support is available in the “Program-Specific” sections of this handbook or from program offices.

### Co-curricular Organizations and Activities

A well-rounded education includes experiences and learning in and out of the classroom. The total development of the student is fostered by linking the co-curricular program to the educational mission of the university. Therefore, co-curricular programs are planned for the purpose of reinforcement of classroom instruction and academic learning, social interaction, group cooperation, development of leadership skills, service to the community and profitable use of leisure time.

Please contact the director of student programs (extension 4133) for information on how to develop a new student organization or become involved with existing ones.

All organizations are expected to honor university policies for student life in the same spirit of shared responsibility as are individual students. Misconduct by organization members may result in

a sanction against the organization if the organization fails to fulfill its responsibilities or if the misconduct occurs in conjunction with activities planned by the organization.

## Arts, Activities and Organizations

### Alpha and Omega Dancers for Christ (AODC)

Students give glory to God by lifting up praises through rhythmic movements and dance, honoring their bodies as the “temple of The Holy Spirit” and encouraging others to draw closer to the presence of God. For more information, contact The Multicultural Services Office x4458

### Art Gallery

The EMU art galleries host six to eight exhibits each year, including regional and national artists and student shows. For more information, contact Paulette Moore, Gallery Director: Ext: 4215 or [paulette.moore@emu.edu](mailto:paulette.moore@emu.edu).

The Hartzler Gallery is located on the third floor of the library. The new Margaret Martin Gehman Art Gallery is located next to the theater in the University Commons.

### ‘Arters Anonymous

The student-led improvisational theater group, ‘Arters Anonymous, frequently performs on and off campus. The group is open to all members of the EMU community. Auditions are usually held once each semester.

### Athletics (Intercollegiate)

EMU fields varsity teams for men in soccer, cross-country, basketball, baseball, track and field, and volleyball. Women’s sports include field hockey, volleyball, cross-country, basketball, softball, soccer, and track and field. Club sports are sponsored according to student interest. Currently there are clubs for men’s lacrosse and golf.

Both men and women compete as members of the National Collegiate Athletic Association (NCAA) Division III and the Old Dominion Athletic Conference (ODAC).

Men’s volleyball, the only Division III program in the state of Virginia, competes in the new CVC, Continental Volleyball Conference.

The EMU Royals have been competitive in the Conferences and have participated in national post-season tournaments in a variety of sports. For more information on any phase of the athletic program,

contact the Director of Athletics (ext. 4646) or check our website at [www.emu.edu/athletics](http://www.emu.edu/athletics).

#### *Athletic Admission Fees*

EMU Game Admission: Students, Faculty, and Staff with ID are FREE

Admission fees are charged for NCAA tournament events.

Intercollegiate athletics are an integral part of life at Eastern Mennonite University. At EMU, Christian values, goals and standards are the foundation for all athletic activities. The athletic program provides men and women with opportunities to integrate personal growth in leadership, athletic skills, wholesome attitudes and spiritual understanding. An emphasis is placed on a balance between academic achievement and athletic excellence.

The dynamics of interpersonal relationships are an important consideration of the athletic program. Coaches stress teamwork, interpersonal communication and self-sacrifice. As athletes interact with others and as they are challenged to develop their talents, they learn about themselves in ways not possible in the classroom.

Athletics also builds campus identity. Athletic events provide entertainment and opportunity for socialization and growth experiences for the entire community.

#### *Black Student Union (BSU)*

The mission of The Black Student Union is to provide an arena of support, recognition, celebration and education, where African and African-American students can take pride in their heritage and share their culture with others from different racial/ethnic backgrounds. We strive to develop unity and leadership opportunities that empower students to learn to work with diverse groups as well as develop positive self-initiatives. BSU facilitates programs and activities at EMU that are relevant to the African and African-American experience. BSU plans special campus-wide events, along with The Multicultural Services Office, during Black History Month (February). We aim to enrich the life of the campus community by strengthening our common bonds through mutual respect and Christian love. We also strive to build relationships with the broader Harrisonburg area through Community Service Programs. All persons from different racial/ethnic

backgrounds are welcomed to participate, learn and celebrate the history and uniqueness of the African and African-American culture. For more information, contact The Multicultural Services Office at ext. 4458.

#### *Campus Activities Council (CAC)*

The Campus Activities Council is dedicated to providing a variety of exciting activities throughout the academic year for the purpose of fun and fellowship. CAC serves as the main undergraduate social programming body for Eastern Mennonite University and is comprised of a student leadership team and several volunteer programming committees. These committees are: Publicity; Technical/Sound; Films; Recreation and Social. Members assist in planning, publicizing, and hosting activities and help generate ideas for new programs and events. Contact the student programs director, ext. 4133.

#### *Celebration*

Celebration is a student-led song, prayer and praise service held each Sunday, 9-10 p.m. in Martin Chapel of the seminary building. This worship service is open to all who wish to participate. For information call ext. 4273.

#### *Cycling Club*

This club gives riders, both serious and casual, a place to meet other riders. Weekly rides are taken as weather permits.

#### *Disability Awareness Committee*

The purpose of this committee is to offer educational and inspirational programming for the entire campus that increases understanding and support for persons with disabilities. The committee, *initiated by student interest*, provides programming emphasizing a balance of ability and disability. For more information, contact the Student Disability Support Services Coordinator, ext. 4233.

#### *Earthkeepers*

Students who wish to establish awareness of environmental issues affecting the campus, local, national, and global communities participate in a variety of activities during the year.

#### *Economic Business Innovators of Tomorrow (EBIT)*

The EMU EBIT club strives to provide a network of academic exploration, relationship building and post-grad opportunities among students pursuing

accounting, administration and economic vocations. Serving each other, the EMU and Harrisonburg community, and people around the world, EBIT members are challenged and prepared to meet the call of faith-filled ethics in business. Advisor: Walt Surratt, ext. 4156.

#### EMU Explore

The purpose of this club is to provide an outdoors outlet for any member of EMU's campus community, including faculty and staff. This will benefit the community by eventually being able to provide recreation opportunities and information about local and regional trips, opportunities, and general outdoors knowledge. Advisor: Lester Zook, ext. 4439

#### EMU Fishing Team

Our goal, as the EMU Fishing Team, is to share our love for fishing with the university and community. We want to provide a place for people who share the same passion as us to experience fishing with a close group of people. We do not only want to become better fisherman and friends, but we want to grow spiritually as well. Jesus told His disciples in Matthew 4:19, "Follow me, and I will make you fishers of men." Although fishing is a great activity which we love to do, making our fellow fishermen disciples of God is our "reel" goal on this team. Contact Matt George, student representative, [matthew.george@emu.edu](mailto:matthew.george@emu.edu).

#### Fellowship of Christian Athletes

All EMU athletes, students and coaches will have an opportunity to strengthen their spiritual lives and to learn about Christ through activities centered around the FCA Vision, Mission and Values Statements. FCA's vision is to see the world impacted for Jesus Christ through the influence of athletes and coaches. Our mission is to present to athletes and coaches and all whom they influence the challenge and adventure of receiving Jesus Christ as Savior and Lord, serving Him in their relationships and in the fellowship of the church. FCA's values are to show how our relationships will demonstrate steadfast commitment to Jesus Christ and His Word through Integrity, Serving, Teamwork and Excellence. We believe that FCA will grant our student-athletes a chance to strengthen their spiritual lives and to learn about Christ in the mist of our busy schedules with academics and athletics. Advisor: Mike Downey, ext. 4336

#### Gospel Choir (Community of Praise GC)

The name of The Lord Jesus Christ is lifted up in song through traditional and contemporary Gospel Music. The choir seeks to inspire and encourage a deeper sense of God's presence in our lives through worship in song. The GC also serves as a positive outreach to the broader community representing our Christian faith. All cultures are encouraged to join together to "Make a Joyful Noise to the Lord!" For more information, contact the Multicultural Services Office at ext. 4458.

#### Inklings

The goal of this group is to cultivate an appreciation for literature and literary culture. Inklings also produces the Phoenix, a literary and visual arts journal. Benefits include participation in club meetings, trips, and sponsored activities.

#### International Student Organization

The mission of this group is to bring the international and American students together for intellectual and social interaction in a multicultural setting. Any undergraduate, graduate or Intensive English Program student enrolled at EMU, regardless of nationality, is eligible for membership. For more information, contact the Director of International Student Services, ext. 4459 or [iss@emu.edu](mailto:iss@emu.edu).

#### Lacrosse Club

Men and women play organized lacrosse with the hope of playing other college club teams. This club provides opportunities for growth in teambuilding, leadership, friendship and physical fitness.

#### Latino Student Alliance

LSA is a source of encouragement, strength and support for all Latina/o Students. Our main goal is to help facilitate a positive transition for Latino students to the EMU community. LSA provides a place for Latino Students to celebrate and take pride in their heritage. LSA co-leads the implementation of Latina/o Heritage Month (Sept. 15<sup>th</sup>-Oct. 15<sup>th</sup>), with the Multicultural Services Office. Educational, cultural, spiritual and social programs are planned for all to enjoy. We welcome and invite non-Latinos to take advantage of this wonderful on-campus, cross - cultural opportunity to embrace, learn and celebrate Latina/o culture! For more information, contact the Multicultural Services Office at ext. 4458.

### Math Club

The Math Club strives to enhance the educational experience of math students and those students interested in math. It also promotes community services by coaching a junior high math team.

### Music Groups

The organizations in the following list are open to all students. Credit may be arranged. For more information, contact the director of the group you are interested in joining.

#### Chamber Ensemble

Small ensembles of voices and/or instruments are organized and coached by the Music Department faculty. Groups are formed according to the interest and abilities of the students (by permission). For information: Joan Griffing, ext. 4224, or [griffing@emu.edu](mailto:griffing@emu.edu).

#### Chamber Orchestra

Open to students, faculty and members of the community, the orchestra provides an outlet for those interested in symphonic music. Each semester the orchestra plays a varied repertoire. Collaboration with various soloists rounds out each season with ample performance opportunities. Director: Joan Griffing, ext. 4224, [griffing@emu.edu](mailto:griffing@emu.edu).

#### Chamber Singers

A select choir of mixed voices which studies and performs music from various periods of choral literature. Performances occur on and off campus, with an off-campus tour each year. An audition is required. Director: Kenneth J. Nafziger, ext. 4222, [ken.j.nafziger@emu.edu](mailto:ken.j.nafziger@emu.edu).

#### Choir Without Borders

A large choir of mixed voices, singing music from a variety of eras and cultures. A minimum of one on-campus concert is scheduled each semester, with an occasional off-campus concert. Other opportunities sometimes include involvement in chapel. All interested singers are encouraged to participate. Director: James Richardson, ext. 4221, [james.richardson@emu.edu](mailto:james.richardson@emu.edu).

#### EMU Jazz

A small ensemble featuring rhythm, brass, and saxophones emphasizing contemporary jazz solo improvisation. The group performs on campus and for local churches and schools. Audition is required. Director: Mark Whetzel, [mark.whetzel@emu.edu](mailto:mark.whetzel@emu.edu).

### Wind Ensemble

This large instrumental ensemble of wind and percussion instruments is open to students, faculty, and members of the community. The wind ensemble plays a varied and challenging repertoire. Director: John Dull, [john.dull@emu.edu](mailto:john.dull@emu.edu).

### National Association for Music Education

This is a professional organization that aims to acquaint future music teachers with current issues and trends of music education. Members receive the Music Educators Journal each month and the group attends a conference each year. The EMU chapter also welcomes non-music majors.

### Nursing Honor Society

Sigma Theta Tau, Pi Mu Chapter-at-Large is a combined honor society with James Madison University and EMU. Honor Society membership brings together students, faculty, and nursing leaders in the community. Membership is offered to students who are in the top one third of their class. The purpose of the honor society is to provide opportunities which encourage growth, further education and enhance professionalism of nursing students who have demonstrated academic excellence. Sigma Theta Tau emphasizes research, scholarship, and innovations in nursing and health care.

### Peace Fellowship

This group invites speakers, screens films, and plans inter-collegiate trips to facilitate broader student participation in peace and justice issues. Peace Fellowship poses a pertinent question for today, "What does it mean to live a Christian life advocating wholeness and justice at home and abroad?" Advisor: Gloria Rhodes, ext. 4270.

### Pre-Professional Health Society

This group encompasses all pre-professional health science students (except nursing), including those interested in pre-medicine, pre-dentistry, clinical laboratory science, pre-physical therapy, pre-occupational therapy, pre-podiatry, pre-optometry, and pre-veterinary medicine. Students interested in allied health programs or biomedical graduate program in public health, pharmacy or pharmacology, neurobiology, microbiology, physiology, anatomy, pathology, etc. are included. The organization provides opportunities for social interactions, learning about health science professions, visits to medical schools and clinics,

and programs on applying to professional health science schools.

Advisors: Roman Miller, ext. 4412 and Greta Ann Herin, ext. 4414.

### Recreational Sports

Students and faculty are provided an opportunity to participate in positive recreational activities that appeal to a wide variety of people. Over 60% of the student body currently participates. Events are conducted tournament style or operated on a league basis. The leagues that are currently offered include volleyball, floor hockey, basketball, softball, tennis, football, dodge ball and outdoor and indoor soccer. Tournaments are offered on the weekends and include billiards, volleyball, table tennis, sand volleyball, golf, and 3-on-3 basketball.

Students, faculty, staff, and their spouses are welcome to participate in the various events. Interested persons should form teams and register at [www.emu.edu/intramurals](http://www.emu.edu/intramurals) or contact the coordinator of Recreational Sports (ext. 4133). Financial responsibility for the treatment of any injury incurred while participating in a recreational activity belongs to the participant.

### Res Judicata

This group raises awareness on campus and in the Shenandoah Valley as to how law helps shape local, national and global affairs. Students debate and invite speakers to address how peace, justice, faith, and reconciliation relate. Res Judicata also enables planning for a law-related vocation and graduate school. With graduate studies costing about \$45,000/year, Res Judicata can provide helpful GRE and LSAT test-taking skills and strategy sessions to help students achieve their post-EMU goals. Advisor: Mark Sawin, ext. 4468.

### Royals Society

Royals Society is a group of students chosen through an application process to represent the EMU campus community to past, present and future students by sharing their love and knowledge of the university with others. This is done primarily through campus tours and hosting students. Royals Society is representative of a scholarly, enthusiastic and involved student body. Members also serve as a link between the campus and the surrounding community. Contact Matt Ruth (ext. 4118), [matthew.ruth@emu.edu](mailto:matthew.ruth@emu.edu).

### Safe Space

EMU Safe Space desires to be an open and loving space affirming people of all sexual orientations. They long to engage respectfully with students, faculty, and administrators as a presence for the LGBTQ community, creating safe dialogue on the issue of homosexuality.

Advisors: Deanna Durham, ext. 4912 or [deanna.durham@emu.edu](mailto:deanna.durham@emu.edu); Steven Johnson, ext. 4364 or [steven.johnson@emu.edu](mailto:steven.johnson@emu.edu).

### Shenandoah

Shenandoah, the university yearbook, chronicles each year's events and the people who orchestrate them. It is produced annually by a student staff and offers opportunity for students skilled in management and organization, photography, writing, art and business. The editors are selected from a pool of interested students by the Shen Advisor in consultation with the SGA advisor, and are appointed by the VP for Student Life.

### Social Work is People (SWIP)

SWIP is social work's student club that plans campus wide activities related to social issues, including the annual Take Back the Night event. Additionally, SWIP promotes professional development and organizes events for social work majors. Advisor: Jane Wenger Clemens, ext. 4454.

### Student Education Association (SEA)

This is a voluntary organization of students interested in teaching early childhood, elementary, secondary, all-grade and special education that meets approximately once a month to learn more about teaching and/or complete service projects.

Students are provided the opportunity to join the Virginia Education Association (VEA) but are not required to join for membership in SEA. Membership in VEA entitles the student to affiliate membership in the National Education Association (NEA), including its student publications, for one year and a subscription to the Virginia Education Journal. Student teachers receive a \$1,000,000.00 liability insurance with VEA membership and encouraged to join.

SEA executive board members are elected by the membership each spring from the education student pool.

Advisor: Sandy Brownscombe, ext. 4368  
Education office, ext. 4142

### Student Government Association (SGA)

All EMU undergraduate students compose the membership of this organization. SGA coordinates student involvement in the campus community, organizes student opinions concerning campus life, communicates concerns to and from the administration, aids in decision making, educates about representative government and encourages each student towards full Christian commitment.

The Executive Committee is headed by the SGA president/co-presidents and includes the following elected officers: vice-president, secretary, and treasurer.

The Senate is composed of 13 elected students, a faculty representative and an administrative representative. The vice-president for student life is an ex-officio member. Students are assigned to serve on specified EMU committees and are given a vote on most of those committees. Senators are responsible to report on those committees to SGA as well as to represent students and their concerns.

#### 2011-2012 SGA Officers

Co-Presidents: Nels Akerson  
                    Mariah Elliott

Vice President: James Souder

Treasurer: Dan Sigmans

Secretary: Alli Eanes

### Students for Morally Responsible Investment in Israel/Palestine

The purpose of this organization is to “speak the truth in love” about the realities of the Israeli Occupation in Palestine and to work together with the administration, Everence and Mennonite Church USA to fully divest from all companies supporting the violation of international law and human rights in Israel/Palestine. Individuals and the campus at large will benefit from being better educated and living out more fully God’s call to “do justice and love mercy”. Advisor: Peter Dula, ext.4466.

### Student Nurses Association (SNA)

An organization of nursing students, SNA is designed to carry out functions such as encouraging interest in national and state organizations, organizing nursing-related community functions, planning activities according to students’ interests, and organizing blood drives and other community service activities.

All EMU nursing students are automatically members of SNA upon entering the program. Students are charged \$5 per semester.

Leadership roles include a president, co-president, secretary and treasurer.

### Table Tennis Club

TTEMU (Table Tennis EMU) offers weekly open play nights for people who like competitive table tennis, or who want to improve. The play nights are free and open to the community. In addition, the club sponsors one or two tournaments during the school year. EMU is a member of the Virginia Division of the National Collegiate Table Tennis Association along with JMU, UVA, and Virginia Tech. Advisor: Lester Zook, ext 4439.

### Teaching, Developing, Advising Peers (TDAP)

This organization is to teach students about the awareness of several different health and social issues. T.D.A.P. was also founded to reach students who need an outlet or moral support. The general goals of this organization are to provide information on these general issues and to provide a support system to students on campus and off. Advisors: Margaret Upton, ext. 4302; Carleen Overacker, ext. 4607.

### Theater at EMU

EMU Theater produces a full season of theatre performances, from faculty-directed to student-directed pieces, from main stage musicals to studio performance art. Notice of auditions, performances and other events may be found on the campus events calendar or on the departmental web page. Students play a leading role in almost every aspect of university production, even joining in setting departmental seasons. Every student at EMU is welcome to participate in departmental activities. Students may involve themselves in acting; directing; playwriting; scenic or costume construction; lighting, scenic, costume or sound design; music composition; promotions; public relations; or box office operations. Most students may also earn up to three semester hours of credit through their participation. The department offers work-study positions in most technical and publicity areas.

### Weather Vane

This is a weekly campus newspaper produced by and for students. Those interested in reporting, editing, layout and design, photography (digital and film), circulation, business management and advertising sales are encouraged to become

involved. Weather Vane works with contributing writers. Weather Vane contributors may be work study, practicum, or volunteer. 2011-2012 editors-in-chief: Rebekah Enns and Joel Nofziger.

#### Young Life

The mission of Young Life is to introduce adolescents to Jesus Christ and help them grow in their faith. The purpose of recognizing Young Life as a student organization at EMU is to unite our campus in vision and mission with a very active and recognized ministry that is already established in our community.

#### Young People's Christian Association (YPCA)

YPCA, a student organization, provides opportunities for mission, service, and outreach in the name of Jesus. The YPCA leadership team, made up of officers, commissioners and a campus pastor advisor, guides and shapes the program and service opportunities.

YPCA provides a place to discuss, encourage, and grow a desire for missions, provides opportunities to engage in service both locally and more widely, and facilitates ministry opportunities by creating partnerships with area churches, agencies and organizations.

Highlights of the YPCA program include awareness theme weeks, fall and spring service days, YPCA scholarships for seminars and conferences, and spring break service trips. More information about YPCA is available at [www.emu.edu/ypca](http://www.emu.edu/ypca). Contact the YPCA Council at [ypca@emu.edu](mailto:ypca@emu.edu) or ext. 4132.

### **Recreational Facilities—Indoor**

#### Park Cabin

This facility provides a spot for students and faculty to relax in the beauty of Park Woods, located at the east edge of campus. This building does not have running water or cooking stove. A fireplace in the one-room cabin provides an atmosphere for creative activity. Reservations may be made through the Physical Plant Office (ext. 4390).

#### Gymnasium/Climbing Wall, University Commons

The gym or climbing wall may be reserved by contacting the Athletic Office (ext. 4440) and providing the date, time, group name and function. A rental charge from the Auxiliary Services Office is assessed for non-EMU related groups.

#### Fitness Center, University Commons

The University Commons Fitness Center provides safe and enjoyable facilities, equipment and programs to meet the recreation and exercise interests of the campus community. The fitness center includes: a weight room, a group exercise room and a cardio room with a variety of aerobic fitness machines. Classes are offered in the group exercise room, including: aerobics, dance, relaxation, stretching and body control. An indoor track is also available. A friendly and helpful student staff is present during open hours.

There is no charge for students and full time faculty/staff. Others may purchase a membership in the Fitness Center by contacting the fitness operations coordinator at ext. 4633.

#### Game Room, University Commons

The University Commons Game Room is available for the campus community as a place to relax, socialize and enjoy a friendly game. It has five pool tables, three table tennis tables, two foosball tables, and a television. Also available are a wide variety of sports equipment and games that can be checked out with an EMU ID card. A friendly and helpful student staff is present during open hours.

Contact the Game Room coordinator at ext. 4644.

### **Recreational Facilities—Outdoor**

The various outdoor recreational facilities include tennis and basketball courts, a lighted turf field, a 400 meter all-weather surface track, and two sand volleyball courts. Facilities may be reserved for faculty, staff and student groups based on availability. Contact the Athletic Department (ext. 4440).

Permits are required for any open fires on campus unless the fire is for cooking. Then no permit is required. The person planning the event needs to read and sign an "Open Air Fires – EMU Policy" form. Contact the Physical Plant Office (ext. 4390) for permission/information.

### **Museum**

The D. Ralph Hostetter Museum of Natural History is a resource for campus and community groups. Contact the Science Center secretary (ext 4400) for special showings and admission fees. The museum is open to the public on Saturdays and Sundays from 2-5 pm, from mid-September through end of April, excluding holidays. The cost is \$3.00 for adults, \$1.50 for children 10 and under. The Museum is closed during the summer months,

except by special arrangement.  
([www.emu.edu/science-center/museum/](http://www.emu.edu/science-center/museum/))

### **EMU “Eden” Arboretum**

Consisting of over 13 acres of old oak-hickory forest and one acre of perennial gardens, the arboretum is dedicated to “restoration ecology.” The Park Woods Preserve contains hundreds of native wildflowers and shrubs, offering a site for conservation ecology study and wildflower appreciation. The Peace Gardens feature perennials suitable for home landscaping, encouraging their use in place of environmentally unsuitable lawn care practices.

## **Student Services—Miscellaneous**

### **Student-Owned Vehicles**

Car owners assume personal liability for the use of their cars and any legal involvement of their vehicles. Drivers carry the responsibility for any incidents involving the vehicle and occupants, except where there is negotiation with the university. Vehicles must be registered with the Physical Plant Office within one week after they are brought to campus.

All students must obtain a campus decal from the Physical Plant Office within one week of their arrival on campus. These decals are necessary to avoid parking fines. (The fee for these decals has not been established as of this printing.)

### **University-Owned Vehicles**

Fleet vehicles are available for university business and official university-related activities by employees and students who hold a valid driver’s license and have funding authorization and an approved account number from respective department heads for incurred cost. Drivers must complete a “Drivers Qualification Form”, “Authorization to Obtain Motor Vehicle Record” form and a copy of the Driver’s License prior to being approved to drive. University vehicles are not available to students for personal use. Forms are available at the following website:  
[www.emu.edu/physicalplant/vehiclepolicy.html](http://www.emu.edu/physicalplant/vehiclepolicy.html)

### **Meeting Facilities**

*To reserve any of these spaces, call the Physical Plant at ext. 4390 except where specifically noted otherwise.*

### *Discipleship Center*

All purpose facility and can accommodate 100 people comfortably.

### *Lehman Auditorium*

This large meeting area is available on a limited basis for group meetings. It is generally available from 7 p.m. until midnight.

### *Lehman Board Room*

Located on the third floor of the Campus Center, Lehman Board Room (301/ 302) is available on a limited basis for group meetings. It can be divided into two sections (10-12 persons on each side) or one large room which can accommodate 25-30 comfortably.

### *Library Conference Rooms*

The President’s Room (303) and a conference room/classroom 304 are available on a first-come, first-served basis.

### *Martin Chapel*

This facility in the seminary building seats 145. Opening the rear wall adds space for 100 more persons.

### *Science Center- (Room 106)*

This large room in the Science Center includes a stage and can accommodate 272 persons. The building is locked on Sundays.

### *Science Center Rooms*

Several classrooms are available when classes are not in session. These may be reserved by contacting the Physical Plant Office (ext. 4390).

### *Strite Conference Room (Room 105)*

This multipurpose room in the Campus Center is designed for training and seminars and can accommodate up to 140 people seated in rows of chairs. Tables can accommodate dinner meetings for up to 40 people.

### *University Commons, Common Areas*

These spaces may occasionally be used by departments for special events.

### *University Commons, President’s Room (Rm. 201)*

A beautifully furnished room with balcony on the 2nd floor, Room 201, is used for special occasions. Contact the President’s Office (ext. 4100) to discuss appropriate events for this space.

### University Commons, Seminar Rooms(s)

This space between Student Life Suites A and B, 2nd floor, Rooms 211 and 212, may be divided into two smaller rooms (20-25 persons each) or one larger one.

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

1. Permission to use a specific facility must be obtained from the person or office identified above.
2. Groups reserving space in campus facilities shall be responsible for any negligent damage.
3. Furniture and equipment are expected to be returned to their original arrangement. All materials, such as decorations relating to the event, should be removed within an hour after the program has concluded.

### **Sponsoring Speakers and Demonstrations**

1. EMU reserves the right to properly regulate the on-campus appearance of extra-curricular lecturers and guest speakers. Students are expected to reference a proposed invitation with their organization's faculty or staff advisor.
2. All students have a right to lawful and peaceful demonstrations provided they do not disrupt class work or other university business or create substantial disorder or invasion of the rights of others. Questions about this policy may be addressed (in advance of a planned demonstration) to the VP for Student Life.

### **Box Office**

The Box Office is located in the lower lobby of the University Commons and is open Monday-Friday from 10:30 am – 2:30 p.m. when tickets are on sale. To order tickets, please call (540) 432-4582 or visit our website <http://www.emu.edu/boxoffice/> for information on ordering tickets online. If you want to sell tickets, please contact the Box Office manager at (540) 432-4663.

### **Office of Auxiliary Services**

This office provides supervision and oversight to several services on campus including university owned apartment rentals, the Box Office, the Guesthouse, and University Commons facility management. Additionally, this office serves as the EMU liaison with Pioneer College Caterers and Follett Bookstore which is our university food service provider and University Bookstore. The Auxiliary Services Office also coordinates groups visiting campus for everything from wall climbing

to large-scale meetings and catering, sporting events and occasional concerts. Summer activity resembles the operation of a large hotel/conference complex. Summer conference assistants (students) under the Federal Work Study Program learn valuable skills as they assist in office efforts. The office is located near the main first-floor entrance of the University Commons.

### **Constituency Relationships**

The Advancement Division staff welcomes student suggestions and cooperation in relating to the University's constituency. The division consists of three departments: Alumni and Parent Relations, located on the 2<sup>nd</sup> floor of the Campus Center; Marketing/Communications, located in the Anderson House (at 1160 Park Road), and Development, located in the Suter II House (at 1161 Park Road). The Advancement Office is located on the 3<sup>rd</sup> floor of the Campus Center in the administrative suite.

These departments coordinate the university's professional image, ask for annual contributions, handle community and church relations, seek funding for capital projects and endowment, work with foundations and corporations, and keep in touch with alumni, friends, parents and other supporters of the university, including the seminary and CJP.

Events and programs which are the responsibility of the Advancement Division include: marketing services, Homecoming/Parents Weekend, Associates in Discipleship, Aquila & Priscilla Partners; John Wesley Partners, Partners in Peacebuilding, Jubilee Friends, Harrisonburg Rockingham Business and Professional Club, and tour organization for Chamber Singers and other student tour groups.

## Section Three

### Program Specific Info—Undergraduate

#### Activities Fee

Full-time undergraduates pay an activities fee of \$70 per semester, while part-time pay \$6 per credit hour. These fees fund a wide variety of recreational and co-curricular activities, listed under “Students Services-Recreational”.

#### *Allocation of Student Fees*

Recognized student organizations and committees that are open to all interested full-time undergraduate students and that are beneficial to the education mission of Eastern Mennonite University may apply to receive funds from the comprehensive student fee. Requests for allocations are considered by the SGA Finance Committee, which is chaired by the SGA treasurer. Regular members of the committee include the SGA executive officers and the vice president for student life as advisor.

The SGA Finance Committee conducts annual budget meetings in the spring of each year for the purpose of allocating funds for the following year. The recommendation of the committee is taken to the Senate for preliminary approval and to the President’s Cabinet for final approval. The Finance Committee has the responsibility of reviewing the financial status of the bodies to which it has given funding.

The following guidelines are used by the Finance Committee in evaluating requests:

1. Only organizations or committees with full recognition status will be considered for allocations.
2. Requests for funding must be submitted in writing to the SGA Finance Committee at least 24 hours before the date of the review. A representative of the organization must be available to meet with the Finance Committee to clarify any items in the request.
3. An organization may request funds for operating expenses by presenting an itemized budget proposal.
4. Requests for funds involving programming must be specific (for example, the name of the film and

the current catalog cost). Only program activities providing benefits both to members and to persons outside the sponsoring group itself are eligible for funding.

5. Equipment needs must be submitted as separate one-time requests and must not be included in the annual operating budget request.
6. An organization that has overspent the budget in the previous year may be denied that amount in the following year’s allocation.
7. The following are not normally funded from the comprehensive student fee:
  - a. Organizations that are politically or denominationally affiliated or represent partisan interests.
  - b. Clubs directly related to academic majors, which tend to be exclusive in membership.
  - c. Gifts or contributions to third party charities or causes. (Student fees are for use by students in the on-campus co-curricular program only.)

Funds allocated to student organizations from the comprehensive fee must be retained in a Business Office account. Regular procedures for requesting the expenditure of institutional funds must be followed.

In order to keep the comprehensive student fee as reasonable as possible for all students, organizations are encouraged to consider various methods of funding: membership dues, user fees, gifts and contributions, and fundraising projects.

#### **Campus Ministries**

##### *Campus Pastors*

The Campus Pastors are a spiritual resource available to students, faculty and staff for conversation, counseling, support and prayer. The pastors offer pastoral care, invite and nurture leadership, and coordinate programs for spiritual formation and growth including university chapel services, faith formation groups, Bible Study speakers and spiritual retreats. The Campus Ministries Offices are located in the University Commons, Weaver Wellness Suite and the Northlawn Prayer Room area.

##### *Campus Pastors*

•Brian Martin Burkholder, Campus Pastor/Director, 4115, brian.burkholder@emu.edu

- Joanne Gallardo, Associate Campus Pastor, 4273, joanne.gallaardo@emu.edu
- Byron J. Peachey, Associate Campus Pastor, 4132, byron.peachey@emu.edu

### *University Chapel*

The chapel experience at EMU reflects God among us in the context of a Christian (Mennonite) liberal arts university. University chapel nurtures members of the campus community in faith, hope and love as disciples of Jesus Christ. A community gathering place for worship and forum, university chapel reflects an Anabaptist/Mennonite perspective along side the diverse gifts, traditions and cultures of the broader Christian faith.

University chapel is held every Wednesday and Friday from 10-10:30 a.m. in the C.K. Lehman Auditorium. Chapel gathering is held regularly on Tuesdays and Thursdays beginning at 11:00 a.m. in Martin Chapel (Seminary building).

### *Chapel Attendance Policy*

All offices and departments, other than essential services, are closed during university chapel period in order to allow the community to attend and support chapel.

All students, faculty and staff of the university are expected to regularly participate in chapel experiences at Eastern Mennonite University. Students, faculty and staff are expected to attend at least one chapel, each week.

### *Schedule and Podcasts of Chapel*

The schedule for university chapel is posted in the events box of the My EMU (portal). It is found at this link: <http://www.my.emu.edu/ics>. Podcasts of input from university chapel services are posted at this link: <http://emu.edu/blog/podcast/>.

### *Ministry Assistants and Pastoral Assistants*

Ministry Assistants (MA's) are students who have been called and equipped to serve as spiritual resources on the residence hall floors. Their ministry includes facilitating Bible studies and small groups and being available for conversation, peer support and prayer. Training and support is offered to all MA's through retreats and Ministry Support Groups (MSGs) led by pastoral assistants.

Pastoral Assistants (PA's) are mature student leaders who assist the campus pastors in planning and leading chapels, mentoring and training MA's

and with special events and activities of ministry on campus.

### *Small Groups*

Assistance and support in forming small group ministries is provided. Any student desiring to lead a specific type of small group is encouraged to discuss it with a campus pastor or pastoral assistant. For information about the student-led Young People's Christian Association (YPCA), see "Student Services/Recreational/Young People's Christian Association".

### *Retreats*

Periodic spiritual and leadership retreats are offered through campus ministries. One-day retreats, focusing on exploring one's vocation and Christ's call for one's life, are offered in the fall and spring. Other options include quiet prayerful retreats, spiritual disciplines retreats, and outdoor adventures.

### *Service*

Opportunities for service in the community and beyond are made available through campus ministries and Young People's Christian Association (YPCA).

### *Spiritual Direction/Companion*

Campus pastors will assist students in finding a seminary student spiritual companion and provide spiritual direction themselves as available.

### *Spiritual Life Weeks*

Twice per year additional emphasis is given to spiritual awakening and renewal on campus. Christian leaders are invited to provide input and special activities are planned by campus pastors, pastoral assistants and other interested students.

## Disciplinary Information and Policies

### **Discipline in a Christian Community**

The purposes of discipline at Eastern Mennonite University are to create an opportunity for change and growth in the individual and to maintain an environment that furthers the educational purposes of the academic community. For these reasons a punitive list of actions and punishments is not kept. Instead a model of restorative justice, taking into account the harm done to persons and the context for a particular incident, is upheld.

As a private university governed by Mennonite Association, EMU seeks to provide an educational setting where faculty, administrators, staff and students work together in the common purpose of creating and maintaining the highest possible standards of academic and community life. This task occurs in the context of a community that is characterized by Christian discipleship and responsibility for each other.

The specific standards of EMU reflect two basic concerns. The university encourages and reinforces behavior that is in harmony with the aims and purposes of the institution. At the same time, sufficient freedom of individual action must be permitted in order to enable the maximum personal development of each student.

EMU believes that personal maturity and growth are encouraged most when the entire university community shares in responsibility for one another. Matthew 18:12-17 outlines the principles of this approach to behavior and relationships. Thus, growth is not entirely an individual process but involves the entire Christian community as we seek to share our own concerns and at the same time respect the convictions of other Christians.

The standards of EMU reflect underlying principles to which faculty, administrators, staff and students commit themselves. These principles include the responsibility to love God and to seek after righteousness, to love others and practice justice, and to exercise stewardship and freedom responsibly.

### **Nature and Scope of Authority**

The nature of the relationship between a private university and its students is generally viewed as a contract. The terms of the contract are found in printed materials such as this handbook and the materials given to and received from students in the application process.

Prior to admission to EMU, each prospective student is asked to study and respond to the Community Lifestyle Commitment. By enrolling, the student accepts this description of community life at EMU and the disciplinary procedures adopted in order to implement those standards. In turn, the university is committed to offer those programs and services it has promised to the student.

Students are expected to conduct themselves in a manner consistent with this document, whether or not on university premises, and may be considered for disciplinary action wherever a breach of conduct has occurred. In cross-cultural settings, students may encounter different cultural standards and values. They, along with faculty leaders, will agree upon culturally appropriate behavior. Sanctions may include but are not limited to the student being sent home early from the cross-cultural at the added expense of the student. While at home during vacation periods, students are responsible to their parents and their local churches.

Whenever conduct violates both public law and EMU policies, disciplinary action may be taken by the university irrespective of the action taken by civil authorities. The university enlists assistance from civil authorities when the lives, property or safety of its students or personnel are believed to be in jeopardy and cooperates with law enforcement officers as they carry out their duties as long as institutional philosophy and Christian principles are not compromised.

### **Lines of Responsibility**

The disciplinary authority of the university is vested in the president, the provost, the vice president for student life, the director of housing and residence life and residence staff (for resident students), the director of student programs (for commuter students), fellow students, and the individuals themselves.

Self-discipline is the foundation of accountability. One of EMU's goals is to help students become less dependent on rules to govern their behavior and more dependent on their own ability to discern what is right. The highest objectives of self-discipline are consistent with biblical principles and are emphasized in the Community Lifestyle Commitment: "I will seek to follow Christ's example of unselfish love in my actions, attitudes and relationships."

When an individual realizes that his/her behavior is contrary to community life expectations and self-reports such behavior (prior to an incident report), university officials approach this behavior in an accountability and counseling manner. Unless the behavior includes safety and security concerns, no suspensions will be issued.

When self-discipline breaks down, members of the EMU community are expected to share responsibility for each other's growth and to confront one another in a spirit of concern and caring.

Behavior that is inappropriate to community life may require official confrontation by a community advisor, a residence director or another university official. It is generally desirable for this confrontation to occur at the level closest to the infraction. Issues unresolved at one level are taken to the next higher level of authority.

Any student, faculty or staff member may bring an alleged policy violation to the attention of any member of the Student Life Division for investigation. Formal action requires clear and convincing evidence and/or eyewitness testimony.

Other persons believed to have knowledge of the incident may be asked to meet with the official who is conducting the investigation or a judicial body. Names of individuals involved in the investigation are kept confidential at the individual's request.

### **Standards of Conduct**

EMU recognizes its students as adults who can be expected to obey the rules and regulations of the university, take personal responsibility for their own conduct, and respect the rights and property of others. The university does not police the personal lives of students or invade their privacy without due cause. However, students who cause disorder, present a danger to themselves or others, or inflict property loss or damage are disciplined.

The list of standards presented below is not comprehensive, but is believed to be in the best interests of all members of the campus community and are applicable to cross-cultural and other off-campus programs. In cases not specifically described here, students are expected to govern their behavior in harmony with biblical principles.

#### *Alcoholic Beverages*

Eastern Mennonite University supports nonuse of alcohol as the most appropriate lifestyle choice. The possession or use of alcohol is strictly prohibited from the EMU campus as well as at all university-related functions. Remaining in the presence of persons who consume alcohol on campus or at EMU-sponsored activities is also considered a violation. All members of the

community are encouraged to report alcohol use by themselves or others preferably as a self-report for follow-up by EMU personnel. For full policy, see the "University Policies" section.

#### *Damage or Destruction*

Damage to or destruction of property owned or operated by the university, its' students, faculty, administrators and staff is prohibited. Conduct which threatens to damage, or creates hazardous conditions such as dropping, throwing, or causing objects or substances to fall from windows, doors, ledges, balconies or roofs is also prohibited.

#### *Dishonesty*

All forms of dishonesty, including cheating, plagiarism, forgery, furnishing false information to university officials acting in the performance of their duties, and falsification of official documents are prohibited. Also see "Academic Integrity" in the policy section.

#### *Drugs*

The use and possession of drugs prohibited by law (such as hallucinogens, heroin, cocaine and marijuana) and the abuse of those drugs controlled by law (such as prescription drugs, narcotics, amphetamines and barbiturates) are prohibited. In addition, any substances which mimic the effects of illegal drugs or controlled substances (e.g. K2, bath salts, "designer drugs", etc.) are also prohibited. Drug paraphernalia or other contraband are also prohibited. If for any reason drugs are suspected in an on-campus location, those said locations including residence hall rooms and personal vehicles may be searched and drugs or other contraband confiscated.

#### *Endangerment*

Actions or threats which put other persons in real or imagined danger are prohibited.

#### *Facebook & Social Networking Sites*

Many students use Facebook, Myspace, Xanga, and other personal web logs on a regular basis to communicate with friends from EMU and other schools. While Student Life will not be monitoring those sites on a regular basis, if any inappropriate pictures or other questionable entries are reported to Student Life staff, disciplinary action may be taken if necessary. Inappropriate entries that do not fit our CLC may be removed or blocked by our IS department.

It is important for students to be aware that the web is treated as “public” rather than “private” space. Anything that is not encrypted can be read by others. Old information that is erased may actually be stored in various databases of search engines such as Google, etc.

#### *Fire Extinguishers/Alarms/Suppression*

*Systems/Emergency Notification Devices, etc.*

Tampering with any of these will incur a fine of \$500 and may result in additional outcomes (i.e. restitution for harmed parties).

#### *Gambling*

The exchange of money and/or goods by betting or wagering is viewed as an unwise use of one’s resources and is prohibited.

#### *Hazing*

Actions which are initiated against someone’s will by harassing through force, banter, ridicule or criticism is strictly prohibited.

#### *Inappropriate Use of Internet*

Visiting pornography sites, chat rooms for the purpose of developing internet relationships, or other such actions are strictly prohibited. (See also University Policies: Information Systems Policies)

#### *Language Abuse*

Profanity, vulgarity, and the use of words or names that demean, intimidate, or contain threats of unwanted physical contact or damage to property are prohibited.

#### *Non-Compliance*

Failure to comply with reasonable requests, sanctions, or directions from faculty members or other university officials acting in the performance of their duties is prohibited.

#### *Open Hours*

Students will be fined \$1 per minute during the first hour beyond closing if on an opposite gender hall after open hours. The student who is the occupant of the room is also charged if a student of the opposite gender is visiting after open hours. A \$75 fee plus additional outcomes are assigned for incidents over 60 minutes beyond hall closing, following a staff review. Three hours past open hours may be considered an overnight visitation; outcomes will be determined by a review.

#### *Pranking*

Actions which cause harm and inconvenience to self, others and property are strictly prohibited.

#### *Racial or Ethnocentric Harassment*

Respect for the dignity of all persons is the standard. Communications, actions or threats which intentionally denigrate others because of their race, gender, religion, age, handicap or national origin are prohibited.

#### *Retaliation*

Retaliation against any student, faculty or staff member reporting an alleged policy violation, regardless of where such conduct might occur, is prohibited.

#### *Sexual Assault*

Sexual assault is defined as sexual intercourse or touching against a person’s will, by force, threat, or intimidation of or against another person; or through use of a person’s mental incapacity or physical helplessness. EMU prohibits all forms of sexual assault. The division of Student Life has a full policy including resources, options and procedures for persons who have been sexually assaulted. Women or men who seek assistance in connection with a sexual assault, whether from health services, the police, the Student Life Office, or anyone else, are not obligated to take further action such as filing charges.

#### *Sexual Harassment*

The definition of sexual harassment is: unwelcome sexual advances, sexual coercion, requests for sexual favors, and/or verbal or physical conduct or written communication of an intimidating, hostile or offensive nature. All forms of sexual harassment are prohibited by the university. Assistance may be obtained from the office of Student Life.

#### *Sexual Misconduct*

The definition of sexual misconduct is sexual exploitation, sexual abuse, premarital, extramarital, and homosexual genital activity. EMU prohibits all forms of sexual misconduct.

#### *Telephone Misuse*

Use of telephone systems to disturb, alarm or harass other persons at any time of day or night is strictly prohibited.

#### *Theft*

Theft of money or property, shoplifting, possession or stolen property and the unauthorized use of personal or institutional property are prohibited.

### *Tobacco*

The possession or use of tobacco is prohibited in all university buildings as well as at university related functions. No smoking is permitted within 25 feet of any university building, nor anywhere on EMU property unless specifically posted as a designated smoking area. Exceptions are made for unique circumstances through the vice president for Student Life.

### *Unauthorized Use*

Unauthorized entry into, presence in, or use of university facilities, equipment or property which has not been reserved or accessed through appropriate university officials is prohibited.

### *Violence*

Threatening, attempting, or engaging in violence as well as responding to violence with violence, against another person or group are prohibited.

### *Weapons*

The use or possession of firearms, explosives, knives, bows, flammable materials or weapons of any kind (including BB, paintball, pellet, and airsoft guns) is prohibited on the university campus or at any university-related function. Should any of these items be needed on campus for educational purposes, the vice president for Student Life must be contacted. The vice president must also be contacted for storage policies related to hunting weapons. If weapons are allegedly stored on campus in a locker, room, or vehicle, campus authorities may search said location and confiscate weapons or other contraband that may be found.

### **Disciplinary Procedures**

The student disciplinary process is intended to create an opportunity for students to accept responsibility for their behavior and create an opportunity for growth and change. The process is an administrative rather than a criminal, civil or juvenile law process and attempts to model restorative justice by addressing the harm done to the victim and the community.

Matters of concern which do not necessarily involve rule violations, such as self-defeating behavior and attitudes, problems with interpersonal relationships, and perceived need for personal counseling may be brought to a student's attention in a private conference. This type of confrontation is without recourse to disciplinary procedures and no record is created.

A member of the Student Life Division shall assume responsibility for the preliminary investigation of an alleged standard of conduct violation in consultation with his or her immediate supervisor. All pertinent sources of information are checked, including a discussion with the referred student(s). If there is evidence to support that a violation has occurred, it is the responsibility of the supervisor to determine which of the review bodies should be used. Students who have a class during a scheduled review must notify the Student Life Office to make alternative arrangements. Students who fail to attend a scheduled hearing/review may be issued outcomes in absentia.

Students who lodge a complaint against another student or those victimized may choose to be involved in the disciplinary process.

The university reserves the right to temporarily suspend a student prior to formal review if in the opinion of the administration the student shows either an extreme (1) behavioral concern or (2) medical concern which poses potential danger to self or others.

**NOTE: Violations which are handled during final exam week will result in student removal from the residence halls. A student will be permitted to take exams but will be prohibited from all residence hall areas.**

### **Staff Review**

#### *Function*

These procedures involve a meeting between the referred student and one or two Student Life staff members. This type of review is used when the welfare of the student or best interests of the community are served by private and informal proceedings or the timing of the violation warrants such.

#### *Procedures*

Generally, the process will be:

1. A staff member and a student meeting during the preliminary investigation phase may agree to consider their meeting a staff review. At other times, a referred student(s) receives a written statement prior to the staff review stating the standard(s) of conduct alleged to have been violated; the date(s) of alleged occurrence(s); the date, time, and place of the hearing.

2. The standard of conduct violation is discussed informally and in private. The student may be invited to participate in this process.

3. The staff members consult or the single staff member and his/her supervisor consult making a decision regarding the educational/restorative outcomes.

4. The student is notified of the outcomes by letter within two full working days of the review.

5. A copy of the incident report and the outcome of the staff review are placed in the referred student's active student life file. The student is expected to follow through with the outcomes or further disciplinary outcomes will be assessed.

#### *Educational and Restorative Outcomes*

The full ranges of outcomes, including dismissal, are available. In issuing the outcomes, the staff member(s) may consider the student's previous behavior, general attitude and contribution to pertinent academic and community life as well as the rights of affected community members.

#### *Appeal Procedures*

A referred student may appeal the outcomes issued. The appeal must be submitted in writing within two working days following notification and should be directed to the Vice President for Student Life.

Reasons for an appeal must be clearly stated and based on one of the following:

- Significant and relevant new evidence.
- Alleged procedural error which may have materially affected the decision.
- Claims that the outcomes issued are unduly harsh and arbitrary.

On the basis of these factors, the appropriate individual will review the appeal. A decision will be made to uphold or modify the review board's action. This decision will be communicated in writing within two working days after the receipt of the appeal. This decision is final.

### **University Review Board (URB)**

#### *Function*

The URB normally will hear serious disciplinary cases that involve: violations of the Community Lifestyle Commitment, civil or criminal laws, or violations that become unusually numerous, seriously disruptive or threatening to the campus

community. The URB is called upon to exercise sound objective judgment and to recommend educational and restorative outcomes to the vice president for student life.

#### *Membership*

The URB consists of

- two university administrators appointed by the President
- two faculty members appointed by the Provost in consultation with the President of Faculty Senate
  - two EMU students in good standing appointed by the Director of Housing and Res Life
- one Student Life staff member appointed by the Vice President for Student Life

A faculty or administrator shall serve as chair. As much as possible, members of the URB will have limited or no direct personal relationship with the referred student or complainant. Direct personal relationship refers to classroom, club, sports, church or community activities in which both engage and have regular contact. Efforts will be made to include fair gender and ethnic representation.

#### *Procedures*

In order to assure students appropriate rights of privacy, URB hearing are closed to the public, including legal counsel, except when concurrent criminal charges are pending. The role of counsel is limited to consultation only. Hearings may be audio and/or video taped for future reference and clarification purposes only.

Generally the process will be:

1. A referred student(s) receives a written statement within two working days prior to the URB hearing stating the charge(s); the date(s) of the alleged occurrence(s); the standard(s) of conduct alleged to have been violated; the date, time, and place of the hearing; and the right of appeal.
2. An incident report is given to the URB and to the referred student(s) and/or complainants by a member of the Student Life Division who is available for questions.
3. The referred student(s) and/or complainant(s) are present to discuss the incident and answer questions. The referred student and complainant may each be supported by an advisor who is an employee of EMU and whose role is limited to consultation with the student.
4. Students are generally limited to two witnesses on their behalf. Requests for witnesses to attend

must be made at least one working day prior to the hearing.

5. After the situation has been thoroughly reviewed, all persons except for the URB are excused. The URB fully discusses all issues relevant to the case and reaches a decision of responsibility when a simple majority agrees.

Appropriate outcomes, if any, are recommended by the URB to the vice president for the student life.

6. The vice president for the student life, upon the recommendation of the URB, issues outcomes to the referred student(s), if any, within two full working days of the hearing.

7. A copy of the incident report and outcomes of the hearing are placed in the referred student's active student life file.

8. Specific details of the procedures may be modified to accommodate an individual situation as long as fairness is not compromised. The chairperson and the referred student(s) should be aware of any such modifications prior to the hearing.

#### *Educational and Restorative Outcomes*

The full range of outcomes, possibly including a letter of dismissal, is available for recommendation by the URB. In recommending the outcomes the URB may consider the student's previous behavior, general attitude and contribution to pertinent academic and community life as well as the rights of the affected community members. Upon recommendation from the URB the Vice-President for Student Life will issue outcomes. Recommendations may be modified by the Vice President for Student Life in consultation with the University President and/or the Provost.

#### *Confidentiality*

Each member of the URB and any other participants in the hearing process will maintain strict confidentiality. A breach of confidentiality may result in disciplinary action. In addition, board members may be removed from further service for any such breach.

#### *Appeal Procedures*

A referred student may appeal the outcomes issued. The appeal must be submitted in writing within two working days following notification and should be directed to the supervisor of the individual who issued the outcomes.

Reasons for an appeal must be clearly stated and based on one of the following:

- Significant and relevant new evidence.

- Alleged procedural error, which may have materially affected the decision.

- Claims that the outcomes issued are unduly harsh and arbitrary.

On the basis of these factors the appropriate individual will review the appeal. A decision will be made to uphold or modify the review board's action. This decision will be communicated in writing within two working days after the receipt of the appeal. This decision is final.

#### **Educational and Restorative Outcomes**

When appropriate, educational and restorative outcomes may include (but are not limited to):

- mediation or conferencing
- personal and/or group counseling
- anger management training
- application of a specific behavioral contract
- alcohol assessment and recommendations
- drug assessment and recommendations
- community work assignments
- exclusion from co-curricular or leadership activities
- restriction of housing or other privileges
- completion of issue-relevant education activities
- fines
- monetary or other restitution
- re-commitment to the Community Lifestyle Commitment

#### **Disciplinary Letters**

##### *Letter of Reprimand*

- The student is notified that his/her behavior has constituted a violation of university policies
- Further violations are expected to result in more serious disciplinary actions
- Additional educational or restorative outcomes may also be issued.

##### *Letter of Probation*

- The student is notified that his/her status is such that further violations of university policies may result in suspension
- Further violations are expected to result in more serious disciplinary actions
- The community Lifestyle Commitment is reviewed and the student is asked to recommit
- Additional educational or restorative outcomes may also be issued
- Academic advisors, athletic coaches and appropriate staff persons are informed of the probationary status
- A copy of the letter of the probation is sent to parents/legal guardians.

#### *Letter of In-School Suspension*

- The Student is notified that he/she is separated from co-curricular activities, intercollegiate sports, and/or other on-campus and off-campus activities.
- Additional educational or restorative outcomes may also be issued.
- Further violations are expected to result in more serious disciplinary actions.
- The Community Lifestyle Commitment is reviewed and the student is asked to recommit.
- Academic advisors, athletics coaches and appropriate staff persons are informed of the in-school suspension.
- A copy of the Letter of In-School Suspension is sent to parents/legal guardians.

#### *Letter of Temporary Suspension*

- The student is notified that he/she is separated from the university for a specific period of time up to 10 class days
- Additional educational or restorative outcomes may also be issued
- The student is required to notify his/her parents or legal guardian and make arrangements for leaving campus within 48 hours of notification (unless the decision is being appealed). Parents must verify arrangements by contacting the Student Life Office prior to the suspension.
- While under suspension, the student is prohibited from university property. This includes all classes, on-campus work assignments and university related activities (athletic/music/drama practices or performances)
- Academic advisors, professors, athletic coaches and appropriate staff persons are informed of the suspension.
- Students are permitted to make up missed quizzes or assignments. A student may be permitted to postpone a suspension to avoid a major exam/paper conflict if such is verified.
- Following a suspension, the student is placed on probation for 12 months, unless otherwise specified.
- A copy of the letter of suspension is sent to the parents/legal guardians.
- Students who have received a temporary suspension outcome may petition to have the suspension purged from their student record after 365 calendar days with no additional disciplinary outcomes on their record. The request must be made between 365 and 465 days after the date of the violation.

#### *Letter of Indefinite Suspension/Disciplinary Withdrawal*

- The student is notified that he/she is separated from the university for an indefinite period of time not less than the remainder of the current semester and/or full semester following.
- The student is required to notify his/her parents or legal guardians and make arrangements for leaving the campus within 48 hours of notification (unless the decision is being appealed). Parents must verify arrangements by contacting the Student Life Office prior to the suspension.
- The student is prohibited from campus property until the vice president for student life grants permission. If the decision to suspend a student is made within the last four weeks of the semester, imposition of the suspension may be delayed until the following semester, depending upon the gravity of the offense.
- Additional educational or restorative outcomes may also be issued.
- Re-entry involves reapplication through the Admissions Office.
- A copy of the letter of suspension/disciplinary withdrawal is sent to the parents/legal guardians.

#### *Letter of Dismissal*

- The student is notified that he or she is permanently separated from the university
- A notation is placed on the official transcript “Dismissal by University Action”
- The student is required to notify his/her parents/legal guardians and make arrangements for leaving the campus within 48 hours of the notification (unless the decision is being appealed). Parents must verify arrangements by contacting the Student Life Office prior to the dismissal.
- Resident students must complete proper checkout procedures with their CA before leaving campus
- The student is prohibited from campus property unless permission is granted by the vice president of student life
- A copy of the letter of dismissal is sent to the parents/legal guardians.

#### **Refund and Withdrawal Policy**

In the case of Dismissal or Disciplinary Withdrawal refer to procedures, adjustments and refund calculations in Section Two of this Handbook. See “Student Services- Financial, Refunds and Withdrawal Policy”.

# Residence Life

## Residence Life Philosophy

Eastern Mennonite University is a Christian residential school committed to the education of the whole person. Higher education is a 24-hour experience. Some of this experience takes place in the classroom; an equally important part of the experience occurs in non-academic settings, including the residence hall. Here students face the challenges of personal growth and group sharing as they respond to the invitation to understand and respect each other. A sense of belonging and community develops as students are exposed to differences in backgrounds, ideas, beliefs and personalities. As students learn to live with these differences, they learn more about themselves. The residence experience fosters social, emotional, intellectual and spiritual growth.

## Residence Hall Organization

There is a full time director of housing, a part time assistant director, and a full time RD that fill out the leadership team. Both directors are staff members of the department of housing and residence life and the Student Life Division. They have appropriate educational background and experience and are carefully selected on the basis of their ability to provide leadership and facilitate interpersonal relationships among the residents of the hall.

There is a professional staff member living in each residence hall. These staff members are Residence Directors (RDs) who are also members of the department of housing and residence life and the Student Life Division. RD's will have appropriate undergraduate education and experience and are carefully selected on the basis of their ability to provide leadership and facilitate interpersonal relationships among residents of the hall.

Community Advisors (CAs) are student paraprofessional members of the residence staff. There is a CA designated to live on each floor of the residence halls. Each residence hall is divided into units with student community advisors as leaders. CA's are carefully selected and trained to serve as peer counselors and facilitators.

## Housing Information

### *Housing Policy*

Because EMU believes that residence hall living fosters social and emotional development, it is required that all full-time single, undergraduate

students live on campus. Exemption may be given to students who meet one or more of the following criteria:

1. Earn a total of 90 semester hours and be 21 years of age by September 1 of the year in which off-campus housing is requested
2. Live with a parent or legal guardian within 50 miles of EMU campus.
3. Need to reserve an apartment due to marriage plans within the semester
4. Require specialized care as prescribed by a medical doctor.
5. Are 23 years old by September 1.

Off-campus housing is **not approved** for students on academic probation, conditional readmission, and probationary status.

Students must submit a request for off-campus housing documenting their eligibility during the semester prior to living off campus. This form is available on the web at:  
[www.emu.edu/studentlife/housebook/forms.html](http://www.emu.edu/studentlife/housebook/forms.html)

It is strongly recommended that international students live in on-campus housing during the first year of their enrollment in order to receive adequate orientation for cross-cultural adjustment and in order that majority students may be enriched by their acquaintance.

Special circumstances not referred to in the above criteria may be presented in writing to the director of housing. A housing committee reviews the requests before a final decision is made. Registration may not be finalized until the housing status is approved.

### *Housing Options*

The University makes available a variety of living arrangements in an attempt to meet the developmental needs of students. Each residence hall houses men and women separated by floors. The following options are available.

- Cedarwood – houses 120 students; double and triple rooms.
- Hillside Suites – houses 84 upper-class men and women in twenty-five 2- or 4- person suites. Eligible students must be 20 years of age or older

or be classified as a junior or senior. Application required.

- Maplewood – houses 84 students; double rooms and 6-person suites and 4 singles.

- Elmwood – houses 84 students; 4 singles, double rooms, and one 4-person suite.

- Northlawn – houses 180 students; single rooms, double rooms, and 4-6 person suites available by application; dining room on ground level.

- Parkwoods Apartments – houses 90 students in two bedroom furnished apartments. Eligible students must be 20 years of age or older or be classified as a junior or senior. Application required.

#### *Single Rooms and Room Consolidation*

Each year several double occupancy rooms are designated as single rooms. Students are only guaranteed single rooms if they are in one of these. Occasionally, it is possible for students to live alone in a non-designated single room. Students choosing to live alone in a designated double room are charged an additional \$690 per semester for this privilege. This charge is billed in September for fall semester. Room fees for designated single rooms are billed initially during the summer for fall semester and during the fall for spring semester.

Room consolidation is a procedure that allows the housing office to provide the maximum amount of space to students in the residence halls. The process affects students who live alone in a double occupancy room, which occurs when a roommate does not arrive or withdraws. Students are required to pay a single room fee (an additional \$690 per semester), move into another student's room, or have another student move in with them. The residence life staff will assist in making decisions about who changes rooms if the students cannot agree. Room consolidation must be completed by the second week of each semester, or in the case of mid semester changes, by the fifth day after your roommate has left.

#### *Intentional Community: Redmond House*

This housing opportunity provides an option for six persons to live together in Redmond House. Students must apply and demonstrate maturity and the ability to live in a group situation. References and a group interview may also be required. A

statement of purpose and a philosophy of community life is drawn up and signed by each member of the group before the proposal is submitted to the director of housing for approval. Application required.

### **Procedures**

#### *Selection and Assignment of Room/Room Occupancy*

##### *Current Students*

For current students who are continuing their enrollment into the following year, room selection procedures begin early in the spring each year. Each student is required to pay a non-refundable \$100 housing down payment (which is credited to the room charge the following spring) before he or she can reserve a room on campus. Students who pay their deposit may participate in the housing lottery according to their fall classification. The housing lottery is conducted in March each year.

Hillside Suites, Parkwood Apartments, suites in Northlawn, and Intentional Community housing require an application. These applications are due in February of each year for the following year. Non-refundable \$200 down payment and a contract are required to hold a suite.

##### *New Students*

The director of housing makes room assignments for new students. Students are given housing assignments in accordance with their preferences whenever possible. Assignments are made by entering information from the "Housing Questionnaire and Request Form", completed by all new students on the EMU website. Persons with the most similar responses are assigned as roommates. Late applicants may be assigned on a space-available basis.

The university reserves the right to make housing assignments or to change room assignments whenever this seems in the best interest of the community.

##### *Roommate Assignments for Returning Students*

The director of housing coordinates roommate assignments for new students only. Returning students are responsible for finding their own roommates. If they have trouble finding a roommate they must notify the director of housing. If there are other students needing roommates, this information will be passed along to the returning student.

### *Check-In*

When checking in to a residence at the beginning of the year, each student must report to his or her community advisor or residence director who issues the room key. The student also completes a room clearance form, indicating the condition of the room and its furnishings and acknowledging receipt of the key.

### *Check-Out*

Each resident must check out in person with the CA in the event of a room change or withdrawal, as well as at the end of the year. The room is inspected according to the check-in form and damages assessed. Any charges are placed on the student's account. The resident must sign the room clearance form and turn in the room key. Failure to follow the check-out procedure results in a fine. Students are requested to make an appointment in advance with the CA for checkout. Students need to be checked out by 11:00am on the Saturday after exams.

### *Changing Rooms*

Student-initiated room changes are not made during the first two weeks and the last month of any semester. The residence director (RD) must authorize all room changes before any move is made. Mediation is the first step in dealing with any roommate or suitemate conflict. Requests to change rooms will only be considered after mediation is completed. Changes after November 15 will incur a \$30 fee. Changes from fall to spring will occur during a room change period at the end of fall semester prior to leaving for break.

### *Residence Hall Closings*

Residence halls (except for Hillside Suites and Parkwood Apartments) are closed during Christmas vacation and spring break. Students are responsible to make their own housing arrangements during these times. International students may request assistance from the director of International Student Services during those times should temporary housing be needed. The student incurs all costs associated with temporary housing arrangements.

## **Facilities/Services/Policies**

### *Bicycles*

Bicycles are not permitted in students' rooms, hallways, or stairwells of dormitories. They are not to be stored in or near building entrances. Bicycles are not allowed in academic buildings anytime.

Bicycle racks and sheds are provided. All stored bicycles should be locked, never leave bicycles unlocked.

### *Candles*

Candles are not permitted to be burned at any time, in any resident housing on campus.

### *Community Damages*

The resident student community shares responsibility for the condition of each residence hall. When damages occur to common areas such as hallways, restrooms, and lounges, individuals are expected to take responsibility for their actions and behavior. However, in situations where this does not occur, the resident community will share expenses for damages at the end of each semester. EMU encourages its residents to hold one another accountable to be good stewards of our facilities and resources.

### *Community Responsibility*

Students are expected to demonstrate the ability to live interdependently as members of a community. This includes respecting the rights of others. Students who disrupt community life or pose a threat to themselves or others may be required to seek professional assistance or lose their housing privilege.

### *Electrical Appliances*

The use of electrical appliances is limited because of safety and circuit-overload factors. Appliances such as lamps (except halogen bulb lamps), hair dryers, curling irons, etc. are permitted in all buildings. Personal air conditioners are not allowed in any residence hall unless the Housing Office grants special permission for health concerns. Microwaves are permitted only in the floor lounges. **Refrigerators** that do not exceed 2.5 cubic feet in size or 1 kwh per day in energy consumption and are UL-approved may be used in all residence halls. (Not more than one per room)

### *Fines*

Failure to adhere to residence policies may result in a fine. The intent of fines is prevention. The following actions may result in fines: violation of open hours policy, unauthorized duplication of keys, entrance into a residence hall during Christmas vacation or spring break, unapproved entry into a residence hall, raids, possession or use of fireworks, tampering with fire extinguishers, smoking or possessing tobacco, possession or use of alcoholic beverages or illegal drugs, abusing

vending or laundry machines, abusing residence hall property, noise violations, unauthorized room changes, inappropriate art and media forms, failure to leave building during a fire drill; climbing on roofs, balconies, side of buildings; unauthorized use of EMU property (furniture), and failure to comply with requests of RDs regarding specific residence hall policies.

#### *Fire Safety*

Fire safety in a residence hall is always a concern. Students should not tamper with existing electrical equipment such as lighting, wiring or switches. Prohibited: possession and/or use of fireworks, tampering with fire safety equipment, possession of flammable materials in any quantity, blocking or in any way preventing use of the fire exit doors or residence hall room doors or building hallways. Violators will incur a fine of \$500 and may result in additional disciplinary outcomes. All open flames are prohibited in all on campus resident housing Halls and Units. All persons are required to leave the building during a fire drill.

#### *Fireworks*

The possession or use of fireworks will incur a fine and/or additional outcomes, since all fireworks are prohibited on campus.

#### *Furnishings*

University furniture may not be moved from one room, section or lounge to another without the approval of residence director. Residence hall room furniture may not be moved without approval from the RD. Alterations of any kind to university-owned property are prohibited.

#### *Guest Housing*

Adult guests may stay overnight in the residence hall when space is available. All guests need to register with the appropriate community advisor. Registration insures guests of three nights free lodging. A \$15 per night fee is charged to guests staying more than three nights. A guest may stay a maximum of one week unless special permission is granted. Guests are under the same residence hall regulations as residents. A guest failing to comply with regulations is asked to leave the hall.

#### *Inappropriate Material*

Standards from the Community Lifestyle Commitment should be followed in the choice of various art and media forms, including choice of music, videos, and posters hung in rooms. No items pertaining to alcoholic beverages or which

are sexually explicit or degrading should be displayed in the residence halls, including cans, bottles or posters. A student may be asked to remove items which do not follow community standards.

#### *Inspection of Rooms*

The university reserves the rights to have authorized personnel enter a student's room in cases of emergencies where danger to life, safety, health or property is reasonably feared. Personnel may also search a student's room when there is reasonable cause to believe that EMU policies or federal, state and criminal laws have been or are being violated. Student permission is not necessary for such search procedures. Personnel may also randomly check rooms for safety and guideline infractions.

#### *Keys*

Students are responsible for the keys to their rooms and the hall floors. If a key is lost during the year, the student must report it to the CA so that a replacement key can be made. There will be a fee for a replacement key. Any student found with an unauthorized key is subject to disciplinary action.

#### *Kitchens*

Residence halls are equipped with kitchenettes for the use of students within that hall. Residents are responsible to keep the kitchen clean and to respect the property of others (food, in particular). Kitchens may be closed or fines levied if these guidelines are not followed.

#### *Drink and Snack Machines*

Coin-operated vending machines are available in the residence halls. Any mechanical problem should be reported to your Residence Director or to Pioneer College Caterers directly.

#### *Laundry Machines*

Each residence hall is equipped with state-of-the-art laundry machines. All residential EMU students are permitted to use these free facilities. Students who do not live in the residence halls are strictly prohibited from using these machines.

#### *Lofts/Platforms*

Student-owned lofts are not permitted in any on campus resident housing Halls or Units. For your convenience, furniture provided by EMU in each room can be lofted, bunked or set on the floor as a single bed. Wood platforms or any other structures are not permitted.

### *Lounges*

The public lounges in the residence halls are to be used for relaxing, socializing, and entertaining visitors and friends. Lounges are considered public areas and therefore respect and consideration of others is necessary. The behavior of couples should not offend others. Inappropriate display of affection is not acceptable. Lounge furniture is not to be removed from lounges.

### *Personal Property*

Students are responsible for the safekeeping of their property, and no reimbursement from the university can be expected from the loss of such property. Rooms should be kept locked at all times. Students are encouraged to insure their personal property.

### *Pets*

Students are not permitted to have pets in the residence hall. The only exception is harmless fish.

### *Quiet Hours*

The residence halls are used for studying, sleeping and socializing. A careful balance of these activities must be maintained so that the needs of individuals on the hall can be met. All residents are expected to refrain from causing any noise or disruption that would infringe on the rights of fellow students to study or sleep during the hours from **11 p.m. to 8 a.m.** Courtesy hours are in effect throughout the day. The residence staff reserves the rights to confiscate equipment that is disruptive to the community when a student does not respond to requests. Students are asked to be responsive to the needs of others.

### *Refrigerators*

**One** refrigerator that does not exceed 2.5 cubic feet in size or one kwh per day is permitted in each traditional residence hall room. Suites are provided with a university refrigerator and therefore no individual refrigerators are permitted.

### *Room Decorating*

Room decoration and personalization are encouraged. Several guidelines should be followed, however. Students should not use nails or tacks anywhere in their rooms. Mounting rails are available in some residence halls and should be used for hanging posters and other items. Be aware that tape or other kinds of adhesives may cause wall damage and therefore you would be assessed a damage fee. Talk with your RD should you have any special decorating requests. Painting is not

permitted. Holiday lights may only be used from November 1 until December 15. Extension cords may not be used in conjunction with holiday lights, appliances or any electric device. Live Christmas trees are not allowed in any resident housing on campus. Any other decorative material (i.e. posters, cloth material, artificial foliage, etc.) shall not exceed 20% of the total aggregate of any one wall within a room or housing unit, 10% for any common hallway wall.

### *Security*

In the case of emergency, call the police (911) or the residence director to determine what appropriate action should be taken. A "security alert" will be posted on all residence floors in the event of a potential threat.

A residence director can be reached 24-hours-a-day by calling **9-476-4578**. Night security can be reached from 5 p.m. to 7:30 a.m. at **4911**.

### *Selling and Soliciting*

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

### *Skateboards, Scooters, Rollerblades*

Any alternative mode of transportation that is NOT hand braked, should only be used on asphalt surfaces (i.e. parking lots) at times when there is not high vehicle or pedestrian traffic.

### *Storage*

Each residence hall has a limited amount of storage space. Articles stored must be boxed and clearly marked with a university label indicating the name of the owner. Articles remaining after the removal deadline become the property of EMU. The university assumes no responsibility and does not provide insurance or any other financial protection for the personal property stored by students.

A storage fee per item is collected from students storing items in the designated storage areas. The fee is charged to the student's account.

Students must store items in the residence hall where they will reside the following school year. Students should check with their RD regarding specific storage policies, as they vary according to each residence hall. Storage space is not

guaranteed and is available on a first-come, first-served basis.

#### *Visitation Policy*

“Open Hours” provide resident students the opportunity for informal interaction and interpersonal growth within the context of the residence hall atmosphere. Additionally, there are social events which can provide students the opportunity to meet other students within a group context. It is expected that students conduct themselves with discretion and respect for the rights of others.

Students are responsible for the conduct of their visitors and guests (both EMU students and non-students) and should insure that behavior occurring in their room is not in violation of the standards of conduct or other EMU policies. Guests who violate policies will be asked to leave campus immediately. Students should leave a room where a violation of policy is occurring to avoid infraction charges.

The following hours have been designated as open for visitation: **Sunday-Thursday (noon-11 p.m.) and Friday and Saturday (noon- 1 a.m.)** Outcomes as outlined in the “Standards of Conduct” section will be imposed for violations. Overnight visitation by members of the opposite

gender is prohibited. Violations involving overnight visitation are considered serious misconduct.

#### **Orientation**

A key opportunity for enhancing the EMU experience is participation in the undergraduate orientation program which is designated to help new students (first-year and transfer) make connections and adjust to the university. This is an exciting and fun week as students begin to learn and experience all that the EMU community has to offer. EMU wants to do everything that it can to assist students in becoming a part of the social, academic, and spiritual life on campus.

An important aspect of orientation for first year students is participation in small groups led by returning students. These groups provide an excellent opportunity to build relationships and learn more about the EMU community. After orientation these groups are incorporated into the First Year Writing/Transitions Class.

New students receive detailed information about orientation in August (December for spring semester entrants). Contact the director of orientation (ext. 4133) for more information or log on to [www.emu.edu/orientation](http://www.emu.edu/orientation)

## Writing Standards – Undergraduate Level (Grid Version)

| <u>Criteria</u>  | <i>A excellent</i>   | <i>B good</i>   | <i>C minimal expectations</i>   | <i>D to F below expectations; may be unacceptable</i>   | <u>Comments</u>     |
|--|--|---|---|---|---------------------|
| <b>Content</b><br><i>(quality of the information/ideas and sources/details used to support them)</i>   | - shows clarity of purpose<br>- shows depth of content<br>- applies insight and represents original thinking<br>-demonstrates quality and breadth of resources   | - shows clarity of purpose<br>-shows substantial information and sufficient support<br>- represents some original thinking<br>-uses quality resources               | -shows clarity of purpose<br>-lacks depth of content and may depend on generalities or the commonplace<br>- represents little original thinking<br>-uses mostly quality resources | -lacks clear purpose<br>- is superficial in content<br>- lacks original thinking<br>-uses resources of poor quality<br>- includes factual or logical errors<br>-may not follow the instructions in content or length                                    |                     |
| <b>Structure</b><br><i>(logical order or sequence of the writing)</i>  | - is coherent and logically developed<br>-uses very effective transitions  | -is coherent and logically developed<br>-uses smooth transitions  | -is coherent and logically (but not fully) developed<br>-uses some awkward transitions  | -uses inadequate, irrelevant or illogical development and transitions   |                     |
| <b>Style</b><br><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<br>- composes varied sentence structure   | - displays concern for careful expression<br>- composes some varied sentence structure  | - displays some personality <u>but</u> lacks imagination and may be stilted<br>- composes little varied sentence structure<br>- frequently uses jargon and clichés                | - is simplistic<br>- composes ineffective sentence style<br>- applies limited vocabulary with jargon and clichés<br>- is clearly below expectations for college students  |                     |
| <b>Conventions</b><br><i>(adherence to grammar rules: usage, mechanics)</i>  | - composes well-constructed sentences<br>- makes virtually no errors in grammar and spelling<br>- makes accurate word choices                                    | - almost always composes well-constructed sentences<br>- makes minimal errors in grammar and spelling<br>- makes accurate word choices                              | - usually composes well-constructed sentences<br>- makes several errors<br>- makes word choices that distract the reader  | - does not compose well-constructed sentences<br>- confuses readers with many errors<br>- makes frequent inappropriate word choices   |                     |
| <b>Source Integrity</b><br><i>(appropriate acknowledgment of sources used in research)</i>   | - cites sources for all quotations<br>- credible paraphrases, cited correctly<br>- includes reference page<br>- makes virtually no errors in documentation style | - cites sources for all quotations<br>- credible paraphrases, usually cited correctly<br>- includes reference page<br>- makes minimal errors in documentation style | - cites sources for all quotations<br>- mostly credible paraphrases, sometimes cited correctly<br>- includes reference page<br>- makes several errors in documentation style      | - does not cite sources for all quotations<br>- less than credible paraphrases, often not cited correctly<br>-little to no evidence of source usage<br>- may not include a reference page or is very weak<br>- 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> |

*Updated March 2009*

## **Program Specific Info— Adult Degree Completion**

The Adult Degree Completion Program is offered at the EMU main campus in Harrisonburg, Virginia and EMU-Lancaster located in Lancaster, Pennsylvania. Students at both sites receive additional policies from their program office in the Module One materials.

## **Program Specific Info— Seminary**

### **Activities Fee**

Included in the tuition charges, the student activities fee of \$30 per semester for full-time students and \$3 per credit hour for part-time students provides special services for the benefit of seminary students. These include lectures for colloquiums, a subsidy for the hospitality fund, Seminary Community Council activities, and university cultural and athletic events.

### **Appointments**

Appointments with the dean and the associate dean are arranged through the staff in the seminary office. The teaching faculty have office hours posted on their office doors. Appointments may be made directly with faculty members.

### **Career Services**

The University Career Services office in UC224, is open for use by seminary students. Resources include assistance with resume development, interview and job search skills, and information about job opportunities. The Seminary director of admissions and placement will advise students on questions related to vocational discernment and ministry assignments.

### **Computer Resources**

Computers are available to seminary students in the computer room (#121) on the first floor of the seminary building. A key to the room may be obtained at the physical plant office. EMU general purpose computer labs are open to students. For more detailed information on EMU computing resources, see the “University Policies” section entitled “Information Systems Policies” and the “Student Services – Informational” section entitled “Computing for Students”.

### **Congregational Resource Center**

This center, co-sponsored by the seminary and Virginia Mennonite Conference, is located in room 110 and incorporates the John S. Coffman Center for Missional Leadership. The Center contains materials related to worship and worship planning, preaching, education, spiritual direction, evangelism, and church planting. These resources are available for use by students and by local congregations. Most of the Center’s resource materials may be checked out for short periods of time.

### **Counseling Services**

In addition to academic advising, the seminary provides counseling in the areas of personal crisis and career planning. The seminary campus pastor is available for counseling on spiritual and personal matters. She/he will assist the student in referral to university counseling services or other professional counseling if the need arises. A student may choose to contact the EMU Counseling Center directly at ext. 4317 for an appointment. All interactions between students and counselors are strictly confidential and are not subject to disclosure without a student’s written permission. If a student is at risk of harm to self or others, confidentiality may be broken for safety purposes.

### **Disciplinary Information and Policies**

#### *Student Discipline in a Christian Community*

The seminary seeks to provide an educational setting where faculty, administration, staff and students work together in the common purpose of creating and maintaining the highest possible and also life-giving standards of academic and community life. This task occurs in the context of a community characterized by Christian discipleship, responsibility, and grace amid human failures.

We expect that persons who participate in the seminary will, by their life, attitudes and relations with others, contribute to the creation of a community that reflects the transforming and saving grace of Christ in the fellowship of the Holy Spirit. This includes evidence of a living relationship with Jesus as follower or seeker, serious attention to biblical and related studies, and readiness to share mutual counsel as responsible members of the community.

We believe that personal maturity and growth are fostered as all community participants share in responsibility for one another. Matthew 18:12-17 outlines principles of this approach to behavior and relationships. Thus growth is both an individual process and one that involves the entire Christian community as we share our own concerns and at the same time respect and are shaped by the convictions of other Christians. Our commitments include responsibility to love God and to seek after righteousness, to love others and practice justice, to exercise stewardship and freedom responsibly, and to engage differences in viewpoints in a

peacemaking spirit rooted in the reconciling power of Christ.

### *Lines of Responsibility*

The disciplinary authority of the seminary is vested in the president, the seminary dean in consultation with the associate dean, the faculty, the Seminary Community Council, and individual students.

When self-discipline breaks down, direct confrontation may be required. This should be done in a spirit of concern and caring, in awareness that mercy leading to restoration is a key goal. Any student, faculty or staff member may bring an alleged violation to the attention of the dean for investigation.

### *Standards of Conduct*

We request that seminary students respect campus standards whenever and wherever behavior impacts campus life. These standards include but are not limited to the following specific examples listed below.

Students shall refrain from immorality and the use of tobacco, alcoholic beverages and drugs prohibited by law. (See “University Policies” for the “Alcohol, Tobacco, and Drug Policy.”) Substances controlled by law are not to be abused. Unbecoming speech, conduct or dress shall be avoided.

Harassment is a violation of these standards. Communications, actions or threats that intentionally denigrate another due to race, gender, religion, age, handicap or national origin will not be tolerated. This includes sexual harassment in any form of threat, coercion or unwelcome verbal advances. Respect for the dignity of all persons must be the standard.

Sexual integrity must be upheld by all. Violence and the threat of violence against another person or group are prohibited. Unauthorized firearms and weapons are not allowed on campus.

Academic honesty is a standard of particular concern, for violations threaten the integrity of individuals and the levels of trust in the learning community. Truthfulness is essential to our concepts of God, and the Bible decries false witness, lying and dishonesty. All forms of cheating, plagiarism, forgery, and furnishing false information on official documents or to campus officials are violations of this policy.

Dishonesty includes copying from another’s work in an examination, submitting the same work in more than one course without the instructors’ knowledge and permission, and collaboration in course assignments without permission and acknowledgement. Plagiarism, the intentional use of ideas and writings taken from another source without proper credit, is a serious offense. Knowingly helping or allowing someone else to cheat is also an act of academic dishonesty.

When there is evidence of academic dishonesty, the instructor deals with the student on an individual basis and may assign a failing grade for the particular assignment or the course. The instructor will report to the student’s academic advisor and the associate dean or the dean.

### *Disciplinary Procedures*

The associate dean in consultation with the seminary dean shall assume responsibility for initial inquiries into an alleged infraction. All pertinent sources of information will be checked, including a discussion with the referred student(s). If there is evidence to support the charge, it is the task of the seminary dean in consultation with the provost to determine which hearing procedure should be used. Faculty in whose courses violations may have occurred will be included.

For major concerns, the formal procedures outlined in the EMU policy on grievance procedures will be used. For other incidents, two further possibilities exist.

#### *Informal Hearing*

This procedure will involve discussion among the dean, the referred student and the student’s advisor. At the dean’s discretion, the associate dean, a faculty member, and one or two members of SCC may be included.

#### *Formal Hearing*

This procedure involves a “judicial council”, which will be composed of one administrator who has not been directly involved in the investigation of the situation and who can act as chairperson, one faculty member appointed by the faculty, and the student’s academic advisor or another person selected from the seminary community by the student to serve as advocate. At the dean’s discretion, one or two members of SCC who have not been directly involved in the situation may also be called as judicial council members.

This judicial council is used for serious or repeated violations of the standards set forth here, with formal record of the proceedings kept on file in the Provost's Office.

Among the possible sanctions for serious violation are: informal warning, written reprimand, letter of probation, notification of temporary suspension, indefinite suspension or a letter of dismissal (with notation on official transcript: "dismissal by seminary action"). In case of dismissal, faculty action is necessary. Appeal of formal action taken under this policy may be filed in writing within one week of notification of its outcome, according to the formal grievance procedures (statement available in the Provost's Office).

### **Facilities**

#### *Seminary Building*

The seminary building is located on Smith Avenue on the southwest corner of the EMU campus. Located on the first floor are administrative offices, faculty offices, student mailboxes, the Coffman Center for Missional Leadership, the Congregational Resource Center, a large lecture room, classrooms, the study/reference room, prayer room and the computer lab. On the second floor are classrooms, faculty offices, the kitchen, Koinonia Commons, Martin Chapel, fellowship area and a prayer room.

#### *Study Room*

Study carrels are provided in the study room for graduate student use. Carrels are for general use; however some carrels can be reserved if the request is made through the Seminary Community Council. Those reserving carrel spaces should keep them clean and orderly.

Books and other items should not be left unattended in unreserved carrels. Lockers are available in the study room area for storing personal items.

### **Inclusive Language**

The seminary is committed to the use of inclusive language in all references to humankind. The faculty has developed a commitment statement for itself, which includes encouraging students to observe a high standard of inclusive language. The inclusive language statement can be found in the on-line catalog.

### **Information Flow**

All seminary students have mailboxes in the seminary building. Official messages as well as personal mail and messages are placed in the boxes. Incoming mail is delivered to the seminary building twice a day (about 10 a.m. and 3 p.m.) Outgoing mail is taken at the same time.

Telephones are available for campus use and local calls in the Koinonia Commons on the second floor and in the main lobby on the first floor. Persons calling to speak with students should dial 432-4260 and leave a message for a return call.

Phone numbers and addresses of seminary students and faculty are contained in the university Campus Directory.

Bulletin boards are located on first and second floors. Acquaint yourself with their location and content. Students should form the habit of reading the boards to keep abreast of announcements and general information. Most information is also communicated via e-mail.

### **Internship Planning**

The seminary encourages students to include an internship as part of their study program. Grant funds are available to assist in the cost of mission and church-planting internships. For more information, see the seminary catalog or contact Kenton Derstine, director of Mentored Ministry, for general ministry internships and Linford Stutzman, director of the Coffman Center, for mission or church-planting internships.

### **Photocopying**

A copier code has been provided by EMU for your convenience. The code may be used at several copiers located on campus – Hartzler Library (main floor & third floor), Seminary, and Campus Center second and third floor. When using a copier code the cost per copy is \$0.45 cents and \$0.1 cent for scanning. A coin-operated copier is available in the Hartzler Library (main floor) at 10 cents per copy.

### **Publications**

The Torch is the seminary yearbook, published each year in recognition of the current graduating class. Its purpose is to provide a photographic record of the seminary community. *The Torch* is published by the Seminary Community Council, which appoints the student editors each year. A

faculty/staff sponsor is appointed by SCC upon the recommendation of the dean. Any institutional input comes as suggestions or recommendation from SCC.

Other university publications, such as Crossroads, the quarterly magazine for alumni and friends, carry news about the seminary and its people.

### **Refund and Withdrawal Policy**

When a student withdraws from the seminary or changes enrollment to fewer credit hours, certain procedures need to be followed and the student may be eligible for a partial refund of the tuition payments. Similarly, if the student received student aid, a return of funds (refund) to various financial aid programs may be required. For a comprehensive discussion of procedures, adjustment and refund calculations please refer to Section Two of this handbook. See “Student Services – Financial: Refunds and Withdrawals Policy.”

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 a 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.

### **Seminary Community Council**

Representing students, administration and faculty, the Seminary Community Council (SCC) assists in structuring a community life of Christian sharing and caring. It operates from the understanding that a dynamic community life is vital to the academic process. Since Christian community requires committed individuals, every student, faculty and staff person is expected to use his or her gifts and influence for the enrichment of community life.

Committees or activities functioning under SCC:

#### *Fellowship Committee*

- plans major social functions
- stays alert to student financial needs and plans for assistance where possible

#### *Forum Organizing*

- In collaboration with a faculty adviser, the SCC Forum Organizer works at addressing seminary issues and concerns through organizing a variety of events, such as town hall meetings, round table discussions and forums, presentations by professors or guest speakers.

#### **Snack and Food Service**

Vending machines and coffee are located in the kitchen area on second floor. Hot drinks are available to seminary and counseling students only, since the cost is covered by their activity fees. Microwave ovens are available in the kitchen. Lunch and snacks may be eaten in the gathering or fellowship areas. Other campus facilities such as the dining hall and Royal’s Den snack shop are shared with the University and are available to seminary students according to the stated policies.

#### **Whom to See**

##### *Dean of the Seminary, Michael King*

- for appeal when further discussion is needed on matters involving instructors, administrators, or students.

##### *Associate Dean of the Seminary, Lonnie Yoder*

- in relation to special requests and irregularities upon referral by the academic advisor
- for counsel regarding general educational and vocational planning
- when considering a change of curriculum
- for exploration of an independent study
- for evaluation of transfer credit

##### *Seminary Registrar*

- for information on degree requirements and course scheduling
- for processing drop and add requests

##### *Faculty Advisor*

- for academic program planning, course scheduling, registration changes, graduation requirements
- for formative advising/mentoring

##### *Admissions, Don A. Yoder, Laura Amstutz*

- when persons you know are interested in receiving information on seminary programs, courses and admission applications (contact by letter, visit, or phone – 800-710-7871, email: yoderda@emu.edu or laura.amstutz@emu.edu)

### *Student Disabilities Support Services*

- for persons with disabilities needing accommodations
- to learn about community resources and services

### *Instructors*

- for any matters related to their respective courses

### *Director of Field Education, Kenton T. Derstine*

- on placement in field education or Mentored Ministry
- to discuss matters related to field education or Mentored Ministry
- on matters related to ministry internships

### *Vocational Services*

- for post-graduate placement in ministry, see Don Yoder
- for general career counseling, see Jennifer Litwiller, Director of Career Services at EMU

### *Campus Pastor, Kevin Clark, in cooperation with Campus Ministries Team*

- for spiritual support and pastoral counseling
- for guidance regarding spiritual direction
- for referral to professional counseling
- for counsel on vocational direction

### *Director of Congregational Resource Center*

- for information regarding materials in the center

### *Counseling Services*

- for personal counseling

### *EMU Registrars Office*

- on requests for transfer of credit
- on request for official transcripts

### *Financial Assistance Office*

- on matters related to grants, loans, scholarships and other aid
- upon changing from full-time to part-time status (if you are receiving any type of financial assistance)

### *Cashier in Business Office*

- to make payments on your account (the preferred method is via campus mail)

### *Student Accounts Office*

- to ask questions regarding your student account (ext.4112)
- to discuss options for payment

### *International Student Advisor, Jonathan Kratz*

- on any matters pertaining to alien status and Immigration and Naturalization Service regulations regarding work or length of stay in the U.S (See International Student Handbook)
- on changes in course load, program, address or telephone number

### **Worship and Fellowship**

Chapel gathering is held regularly on Tuesday and Thursday at 11:00 a.m. We consider these experiences of worship to be central to community life and students are expected to support the chapel service faithfully.

A fellowship period is scheduled before chapel, when students and faculty are encouraged to mingle in the gathering area for informal fellowship and conversation.

University chapel is held Wednesday and Friday from 10:00-10:30 a.m. in Lehman Auditorium. Seminary students are welcome to attend. A schedule is posted on the seminary worship board.

See the seminary on-line catalog for additional information.

## **Program Specific Info— All Graduate Programs**

### **Refund and Withdrawal Policy**

When a student withdraws from a graduate 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.

## **Disciplinary Information and Policies**

### *Student Discipline*

Eastern Mennonite University seeks to provide an educational setting where faculty, administration, staff and students work together in the common purpose of creating and maintaining the highest possible standards of academic and community life.

Our commitments reflect two basic concerns: to encourage behavior which is in harmony with the aims and purposes of the graduate programs and at the same time to provide sufficient freedom for persons to exercise individual responsibility. These concerns also extend to off-campus activities, when they affect campus life.

We believe that personal maturity and growth are encouraged most when the entire community shares in responsibility for one another.

Growth is not entirely an individual process but involves the entire community as we seek to share our own concerns and at the same time respect the convictions of other persons. Our commitments include the responsibility to love God and seek after righteousness, to love others and practice justice, and to exercise stewardship and freedom responsibly.

### *Lines of Responsibility*

The disciplinary authority of the graduate programs is vested in the president, dean of graduate programs, faculty, and the individual himself or herself. When self-discipline breaks down, direct confrontation may be required. This should be done in a spirit of concern and caring. Any student, faculty or staff member may bring an alleged violation to the attention of the dean for investigation.

### *Standards of Conduct*

We request graduate students to respect campus standards whenever and wherever behavior impacts campus life. These standards include but are not limited to the following specific examples. Students shall refrain from immorality and the use of tobacco, alcoholic beverages and drugs prohibited by law. (See "University Policies" for the "Alcohol, Tobacco, and Drug Policy.") Substances controlled by law are not to be abused. Unbecoming speech, conduct or dress shall be avoided.

Harassment is a violation of these standards. Communications, actions or threats which intentionally denigrate another because of his or her

race, gender, religion, age, handicap or national origin will not be tolerated. This explicitly includes sexual harassment in any form of threat, coercion or unwelcome verbal advances. Respect for the dignity of all persons must be the standard.

Sexual integrity must be upheld by all.

Violence and the threat of violence against another person or group are prohibited. Unauthorized firearms and weapons are not allowed on campus.

Academic honesty is a standard of particular concern, for violations threaten the integrity of individuals and the levels of trust in the learning community. Truthfulness is essential to our concepts of God. All forms of cheating, plagiarism, forgery and furnishing false information on official documents or to campus officials are violations of this policy.

Dishonesty includes copying from another's work in an examination, submitting the same work in more than one course without the instructor's knowledge and permission, and collaboration in course assignments without permission and acknowledgement. Plagiarism, the intentional use of ideas and writings taken from another source without proper credit, is a serious offense. Knowingly helping or allowing someone else to cheat is also an act of academic dishonesty.

When there is evidence of academic dishonesty, the instructor deals with the student on an individual basis and may assign a failing grade for the particular assignment or the course. The instructor will report to the student's academic advisor and the dean.

### *Disciplinary Procedures*

The director or other designated person assumes responsibility for initial inquiries into an alleged infraction in consultation with the dean of graduate programs. All pertinent sources of information will be checked, including a discussion with the referred student(s). If there is evidence to support the charge, it is the task of the provost to determine which hearing procedure should be used. Faculty in whose courses violations may have occurred will be included.

For major concerns, the formal procedures outlined in the EMU policy on grievance procedures will be utilized. For other incidents, two further possibilities exist.

#### *Informal Hearing*

This procedure will involve discussion among the dean, the referred student and the student's advisor.

#### *Formal Hearing*

This procedure involves a "judicial council" which will be composed of one administrator who has not been directly involved in the investigation of the situation and who can act as chairperson, one faculty member appointed by the faculty, and the student's academic advisor or another person selected from the graduate community by the student to serve as advocate.

This judicial council is used for serious or repeated violations of the standards set forth here, with formal record of the proceedings kept on file in the Provost's Office.

Among the possible sanctions for serious violations are: informal warning, written reprimand, letter of probation, notification of temporary suspension, indefinite suspension or a letter of dismissal (with notation on official transcript: "dismissal by graduate program action"). In case of dismissal, faculty action is necessary. Appeal of formal action taken under this policy may be filed in writing within one week of notification of its outcome, according to formal grievance procedures (statement available in the Provost's Office).

#### **Hazing**

Actions which are initiated against someone's will by harassing through force, banter, ridicule or criticism are strictly prohibited.

#### **Worship Opportunities for Graduate Students**

The chapel experience at EMU represents our acknowledgment of God among us in the context of a Christian (Mennonite) liberal arts university.

Chapel Gathering is held regularly on Tuesday and Thursday at 11:00 a.m. in Martin Chapel, of the seminary building. All graduate students are invited to attend. A fellowship period follows chapel when students and faculty are encouraged to mingle in the seminary gathering area for informal fellowship and conversation.

University chapel nurtures members of the campus community in faith, hope and love as disciples of Jesus Christ. A community gathering place for worship and forum, university chapel reflects an Anabaptist/Mennonite perspective along side the diverse gifts, traditions and cultures of the broader Christian faith.

A university chapel is held every Wednesday and Friday from 10-10:30 a.m. in the C.K. Lehman Auditorium.

#### *Chapel Attendance Policy*

All offices and departments, other than essential services, are closed during university chapel period in order to allow the community to attend and support chapel.

All students, faculty and staff of the university are expected to regularly participate in chapel experiences at Eastern Mennonite University. Students, faculty and staff are expected to attend at least one chapel each week.

For more information, contact campus ministries at x4115 or [campusministries@emu.edu](mailto:campusministries@emu.edu).

#### *Schedule and Podcasts of Chapel*

The schedule for university chapel is posted in the events bow of the EMU Portal. It is found at this link: <http://www.my.emu.edu/ics>. Podcasts of input from university chapel services are posted at this link: <http://emu.edu/blog/podcast/>.

### Writing Standards –Graduate Level (Grid Version)

| <u>Criteria</u>   | <b>A excellent</b>  | <b>B minimal expectations</b>  | <b>C below expectations</b>   | <u>Comments</u>     |
|---|---|--|---|---------------------|
| <b>Content</b><br><i>(quality of the information/ideas and sources/details used to support them)</i>  | <ul style="list-style-type: none"> <li>- shows clarity of purpose</li> <li>- shows depth of content</li> <li>- applies insight and represents original thinking</li> <li>-demonstrates quality and breadth of resources</li> </ul>            | <ul style="list-style-type: none"> <li>- shows clarity of purpose</li> <li>- shows substantial information and sufficient support</li> <li>- almost always represents original thinking</li> <li>- uses quality resources</li> </ul>             | <ul style="list-style-type: none"> <li>- shows clarity of purpose</li> <li>- lacks depth of content and may depend on generalities or the commonplace</li> <li>- represents little original thinking</li> <li>- uses mostly quality resources</li> </ul>  |                     |
| <b>Structure</b><br><i>(logical order or sequence of the writing)</i>   | <ul style="list-style-type: none"> <li>- is coherent and logically developed</li> <li>- uses very effective transitions</li> </ul>  | <ul style="list-style-type: none"> <li>- is coherent and logically developed</li> <li>- uses smooth transitions</li> </ul>   | <ul style="list-style-type: none"> <li>- is coherent and logically (but not fully) developed</li> <li>- uses some awkward transitions</li> </ul>  |                     |
| <b>Style</b><br><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>  | <ul style="list-style-type: none"> <li>- is concise, eloquent, and rhetorically effective</li> <li>- composes varied sentence structure</li> </ul>  | <ul style="list-style-type: none"> <li>- displays concern for careful expression</li> <li>- composes some varied sentence structure</li> </ul>   | <ul style="list-style-type: none"> <li>- displays some personality <u>but</u> lacks imagination and may be stilted</li> <li>- composes little varied sentence structure</li> <li>- frequently uses jargon and clichés</li> </ul>                          |                     |
| <b>Conventions</b><br><i>(adherence to grammar rules: usage, mechanics)</i>   | <ul style="list-style-type: none"> <li>- composes well-constructed sentences</li> <li>-makes virtually no errors in grammar and spelling</li> <li>- makes accurate word choices</li> </ul>  | <ul style="list-style-type: none"> <li>- almost always composes well-constructed sentences</li> <li>- makes minimal errors in grammar and spelling</li> <li>- makes accurate word choices</li> </ul>   | <ul style="list-style-type: none"> <li>- usually has well-constructed sentences</li> <li>- makes several errors</li> <li>- makes word choices that distract the reader</li> </ul>   |                     |
| <b>Source Integrity</b><br><i>(appropriate acknowledgment of sources used in research)</i>  | <ul style="list-style-type: none"> <li>- cites sources for all quotations</li> <li>- composes credible paraphrases, cited correctly</li> <li>- includes reference page</li> <li>- makes virtually no errors in documentation style</li> </ul> | <ul style="list-style-type: none"> <li>- cites sources for all quotations</li> <li>- composes credible paraphrases, usually cited correctly</li> <li>- includes reference page</li> <li>- makes minimal errors in documentation style</li> </ul> | <ul style="list-style-type: none"> <li>- cites sources for all quotations</li> <li>- composes mostly credible paraphrases, sometimes cited correctly</li> <li>- includes reference page</li> <li>- makes several errors in documentation style</li> </ul> |                     |
| <p>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).</p> |   |  |   | <b><u>Grade</u></b> |

## **Program Specific Info— Graduate Program in Conflict Transformation at the Center for Justice and Peacebuilding/CJP**

### **Activities Fee**

Full-time students are charged a fee of \$23 per semester. Part-time students are charged \$2 per semester hour. This revenue is used to fund the student activity account.

### **Computer Resources**

Computers are available to CJP students in the upstairs computer lab of the CJP building. A key may be obtained from the CJP Academic Program Coordinator. It can be used at all hours. For more detailed information on EMU computing resources, see the “University Policies” section entitled “Information Systems Policies” and the “Student Services – Informational” section entitled “Computing for Students”.

### **CJP Community**

The Center for Justice and Peacebuilding is committed to creating and sustaining a mutual learning community which values the diversity and rich experience of students, faculty and staff. The program places high value on relationships developed in the community and hopes these will become the basis for long-term partnerships, support and learning.

CJP’s graduate student community includes traditional campus-based students as well as non-traditional students who commute or take classes during intensive weekend or summer courses. Many graduate students attend classes during the Summer Peacebuilding Institute/SPI. For students attending classes during the summer, university student services are limited. Many offices have posted hours or hours by appointment.

### **Photocopying**

Students who are requested by an instructor to copy items for class or student materials for class distribution may use the photocopier in the CJP office and can request help from the CJP office coordinator. For personal copies, students should use their copier code EMU provides for them. Follow the instructions under photocopying in the “Student Services: Practical” section of this handbook.

## **Program Specific Info— M.A. in Counseling**

The M.A. in Counseling program provides academic preparation for the professional practice of counseling. Completion of the program meets educational requirement or Licensed Professional Counselor (LPC) in the state of Virginia. The program is nationally accredited by the Council for Accreditation of Counseling and Related Education Programs (CACREP).

The program is a 60 semester hour course of study and includes a 100 hour practicum and a 600 hour internship. The core curriculum includes studies in professional identity, social and cultural diversity, human growth and development, career development, helping relationships, group work, assessment, and research and program evaluation.

The M.A. in Counseling program provides accredited training within the context of the Mennonite tradition of mutual caring and community building that emphasizes both individual growth and just social structures. The ideals of personal and community wholeness are values grounded in the ethical contexts embodied in this faith tradition. We welcome students and faculty from other traditions who enrich our community.

The M.A. in Counseling program is committed to creating an educational environment that values relationships in community. Our mutual support and shared learning creates a place of safety for the sacred work of counseling.

### **Photocopying**

A photocopy machine is available for student use. Personal copies are 10 cents per copy and are charged directly to the students’ account. If instructors ask you to copy your work for class distribution, those copies are free. See the “Student Services: Practical” section of this handbook for further campus photocopy resources.

### **Snack and Food Service**

A canteen area is available on Seminary building second floor where vending machines and coffee are located. The cost of hot drinks is covered by the student activities fee. Microwave ovens are available in the kitchen area next to the canteen.

Lunch and snacks may be eaten in the gathering or fellowship areas. See the dining hall and Royals' Den snack shop information, under Section Two: Student Services—Physical.

## **Program Specific Info— M.A. in Education**

### **Mission**

The mission of the Master of 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: 1) develop leadership by becoming agents of change who advocate for children and youth, 2) create a climate of caring and learning, 3) initiate and respond to change and 4) value service to others. Guiding program principles include scholarship, inquiry, professional knowledge, communication, caring relationships and leadership.

### **Program Outcomes**

**Scholarship:** to acquire advanced knowledge through core curriculum courses and to organize and integrate that knowledge into professional practice.

**Inquiry:** to generate questions and to use critical thinking to self-assess, to view problems from multiple perspectives, to make informed decisions and to engage in action research for educational change.

**Professional Knowledge:** to acquire advanced pedagogical and specialty area knowledge in order to create cultures of change and manage environments conducive to learning, setting high expectations and implementing appropriate instructional and assessment practices.

**Communication:** to develop communication strategies (verbal, nonverbal, and technological), which support collaboration and resourcefulness to empower self and others.

**Caring:** to develop a nurturing spirit that advocates for students, encourages social and ethical responsibility, and promotes peacebuilding in diverse settings.

**Leadership:** to act as social change agents by working collaboratively to bring about fair and

just systemic change within educational contexts.

### **Academic Policies**

#### *Attendance*

Because of the interactive nature of graduate classes at EMU, we believe that students who miss class for the equivalent of six 50-minute periods or four 75-minute periods in a three semester hour course (200 minutes for a 2-semester hour course, 100 minutes for a 1-semester hour course) have not fulfilled necessary requirements to receive an "A" in the graduate class. Grades may be lowered for absences of less time at the instructor's discretion.

#### *Distance Education (Online)*

No more than 12 semester hours of the Master of Arts in Education program may be completed by distance education. The program observes the guidelines of the National Council for the Accreditation of Teacher Education (NCATE) for distance education. Only selected courses in the introductory or specialty areas are offered online. Standards of academic quality for these courses are equivalent to those for on-campus courses. Enrollment is limited to 20 students or less to ensure a high level of instructor-student interaction. Particular attention is given to making available either locally or online the study resources normally expected for graduate courses. Tuition is comparable to that of residential courses. There is regular evaluation of individual courses and of the total program.

#### *Schedule for Completing the Program*

All course work, research and practica for the master's degree shall be completed within six years from the date of matriculation to the graduate program. Classes are offered in weekend and evening formats during fall and spring, while the summer sessions provide intensive week-long courses. A full-time candidate can complete the program in 2 years. Most teacher practitioners graduate in 2-4 years by taking 10-12 semester hours per year.

Candidates must be registered for EDPC 611 Action Research Project before participating in graduation ceremonies. In addition, candidates who choose to walk and subsequently prolong the completion of their final Action Research Project over one year from the initial registration date must renew their registration at a cost of

one-half of the prevailing tuition rate per semester hour per year.

### *Transfer Credit*

Candidates may request to transfer up to nine hours of course work from other regionally accredited colleges or universities. A transfer of credit request form must be completed. Requests for transfer credit approval may be directed to the program director and will be considered on a course by course basis as applicable to the particular specialty area. Continuing Education Units (CEU) courses are not accepted as transfer graduate credit. A candidate must submit an official transcript from the university that awarded the graduate credit. Only six credit hours can be transferred into the specialty area.

Two exceptions exist: (1) With program director approval, candidates may transfer up to twelve hours of course work previously taken under the supervision of EMU graduate faculty, i.e. EMU Teacher Education Program institutes or site-based courses. (2) With program director approval, candidates may transfer 12 hours of graduate studies in English as a Second Language including the specialty area if those hours meet the Pennsylvania requirements for the ESL certificate.

All transfer credit must meet the following criteria: 1) course work was completed within five years of admission to the EMU program; 2) credit must reflect applicability to EMU's M.A. in Education specialty area goals and program purposes; and 3) all transfer work must have a grade of A or B.

Transfer of credits completed at EMU to another institution is at the discretion of that institution. Candidates should check with the institution to which they wish to transfer regarding the transferability of EMU credits.

### **Computer Resources**

Computers are available to Master of Arts in Education students in the EMU education department Campus Technology classroom, Campus Center 234. EMU general purpose computer labs are available to students. For more detailed information on EMU computing resources, see the "University Policies" section entitled "Information Systems Policies" and the

"Student Services: Informational" section entitled "Computing for Students".

### **Photocopying**

Students who are requested by an instructor to copy items for class may use the photocopiers in the M.A. in Education Program office. Otherwise, follow the instructions under photocopying in the "Student Services: Practical" section of this handbook.

## **Program Specific Info— Master in Business Administration**

The MBA Program offers three tracks: an MBA in General Management, an MBA with a concentration in Health Services Administration, and an MBA with a concentration in Nonprofit Entrepreneurial Management.

The graduate program in business administration at Eastern Mennonite University prepares persons for leadership, management, and stewardship positions in an increasingly diverse and global marketplace.

Through course work and interactions with faculty and peers, MBA students develop skills and abilities preparing them to work and advance in businesses and nonprofit organizations.

Designed for the working professional, the EMU MBA develops a perspective that advances the common good for all stakeholders in business and promotes high ethical standards, stewardship, and peace building.

MBA students join cohorts who take their core classes together one night a week. Classes are delivered in a variety of formats including lecture, case study, and group discussion. Includes 12 prerequisite hours, a 33-hour core, and a 4-hour capstone course. The MBA is normally completed in two and a half years.

For more information visit our website at [www.emu.edu/mba](http://www.emu.edu/mba).

### **Computer Resources**

Computers are available to MBA students in the EMU Campus Center Computer Lab, Campus Center 223. All other EMU general purpose computer labs are available to students. For

more detailed information on EMU computing resources, see the “University Policies” section entitled “Information Systems Policies” and the “Student Services: Informational” section entitled “Computing for Students”.

### **Photocopying**

Students who are requested by an instructor to copy items for class may use the photocopiers in the MBA Program Office. Otherwise, follow the instructions under photocopying in the “Student Services: Practical” section of this handbook.

## **Program Specific Info— Off Campus Programs**

### **Campus Ministries**

Campus pastors welcome interaction through e-mail, phone, Facebook and website with any EMU student. Feel free to check out the campus ministries program and pastoral services at [www.emu.edu/campusministries](http://www.emu.edu/campusministries), or contact one of the pastors directly.

- Brian Martin Burkholder, Campus Pastor/Director, 4115, [brian.burkholder@emu.edu](mailto:brian.burkholder@emu.edu)
- Joanne Gallardo, Campus Associate Pastor, 4273, [joanne.gallaardo@emu.edu](mailto:joanne.gallaardo@emu.edu)
- Byron J. Peachey, Campus Associate Pastor, 4132, [byron.peachey@emu.edu](mailto:byron.peachey@emu.edu)

### **Career Services**

Off campus students are invited to use the Career Services website: [www.emu.edu/careers/](http://www.emu.edu/careers/). Available services include academic advising, career counseling, graduate school information, résumé and cover letter reviews, internship and job search assistance, and interview preparation. Testing services are also provided for the following tests: CLEP, DSST, and MAT.

### **Counseling Services**

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. Contact the Counseling Office by calling 540-432-4317.

### **Information Systems Services**

See the detailed information in Section Two: Student Services – Informational as well as Information Systems Policies in Section One.

### **Library Services**

The library web site ([www.emu.edu/library](http://www.emu.edu/library)) is your gateway to services & resources available at the Hartzler Library. Sadie, the online catalog, allows you to search Hartzler Library holdings. You will also find access points to a wide variety of databases, many of which provide access to full-text journal articles as well as streaming videos, book chapters, reference works and dissertations. Most databases are available from off-campus by logging into the EMU proxy server with your Royal username and password. Contact the library staff by calling, 540-432-4185, chatting live with a librarian via the “Live Library Help” link, or emailing us using the “Need Help?” link. Of course we love it when people stop by as well.

### **Registrar’s Office**

#### *Grades*

Grades are available to students through [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 to continuing students by program personnel. A student wishing to add or drop a course shall contact his or her advisor. For courses offered on a standard semester basis the following applies: courses may be added through the first five days of the semester and may be dropped with no grade through the first four weeks. Courses dropped during the fifth through ninth week are recorded as “W” (withdrawal). No change is permitted after the ninth week. Drop/Add deadlines are adjusted accordingly for courses offered on other time frames.

#### *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 on how to request an official transcript, go to [www.emu.edu/registrar/transcripts/](http://www.emu.edu/registrar/transcripts/).

# Telecom Handbook/Procedures

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

## Introduction

The purpose of this handbook is to explain the features of your dorm room phone and the Eastern Mennonite University voice mail system. Information Systems is only responsible to have a working dial tone to the dorm data/voice jack. Students should request telecom services which include: dial tone voicemail and a long distance authorization code.

## Voice Mail

Every resident student has voice mail on his/her phone. Please note that student mailbox numbers are different from their extension numbers. All faculty and staff have voice mail at their number listed in the directory.

## Information

The I.O. (information office) in the Campus Center is there to assist callers in reaching any member of the university community by giving telephone numbers to those who request. Do not call the I.O. with technical questions or reports of malfunctions.

## Help Desk

For questions, requests or to report malfunctions with your phone, call "HELP" (4357) or send an email to [helpdesk@emu.edu](mailto:helpdesk@emu.edu). The Help Desk is staffed from 8 a.m. to 5 p.m., Monday-Friday.

## Phone Books/Directories

The campus directory may be found at [www.emu.edu/directory](http://www.emu.edu/directory) from on-campus computers. If you would like a Harrisonburg phone book, stop by the Help Desk to pick one up.

## Technology Code of Responsibility for Students

This policy is available on page 14 of the Student Handbook.

## Voice Mail

With voice mail your calls will always be answered. All mailbox functions are based on single-digit mnemonic commands. For example, the system may prompt you to press P, (the 7 key) to Play your messages, M, (the 6 key) to Make a message, or U, (the 8 key) to access User options.

## To Set-up Your Mailbox

- Dial 4999.

- The voice mail lady will ask you to press 1 for mailbox 1XXX or press 2 for mailbox 2XXX. You will be assigned a mailbox and passcode through campus mail at the beginning of the school year.

- Voice mail will prompt you to enter your passcode. Your default passcode will be assigned by the telecom office and is unique to your mailbox. This code should be changed the first time you enter voice mail so that others cannot dial in and listen to your messages.

- Once inside voice mail, the voice mail lady will prompt you to do three things:

*Record a passcode.* Your passcode can be 4 to 10 digits long. Make it something that is easy for you to remember but difficult for others to guess.

*Record a greeting.* This is where you will say something like "Hello, this is John Doe. I am unable to come to the phone, but if you will leave your name, number and brief message I will return your call by the end of the day."

*Record your name.* This should be your first and last name. Whenever you login to the voice mail system in the future, it will call you by your name.

## To Enter Your Mailbox

There are several ways to enter your voice mail mailbox.

*When calling from your extension:*

- dial the Voice Mail inside access number, 4999.
- enter your passcode when prompted.

*When calling from another extension:*

- dial the voice mail inside access number, 4999.
- when voice mail says hello, press the \* key.
- enter your mailbox number, followed by the \* key.
- enter your passcode when prompted.

*When calling from an off campus phone:*

- dial the voice mail outside access number, 432-4999.
- enter your mailbox number, followed by the \* key.
- enter your passcode when prompted.

## To Retrieve Messages

Hearing a "stutter" dial-tone when you lift the receiver indicates you have an unplayed message.

- Call voice mail by dialing 4999. (You can access voice mail from off-campus by dialing 432-4999.)

- After pressing 1 or 2 (depending upon which mailbox is yours) you will be prompted to enter your passcode.

- Voice mail will tell you how many unplayed messages you have. Then it will say "Press P to play your messages."

- The next voice you hear will be your first caller.

- Before each message, voice mail will give you the date and time that the caller sent the message.

- You will be prompted to enter other options such as “Press D to discard the current message, K to keep your message, P to play the message again.”

- After you have finished listening, press X to exit the submenu and go back to the MAIN MENU. You can make another selection or press X to exit. Voice mail will say “You have no messages remaining, Goodbye.”—then you hang up.

NOTE: It is very important to remember to press X when exiting voice mail. There are some very boring but good technical reasons for doing this. So be a good voice mail user and always press X when exiting the system.

Saved messages will be kept for 10 days, unplayed messages will be kept for 15 days. The system will automatically purge messages at midnight.

### **To Change User Options**

You may change your personal greeting, name, or passcode at anytime.

- Enter your mailbox by dialing 4999 and your passcode.
- Press U for User Options
- Press G to change your Greeting
- Press N to change your Name
- Press P to change your Passcode

### **Distribution Lists**

A feature of the voice mail system is the ability to send the same message to many mailboxes at once. If you are a community advisor, ministry assistant, or chair of a campus organization, you may request to have this feature activated by calling 4357. When activated, it will allow you to create 3 lists with 35 members on each list. Specific directions to set up and use distribution lists will be sent to you through campus mail.

### **Telephone Features**

#### **Tracking On-Campus Calls/Faulty Trunk Report**

Allows you to send a message to the telephone switch room on campus.

If you receive an on-campus call you would like traced, you can either press switch hook for less than one second (plastic button where you hang up the handset) or FLASH on a cordless phone, then dial \*2 while you are still on the line with the party. After you hang up call 4357 to report the incident. An on-campus call will have a single ring while an off-campus call will be a double ring.

If you are on a long distance call and you hear crackling or interruptions on your call, press switch hook \* 2 before you hang up and it will send a trunk

report to the switch room. Then call 4357 so that we may fix the trunk connection.

### **Last Number Redial**

Lift the handset and press \* 5 and your phone will dial the number of your last completed call. If you dial and get a busy signal, \* 5 does not redial. It will only work on calls where you were connected to another party and talking to that party. This is not a speed dial type function!

### **Dialing Instructions**

#### **To make free local calls from on-campus:**

- Dial “9”
- Dial the local phone number xxx-xxxx.  
(note local calling area on page 7 of directory)

#### **To make long-distance and international calls**

Student phones are restricted from making long distance calls unless an authorization code is used. You will receive a personal and confidential authorization code in campus mail when you arrive on campus. Any call made with your authorization code will be charged to your account regardless of who made the call. If you lose your code, dial 4357 immediately to deactivate your account.

- Dial “8”
- Listen for internal dial tone
- Dial your authorization code
- Listen for tone
- Dial “9”
- Dial the target phone number  
1-xxx-xxx-xxxx (U.S. domestic long distance)  
011-country code-phone number (international)
- Your call will be completed

#### **To make a toll-free call**

- Dial “9”
- Dial the toll free number 1-800-xxx-xxxx or 1-888-xxx-xxxx or 1-877-xxx-xxxx

#### **To make a calling card call**

- Dial “9”
- Dial the toll-free number on your card
- After the tone, dial 0-xxx-xxx-xxxx
- After the tone, enter your calling card number

### **Dialing Restrictions**

- You cannot dial a 1-900 number from EMU’s campus.
- You cannot reach an outside operator by dialing 9+0, you must use a calling card if you need an operator.
- Do not accept collect calls. You will be charged \$10 for every collect call you accept.
- Do not attempt to set up calling plans from local or long distance companies on your dorm extension. The numbers are blocked but if charges get through you will be responsible for those charges plus a \$10 handling fee.

**Billing & Rates**

Students will receive an itemized listing of all long distance calls monthly in campus mail. The total amount will appear on students monthly miscellaneous statement and should be paid at the business office. If your phone bill is past due, EMU reserves the right to cancel your authorization code. Billing questions should be directed to 4357.

You cannot set up your own accounts on individual extensions.

*Fees*

- \$10 per collect call,
- \$5 for lost/misplaced authorization codes
- \$10 for trying to change calling plans

*Phone Rates*

- U.S. Domestic— .08/minute all the time
- International Rates—  
[www.emu.edu/is/telecom/intlrates.html](http://www.emu.edu/is/telecom/intlrates.html)
- International Cell Phone Policy & Rates—  
[www.emu.edu/is/telecom/intlcellrates.html](http://www.emu.edu/is/telecom/intlcellrates.html)

All rates subject to change.

**Public Telephones**

All telephones located in a public area on campus including are capable of dialing 9-911 for emergency services as well as local and long distance calls. Emergency phones are for emergency (9-911), the RD on call (cell phone 9-480-2663) and campus security (9-432-4911) only.



**year1****Activity Log – Chapels**

| Chapel<br>(date & program title) | Significant learning |
|----------------------------------|----------------------|
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## Activity Log – Campus Events

You are required to attend **six** campus events. The events must be drawn from six **different** categories including theater and music performances, art openings, athletic games/matches/meets, Common Grounds events, CAC events, and programs presented by EMU clubs and organizations. Use this log to identify the event you attended and to describe what you learned from attending this event

Your activity log is due on the last day of Transitions class.

| Campus Event<br>(date) | Significant learning |
|------------------------|----------------------|
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