2014-2015 GENEVA COLLEGE
STUDENT HANDBOOK

Welcome to Geneva College.

We hope that you are excited about the 2014-2015 academic year. Our goal is to develop a Christian learning community that is truly transformational. Our hope and prayer is that you will fully engage the opportunities before you, and make the most of your classes and campus programs. To that end, we need everyone working together and doing their part to make Geneva a great institution. We commit to being here for you: to support you, to encourage you, to teach you, and pray for you.

Now is the time to accept and engage *the Geneva challenge*!

May God bless you this year,

Brian Jensen
Dean of Student Development

The purpose of the *Student Handbook* is to outline college procedures and expectations and to describe the support services available to enable you to be a successful member of the Geneva College community.

Students are expected to be familiar with and adhere to Geneva's community standards, academic policies, and campus procedures as stated in this handbook as well as in the *College Catalog.*

The policies and procedures described in this handbook are subject to change at any time. The College will endeavor to inform students of significant changes in a timely manner. Changes made during the academic year will appear on the college website at www.geneva.edu.

TABLE OF CONTENTS

Welcome Letter i

Table of Contents iii

College Calendar iv

Academic Planner .....Not Numbered

Academic Life 1
- Academic Administration 1
- Academic Programs 1
- Academic Support Programs.....1
  - Library 1
  - Technology Services 2
  - Writing Center 8
  - ACCESS (Academic Counseling Center & Educational Support Services) 8
- Academic Integrity.....9
- Class Attendance.....9
- GC Alert.....9
- Finals Week Policy 10
- FERPA 10
- Academic Continuation.....11
- Withdrawal Policies 11
- Refund Schedule 13
- Ability to Petition for Readmission.....13
- End of Semester Exit Interview 13
- Student/Faculty Committees 13

Community Life.....14
- Introduction to Community Standards 14
- Expectations of Student Leaders 15
- Community Standards Defined 15
- Amnesty Policy 19
- Sexual Misconduct Policy.....19
- College Policy Violations.....25
- College Discipline Introduction 26
- Redemptive Discipline 26
- Student Conduct Procedures.....26
- Student Conduct Decisions.....28
- Appeal Procedures.....29
- Disciplinary Sanctions.....30
- Residence Life.....31
- Commuter Life 39

Geneva College Operational Policies.....40
- Campus Check-in.....40
- Chapel 40
- Environmental Stewardship 41
- Identification Cards 42
- Insurance Policy.....42
- Lord's Day Observance 43
- Lost and Found 43
- Parking.....43
- Route 18.....47
- Skateboarding and Rollerblading.....47
- Solicitation.....47
- Student Travel.....47
- Textbook Return 48
- Van Usage.....48

Campus Resources 49
- Center for Faith and Practice 49
- Career Development Center.....50
- Counseling Center 51
- Custodial Services 51
- Financial Aid 51
- Fitness Center 51
- Food Services 52
- Health Services 54
- Intercollegiate Athletics.....55
- Mail and Print Services.....55
- Maintenance.....56
- Multicultural & International Services 56
- Pisgah Program.....57
- Security.....57
- Student Leadership 57
  - Student Union 58
  - Student Clubs & Organizations 58
- Student Programs.....58
  - Activities.....58
  - Intramural Sports 58
  - Student Events & Postings.....59

Appendix A: Emergency Policies.....59

Phone Directories.....61

Index.....64

2013-2014 COLLEGE CALENDAR

FALL SEMESTER

August 21	Residence Halls open 9:00 a.m. for new students Orientation classes begin for new students
August 24	Residence Halls open 8:00 a.m. for upperclassmen
August 26	Classes begin 8:00 a.m.
August 30	Last day to ADD a class, change meal plan, and/or waive insurance
October 11	**Fall Break begins 5:00 p.m.** Residence Halls remain open
October 15	Classes resume 5:00 p.m.
October 17	Low grade warnings sent
October 19	Homecoming
November 5	Last day to DROP one class
November 26	**Thanksgiving Break begins 5:00 p.m.** Residence Halls close 6:00 p.m.
December 2	Residence Halls open 8:00 a.m. Classes resume 5:00p.m.
November 27	Last day for first semester freshmen to drop a course
December 1	December Graduation Reception 1:30pm
December 9	Last day of classes
December 10	**Reading Day** (No day classes) Evening school exams begin
December 11	Day school exams begin
December 13	**End of First Semester** Final exams end
December 14	Residence Halls close noon

SPRING SEMESTER

January 9	Residence Halls open 1:00 p.m. for new students Mid-Year Orientation
January 11	Residence Halls open 8:00 a.m. for upperclassmen
January 13	Classes begin 8:00 a.m.
January 17	Last day to ADD a class, change meal plan, and/or waive insurance
January 20	**Martin Luther King Day** No day classes
March 7	**Spring Break begins 5:00 p.m.** Residence Halls close 6:00 p.m.
March 17	Residence Halls open 1:00 p.m.
March 18	Classes resume 8:00 a.m.
March 13	Low grade warnings sent
March 25	Last day to drop a class
April 16	**Easter Break begins 5:00 p.m**. No evening classes
April 21	Classes resume 5:00 p.m.
April 15	Last day for first semester freshmen to drop a course
May 2	Last day of classes
May 5	**Reading Day** (No day classes) Evening school exams begin
May 6	Day school exams begin
May 8	**End of Second Semester** Final exams end
May 9	Baccalaureate 7:00 p.m.
May 10	Undergraduate Commencement10a.m. Graduate and ADCP Commencement 4:00 p.m. Residence Halls close 6:00 p.m.

PLEASE NOTE:

Students are to vacate their rooms within 24 hours of their last exam, with the exception of those graduating second semester.

Dates are subject to change.

ACADEMIC LIFE

The academic program at Geneva College is intended to promote intellectual growth and the development of a Christian worldview. Core courses, major courses, and elective courses work together to achieve the following goal:

> "Starting with the belief that God is the source of all truth, education becomes the exciting adventure of seeking to appropriate knowledge in all its various facets under the guidance of the Holy Spirit."
> ("Foundational Concepts of Christian Education," *College Catalog*)

The College's academic program and graduation requirements are listed in the *College Catalog* and students should read them carefully. The *College Catalog* is available on-line at www.geneva.edu/page/academics.

ADADEMIC ADMINISTRATION

The Provost has overall responsibility for the College's academic, athletic, and student development programs. The Provost is assisted by various deans and directors. The Registrar is responsible for course scheduling and academic records. The Provost and Registrar have offices on the first floor of Old Main. The Academic Counseling Center and Educational Support Services (ACCESS) office is located in the basement of McKee Hall. The Dean of Student Development supervises student development departments and programs and has an office in the Student Center.

ACADEMIC PROGRAMS

ON-CAMPUS STUDY

The academic program at Geneva is organized into departments, each of which offers one or more major programs. An academic advisor is assigned to assist each student in the learning, scheduling, and developing process. Undeclared majors are assigned an advisor who will assist them in the process of choosing a major. Students should make an appointment with their advisor each semester to schedule classes and to seek counsel whenever assistance is needed.

OFF-CAMPUS STUDY AND SERVICE: CROSSROADS OFFICE

Geneva students are encouraged to enrich their educational experience through off-campus study. Domestic and overseas study or service opportunities promote Geneva's mission to foster Biblical justice and service.

Students may select a program through the Council for Christian Colleges and Universities (CCCU), which sponsors overseas programs in Australia, China, Costa Rica, Egypt, Oxford, Russia, and Uganda, as well as domestic programs in Los Angeles, Nashville, and Washington, D.C. Students may also choose one of Geneva College's sponsored programs in Lithuania, Israel, Scotland, South Africa or Spain. There are also many additional options available through Arcadia University. Finally, The Semester in Rome is the only semester long off-campus program entirely administered and taught by Geneva College personnel. For information, contact the Crossroads Office.

The Crossroads Office is located in the upper level of the Student Center with office hours from 8:00 a.m.-4:30 p.m. and at ext. 6737 (director) and ext. 6891 (secretary).

GRADUATE PROGRAMS

Geneva has seven graduate programs: Business Administration (M.B.A.), Cardiovascular Sciences (M.S.), Counseling (M.A.), Higher Education (M.A.), Organizational Leadership (M.S.), Special Education (Certification or M. Ed.), Reading (Certification or M. Ed.). More information can be obtained from the chair of the individual department as well as online at www.geneva.edu.

ACADEMIC SUPPORT PROGRAMS

MCCARTNEY LIBRARY

Circulation Desk Phone Number ..... Ext. 6563
Location..... Center of Campus

Hours: Monday-Thursday: 8:00 a.m.-12:00 a.m.
Friday: 8:00 a.m.-8:00 p.m.
Saturday: 10:00 a.m.-5:30 p.m.

Note: The Library is closed on Sundays. Staff post holiday and intersession hours on the Web and at the library entrance.

Five librarians and a staff of student assistants are available to aid students with reference and information services. Other resources include:

- 24/7 Online research information and account information available at www.geneva.edu/page/library
- The West Reading Room, designed for displaying new books in a gallery fashion, along with daily newspapers, magazines, and journals. Refreshments are also offered.
- The Buhl Reference Center provides access to encyclopedias, dictionaries, full text databases and other similar materials, with a librarian at the Help Desk.
- The Multimedia Center offers audio and visual resources, duplicating, word processing and email.
- The Periodicals room houses all the current and bound magazines and journals.
- Study areas are located throughout the building.
- MacCAT, an online catalog indexing over 405,429 items (books, journals, media) by author, title, subject heading, and keyword search. Students can also use MacCAT to check individual library accounts.

The McCartney Library is a member of Keystone Library Network, Pennsylvania Commonwealth Libraries Access PA, PALCI and OCLC: On-Line Computer Library Center. Together, these provide access to countless resources in the U.S., Canada, and Western Europe.

Anyone wishing to borrow materials from the Library's collections must have a valid College ID card, which serves as a library card. A borrower should not lend his/her library card or share it with others, since he/she is responsible for all materials signed out on the card.

TECHNOLOGY SERVICES

Office Phone Number ..... Ext. 6789
Location ..... Science and Engineering 121, 125, 131, Switchboard in Old Main, Mail Center
General Purpose Computer Lab Locations ..... Science and Engineering 122, 343; Northwood Hall 212
Hours: See below

Geneva's Technology Services Department provides a wide variety of support and services across campus for faculty, staff, and students:

1. An e-mail account;
2. Network access from the student's PC;
3. Network access from Geneva's computer labs;
4. Web Registration;
5. Phone Service;
6. Voice Mail;
7. Audio Visual;
8. Mail Services; and
9. Duplicating Services.

An underlying principle in each of these services is that Technology Services will provide a safe computer operating environment for the students and the rest of the campus community, in addition to the other services provided. This portion of the student handbook will discuss Geneva's Safe Computing Policy and then address each of the student services in the sequence listed above.

Geneva's Safe Computing Policy

If a computer has a current operating system and it has an up-to-date and active anti-virus program installed, it is less susceptible to virus attacks and there is less opportunity for the computer to be used to attack or infect other computers. To provide faculty, staff, and students on Geneva's campus a more secure and virus-free computing environment, Geneva College has approved the following student policies which taken together make up the Safe Computing Policy.

1. It is the responsibility of each student to keep his or her computer current with all operating system updates provided by the manufacturer. If the operating system is current, it is less susceptible to attack and there is less opportunity for the

computer to be used to attack other student computers. Students must check the manufacturer's (Microsoft for Windows) website for updates at least once per week and if new critical updates or service packs are available, they must be downloaded and installed. This process must be followed at all times so that when the student is either on or off campus, the updates will be downloaded for installation. If the student's computer is not updated within two weeks of the release of an update(s) the student will be in violation of this policy.

2. It is the responsibility of each student to maintain active virus scanning software that will receive updates on a regular basis to insure that when a new virus is identified, the student will receive the new virus signature as part of a normal and regular process. The virus scanning software must be maintained at all times so that when the student is not on campus, they will still receive automatic anti-virus updates from the manufacturer of the software. If the virus scanning software is not current and is not set to receive automatic updates, the student owning the computer will be in violation of this policy.
3. Technology Services will have several student employees available at the beginning of each semester when students are scheduled to arrive to help the students connect to Geneva's network. If the student asks for assistance in connecting his or her computer to the network, Tech Services will first inspect the computer for compliance with this policy. Beginning in August of 2008, Geneva will utilize a network access device that will determine if the computer is current with patches and virus updates. If your computer is not up to date, the computer will be redirected to a website for remediation. If you know your computer does not have up-to-date virus scanning software, service packs, and critical updates or you are unsure, and you cannot update it as described above, you must bring your computer to SE131 to have the updates performed (see item 7 below).
4. Technology Services, in conjunction with Student Development, may inspect any computer that is connected to Geneva's network at any time. If a computer is connected to Geneva's network and is found to have an operating system that is not updated or have virus scanning software that is not current and set to receive updates, the student owning the computer will be determined to be in violation of this policy.
5. Any computer identified to be generating excessive network traffic (a typical indication of a computer infected with a virus) will be shut off from the network and must be brought to SE131 for inspection before it will be allowed to be connected back to Geneva's network. If the computer is found to have a virus due to the operating system and/or anti-virus software not being up-to-date, the student owning the computer will be determined to be in violation of this policy.
6. Students may begin applying for their residence hall account as soon as they have their password. The instructions explaining how to apply for an account will be mailed to the student's Geneva email account in the summer. This information is also available on the Geneva Website under Technology Services.
7. If the student's computer is not current and the student is unable to update it as described above, it will be the student's responsibility to bring the computer to SE131 to have this service performed. Tech Services must connect the computer to the appropriate internet sites behind a special firewall to download and install the updates. It may take three weeks or longer to update the computer. There is not penalty for bringing a computer to the Tech Service Office to be updated. We do not want the student to connect a suspect computer to the network.
8. If the student does not maintain his or her computer's operating system and virus scanning software as specified above in items 1–5, the student will be fined a minimum of $100.00 for the first offense. Fines will increase and disciplinary action may be taken for subsequent violations of this policy.

Please contact Technology Services if you have any questions regarding the Safe Computing policy.

Technology Services will provide support in a variety of ways to enable the students to meet the Safe Computing policy. They will check the current status of the operating system and anti-virus software, install updates as necessary, set the computer to make automatic updates, and search for spy ware or maul ware that may be installed on the student's computer. There is no charge for these services. It is the intent of Technology Services to help the student in any way possible to comply with the Safe Computing Policy.

E-mail Accounts

E-mail accounts are established for all incoming freshmen and transfers during the summer before the student arrives on campus. The student is notified of his/her account ID and password when it is established through the United States Postal Service. Students are encouraged to use their Geneva e-mail account on a regular basis since that is the communication standard used by all campus entities to contact the student. This e-mail account will remain active as long as the student

remains at Geneva. The student does not need to apply for an e-mail account each year. The student's e-mail account may be suspended or terminated as a disciplinary action.

The use of a Geneva e-mail account, access to Geneva's network and computing facilities are privileges afforded to the student. These privileges may be revoked or suspended without notice for violations of usage procedures. A general principle that will govern violation of student privileges follows: If a student and/or user disrupts any campus computing facility, system or network, intentionally or unintentionally, immediate account suspension and/or termination for a period of at least one week will result.

Network personnel reserve the right to define disruptive behavior. If a student or user is in doubt about the effect of some operation, he/she must obtain permission from Technology Services before trying it.

It is impossible to list all possible abuses or violations of student privileges related to Geneva's e-mail, network, and computing facilities, but the following behaviors are considered such violations and should be considered examples of disruptive behavior that will receive appropriate discipline:

1. Turning off power to critical equipment.
2. Modifying files in the "user" of other accounts (particularly history files that must not be modified).
3. Sending unsolicited SPAM (e-mail addressed to more than 15 people). Any e-mail message that is addressed to less than 15 individuals is also subject to review by Technology Services and could lead to e-mail suspension if the message is deemed inappropriate.
4. Using computer facilities for purposes other than research or instruction. (Limited game playing is considered instructional). Geneva's computing facilities and services are not to be used for commercial purposes or personal gain.
5. Abusing or misusing the computer facilities so as to cause damage, program disturbances, or harassment to other users and persons.
6. Borrowing or lending a computer account.
7. Obtaining the password of another person to use his/her account.
8. Using electronic media to harass or threaten other computer users, or to display offensive or obscene language or pictures.
9. Impersonating another person via electronic media (spoofing)
10. Copying, reading, appropriating, altering, or destroying the files or output of another individual or the College without permission.
11. Making unauthorized duplicates of copyrighted software. Unauthorized copying of copyrighted software or proprietary files may also lead to proceedings in the civil court. Persons who have violated copyright rules on any campus computer will lose access to all College computer facilities and may be subject to further disciplinary action. The College reserves the right to report to appropriate authorities any infringements of copyright law.
12. Intentionally introducing computer viruses into College computer facilities.
13. Failing to obey established guidelines for any networks or systems used both inside and outside the College. Responsibility for obtaining guidelines for external networks rests with the user.
14. Interfering with the operation of any Geneva computer facilities by deliberately attempting to degrade or disrupt system performance, stored information/data, security, or administrative operations.

Note: Student personal computers may be confiscated and searched when the College has reason to think that the computer had been used to violate college policy or to violate local, state or federal law.

Note: Participation in online communities such as "Facebook" and "MySpace" is not forbidden, but posting may be monitored and inappropriate material may lead to discipline. For example, Geneva forbids threatening and lewd speech. Such speech is forbidden when it occurs online just as much as when it occurs in person. Further, students should know that sexual predators, con artists, and other persons can and do use information posted online as a way to make connections. The college advises that you take great care regarding what information you post for others to see and read.

Network Access from Student PCs

Students living in all Geneva Residence Halls have the ability to access Geneva's network from their rooms via wired or wireless connections. It is the responsibility of the student to provide the software, equipment, and/or wires to connect to

Geneva's network. It is also the responsibility of the student to apply for the type of account(s) that s/he wants and needs. Network access accounts MUST be applied for using the student's Geneva e-mail account. Students can apply for wired and wireless accounts at https://www.techserv.geneva.edu .

For information regarding setting up your PC for network connectivity (wired or wireless) go to https://www.techserv.geneva.edu .

Wireless connectivity is also currently available in many areas of campus. Because of this capability and the possibility of a student visiting or moving around between residence halls, a student may desire to have multiple network accounts, e.g., both a wired (for use in their residence hall room) and wireless (for use when studying in Skye Lounge).

Users are not permitted to have more than 30 messages (or 200 kilobytes) in their Geneva e-mail inbox at any time. The System Administrator reserves the right to remove messages over this limit. Students should also **not** send large picture files; as such files fill up the available disk space very quickly.

Dial-out to external ISP's using Geneva College telecommunications facilities is not supported. Students are not permitted to receive Internet access from outside providers while on campus.

Network Access from Geneva's Computer Labs

The major computer labs on campus are Science and Engineering 122 and 343 and Northwood Hall 212. The hours these labs are open in a normal school week are shown below. All three labs are available for general student use except when a class is being held in the room.

All students will be assigned a lab account. The username assigned to a student is for that student's use only. No one else should use a student's username for any reason, with the exception of the student's professor/instructor, the lab supervisor, or Technology Services staff. Student lab accounts are to be accessed only from Geneva College campus computers.

Conversely, the student is not to access any username or account on the computer system that has not been specifically issued to him/her individually. Students should not attempt to access a data file or program in another user's directory area or the system directory area. If in doubt, please contact Technology Services before proceeding.

Violations of the above rules may result in the deactivation of a student's lab account, which in turn may result in a failing grade for the related class. Particularly severe violations may result in more severe discipline.

Specific schedules for each laboratory are maintained and posted at the beginning of the semester, designating when the room/equipment is reserved for classes or free for general use. All labs are closed on Sundays.

While a class is being held in a computer lab , it may be possible for other students to make use of unused computers. Students should obtain permission from the person in charge of the class or scheduled activity (identified on the posted schedule or the general class schedule) prior to the lab being used. Common courtesy requires the "visiting" student to work quietly through the entire period and not interfere with the class'/group's activities.

Outside of class times, students must sign in when using the labs and be prepared to present their current Geneva student ID cards. Typically, SE122 and NW212 have a student lab supervisor present when they are open. SE343 typically does not have a lab supervisor present. The lab supervisor is present to answer questions a student may have on the operation of the computers in the lab, ensure the printer is operational, ensure rules of the lab are followed, etc. The equipment in the computer labs is to be used on a first-come, first-served basis. If students need a computer for a project or anticipate group and/or class work requiring a cluster of computers, they should contact Technology Services All computer labs have posted rules, including not bringing drinks into the area, protecting equipment from dust, and proper treatment of the equipment. Students encountering hardware or software problems in any of the labs should enter the problem in the Problem Log books provided, notify the helpdesk (x6789 or helpdesk@geneva.edu), and notify the lab supervisor that may be on duty. The three general-purpose computing/classroom laboratories have PCs running Windows XP Professional Operating System. Application software that is available on each PC includes the Microsoft Office 2007 Suite (Word, Excel, Access and Power Point), SPSS, Adobe Acrobat Reader, McAfee antivirus SW, and numerous discipline-specific packages.

There are also several discipline-specific computer labs on campus including: Engineering Lab, Biology Lab, Physiology Lab, Business Lab, Bioresearch Lab, Music Lab, AV Lab, Education Lab, Psych Lab, Rapp Center Engineering Lab, and Junior EE Lab. Access to the discipline-specific labs is usually limited to students taking specific courses or majors in that department.

The PCs in the computer labs have been locked down so that software and computer programs may not be loaded on a permanent basis. Students may load class-specific software and personally-written programs for debug and execution purposes. Such programs should not be left on the computer/hard drive for long periods of time.

The use of pornographic materials that promote impurity and sinful character will not be tolerated on campus. While there are legitimate artistic materials worthy of study and research, the demeaning nature of pornographic materials requires us to disallow the use of College equipment to download, obtain, display, or otherwise propagate pornography. Infringements of this prohibition will be dealt with through normal college disciplinary channels. (See page 23)

Computer data files and programs are subject to the rules listed in this handbook.

Passwords
Beginning in July of 2008, lab (Microsoft) passwords, Intranet, webmail, and web registration will have synchronized passwords, i.e., they will all be the same and if you change one, all of the others will change to the same password. Beginning in July of 2010, email passwords will be synchronized. **If you share your password with someone, they will be able to see your email, your grades, and your billing information**.

DO NOT SHARE YOUR PASSWORD WITH ANYONE!

Technology Services will never send you an email (or use any other method) requesting you to verify your account information by sending your password.

After you have your password, you should visit the website: https://spwreset.geneva.edu/

This site will allow you to change your password from off campus. This is extremely important over the summer months. Without your password, you cannot access the Intranet or email from off-campus.

Copyright
Copying music, video, or printed material without the author's permission is illegal. It is the student's responsibility to know what can and cannot be legally copied.

Web Registration
Web Registration allows the student to enroll for classes online. Notices are sent out prior to the beginning of the next semester indicating the dates and times when registration will occur. Web Registration is under the Administrative Computing Ministry I SE 125.

TELECOMMUNICATIONS
Telecommunications: Old Main, Reception Area
Hours: Monday - Friday 8:00am - 5:30pm
Phone: 724.847.6518 Receptionist Phone: 0 (on campus, only)
HELP Desk (repairs): 724.847.6789; On Campus: 6789 or **helpdesk@geneva.edu**

Telephone Service
Students who live in dormitories will have two community telephones on every floor. These telephones are clearly marked. Each phone number is posted near the phone with calling instructions. On Campus and local calling can be made by picking up the phone and dialing.

In order to activate your long distance service account, you must sign up for the service in the reception area of Old Main or S&E 115. Each student who chooses long distance calling service will be issued a personal authorization code. Once a student has received an authorization code, calls can be made from any campus telephone. Long distance calling rates are

available at sign-up. Returning students must renew their account each year. Directory assistance calls are only available to long distance subscribers.

Telephone Use

- For Emergency calls, dial 9 + 911.
- For on campus calls, dial the four digit extension.
- For Local & 1-800 calls, dial 9 + number. (only to be used for toll free calls)
- For Long Distance Calls, dial 9 + 1 + area code + number + authorization code.
- For International Calls, dial 9 + 011 +country code + number + authorization code.

Dial-up connections to off-campus internet providers are not permitted due to the limited number of off-campus phone lines that are available.

Telephone Abuse

Using another person's code is fraud. Persons committing fraud will receive a financial penalty and be held responsible for all calls made. **Obscene, abusive, and harassing** telephone calls are **illegal**. Students indulging in illegal activities **will be punished in accordance with the Community Standards of Geneva College and/or civil and criminal laws.** It is illegal to charge anything to your campus telephone number, or any telephone number that is owned by the college, including but is not limited to: voicemail services, telephone cards, 800, 888, 900 billed services, accepted collect calls, and pre-paid cards. This is a finable offense of $200 per instance, in addition to any charges that the college incurs.

Telephone Repair Service

When experiencing a telephone problem, call the Help Desk on campus (x6789), off campus at 724-847-6731, and/or email to helpdesk@geneva.edu . When reporting a problem, include your first and last name, telephone extension, and a complete description of the problem. Repair requests will be responded to as quickly as possible. Emergencies are our top priority. Campus personnel will not handle repairs to personal telephones**.**

Audio Visual

Office Phone Number…….....……Ext. 6608
Location……...Science and Engineering 121
Hours: Monday-Friday, 8:00am to 4:30pm.

The Instructional Media department of Geneva College provides audio-visual equipment and services to faculty, departments, students, and clubs for on-campus use on a limited basis. Equipment must be reserved in advance at the Instructional Media office in SE 121.

Equipment available for loan includes: Projectors, projector remotes, PowerPoint remotes, DVD players and DVD/VHS players, CD/Cassette players, MP3 recorders, digital voice recorders, digital cameras, and DV camcorders. Please reserve equipment at least two days in advance.

Services include: Lamination, poster printing, CD/DVD cleaning, (personal) CD/DVD duplication, and VHS to DVD transfer. These services are available at minimal cost.

Clubs or individuals who are planning an event requiring audio (music, microphones, etc.) or video (PowerPoint, movies, etc.) should contact the Instructional Media office at least four weeks in advance to discuss their A/V needs and to receive directions on how to fill out the A/V Event Request form.

Clubs and individuals should be aware that public performance of copyrighted films is prohibited unless an appropriate license has been acquired. Please contact the Instructional Media office for more information on how to obtain a license.

WRITING CENTER (The Pendragon)
Location..... Basement of McCartney Library
Hours: Monday-Thursday: 4:30-9:30 p.m. (Hours subject to change)

The Writing Center exists to help students successfully complete a variety of paper writing assignments. Writing tutors are available to assist students in the planning, drafting, revising and editing phases of composition. Students can come at any time the writing center is open.

ACCESS OFFICE
Office Phone Number..... Ext. 5005
Location..... Back of McKee Hall, Entrance 6
Hours: Monday-Friday, 8:00 a.m.-4:30 p.m.

The Academic Counseling Center and Educational Support Services (ACCESS) Office serves all students who desire assistance in achieving their academic goals. Available resources include Peer Tutoring (described below), study skills workshops (announced each semester), time management coaching, academic counseling, disability services (described below), etc.

Peer Tutoring
Students who desire tutoring in a particular class should first utilize any assistance available from professors and departmental assistants. Additional tutoring for most courses can be obtained by applying for a tutor in the ACCESS Office. Early application places students in the optimal position to access tutor availability.

Disability Services
Geneva College desires to create an accessible environment for all students to achieve their academic goals. The ACCESS Office serves as the liaison for students with disabilities. Students with a diagnosed disability, who have met the college's academic standards and have confirmed their intention to enroll, may request accommodations.

Students with visible and invisible disabilities who desire access to specific reasonable accommodations must register with and submit professional documentation to the ACCESS Director who serves as the contact and liaison for students. The type of accommodation provided will be tailored to the needs of the student, the circumstances of the student's classes, and the current resources of the College. Determination of whether an accommodation can be provided will be at the discretion of the College. It may not be possible to serve all the desired needs of a student with a disability.

If special equipment or technologies are required, the student must notify ACCESS at least two months before classes begin to allow adequate preparation time.

Within the first two weeks of each semester, students desiring accommodations must
1) Self-disclose to the ACCESS Director
2) Submit professional documentation
3) Schedule an intake interview to discuss the functional impact of his/her disability on the college environment
4) Sign a release for the Director to assist in informing instructors about his or her eligibility for accommodations.
5) Once registered with ACCESS, the student must introduce him/herself to each professor within the first two weeks of the semester to discuss and agree on the accommodations to be implemented. If the student and the professor cannot reach an agreement about the accommodations, the student should follow the procedures outlined in the "Grievance Policy" stated below.

The ACCESS Office will facilitate the implementation of accommodations when necessary.

Students who suspect they have an undiagnosed disability, or experience an unanticipated physical limitation during the semester, should contact the Director of ACCESS immediately. The Director will provide support and direction, including temporary accommodations, administration of a learning disability screen and a referral for the necessary professional assessment.

Grievance Policy
If the student and a faculty member cannot agree on appropriate accommodations, the student should appeal the faculty member's decision in writing to the Academic Dean. The Academic Dean, after consulting with the student, the faculty member, the chairperson of the faculty member, and the Director of ACCESS, will rule what accommodations will be granted in this situation. The ruling of the Academic Dean will be binding.

Service Animals
Geneva College complies with the Americans with Disabilities Act (ADA) in allowing service animals that are used to directly address functional physical limitations of a disability.

The ADA defines service animals as "any . . . animal individually trained to do work or perform tasks for the benefit of an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals who are hearing impaired to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair or fetching dropped items."

ACADEMIC INTEGRITY

Academic integrity is a serious matter. Dishonesty is an affront to the character and law of God and an insult to the College and its professors. It has been called a "crime against nature" and an "obscenity" within the educational context because it violates freedom and trust, which are absolutely essential for effective learning. Dishonesty limits a student's ability to reach his or her potential as a child of God and citizen of the Kingdom. Specific guidelines and penalties for cases of academic dishonesty can be found in the College catalog.

CLASS ATTENDANCE

GENERAL REGULATIONS
Students are expected to attend all of their classes. Please see the College Catalog for more specifics regarding the College's class attendance policy.

ADVERSE WEATHER
From time to time it is necessary to close the college and cancel classes due to inclement weather. On other occasions there are adverse conditions, but they are not sufficient to justify cancellation of classes. In such cases, students who believe that travel to campus is too risky for them are encouraged not to travel. Such absences are to be considered as "excused," within the limits outlined in the College catalog.

While policies on class attendance vary somewhat from one class to another, students are expected to attend all sessions of classes for which they are registered. Students are also responsible to know the class attendance policies established by each professor in his/her course syllabus, which may include penalties for excessive absences.

In most courses, missing classes can hinder performance and may ultimately result in lower grades on exams or other class activities. In any type of class requiring active participation (laboratories, discussion groups, seminars, etc.), grade reductions due to absences are likely.

GC ALERT
Geneva College partners with e2campus to provide state-of-the-art, advanced technology text and e-mail message alerts in the event of an emergency. e2campus is the first and largest provider of mass notification instant alert systems.

Identified as a GC Alert, the warnings are sent by Geneva College and advise students, faculty and staff of an emergency and/or weather events effecting class scheduling and providing instructions on what to do. This service is only be used for emergency contact and is not be employed for updates or sports, or shared with anyone else. There is typically one test GC Alert message per semester.

For step-by-step instructions on how to register, go to www.geneva.edu and click on "Emergency Information" in the Quick Links.

FINALS WEEK POLICY

Final exams must be taken at their scheduled times, which are announced in writing at the beginning of each semester. Students desiring an exception must submit a written request to the faculty member(s) involved. Exceptions will only be made in the case of serious illness or the death of an immediate family member. Reasons such as plane schedules, availability of flights, and rides leaving early are not acceptable.

Students having three or more final exams scheduled in one day may arrange to have one of them moved to a different time during finals week. If the student is unable to arrange this change with the instructor(s), he/she should seek assistance from the Dean of Faculty and Administration. This should be done at least ten days prior to the beginning of finals week.

FERPA: FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (or FERPA) affords students certain rights with respect to their educational records and personal information. The following section specifies Geneva's policies in relation to FERPA.

CAMPUS DIRECTORY INFORMATION

Under FERPA, Geneva College has designated certain personally identifiable student information as "directory information." This includes information that may be printed in the annual *Campus Directory*: name, campus address, campus telephone number, student mailbox number, College email address, permanent address, telephone number and photograph.

Directory information which may be disclosed to others without the student's permission also includes the following items that are not typically printed in the *Campus Directory*: date and place of birth, actual or anticipated graduation date (which may be identified by membership in the freshmen, sophomore, junior or senior class), major and minor fields of study, actual or anticipated degree(s), participation in officially recognized activities and sports, weight and height (only if the student belongs to an athletic team), dates of Geneva attendance, honors and awards received, current class schedule, and the most recent school previously attended.

The same information may be posted on an Intranet version of the campus directory, which is accessible to members of the College community through the campus network via a personal account with a password

All designated "directory information" will be printed in the annual *Campus Directory*. If a student wishes not to have their permanent address and permanent phone number listed, they should complete a *Directory Exclusion Form.* Forms can be obtained at campus check-in and from the Residence Life Office. *Directory Exclusion Forms* are due to the Residence Life Office within one week of the start of classes. Once the form is submitted, the designated information will be removed from the Intranet and not printed in the *Campus Directory*.

EDUCATIONAL RECORDS

1. A student has the right to inspect and review his/her education records within 45 days from the date the College receives a request for access.
2. A student should submit a written request that identifies the record(s) he/she wishes to inspect to the Registrar, head of academic department, or other appropriate official. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official will advise the student of the correct official to whom the request should be addressed.
3. A student has the right to request the amendment of the education record that the student believes is inaccurate or misleading. A student should write to the College official responsible for the record, clearly identifying the part of the record that they want to have changed, and specify why it is inaccurate or misleading.
4. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for the amendment. Additional information regarding the hearing procedures will be provided to the student if the right of hearing is granted.
5. A student has the right to consent to the disclosure of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent.

6. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests, i.e. if the official needs to review an education record in order to fulfill his or her professional responsibility. A school official is a person employed by the College in an administrative, supervisory, academic, research or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Trustees or Board of Corporators; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in the performance of his or her tasks.
7. Upon request, the College may disclose education records, without consent, to officials of another school in which a student seeks to be enrolled.
8. A student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The office that administers FERPA is:

   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, S.W.
   Washington, DC 20202-5901

9. The College may also disclose personal information when a student's health/safety are in jeopardy or if/when a student poses a significant threat to self or others.

PARENTAL RIGHTS
In order to respect the role of parents, all new students will be asked to sign permission for their educational records to be shared with parents upon request. All inquiries will be made through Student Development and a written record of such requests will be maintained. Respecting fully the need for students to take responsibility for their own actions, a designated College official will inform the student when and by whom such a request for information has been made.

If a student is a dependent for tax purposes, neither the age of the student nor the parent's status as a custodial parent is relevant. If a student is claimed as a dependent by either parent for tax purposes, then either parent may have access to the child's educational records without the student's consent. A student may petition in writing to the Dean of Student Development that information not be disclosed to a specific individual.

For alcohol/controlled substance violations, the College is permitted to disclose information regarding the violation to the parents of any student under the age of 21. If the student is a dependent for tax purposes, the College may disclose the information to the parents without the student's consent regardless of age.

ACADEMIC CONTINUATION

When academic performance falls below expected minimum GPA for hours completed, the student will be placed on academic probation. If the GPA falls below the probation level and there is evidence that the student will not meet the graduation requirements, the student will be suspended or dismissed from the College. More specific guidelines for academic probation, suspension, and dismissal are found in the *College Catalog*.

WITHDRAWAL POLICIES

WITHRAWAL FROM A CLASS
See the College Catalog for more information.

WITHDRAWAL FROM THE COLLEGE
To withdraw from the college, a student must complete a withdrawal form available from Student Development. If the student receives financial aid, he or she should notify the Director of Financial Aid. Part-time students may withdraw by calling the Registrar's office. A resident student may not reduce class load below 12 semester credit hours without approval of the Dean of Student Development. Since college housing is intended for full-time students, a student who drops below 12 semester credit hours must petition the Residence Life Office in order to remain in college housing.

MEDICAL WITHDRAWAL
A medical withdrawal is intended for use only in situations in which a student is medically or psychologically incapacitated such that he/she cannot continue to be a productive member of the community. All medical withdrawals must be substantiated by a letter from a doctor and subsequently approved by the Dean of Student Development. Return in a subsequent semester requires the approval of the Dean of Student Development as well.

Medical withdrawal will apply to cases in which students actually have to withdraw from all their courses during any given semester. It will not apply to circumstances where a student wishes to take an incomplete with the intention of completing courses. It will not apply where a student withdraws from one or more courses for medical reasons.

Refunds are to be available for the current semester on a pro-rated (based on number of weeks) basis for tuition, room and board, given an effective date at the discretion of the Dean of Student Development and Dean of Faculty and Administration.

READMISSION AFTER WITHDRAWAL
A full-time or part-time degree candidate who for any reason is out of college for a semester or more must apply for readmission to the registrar. The application must include official transcripts of all grades earned at other institutions since leaving Geneva and should be filed at least 60 days prior to registration to assure proper clearance.

ADMINISTRATIVE WITHDRAWAL (COLLEGE INITIATED)

Geneva College may effect an administrative withdrawal, with or without the student's consent, when a student exhibits evidence of certain psychological, physical, or behavioral problems. Situations which may lead to this action include, but are not limited to, the following:

- The student's behavior appears to pose a danger to the life, health, or safety of the student or other members of the College community, or to the College, its property, rental property, or property of another member of the College community.
- The student appears to be suffering from a physical or mental condition which could pose a danger to the life, health or safety of the student or other members of the College community, or to the College, its property, rental property, or property of another member of the College community.
- The student's behavior impedes or disrupts the educational process, living environment, or the authorized activities of other members of the College community.

When the College has reason to believe that a student may be exhibiting evidence of psychological, physical, or behavioral problems that, in the judgment of an appropriate College official, necessitate the administrative withdrawal of a student, the student will be notified, in writing, of this decision. When circumstances permit, the College will make an effort to consult with the student, with appropriate College and non-College medical and psychological treatment providers, and, to the extent permitted by law and the situation, with the parent, guardian, spouse, nearest relative, or other appropriate adult before a final decision is made. In certain cases, the College may require that the student seek professional psychological or medical treatment either on- or off-campus (at the student's expense) as a condition of continuation. Refusal to follow through on such requirements will lead to administrative withdrawal.

Unless otherwise indicated in writing, a student who has been administratively withdrawn is prohibited from being on-campus for any reason.

Readmission following administrative withdrawal is not automatic. As with all students who have stopped taking classes at Geneva, any student who has been administratively withdrawn must apply to the Dean of Faculty and Administration if re-admission is desired. (See the Registrar's page on the College's web site for the appropriate form and procedures.) The Dean of Faculty and Administration will consult with the Dean of Student Development, as well as with other appropriate offices on campus, before making a re-admission decision.

The Dean of Student Development, or other appropriate College official, may require evidence of improvement in the student's psychological or physical health before supporting a re-admission decision. Appropriate evidence may include,

but is not limited to, documentation of psychological assessment and evaluation; spiritual, psychological, or personal counseling; and/or physical examination and evaluation.

Nothing in this policy should be construed as limiting the right of the College to exclude from the campus students who by reason of serious physical or mental illness constitute a danger to themselves or others on campus or are otherwise incapable of continuing to the function as responsible members of the College community. When there are reasonable grounds to believe that a student's health is so impaired, the College may insist that the student be examined by appropriate medical professionals.

REFUND SCHEDULE

Refunds for tuition and room charges are given to students who withdraw completely from all courses before the completion of four weeks of a traditional 15-week semester according the following schedule:

When withdrawal from all courses occurs:	**then tuition and room are refunded at:**
… before classes begin	100%
… before the end of the 1st week of classes	80%
… before the end of the 2nd week of classes	60%
… before the end of the 3rd week of classes	40%
… before the end of the 4th week of classes	20%
… after the 4th week of classes	0%

- The effective date of withdrawal is based on when the Registrar's office has been properly notified. Traditional undergraduate students withdrawing from the fall or spring semester may notify the Student Development office instead.
- Board charges are prorated for the remaining part of the term.
- Refunding for non-Geneva aid will happen at a different rate from charges above. Check with the Financial Aid office for details.
- Refunds for students who withdraw from classes taken in non-traditional schedules (e.g., summer, cohort, off-campus) will be based on the general principle derived from the above table. That is, in general, no refunds will be given after 25% of the class has elapsed. Contact the Business Office for details.
- Separate policies apply to room and board issues for student interns away from campus.

ABILITY TO PETITION FOR READMISSION

A student who has been suspended for violating the Community Standards, or who has been involuntarily withdrawn, may petition for readmission. The petition must be in writing and directed to the Dean of Student Development. In disciplinary cases such petition may not be filed before the expiration of one-half of the suspension period. The Dean of Student Development, in consultation with other College officials, will determine whether such petitions will be granted or denied.

END OF SEMESTER EXIT INTERVIEW

Any student leaving Geneva College for any reason other than graduation is required to arrange for an exit interview in the Residence Life Office prior to leaving.

STUDENT/FACULTY COMMITTEES

Several of the standing and administrative committees of Geneva College are composed of faculty and student members. The faculty members are either elected by the faculty or appointed by the Vice President for Academic Affairs with the approval of the College President. Student appointments are made by the Student Union Executive President. Any student interested in serving on one of these committees should contact the Student Union Executive President.

COMMUNITY LIFE

"Love the Lord your God with all your heart, and with all your soul, and with all your mind . . . and . . . love your neighbor as yourself." (Matthew 22:37-39)

The term "community" refers to a group of people who work interdependently toward a common purpose. The purpose of the Geneva College community is to glorify Christ in our commitment to learning, respect for each other, and submission to His lordship in all areas of life. It is our desire to:

- Be a community where individuals are committed to learning both inside and outside the classroom, in an effort to discover how to be life-long learners.
- Create an environment in which theory and experience come together.
- Create an environment where unity, reconciliation, understanding and awareness are actively pursued.
- Intimately know the fullness of Christ individually and corporately, and see His influence in all that we do.

In all communities, individuals are asked to sacrifice a degree of personal freedom for the good of the whole. Likewise, each member of the Geneva community is asked to make a commitment to abide by a set of standards designed to protect both the individual and the community. By virtue of enrollment at Geneva College, it is expected that each student will accept the responsibilities of community membership and will respect the leadership and regulations that govern it.

INTRODUCTION OF COMMUNITY STANDARDS

The Geneva College Community Standards are based on Biblical principles, prudential policies, preferred operational procedures, and the laws of the Commonwealth of Pennsylvania. They are intended to promote both a healthy community and the personal character development of community members. Students are therefore expected to be aware of and abide by the Geneva College Community Standards.

Each member of the Geneva College community also has a responsibility to hold him / herself and other members of the community accountable to these standards. In some situations this will require that students confront one another in love. At other times it will require that a Student Development staff member be made aware of the situation. While discipline is not the primary role of the Student Development staff, the personal character of our students and the health of the Geneva College community are central to the Student Development team.

BIBLICAL PRINCIPLES

Morally unacceptable practices according to Biblical teaching are not acceptable for members of the Geneva College community. Specific acts such as drunkenness, stealing, the use of slanderous or profane language, all forms of harassment, all forms of dishonesty, involvement in or depiction of occult or satanic activity, sexual sins (i.e. premarital sex, cohabitation with a member of the opposite sex, rape, adultery, physical homosexual behavior, abortion, etc.), and the use or display of obscene and/or pornographic materials will not be tolerated. (See Romans 1:18-32, Galatians 5:19-21, Ephesians 4:28; 5:18, Colossians 3:5-9, I Thessalonians 4:3-5, Hebrews 13:4-5.)

In addition, Scripture condemns such attitudes as greed, jealousy, pride, lust, bitterness, needless anger, an unforgiving spirit, and harmful discrimination and prejudice that is based on race, religion, gender or socioeconomic status. While these attitudes may be difficult to detect, they are as subject to the judgment of God as outward forms of disobedience to Him.

The College Community is obliged to challenge these attitudes when evidenced, and assist the offender in seeking God's forgiveness and help, in order that she/he might grow in grace and righteousness.

PRINCIPLES FOR COMMUNITY STANDARDS

While the Scriptures do not provide specific teachings regarding all social practices, the College recognizes that they do advocate self-restraint from activities and behaviors which are potentially harmful or offensive to others. The College has therefore chosen to adopt certain prudential policies that will contribute to creating an environment consistent with the aims and goals of the College as stated in the *College Catalog* and this handbook.

Students are expected to practice discretion and restraint and honor the standards of the College. Some of the behaviors prohibited on campus are: dancing; use or possession of alcoholic beverages, use or possession of illegal drugs, or use of any form of tobacco; vandalism; extreme public displays of physical affection; membership in secret societies; and possession or use of weapons of any kind.

Students should also be judicious in their choice of television programs, music, movies, printed matter; and in their participation in approved folk or interpretive dance, dramatic productions, and public programs (Luke 10:27, I Corinthians 8:9-13). There should always be a sensitivity and concern for the convictions of others.

STATE and LOCAL LAWS

Since the College is also part of a larger community, it is understood that the laws of the city, county, state and nation are to be observed both on and off campus. Violations of traffic, civil, or criminal law may be subject to review with appropriate action being taken through the College judicial system. Judicial action may be taken instead of or in addition to any action taken by the civil authorities. A listing of local ordinances may be reviewed at the Office of the Magistrate, 1100 6th Avenue, Beaver Falls (724-846-8300).

ADDITIONAL EXPECTATIONS FOR STUDENT LEADERS

Students in leadership positions are expected to maintain a 2.5 GPA, abide by College policy, evidence personal integrity, and show respect for God and the College community. Student leaders are expected to have a respect for the diversity of the Geneva College community and to make good moral decisions in both their public and private lives.

Students are encouraged to consider the Community Standards outlined below before stepping into leadership. Those in student leadership positions who are unable to live within the outlined standards may be asked to step down from their positions. While we always desire to come along side of our students, we realize that there will be times when a leader must step down for the sake of those who are served, the College, and/or the leader's own personal growth.

COMMUNITY STANDARDS DEFINED

The following standards outline the behavioral expectations of the Geneva College student body and have been adopted for the well-being of both the individual and community at large. While it is our hope that members of the student body will see the value of living by these standards, we understand that some students will periodically choose to behave contrary to community expectations. With this in mind, the College reserves the right to take disciplinary action against any student or student organization that violates the Geneva College Community Standards.

We desire our students to be:

1. **BIBLICALLY PRINCIPLED** - Members of the student body are to abide by the wisdom of Scripture and are expected to avoid behavior that is in conflict with its teaching.

   Examples of behavior which constitute a violation of this Community Standard include, but are not limited to:
   a) Satanic or occult behaviors and/or the possession of satanic or occult material.
   b) Gambling - exchange of monies or possessions through betting and chance - on campus, at a College-sponsored event, or online through the college network.
   c) Use of profanity.

2. **HONEST** - All members of the student body are expected to demonstrate a commitment to the truth and to personal integrity. Failure to be truthful and/or to act with integrity is considered a violation of the Geneva College Community Standards.

   Examples of behavior which constitute a violation of this Community Standard include, but are not limited to:
   a) Academic dishonesty including but not limited to plagiarism, cheating and/or interfering with the academic progress of another. (See "Academic Integrity")
   b) Knowingly making a false statement, either orally or in writing, to any College employee or agent on a College-related matter (this includes but is not limited to lying, forgery, giving a false report, and/or falsely claiming not to

have knowledge of a specific incident).

c) Initiation or circulation of a report or warning of an impending bombing, fire, or other crime, emergency, or catastrophe, that is known to be false.
d) Knowingly being in the presence of a violation of the Geneva College Community Standards (failing to confront the offender or to leave).
e) Fleeing the scene of a policy violation after having been, or while being, confronted.
f) Violation of the College's off-campus housing policy and/or off-campus housing privilege agreement. (See "Off-Campus Resident Exceptions")

3. **RESPECTFUL OF OTHERS -** Members of the student body are expected to treat each other as children of God. Students should refrain from behavior that may, or in fact does, cause physical or emotional harm to another person or cause reasonable apprehension of such harm. Such behavior may be intentional (a conscious decision to engage in the conduct) and/or reckless (conduct which could reasonably be expected to create substantial risk of harm to another person).

   Examples of behavior which constitute a violation of this Community Standard include, but are not limited to:

   a) Gestures or implied or explicit comments, threats or actions, which place a person in reasonable fear of unwelcome physical contact or harm or psychological discomfort.
   b) Attempts to cause or actually causing bodily injury to another person (intentionally or unintentionally).
   c) Striking, shoving, kicking, or otherwise subjecting another person to unwelcome physical contact or attempting or threatening to do so.
   d) Communicating by voice, graphic means, electronically, or by telephone (whether or not a conversation takes place) or using any other information resource that has the effect of harassing and/or alarming another person (intentionally or unintentionally).
   e) Engaging in sexual contact or behavior with another person (sexual intercourse, touching the sexual or other intimate parts of another person, inappropriate disrobing, or any other physical contact or touching of a sexual nature) without the consent of that person or by compulsion through physical force or fear. Consent is defined as freely given agreement by a competent person. A person is deemed incompetent to give consent when that person is intoxicated or otherwise incapacitated to the point that he/she does not understand the nature of the consent. A minor is also deemed to be incapable of giving consent. An expanded definition of Sexual Misconduct and definitions of key terms is below.
   f) Abuse (verbal, psychological, and/or physical) of a Resident Assistant, Resident Director, or other College official during the fulfillment of his/her job responsibilities and/or in retaliation for fulfilling those responsibilities.

4. **COMMITTED TO COMMUNITY -** Members of the student body are expected to value one another to the point of sacrificing some personal freedom for the sake of others. Specifically, students are expected to abide by prudential policies intended to limit behavior that may, or in fact does, cause disunity within the Geneva community.

   Examples of behavior which constitute a violation of this Community Standard include, but are not limited to:

   a) Dancing on-campus (except for square dancing, line dancing, and traditional folk dancing).
   b) Use of organizational funds for the sponsorship of a dance (on or off campus).
   c) Failure to abide by the residence hall visitation hours.
   d) Violation of the residence hall visitation procedures.
   e) Wearing or displaying clothing that depicts alcohol or tobacco products and/or is deemed by the Student Development staff to be lewd, obscene, pornographic, sexually suggestive, racially or sexually degrading, satanic or representative of the occult.
   f) Use of any tobacco products on campus (other than inside the smoking gazebo located at the end of the Pearce Hall parking lot).
   g) Unapproved solicitation (fundraising) by an organization or individual is not permitted on campus property.
   h) Pranks that are disruptive to the community.

5. **RESPECTFUL OF OTHERS' POSSESSIONS -** Members of the student body are expected to show respect for the property of others and should refrain from the theft and/or destruction of property belonging to others.

   Examples of behavior which constitute a violation of this Community Standard include, but are not limited to:

a) Unauthorized taking or possession of another's property or services (including the College).
b) Using another person's College I.D. card or allowing another to use one's College I.D. card for entrance to residential facilities, to obtain chapel credit, or for any other unauthorized purpose.
c) The unauthorized possession of a temporary ID card.
d) Violation of any rule(s) listed in the Computer Policy section of this handbook or the Geneva College Internet Agreement. (See "Technology Services")
e) Intentional, unintentional, or reckless behavior which may, or in fact does, deface or cause damage to College property or the property of others.

6. **SEXUALLY PURE -** All members of the student body are expected to respect the gift of sexuality that God has given and to make wise decisions regarding sexual purity. Students are expected to refrain from involvement in sexual relationships until marriage and to refrain from the use of pornography.

   Examples of behavior which constitute a violation of this Community Standard include, but are not limited to:
   a) Involvement in sexual sins including but not limited to sex outside of a marriage covenant and/or homosexual acts.
   a) Possession, sale, distribution, or use of pornographic material including but not limited to magazines, posters, videos, DVDs, photographs and/or computer-generated images.

7. **SUBSTANCE-FREE -** Geneva is a drug and alcohol free campus. The use of illegal drugs is prohibited, and students are expected to abide by state laws requiring a person to be 21 years of age before consuming alcohol. In addition, all students are expected to adhere to Geneva's prudential policy requiring students not to have alcohol in their possession and/or in their system while on campus.

   Examples of behavior which constitute a violation of this Community Standard include, but are not limited to:
   a) Possession, storage, consumption, furnishing, or selling of alcoholic beverages while under the jurisdiction of the College (i.e. on College property, at a College-sponsored event, or on a College-sponsored trip).
   b) Having alcohol in one's system while on College property, at a College-sponsored event, or on a College-sponsored trip.
   c) Possession, furnishing, sale, or use of alcohol to or by persons under 21 years of age.
   d) Use of organizational funds for the purchase of alcoholic beverages by any officially recognized student organization.
   e) Possession, distribution, use, or sale of illegal drugs or drug paraphernalia.
   f) Possession, distribution, use, or sale of designer (legal) drugs (Spice, K2, etc)
   g) The inappropriate use, sale, or distribution of prescription and/or over the counter drugs.

8. **SAFETY-MINDED -** Members of the student body are expected to aid in the establishment of a safe and secure campus environment. As a result, students are expected to refrain from behavior that may pose a risk to others and/or self.

   Examples of behavior which constitute a violation of this Community Standard include, but are not limited to:
   a) Tampering with fire safety equipment (including removing batteries from or disabling smoke detectors), setting off a false alarm, and/or failing to evacuate a facility during a fire drill.
   b) Possession, sale, or use of fireworks or any other explosive or combustible material on College property or in the surrounding community.
   c) Use or possession of a firearm, ammunition, or other dangerous weapon on campus. Knives with a blade longer than 4 inches (approximately the width of the user's hand) and/or fake or spent munitions are prohibited on campus. (Hunting equipment may be kept in the locked trunk of a vehicle.)
   d) The use of Airsoft, paintball, and/or any other recreational projectile device on campus. Airsoft and paintball guns are not permitted in College facilities and can be stored in vehicles.
   e) Violations of the residential policies outlined in the *Student Handbook*, including possession of a lit or previously burned candle, removal of, damage to, or access through a residence hall window screen, possession of empty alcohol containers, pets other than fish (in a container no larger than ten gallons), or alcohol related, occult, racially or sexually inappropriate, or offensive materials. (see "Room Alterations/Room Inspections" for complete lists)
   f) Unauthorized possession, duplication, or use of keys, codes, or I.D. cards to facilitate the unauthorized entry to or

use of College facilities.

g) Unauthorized scaling/climbing of a College building and/or presence on the roof of a College facility.
h) Unauthorized access to a College facility (including the Pisgah property).
i) Disorderly conduct and/or inappropriate behavior (i.e. behavior which disrupts/obstructs peace and orderliness, and/or is deemed inappropriate for a member of the Geneva College community).
j) Reckless driving, which may, or in fact does, endanger individuals or damage property.

9. **RESPECTFUL OF AUTHORITY** - Members of the student body should show respect for those whom God has placed in positions of authority. It is expected that students will respond to the verbal and/or written request of a College official during the lawful performance of his/her duties.

Examples of behavior which constitute a violation of this Community Standard include, but are not limited to:

a) Intentionally obstructing or failing to comply with the request of a College official or employee in the lawful performance of his/her duties.
b) Disregard for the College parking policy as demonstrated by the receipt of three or more parking tickets during a single semester, five tickets during an academic year, or repeated abuse of parking policies from one academic year to another.
c) Unacceptable interference with standard College activities and functions. Examples of such activities/functions include but are not limited to studying, teaching, public speaking, research, administration of the College, or emergency (security, fire or police) operations.
d) Failure to appear in a timely fashion before a College official for a Student Conduct hearing when charged with a violation of the Community Standards and when duly notified of the hearing.
e) Failure to abide by any disciplinary sanction imposed as a result of a Student Conduct hearing (e.g. failure to honor a monetary fine, serve community service hours, satisfy terms of probation, or fulfill a behavioral sanction) within the specified timeframe.

10. **GOOD CITIZENS** - Members of the student body are to be good neighbors in the community at large. Therefore students are expected to abide by all local, state, and/or federal laws, and to be considerate of members of the Geneva College and Beaver Falls communities.

a) Violation of local, state, or federal laws including but not limited to underage drinking, disorderly conduct, trespassing, and public disturbances. (No criminal conviction is necessary for conduct to be subject to disciplinary action by the College, and disciplinary actions may proceed even though the same conduct is also the subject of a pending criminal charge.) It should be noted that the CSX rail lines (bordering our campus) are private property and thus one's presence on that property is a violation of trespassing ordinances.
b) Behavior which may reflect poorly on the mission of Geneva College, including but not limited to littering, off campus cohabitation, loitering, and/or parking in front of the homes of College Hill residents for an extended period of time.

NOTES:

- Online behavior is subject to the Community Standards of Geneva College and may result in the student conduct process. Students are encouraged to use wisdom when blogging and/or participating in social communities including, but not limited to, "Facebook," "Instagram," and "Twitter".
- The College reserves the right to confiscate and/or search the contents of a student's cell phone or any other electronic communication or information storage device if a College official suspects that it was used in a violation of College policy. Examples include, but are not limited to, cases of academic dishonesty, harassment, or where there is a concern for the safety of the student and/or others.
- Student Conduct sanctions may be doubled for any violation of College policy that takes place on campus during a time when the College is closed for academic breaks. In addition, those involved will be refused permission to stay on campus during future breaks.
- Out of respect for the Athletic Department, the Student Development team has agreed to notify coaches whenever one of our student athletes is suspected of violating College policy.
- The Community Standards of Geneva College may be amended by the President of the College, his leadership team, and/or the College Board of Trustees at any time.

AMNESTY POLICY of GENEVA COLLEGE

Students who struggle with issues that violate the *Student Conduct Policies* are encouraged to seek support and help. Examples include, but are not limited to, drugs, alcohol, pornography, sexual relationships, and homosexual behavior. Knowing that many College students who struggle with these issues may fear asking for help because of the potential consequences, Geneva College has established an Amnesty Policy. This policy allows students who want to receive help and support to work through these issues and accept accountability for these behaviors **without** going through the normal discipline process. Those students who seek help from Student Development receive appropriate assistance. Students requesting help are asked to abstain from the behavior and may be required to sign a behavioral agreement and/or to seek professional help. **Students must request Amnesty before any disciplinary action addressing the specific inappropriate behavior(s), occurs. Typical disciplinary action is initiated by staff members, from the offices of Residence Life (RAs included) Campus Safety, Dean of Students Office, or any person specifically designated on their behalf (this includes before notification of required drug or alcohol tests).** Students must be honest, cooperative, and compliant with amnesty requirements, and demonstrate a true desire to change. Students may contact the Dean of Students Office, Residence Life, Health Services, or the Counseling Center to request Amnesty or learn more about the policy. Confidentiality related to Amnesty is fully detailed in the Amnesty Informed Consent Form, which is available in any of the above named offices.

The goal of Amnesty is to help students avoid being suspended. In most instances, Geneva College will not suspend a student who requests amnesty. However, Geneva College reserves the right to deem suspension necessary when extreme factors such as public safety or requests from law enforcement are involved.

The following section includes further explanation of some of the Community Standards listed above.

SEXUAL MISCONDUCT POLICY

Students Who May be Victims of Sexual Assault
Your health, safety, and well-being are the College's primary concern. If you or someone you know may be the victim of any form of sexual misconduct, you are strongly urged to seek immediate assistance. Assistance can be obtained 24 hours a day, seven days a week from:

- Police (BFPD, Beaver County) -- 911
- Campus Nurse -- (724) 847-6666 (press 1 and stay on the line)
- Beaver County Women's Shelter -- (724) 775-0131
- Geneva Campus Security -- (724) 847-5678
- Residence Life Duty Phone -- (724) 622-0709

Overview of Policy
Sexual Misconduct, as defined by this policy and procedures for Sexual Assault Misconduct complaints, comprises a broad range of behavior that will not be tolerated in the Geneva College community. For purposes of this policy, "Sexual Misconduct" includes Sexual Harassment, Non-Consensual Sexual Contact, Non-Consensual Sexual Intercourse, and Sexual Exploitation, each is more fully described below. Sexual Misconduct can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. Sexual Misconduct can be committed by men or by women, and it can occur between people of the same or different sex. Sexual Misconduct violates College policy and Federal civil rights law and may also be subject to criminal prosecution. Geneva College is committed to fostering a community that promotes prompt reporting of all types of Sexual Misconduct and timely and fair resolution of Sexual Misconduct complaints. Creating a safe environment is the responsibility of all members of the College community.

As a recipient of Federal funds, Geneva College is required to comply with Title IX of the Higher Education Amendments of 1972, 20 U.S.C. (SS Symbol) 1681 *et seq.* ("Title IX"), which prohibits discrimination on the basis of sex in education programs or activities. Sexual Misconduct, as defined in this Policy, is a form of sex discrimination prohibited by Title

IX. Geneva College is committed to providing programs, activities, and an educational environment free from sex discrimination.

Definitions

"*Sexual Harassment*" means unwelcome conduct, based on sex or on gender stereotypes, which is so severe or pervasive that it unreasonably interferes with a person's College employment, academic performance, or participation in College programs or activities ***and*** creates a working, learning, program or activity environment that a reasonable person would find intimidating, hostile, or offensive. Sexual Harassment may include, for example, unwelcome sexual advances, requests for sexual favors, and acts of sexual violence. In evaluating any complaint of Sexual Harassment, the perceived offensiveness of a particular expression, standing alone, is not sufficient by itself to constitute Sexual Harassment. The conduct in question, must be objectively intimidating, hostile or offensive and interfere with a person's right to equally participate in programs and activities of Geneva College. The exclusive purpose of this Policy is to protect students from sex discrimination, consistent with federal regulatory law.

"*Non-Consensual Sexual Contact*" (or attempts to commit same) means:

- any intentional Sexual Touching, however slight, with any object, by a person upon a person, that is without Effective Consent and/or by Force.

"*Non-Consensual Sexual Intercourse*" (or attempts to commit same) means:

- any Sexual Intercourse, however slight, with any object, by a person upon a person, that is without Effective Consent and/or by Force.

"*Sexual Exploitation*" occurs when a person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other Sexual Misconduct offenses. Examples of Sexual Exploitation include, but are not limited to:

- invasion of sexual privacy;
- prostituting another person;
- non-consensual video or audio-taping of sexual activity;
- going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex);
- engaging in voyeurism;
- knowingly transmitting an STD or HIV to another person;
- Exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals;
- Sexually-based stalking and/or bullying may also be forms of sexual exploitation

"*Sexual Contact*" means intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.

"*Sexual Intercourse*" means vaginal penetration by a penis, object, tongue or finger; anal penetration by a penis, object, tongue, or finger; and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

"*Effective Consent*" Effective Consent is clear, knowing and voluntary. Effective Consent is active, not passive. Silence, in and of itself, cannot be interpreted as Effective Consent. Effective Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity.

- Effective Consent to any one form of sexual activity cannot automatically imply Effective Consent to any other forms of sexual activity.
- Previous relationships or prior Effective Consent cannot imply Effective Consent to future sexual acts.
- In order to give Effective Consent, one must be of legal age.

"*Force*" is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent ("Have sex with me or I'll hit you. Okay, don't hit me; I'll do what you want.").

- Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.
- There is no requirement that a party resist the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but non-consensual sexual activity is not by definition forced.
- In order to give effective consent, one must be of legal age.
- Force includes sexual activity with someone who one should know to be -- or based on the circumstances should reasonably have known to be -- mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout), constitutes a violation of this policy.

"*Incapacitation*" is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give Effective Consent (e.g., to understand the "who, what, when, where, why or how" of their sexual interaction).

- This policy also covers a person whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of rape drugs. Possession, use and/or distribution of any of these substances, including Rohypnol, Ketomine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to another student is a violation of this policy. More information on these drugs can be found at http://www.911rape.org.
- Being intoxicated or drunk is never a defense to a complaint of Sexual Misconduct under this Policy.

Sanction Statement

- Any student found responsible for violating the policy on Non-Consensual Sexual Contact (where no intercourse has occurred) will likely receive a sanction ranging from probation to expulsion, depending on the severity of the incident, and taking into account any previous campus conduct code violations.
- Any student found responsible for violating the policy on Non-Consensual Sexual Intercourse will likely face a recommended sanction of suspension or expulsion.
- Any student found responsible for violating the policy on Sexual Exploitation or Sexual Harassment will likely receive a recommended sanction ranging from warning to expulsion, depending on the severity of the incident, and taking into account any previous campus conduct code violations.
- The Student Conduct Board reserves the right to broaden or lessen any range of recommended sanctions in the case of serious mitigating circumstances or egregiously offensive behavior. Neither the initial hearing officers nor any appeals body or officer will deviate from the range of recommended sanctions unless compelling justification exists to do so.

ANTI-HAZING POLICY

Geneva College considers hazing in any form a very serious offense and does not differentiate in terms of degree. The College reserves the right to determine the violation of College anti-hazing regulations in terms of the College's definition of the anti-hazing law – civil prosecution notwithstanding.

Antihazing Law (Title 24; §5352). In 1986, Pennsylvania adopted the Anti-hazing Law, Title 24; §5375. The law defines hazing as follows:

*Hazing***:** Any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization operating under the sanction of or recognized as an organization by an institution of higher education.

The term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced

calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. For purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be "forced" activity, the willingness of an individual to participate in such activity notwithstanding.

ANTI-RETALIATION POLICY

Students have the right to be free from retaliation. Geneva College does not allow threats or other forms of intimidation or retribution against a student:

- who files a complaint or grievance,
- who participates in an investigation,
- who appears as a witness at an administrative hearing, or
- who opposes an unlawful act, discriminatory practice or policy,

Anyone who so threatens, intimidates, or retaliates against another student is subject to university disciplinary procedures.

Retaliation is a suspendable violation at Geneva College, and being found responsible for retaliation of any form, by itself and separate from any other student conduct violations, may result in a student being suspended from Geneva College for a period of up to one academic year.

ALCOHOL AND ILLEGAL DRUGS

While Christians may differ on whether completely refraining from the consumption of alcohol is necessary, there is little dispute that Christians are to avoid practices which are illegal and/or which may, in practice or by example, prove to be detrimental to others.

Geneva College students are required to abstain from the consumption, possession, sale or transport of alcoholic beverages while under the jurisdiction of the College (on campus, at College-sponsored events, or on a College-sponsored trip). Those who are under 21 are required to refrain from consumption of such beverages at all times in accordance with state law. Lack of prohibition of alcohol consumption by students over age 21 should not be construed as encouragement to consume alcohol.

Students are also expected to refrain from the possession, distribution, use, and sale of illegal drugs and the inappropriate use, sale or distribution of prescription drugs at all times.

Any student found in violation of the above noted policies will be subject to the student conduct process. The College also maintains the right to involve local law enforcement when appropriate.

Alcohol Policy

When supervisory personnel reasonably suspect any student of consuming or possessing any alcoholic beverage, that student may be required to take a Breathalyzer or an alternative method test which estimates blood alcohol concentration to demonstrate whether or not there is alcohol in the student's system. The use of the Breathalyzer is designed to offer the student an opportunity to demonstrate his/her innocence. Only personnel who have been trained in the use of the testing device and procedures will conduct the test. If a student registers any percentage of blood alcohol content, he/she will be subject to disciplinary action. If the test indicates 0.08 or higher alcohol concentration, the College may involve local police. Refusal to take the test may be considered an admission of guilt and may result in disciplinary action.

Since there are some alcohol-based medications sold over the counter that could give a measurable blood alcohol concentration, the student should understand that unless a physician has prescribed the medication in question, the College reserves the right to reject medication as the proposed cause of a positive test reading. Non-alcoholic beer should be

avoided, as it contains a percentage of alcohol and will register as blood alcohol on the Breathalyzer device.

In some situations the Breathalyzer may not be administered due to circumstances. This does not preclude the college from taking action.

When a student is found responsible for violating the alcohol policy, the following sanctions will be recommended:

1. **First and Second Offenses:** Potential sanctions could include but are not limited to any or all of the following:

    a) Required to attend a local alcohol education class at the student's own expense.
    b) Notification of the student's parents.
    b) Placed on Probation for one calendar year.
    c) $150 Fine added to the student's account for the first offense.
    d) $500 Fine added to the student's account for the second offense.
    e) Community service.
    f) On campus curfew.
    g) Required to find a faculty or staff mentor for one year after the offense.
    h) Referred to alcohol counseling at the student's own expense.

2. **Third Offense:** It will be recommended that the student be suspended indefinitely from Geneva College.

Illegal Drug Policy
When supervisory personnel reasonably suspect any student of possessing or using an illegal drug, that student may be asked to submit to the use of a drug detection device and/or police or medical assessment. The use of the drug test is designed to offer the student an opportunity to demonstrate his/her innocence. Refusal to take the test will most likely be considered an admission of guilt. Should drug use be confirmed by any of the above means, the student will be responsible for payment of all incurred costs as well as possible disciplinary fines. In some situations the use of a drug detection device may not be administered due to circumstances. This does not preclude the college from taking judicial action.

When a student is found responsible for violating the illegal drug policy, the following sanctions could include but are not limited to any or all of the following:

1. **First Offense:** A student's parents will be notified and it will be recommended that the student be:

    a) Placed on Dean's probation for one calendar year.
    b) Required to undergo professional assessment, at the student's expense.
    c) Required to undergo random drug testing for up to one year after the offense.
    d) Required to find a faculty or staff mentor for one year after the offense.
    e) Fine added to the student's account.
    f) Community service.
    g) On campus curfew.
    h) Suspension from Geneva College.

2. **Second Offense**: It will be recommended that the student be dismissed from Geneva College.

HARASSMENT
Geneva College prohibits all forms of illegal harassment of employees and students by managers, fellow employees, fellow students, employees of outside vendors, or visitors and will not tolerate harassment of its students or employees. Any form of harassment related to an individual's race, color, sex, religion, national origin, age, physical or mental disability, or marital or veteran status is a violation of this policy and will be treated as a disciplinary matter.

For these purposes, the term "harassment" includes, but is not necessarily limited to, slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's race, color, sex, religion, national origin, age, physical or mental disability, or marital or veteran status.

Further, it is the policy of Geneva College to ensure a work environment and college campus free of sexual harassment. In accordance with that policy, unwelcome sexual advances; requests for sexual favors; sexual demands; or other verbal, physical, or visual conduct of a sexual nature will constitute sexual harassment when:

- submission to the conduct is either an explicit or implicit term or condition of employment or academic performance;
- submission to or rejection of the conduct is used as a basis for an employment or academic decision affecting the person rejecting or submitting to the conduct;
- the conduct has the purpose or effect of unreasonably interfering with an affected person's work performance, or creating an intimidating, hostile, or offensive work environment or college campus environment;
- in third-party situations, one individual is offended by the sexual interaction, conduct, or communications between others.

Geneva College bases its determinations relative to employment, training, compensation, and promotions on job-related qualifications in compliance with Equal Employment Opportunity laws and regulations, which prohibit discrimination based on sex. Federal and state laws make sexual harassment unlawful. Just as the College does not tolerate violations of other laws in our workplace, the College does not tolerate violations of the laws prohibiting sexual harassment.

Geneva College believes that all employees and students are entitled to a workplace and college campus that is free of harassment, and expects that all employees and students will treat everyone with courtesy, dignity, and respect. We take our obligation to maintain a workplace and college campus free of harassment very seriously. Sexual harassment is a form of misconduct which constitutes a serious offense and subjects offenders to disciplinary action, up to and including discharge.

Geneva College will permit no employment-based retaliation against anyone who brings a complaint of sexual harassment or who speaks as a witness in the investigation of a complaint of sexual harassment. An employee with a harassment complaint should report the incident to the Office of Human Resources or the President of the College immediately. Likewise, a student with a harassment complaint should report the incident to the Director of Residence Life, Dean of Student Development, or Provost. Forms are available from the Office Human Resources to file a complaint. The incident will be investigated in a timely manner without bias or premature judgment. Information obtained during the course of an investigation of harassment will be maintained in confidence to the extent possible. It will be released only to individuals who have a “need to know” e.g., individuals who will enable Geneva to investigate the charges thoroughly and/or take prompt disciplinary action. Where investigations confirm the allegations, appropriate corrective and/or disciplinary action will be taken.

Individuals who make false statements during the course of a harassment investigation may be subject to discipline, which may include discharge or expulsion. All employees and students are expected to cooperate fully with such investigations.

The College also prohibits retaliation against any employee or student who rejects, protests, or complains about harassment. A complaint procedure is available in the Office of Human Resources to employees to report all types of harassment.

TOBACCO

Geneva College is a smoke and tobacco-free campus. Smoking or the use of tobacco in any form, including, but not limited to, chew, snuff, or e-cigarettes, is not permitted on College property outside of the smoking gazebo located in the Pearce Hall parking lot. Failure to comply with this policy will result in disciplinary action.

Having a used ashtray or spittoon type receptacle in a residence hall room will be considered a violation of College policy as they demonstrate that a violation of College policy has taken place.

DANCING

Geneva College does not allow on-campus dancing, except for square dancing, line dancing, and traditional folk dancing. In addition, the College does not allow college clubs, classes, organizations, athletic teams, etc. to sponsor off-campus dances that feature dancing except for square dancing, line dancing, and traditional folk dancing.

Students who individually desire to dance off campus may do so, but are encouraged to make wise decisions about the environments to which they go.

Geneva College's name or the name of any official campus organization is not to be used in the advertisement (posted either on or off campus) of off-campus dances. Appropriate posters can be displayed on campus bulletin boards and/or walls after the advertisement has been approved in accordance with College policy.

VISITATION
Geneva College does not permit open visitation. However, the following hours are intended to provide students with the ability to have members of the opposite sex visit their rooms.

VISITATION HOURS
Wednesday .....7:00 p.m.-12:00 a.m.
Friday .....6:00 p.m.-1:00 a.m.
Saturday.....1:00 p.m.-1:00 a.m.
Sunday..... 1:00 p.m.-8:00 p.m.

Members of the opposite sex may also visit each other in visitors' lounges seven days a week from 10:00 a.m. to midnight (1:00 a.m. on Fridays and Saturdays).

Permission to have family members of the opposite sex in one's room during non-visitation hours should be sought in advance from a Residence Life Staff Member. Failure to do so may result in the Residence Life Staff Member being unavailable and consequently, no authorization for such visitation.

Residence Hall raids or "run-throughs" by the opposite sex are prohibited at all times.

COLLEGE POLICY VIOLATIONS

Realizing that the Geneva College community is made up of a diverse population of students, faculty, and staff, it is necessary to define the standards that govern our community as a whole. In an effort to protect and maintain harmony, infractions of these defined standards may necessitate a disciplinary response.

If the conduct of any member of the Geneva community is found to be detrimental either to his/her personal development or to that of others, staff will seek to confront the offending community member and restore him/her to the College community.

A serious concern in administering discipline is the well-being of the entire campus community, as well as the effect upon the community at large. Justice should therefore be administered in such a way that all involved are influenced towards good and away from evil. Disciplinary action should be in accordance with the seriousness and nature of the offense.

Because all members of a community are responsible for maintaining community standards, any member of the Geneva College community has the right to bring charges against another member of the community. Students who choose not to live up to the community standards and/or who violate College policy will be subject to disciplinary action. If the offending member shows serious or continued violation of community standards, the College holds the right to dismiss him/her.

REPORTING
Any student, faculty or staff member wanting to file an Incident Report of a College policy violation should do so, in writing, as soon as possible after the event takes place (preferably within 48 hours). Reports of alleged violations should be made to the Residence Life Office and should include the names of the students, faculty or staff member(s), and/or student organization(s) accused, along with the specific details of the violation. Forms for these reports are available from the Residence Life Staff Members and Student Development. The person writing the report must sign this form.

COLLEGE DISCIPLINE INTRODUCTION

Students are subject to discipline administered by the College. The following sections outline the normal policies and procedures that guide the discipline practices of the Residence Life Office. (The Academic Dean has the responsibility and authority to administer student discipline as well; in particular, see the College Catalog for information on policies and

procedures related to academic probation, suspension, and dismissal.) It is important to note that, as a private educational institution, the College is not constrained by many of the legal restrictions that governmental entities (including state-owned colleges and universities) are bound to follow.

The College reserves the right to adjust, alter or supersede these policies and procedures when, in the sole discretion of an appropriate College official, the circumstances warrant such action. In particular, the College reserves the right to administer any disciplinary sanction, up to and including disciplinary dismissal, for reasons other than the criteria described in this Handbook and/or based on a process other than the normal discipline policies and procedures that are described in the following sections. Such circumstances include, but are not limited to, situations in which the safety of persons and/or the property of the campus is threatened, the student is thought to be a threat to him/herself or others, the timing of the offense during the academic calendar does not permit usual procedures to be followed, the severity and/or public nature of the offense requires an immediate response, or the continued presence of the offending student on campus hinders the educational process for other students.

REDEMPTIVE DISCIPLINE

The College's use of redemptive discipline is intended to cause a change in the offender's behavior and to restore the individual to a right relationship with the community.

GOALS OF REDEMPTIVE DISCIPLINE

Although the need for discipline is a consistent theme throughout Scripture, much of the College's philosophy on discipline is founded on the book of Hebrews, chapter 12. The following four goals have been established to guide Student Development in its oversight of the judicial process:

1. To educate students about the need for community standards and their responsibility to abide by these standards.
2. To cause change in the student's behavior in order to help the student develop a solid character.
3. To diligently use the disciplinary process as an opportunity to witness and minister to an offending student in hopes that the student will be reconciled to God.
4. To intentionally work with an offending student and the offended community to bring about reconciliation and restored acceptance.

STUDENT CONDUCT RELATED PROCEDURES

Normally, the accused student/organization:

1. May present witnesses on his/her behalf. Please note that these witnesses must be approved in advance by the appropriate Student Conduct Officer.
2. May read any incident report from the case in which he or she is implicated.
3. May select a silent advocate of his or her choice who is not involved in the case. The silent advocate may be present with the student throughout the hearing, but has neither voice nor vote.
4. Will be given decisions made by the Hearing Officer (the Dean of Student Development, Director of Residence Life, Student Conduct Board, a Residence Director, or any other designee of the Director of Residence Life), in writing in a timely fashion.
5. May pursue an appeal of a decision as provided in the section of the Student Handbook entitled "Appeal Procedures."

STUDENT CONDUCT OVERSIGHT

The Dean of Student Development is responsible for the overall function of the Student Conduct process. However, day to day operations are overseen by the College's Chief Student Conduct Officer, the Director of Residence Life. The term Dean of Student Development used throughout the remainder of this section thus refers to the Dean of Student Development and/or his designees (Director of Residence Life, a Residence Director, or any other designee of the Dean of Student Development).

STUDENT CONDUCT RESPONSIBILITIES OF THE HEARING OFFICER

The Hearing Officer is responsible for investigating violations that are reported to him/her, to gather additional information

and witnesses (if necessary and appropriate), and to determine whether or not there are grounds to charge a student with violation of College policy. For the purposes of accountability and to ensure that the Student Conduct policies are followed correctly, the Hearing Officer may appoint a second witness to be present for all aspects of the Student Conduct Process, including but not limited to the pre-hearing, the administrative hearing, and any appeal. The second witness' primary responsibility is to be silent and ensure the process is fair for any student who enters the Student Conduct Process. Anyone who serves as a second witness for any aspect of the Student Conduct Process will be appropriately trained about the Student Conduct Process and properly educated about student confidentiality before they are allowed to participate in the process.

JURISDICTION

The Hearing Officer may hear cases of individual students or recognized student organizations. He/she will determine if the alleged violation (s) of the Community Standards occurred and will determine disciplinary sanctions if necessary. The jurisdiction of the Hearing Officer extends only to violations of the Community Standards assigned through the Dean of Student Development.

In cases where a College club or organization is charged with the violation of College policy it will be the responsibility of the organization's president and faculty or staff advisor to attend the hearing. The Hearing Officer may also require some of the organization members to attend. The notification of the hearing date and the judicial decision will be given to the organization's president and faculty or staff advisor.

STUDENT CONDUCT BOARD

The Chief Judicial Officer, Hearing Officer, or Dean of Student Development may refer a case to the next highest level of hearing all the way to the Student Conduct Board. Cases may be also be referred to the Student Conduct Board due to the seriousness of the offence, the complexity of the case. In such cases, the Student Conduct Board will serve as the Hearing Officer for the particular case and its decision. The Board may consist of representatives from, faculty, staff, and students.

NOTICE PROCEDURES

The Hearing Officer will normally adhere to the following notice procedures:

1. The Hearing Officer will initiate the student conduct process by giving notice to the student who has been accused of violating the Community Standards. The notice may be sent by campus mail to the student's address on campus or may be delivered personally to the student. The notice may be mailed to the student's home address if it is known that the student is no longer on campus. The notice will require the student to schedule an appointment with the Hearing Officer, by a specified deadline, to discuss the alleged violations in a pre-hearing conference.

2. The notice will inform the student of the following:

    a) The alleged offense(s) the student committed;
    b) The date, time, and location of the alleged offense, and other such relevant circumstances as the Hearing Officer may determine as necessary to include in the notice, so that the student is notified of the nature of the alleged offense(s);
    c) The section(s) and/or subsection(s) of the Community Standards upon which the charge(s) is/are based;
    d) Reference to the student procedures outlined in the Student Handbook.

3. If the student fails to appear for the conference by a specified date, the Hearing Officer may:

    a) Reschedule the conference.
    b) Make a decision in his/her absence and impose further disciplinary sanctions as described in this handbook.

PRE-HEARING

The Hearing Officer conducts a pre-hearing conference with the accused student(s) following the receipt of a report of an alleged violation(s). The purpose of the conference is to explain the student conduct process to the student, to provide the student with an opportunity to hear the allegations against him/her, to review the facts as stated in the report(s), and to allow the student to discuss the case with the Hearing Officer in an informal context. During the pre-hearing conference, the Hearing Officer will assume responsibility for informing the student of the following:

1. The offense(s) the student was alleged to have committed as stated in the written notice.
2. The date, time, and location of the alleged commission(s); and other relevant circumstances as the Hearing Officer may determine are appropriate to discuss.
3. The section of the Community Standards upon which the charges are based.
4. The student procedures outlined in the Student Handbook.
5. The sanctions which may possibly be imposed.

Following the initial pre-hearing conference the student charged with a violation of the Community Standards may request to have his/her case heard by an alternate Hearing Officer. Only one change of Hearing Officer will be granted per case, and the Director of Residence Life will assign the alternate Hearing Officer. Each student involved in the case will be required to meet with the alternate Hearing Officer in order to give him/her the opportunity to gather a complete understanding of the case. It should also be noted that a Hearing Officer has the right to refer a case to an alternate Hearing Officer or refer a case to the next highest level of hearing all the way to the College appointed Student Conduct Board at any point prior to making a decision if he/she deems it necessary or wise to do so.

ADMINISTRATIVE HEARING

If, during the pre-hearing conference with the Hearing Officer, the accused student admits responsibility or indicates that he/she has no desire to request an alternate Hearing Officer, an administrative hearing may be convened at that time.

STUDENT CONDUCT GUIDELINES FOR ALL DECISIONS

1. Students may normally bring one silent advocate (of his/her choice) to the hearing, although that silent advocate will have neither voice nor vote.
2. The student will have the opportunity to read the incident report(s) in which he/she is implicated and/or provide witnesses who can substantiate his/her version of the story.
3. Only the Hearing Officer, a second witness, the accused student(s), his/her silent advocate, and his/her witnesses (only while testifying) if called, will attend.
4. The student may appeal the decision of the Hearing Officer within seven calendar days of the date the decision letter is received.
5. The Hearing Officer will impose sanctions if it is determined that it is more likely than not that the student(s) violated the Community Standards.
6. Failure to appear at a hearing may result in the Hearing Officer assigning additional charges and/or sanctions.

After discussion and/or subsequent investigation, the Hearing Officer has the authority to determine whether the student was in violation of the Community Standards. If the student is determined to have been in violation of College policy, the Hearing Officer will notify the student in writing of his/her decision and will communicate the sanction by means of a written notice. The notice will be sent within seven calendar days of the conclusion of all hearings related to the specific case.

If, after discussion and further investigation, it is determined that the alleged violation is not supported by the evidence, the Hearing Officer will dismiss the charge and notify the student within seven calendar days of the conclusion of all the hearings related to the case.

APPEAL PROCEDURES

A student whose disciplinary case has been heard by a Hearing Officer may appeal the results of his/her case to the Dean of Students. The student must file a written notice of appeal with the Dean of Student Development within seven calendar days of the date on which the original decision was received. The appeal must include the basis of appeal and the appealing student's signature.

Appeals must be based upon at least one of the following: (1) facts showing that the violation of proper procedures occurred in the original hearing which, had they been followed, would have made a significant difference on the outcome of the hearing (2) evidence that the sanctions imposed are unjust, and/or (3) the submission of additional evidence, not available at

the time of the original hearing, that would support the student's claim that he/she did not violate the Community Standards, and that would have made a significant difference on the outcome on the hearing.

INITIATION OF AN APPEALS HEARING
The Dean of Student Development will review the appeal and determine if grounds for appeal have been sufficiently established. Students who fail to establish sufficient grounds for appeal will receive notification of this fact within seven working days of the Dean's receipt of the appeal and all student conduct sanctions/deadlines will remain in effect. Those establishing grounds for appeal will receive notification from the Dean of Student Development regarding the date of their appeal hearing within seven working days of receipt of the appeal letter.

NOTIFICATION OF APPEAL PROCEEDINGS
The Dean of Student Development will schedule the Appeal Hearing. Notice of the hearing will be sent to the student's campus mail box address, through U.S. mail or in person to the student.

1. The notice will inform the student of the following:
    - The violation of College policy alleged to have been committed, by citing the relevant section of the policy;
    - The date, time, and place of the alleged violation;
    - The date, time, and place of the hearing;
2. The student is entitled to bring one silent advocate (of his/her choice) to the appeal hearing, although that silent advocate will have neither voice nor vote;
3. The student will have the opportunity to read the incident report(s) in which he/she is implicated and provide witnesses who can substantiate his/her version of the story;
4. Only the Hearing Officer, the Dean of Student Development, the accused student(s), his/her silent advocate, and witnesses called to testify (witnesses must be approved by the Dean of Students before the appeals hearing), will attend appeal hearings;
    - Failure to appear at a scheduled hearing may result in the appeal being dropped and charges upheld.
    - The Dean of Student Development reserves the right to call a new Conduct Board to hear the Appeal, or may choose to use the original Conduct Board to hear the Appeal.

APPEALS HEARING
At the appeals hearing, the basis of appeal, as stated in the student's letter of appeal, will be discussed in the presence of the student, his/her silent advocate, and the Hearing Officer. The student will be asked to explain the factual basis for his or her appeal. The Dean of Student Development will rehear the facts of the case in their entirety only if the student appeals on the grounds that he/she has additional evidence, not available at the time of the original hearing, to support the claim that he/she did not violate College policy. In such cases, the Hearing Officer from the initial hearing will present the original findings. When one student appeals his/her case on these grounds, the other students charged in the case will be expected to appear before the Board and their sanctions will be subject to change.

In cases where the sanctions imposed and/or hearing procedures have been called into question the student will be expected to present facts to substantiate his/her claims. In such an appeal, the Hearing Officer from the initial hearing will be given opportunity to present an overview of the case and answer questions from the Dean of Student Development. The case will not be heard in its entirety. All persons identified above with the exception of the student's silent advocate may be involved in discussion of the case, the directing of arguments, and/or the asking of questions.

Witnesses at all appeals hearings have the responsibility for providing accurate information to the questions asked by the Dean of Student Development. Witnesses are also responsible for providing any and all evidence that relates to the case at hand. Any information or statements made by a student during an investigation of a charge or during a hearing may be used as evidence for the filing of additional disciplinary charges against any student.

DECISION
After hearing arguments of appeal, the Dean of Student Development will deliberate in private to determine his/her course

of action. If the Dean of Student Development finds that the student has violated the Community Standards, he/she will determine appropriate sanctions.

The Dean of Student Development may:

1. Affirm the original determination and sanction(s) which will be effective as of the date specified by the original Hearing Officer;
2. Affirm the original determination and increase or reduce the sanction(s) which will be effective as of the date specified by the original Hearing Officer;
3. Reverse the determination and conclude that no violation of the Community Standards has occurred.

All information discussed in any student conduct proceeding is considered confidential. The Dean of Student Development will not discuss a case with the student(s) involved independent of the hearing (before, during, or after the case is resolved), or with anyone outside the student conduct proceeding at any time, unless the student involved gives written permission to do so. All members are responsible for making objective judgments in cases based on the facts as they are presented in each student conduct hearing.

DECISION NOTIFICATION
After deliberation, the Dean of Student Development will verbally notify the student appealing and Hearing Officer of his/her decision. The student appealing will receive written notification from the Dean of Student Development within 10-14 calendar days of the completion of the appeal hearing.

DISCIPLINARY SANCTIONS

A copy of all student conduct action taken will be placed in a student's file in the Residence Life Office. In addition, any time that a student is removed from the College community temporarily or permanently, parents will be notified by phone or in writing.

One or more of the following sanctions may be given in response to a violation of the Community Standards of Geneva College:

Club Sanctions - Sanctions which may be imposed upon student organizations found guilty of violating College policies include warnings and probation. Fines, restitution, and restrictions may also be imposed independently of or in combination with warnings or probation. Finally, the Dean of Student Development or a College Judicial entity may determine that an organization found to have violated the Community Standards will lose its recognition as an official College organization and the privileges associated with that recognition. If a student organization loses its recognition from the College, the period of time during which it will not be recognized must be specified by the Dean of Student Development.

Dean's Probation - The student is permitted to remain enrolled in the College only upon condition that he/she complies with all College rules or regulations and/or with other standards of conduct which the student is directed to observe for the duration of the period of the probation. Failure to do so will result in the student being dismissed from the College community. Dean's Probation may not exceed two terms in duration for any given misconduct, except that violation of probationary conditions will be cause for extension of the probation for more than two additional terms or for suspension or dismissal. A copy of the letter of probation is placed in the student's file in the Residence Life Office.

Developmental/Educational Assignments - Examples include, but are not limited to: developing and presenting residence hall programs on behavioral or health-related issues; writing a paper on topical concerns such as drug and alcohol abuse, alcohol legislation, etc; interviewing members of support groups such as AA or Alanon and submitting a written report on one's findings; reporting on the status of fire extinguishers in the residence halls; and/or attending College lectures/seminars on issues relevant to one's disciplinary case.

Disciplinary Dismissal - Involuntary departure of the student from the College with resultant loss of all student rights and privileges. Separation is permanent and no provision is made for the student to re-enroll at Geneva College at any time in the future. Upon receiving a disciplinary dismissal, a student is not to attend College functions, participate in College-sponsored events and/or be on college property.

Disciplinary Suspension - Temporary loss of student status for a specified period of time, with resultant loss of all student rights and privileges. During the entire duration of a disciplinary suspension, the student is not to attend class, to attend College functions and/or to be on college property. Re-enrollment is contingent upon completion of suspension, the fulfillment of its terms, and approval by the Dean of Student Development. A copy of the letter outlining these terms is placed in the student's file in the Residence Life Office.

Fines - Monetary fines are expected to be paid in the Residence Life Office on or before the date specified in a student's judicial finding letter. No fines may be paid for with coins.

Mentoring - The requirement to find and meet, with or meet with an already assigned, faculty or staff member for a predetermined length of time.

Probation - Written notification to a student that any further violation of Community Standards during the specified period of time will result in an increase in student conduct sanctions. Probation may not exceed two terms in duration for any given misconduct. A copy of the letter of probation is placed in the student's file in the Residence Life Office.

Referral for Counseling -The Dean of Student Development, Student Conduct Board, or Hearing Officer, may require a student to establish a counseling relationship with a member of the College counseling staff, a designated faculty/staff member, or a professional off campus counselor at the student's expense, and may require that the student sign a waiver giving the counselor permission to acknowledge that the student has reported for counseling as required.

Restitution - Payment equal to replacement or repair costs, including labor, for damages or stolen property, or for reimbursement of other losses, such as medical bills or investigative labor.

Restrictions and Conditions of Student Behavior - Examples include, but are not limited to: denial of visitation privileges to residence halls, termination or denial of residence in College housing, denial of the use of specific College facilities and services, and restrictions from participation in extracurricular activities.

Service to the Community - Students may be required to serve the Geneva or local community for a specified number of hours. Students will be expected to complete all hours by the date specified in their judicial findings letter and return their community service tally sheet to the Residence Life Office upon completion.

Social Probation- Removal of the privilege of participating in co-curricular/extracurricular activities for a specified period of time. This includes, but is not limited to: study and/or travel abroad, quest trips, athletics, music groups, theater, Student Union, clubs, and campus organizations.

Temporary Suspension- The College reserves the right to temporarily suspend a student who is awaiting final action on the charges filed against him/her, if, in the judgment of the Student Development Leadership Team, the student's continued presence on campus would constitute potential harm to College property, the student him/herself, or to the safety of any member of the College community. During the entire duration of a temporary suspension, a student is not to attend class or College functions, participate in College-sponsored events and/or be on college property.

Warning - Verbal notice given to a student, to be followed in writing, that continuation of the behavior in question could result in disciplinary action. A copy of the letter of warning is placed in the student's file in the Residence Life Office.

RESIDENCE LIFE

The Residence Life program at Geneva College is intended to provide living environments which prepare students to: deepen their relationship with Christ; cope effectively with social change; resolve conflicts with others; strive to reach personal potential; establish an individual identity while working effectively in groups; and appreciate the differing perspectives and unique qualities of others.

RESIDENCE LIFE OFFICE

The Residence Life staff is committed to the creation of programs and policies that provide opportunities for the total development of Geneva's resident students. To fulfill this commitment, the Residence Life program seeks to develop its staff into responsible resourceful individuals who, as a team, form the foundation of the residential growth experience. The Residence Life Office is located in the Student Center, Upper Level, with hours Monday-Friday 8:00 a.m.-5:00 p.m. The office phone number is ext. 6645.

RESIDENCE HALL STAFF

Both Residence Life Staff and Resident Assistants play a vital role in the life of Geneva College, serving as educators who work to develop community in the residence halls. In addition, these staff members enforce the community standards to maintain both order and a maximum degree of personal freedom and privacy in the midst of community living.

The staff has been carefully selected to serve the resident students of Geneva College and is deeply committed to providing the following objectives:

- Opportunities for spiritual growth and maturity.
- Opportunities for individual growth and development.
- Opportunities for development of interpersonal skills that reflect responsible citizenship and a concern for others.
- Opportunities for self-governance and leadership.
- Guidelines that provide structure for compatible and cooperative community living in a satisfactory physical environment.
- An atmosphere conducive to learning and growing.

Essential to each of the residential living and learning objectives is the role of the Residence Life staff member. Each staff member strives to foster a comfortable, accepting, supportive community environment and help develop open, friendly, and honest relationships among residents.

Role of the Residence Life Staff

The Residence Directors (RDs), Residential Area Coordinators, and Assistant Director of Residence Life are Student Development staff dedicated to higher education, professional excellence, and ministry to students. They provide counsel, discipline, and direction to the students living in the residence halls. The Residence Life Staff are responsible for all facets of residence hall supervision and report directly to the Director of Residence Life.

Role of the Resident Assistant

Resident Assistants (RAs) are upperclassmen employed by the College to serve as assistants to the Residence Life Staff. They desire to help resident students adjust to living in a college environment and to aid students with any personal problems such an environment may generate.

Striving to maintain a balance between each student's personal freedom and the well-being of the community, the Resident Assistant works to develop community in a residential living environment. To accomplish this, the RA plays an active role in enforcing the Community Standards. An RA is directly responsible to his/her Residence Life Staff and is ultimately charged with reflecting the vision of the division of Student Development.

ON-CAMPUS RESIDENCE REQUIREMENT

Because Geneva College desires that students have the opportunity to experience the developmental value of college community living and relationship development, **all full-time undergraduate students between the ages of 17 and 23 are required to live in College housing.** (For approval of off-campus exceptions, **see "Off-Campus Resident Exceptions"**). Any student younger than 17 years of age (as of the first day of orientation) must be interviewed by the Director of Residence Life before he/she will be assigned College housing. Please note, students older than 26 years of age at the time of their enrollment may not be permitted to live in College housing.

ROOM SIGN-UP

Room sign-ups for a new academic year will be held in the spring semester of the preceding year. In order to reserve a room or be assigned a room, a student must be registered for courses and have a full complement of roommates. No new students (incoming freshmen or transfers) can be assigned a room during housing sign ups. Roommates must be selected from

students presently enrolled and registered for the fall semester or a student that has been readmitted for the fall semester.

Any commuter who will be changing to resident student status for the next semester must pay a $150 room deposit before signing up for a room.

It should be noted that any student who signs up for a room and fails to notify the Residence Life Office that they will not be using the room by July 1st will forfeit their room deposit. The Residence Life Office reserves the right to change a student's room assignment.

CHECK-IN PROCEDURES
A "Room Condition Form" (RCF) is completed by an RA for each residence hall room after a thorough inspection of the room's condition within the first week of occupancy. Residents are encouraged to look over the RCF and the room to make sure all damage is reported correctly. The resident can add any additional damages that an RA may have missed. The student will then sign the RCF to show that he/she is in agreement with the RA's description of the room. Students are encouraged to pay attention to this process as they will be responsible for all damages that occur during their occupancy. The resident must also read and sign a contractual agreement with the College, acknowledging the community living standards expected by Geneva College. This contract is designed to make sure that all community members are aware of the College Community Standards and are willing to abide by them.

CHECK-OUT PROCEDURES
Students are expected to check out with their RA before vacating College housing. Students are responsible to arrange a meeting with their RA to check out. Failure to check out in person will result in a $50 fine, in addition to any damage assessment.

Before check-out, all trash is to be removed, furniture returned to its original arrangement, and the room cleaned. During check-out, the RA will inspect the room for damage caused during the student's occupancy. If any damage is found, it will be noted on the Room Condition Form (RCF). Upon completion of room check-out, the RA will present the student with the RCF. This allows the student to see the damage for which he/she will be charged. The student is to sign the RCF signifying that he/she has read it and return it to the RA. Any damage to permanent surfaces or furnishings will be charged to the student at the end of each semester. Graduating seniors and students who are not returning to Geneva for the next semester will not receive a refund of their housing deposit until all damages have been assessed.

ROOM FURNISHINGS
Each room is furnished with a bed, a desk, a desk chair, a bookshelf, and a lighted desk shelf for each resident. In addition, each room is equipped with blinds. Some rooms also come equipped with dressers.

Rooms in Young Hall, the Schoolhouse, and Geneva Arms are also equipped with full-size refrigerators and stoves. Residents in other halls may bring small-scale refrigerators (5 cubic feet or smaller) for their rooms.
Residence hall rooms and furnishings should be treated with respect. No furniture should be removed from any room. Occupants will be responsible for all missing furniture.

All who reside in the residence hall share the responsibility for maintaining it in a sanitary, safe, and economical fashion. Furniture and other furnishings are not to be taken from residence hall lounges or other College rooms.

Damages to or malfunctions of room furnishings should be reported immediately to the RA or Residence Life Staff. Only Geneva Physical Plant personnel may make alterations to electrical wiring or other permanent fixtures.

In Young Hall and Geneva Arms, balconies are considered a part of the apartment. They are not to be used as general storage areas or for entering or leaving the building. Cost of damage to screens will be borne by the occupants of each apartment and fines will be assessed. Bicycles may be stored on balconies. Nothing should be stored in the apartment furnace rooms.

ROOM/ROOMMATE CHANGES
The proper time to make room, roommate, and/or residence hall changes is at the end of each semester. Room sign-up is coordinated by the Residence Life Staff who will post information regarding the process for each hall.

Students are encouraged to work together with their roommate(s) and/or RA to resolve roommate conflicts. In extreme situations, students may request permission to change rooms mid-semester.

The College reserves the right to place additional residents in student rooms. The College also reserves the right to move any student or group of students to another room/apartment for disciplinary or other reasons. This is especially applicable to ground floor rooms/apartments.

ROOM OCCUPANCY

Resident students are reminded that the residence halls are closed for specified breaks. At the end of each semester, students are expected to vacate their room within 24 hours after their last exam.

Any arrangement for students to stay in the residence halls over a College break must be requested in writing. A letter should be submitted to the Director of Residence Life no later than seven days before the start of the break in question. A charge of $25 per night will be assessed. Students wishing not to travel on the Sabbath may return at no charge on the Saturday after the holiday. Written notification is still required. It should be noted that dining hall services will not be available.

Student rooms are sometimes used during the school year to provide housing for students who find it necessary to remain on campus during vacation periods. The College reserves the right to use rooms for any vacation occupancy.

Students are to occupy and vacate College housing according to the schedule in the Student Handbook unless permission is otherwise indicated.

ROOM ALTERATIONS

Any plans for alteration of the standard physical living space (i.e. partitions) must be submitted in writing to the Director of Residence Life **for approval before the alteration can be carried out**. When a resident terminates occupancy (end of the year/withdraws), the room must be returned to its original state. All alterations are subject to the following requirements:

1. Under no circumstances should any of the alterations be attached to furniture, walls, ceiling, trim work or anchored to the floor. There should be no obstruction that restricts the view into a room or apartment from the entry door such as beds, furniture, or curtains. Students are not permitted to remove shower heads and/or install their own.

2. Students may attach borders with the use of sticky-tac only and are responsible for removing the border before checking out. Students are also responsible for any damage the hanging of borders may cause.

3. Self-designed or pre-purchased lofts are not permitted in College residence halls. No beds may be triple-bunked. Top sleeping surfaces cannot be more than 60 inches from the floor.
4. Waterbeds are prohibited.
5. Closets in Clarke Hall are not to be moved.

6. In Clarke, McKee, Memorial, and Pearce Halls, no more than two beds are permitted in regular size rooms. In Geneva Arms and Young Hall (6-person apartments) a maximum of four beds are permitted in the larger back bedroom. The College may make exceptions to these policies as temporary housing measures to accommodate changing enrollment.

ROOM INSPECTIONS

Rooms and apartments will be inspected weekly at designated times by the RAs or Residence Life Staff to determine whether proper standards of sanitation and safety are being observed. Guidelines are as follows:

1. Beds are not to be used without sheets. In addition, beds are to be used with mattress pads (if supplied). Sheets should be changed on a regular basis.
2. Heating appliances constitute a serious fire hazard. Therefore, electrical appliances such as irons, curling irons, hair dryers and popcorn poppers are to be in proper working condition and should be used with caution. Use of such devices must be limited to one per outlet by order of the Fire Department.
3. Due to extreme fire hazards, no deep fat frying is permitted in any residential facility. This includes stove- top frying and the use of commercially available deep fryers. Extreme caution should be exercised when cooking with any type of

oil.

4. Because of health code concerns, all cooking appliances (except those prohibited by this handbook) are to be used only in residence hall floor and apartment kitchens. Students are not permitted to process animals in any College facility.
5. All extension cords or multi-plug adapters are prohibited within College housing. Students should only use grounded power strips to plug in multiple items.
6. The use of electric heaters, halogen lamps, and 5 bulb multi-lamp lights are prohibited due to the potential electrical circuit overload and related fire hazards. Should a loss of heat situation arise, the Residence Life Staff may provide space heaters for use on a temporary basis only. All air conditioners are also prohibited.
7. As a matter of general safety, any open flames, candles with burnt wicks, incense, etc. are prohibited.
8. To avoid the presence of insects and unpleasant odor, general debris, including empty soft drink cans or bottles, milk cartons, and open food, should be disposed of in the designated trash or recycling bins. Dishes should also be washed regularly.
9. Exterior window ledges are to be kept cleared. Interior ledges should not contain anything that would damage the blinds. Clothing and other objects are not to be hung from the window inside or outside the building. Removal of screens and/or balcony mesh is prohibited. Windows are not to be used to enter or exit any room or apartment. Porches of houses should not have overstuffed furniture or garbage placed on them.
10. Alcoholic beverage containers, whether empty, partially full, or unopened, are not permitted in student rooms. If such containers are found in a resident room, they will be confiscated and considered evidence of an alcohol violation.
11. Devices, objects, posters, flags, magazines, or articles of clothing that depict, promote, or advertise alcohol; drugs; lewd, obscene, pornographic, or sexually suggestive behavior; or are interpreted to be racially or sexually degrading, Satanic, or occult material (as determined by the Student Development staff) are not to be possessed or displayed on Geneva College property.
12. It is a violation of Geneva College policy to possess or display government or municipal signs or equipment obtained illegally.
13. Refrigerators must be kept clean and should be defrosted as needed. **Students are required to defrost refrigerators prior to Christmas and Spring Breaks. You may not defrost refrigerators in common bathrooms.** Personal refrigerators must not exceed 5 cubic feet in size.
14. No pets are allowed in the residence halls. The ONLY exception is that fish may be kept in a proper aquarium. Aquariums are not to be more than 10 gallons in volume.
15. Rooms are to be cleaned on a regular basis. Vacuum cleaners or brooms can be procured from the equipment closet of each hall or from the RA. Students must provide their own cleaning supplies.
16. Each apartment and/or room may not have weight-lifting sets and/or nautilus equipment weighing more than a total of 150 pounds, including the weightlifting bar. This limit is for the entire living unit (apartment and/or room).
17. Due to fire hazards, live Christmas trees, curtains, and the hanging or posting of any material on ceilings are prohibited in all student housing.
18. Items hung on apartment and/or room walls may only be attached with “sticky-tac” or “plastic-tac,” and care should be taken when removing items from walls. Tape of any kind (duct, scotch, foam, masking, etc.) may not be used in hanging items on walls or doors or for attaching items to floors or ceilings.
19. No more than three strings of decorative or Christmas lights may be used in any student room. It is recommended that students not sleep with any such lights on. Christmas lights are also not to be attached to any bed frame.
20. Mattresses are not to be used on the floor of any room/apartment.
21. Students are not permitted to use cordless phones in the residence halls.
22. Snow ball or water fights are prohibited inside any college facility. Snow or water (water balloons for example) should not be thrown at, into, or from any college building. Snow or water should not be thrown at vehicles or passersby. Water balloon launchers are prohibited.

Failure to follow these guidelines effectively may result in disciplinary action.

ROOM SEARCHES

In addition to the routine room inspections rooms may be entered if there is good reason to believe College policy is being violated. Searches of rooms, personal effects and vehicles are not to be made except when in the presence of the Dean of Students or the Director of Residence Life or their designee, and only in the presence of one of the room’s residents, unless extenuating circumstances exist. It is to be understood, however, that when any College employee in the routine discharge of

his/her responsibilities encounters a violation of College policy, he/she is responsible to report such a violation. If contraband is part of the violation, it is to be confiscated and the incident reported to the Director of Residence Life.

ROOM CODES
When a student moves into a residence hall, he/she will be issued a room code for entrance to his/her room. Students are strongly encouraged not to share their code with others. Students who have had their code compromised must receive authorization from the Director of Residence Life to have it changed. A nuisance fee of $10 will be assessed for a code change. Any tampering with an assigned room code will result in disciplinary action being taken.

SECURITY/CARD ACCESS
Each resident student ID card is coded for entrance to a specific residence hall that will be locked 24 hours a day. Because these cards are used to access College facilities, it is absolutely necessary that lost cards be reported immediately to the Career Development Office on the upper level of the Student Center.

Upon notice of a missing card, the old card will be invalidated and the resident will receive a new card. A $20 fee will be assessed to the student in order to process a new card.

NOTE: Lending an ID card to an unauthorized user is against College policy.

HOUSE KEYS
A $15 fee will be charged for the replacement of a lost house key.

HALLWAYS AND OTHER PUBLIC AREAS
Due to state fire code restrictions, furniture and/or personal belongings may not be placed in hallways and/or stairwells. Hallways, stairwells, and other public areas are also not to be used for athletic purposes such as hockey, Frisbee, playing "catch," etc. Hallway entry doors provide a fire barrier and are not to be propped open.

HALL DAMAGE/VANDALISM
When damage to the residence hall occurs, the student(s) responsible for the damage is/are expected to report the damage to their RD and take responsibility for the cost of repairs. Only Geneva Physical Plant personnel may make repairs to college property. If no one takes responsibility for hall damage and those responsible for the vandalism can be determined, the full cost of repair or replacement and a fine for failure to report will be assessed to the appropriate party/parties. When damage/vandalism occurs in the residence hall and the perpetrator(s) cannot be determined, all occupants of the hall will be assessed for the damage.

ROOM DEPOSITS
At the end of each semester, the $150 room/maintenance deposit of graduating seniors and students not returning to Geneva will be held by the Business Office until the room and the residence hall damages are assessed. This process can take several weeks to complete.

If a student plans to withdraw from school, the student should notify the Residence Life Office in writing. Failure to do so by December 15th for the spring semester and July 1st for the fall semester will result in the forfeiture of the room/maintenance deposit.

HALL SERVICES

Cable - TV cable service is available in all main residence hall lounges. Any tampering with or tapping into TV cable is a criminal offense. Such action is a form of theft and when discovered will be referred to the Geneva College Student Conduct system and to the TV cable company for prosecution. Residents of Young Hall, Geneva Arms, and the Schoolhouse may make individual arrangements for apartment connections with Comcast at 1-800-266-2278. Cable modems are prohibited in all student housing.

Housekeeping – Geneva College provides a cleaning staff for each residence hall that is responsible for the general cleanliness of public areas. However, students are expected to clean up after themselves in restrooms, lounges, and other public areas of the building. In addition, residents are to dispose of their personal garbage in dumpsters provided outside each residence hall. Vacuum cleaners or brooms can be procured from the Residence Life staff of each hall. Students

must provide their own cleaning supplies.

Laundry Rooms – Coinless laundry facilities are provided in each residence hall. Laundry rooms are available six days per week, but are not to be used on Sunday. Special care should be taken not to overload the machines, and the facilities should be left in the condition in which they were found. Any malfunction of the machines should be reported to the Residence Life Staff immediately. In order to avoid theft, students are encouraged not to leave their laundry unattended. Laundry machines are ONLY to be used by current resident students.

Vending – Candy and/or soft drink machines are available in each residence hall. Any problems, refund requests, etc. should be filed according to the instructions listed on each vending machine. The Residence Life Staff and/or Security should be informed immediately of any evidence of vandalism of these machines.

LOUNGE BEHAVIOR

Residence hall lounges are to be used for relaxation and/or study. All residence hall lounges are open to the opposite sex beginning at 10:00 a.m. and lasting until midnight each night except Friday and Saturday, when the closing hour is 1:00 a.m. Students are encouraged to enjoy use of the lounge while showing concern for others who use the area. This consideration includes, but is not limited to: noise levels, television viewing selections, and appropriate behavior. Lounges and other campus areas are not to be used for excessive or inappropriate public displays of affection. The viewing of copyrighted material (movies) is prohibited in residence hall lounges, which are considered public areas.

VISITATION

The following visitation hours are intended to provide students with the ability to have members of the opposite sex visit their rooms. Those residents participating in open house must keep their room door completely open and the room well lit with either an overhead light or ample accessory lighting. Young Hall, Geneva Arms, and the Schoolhouse residents are to entertain in the front living rooms only. Failure to comply with these policies is a violation of the Community Standards. There is no visitation during college breaks when residence halls are closed.

VISITATION HOURS:

Wednesday .....7:00 p.m.-12:00 a.m.
Friday .....6:00 p.m.-1:00 a.m.
Saturday.....1:00 p.m.-1:00 a.m.
Sunday..... 1:00 p.m.-8:00 p.m.

Resident students have access to opposite gender halls during visitation hours and access to same gender residence halls 24 hours per day, 7 days a week.

QUIET/COURTESY HOURS

In order to encourage an academic atmosphere conducive to study and sleep, students are reminded to be considerate of others at all times. However, mandatory quiet hours will be enforced from 10:00 p.m. to 10:00 a.m. Any excessive noise that can be heard outside of closed doors is not acceptable during these hours and may be subject to disciplinary action. Friday and Saturday night quiet hours will begin at 12 Midnight.

Whether or not quiet hours are in effect, television and stereo equipment should be used with sensitivity to the study and sleep schedules as well as personal preferences of others. It is suggested that owners of sound-producing equipment use earphones to preserve other residents' privacy. In addition, stereos are not to be played out of windows or doors.

When a student has a complaint about noise, it should first be addressed with the offender. If this proves unsuccessful, the student should ask the RA to intervene.

GUEST POLICY

Students may have an occasional overnight guest of the same sex. If the guest is a minor (under the age of 18), there must be a letter of consent from the parent(s)/guardian of the guest. **A student must register a guest with the Residence Life Staff.** All guests are expected to observe the regulations of the College, and the host or hostess will be held responsible for the behavior of guests. Meals may be purchased for guests at the dining hall or Flex Dollars may be used. Students with any of the block meal plans may also use these meals to feed up to four guests at any one meal. Guests are not to use meals from

the weekly meal plans for any reason.

SUSPENSION OF RESIDENT STUDENTS
When the Provost notifies the Residence Life Office that a resident student is not eligible to register for the following semester, the student will forfeit his/her room reservation for the following semester. If the student's academic status is changed and the student is declared eligible to return, then he/she will be notified by the Residence Life Office and assigned to an available room in a residence hall.

PERSONAL PROPERTY/STORAGE
Geneva College is not responsible for insuring or protecting personal property. It is recommended that students pursue this matter with an insurance broker or seek coverage through the insurance program of a parent or guardian. The Student Development Office can also provide names of companies that specialize in insuring the personal property of undergraduate and graduate college students against fire damage or theft in, on, or at off campus housing locations.

Money or valuables should be kept in a secure place and any loss should be reported immediately to the Residence Life Staff. Students are advised not to keep large amounts of money in their rooms. The College provides locks on the doors, and it is the student's responsibility to keep the room secure. For safety reasons, students may not use any locking device that has not been provided or approved by the College on any door.

No items may be stored in the residence halls over the summer.

SUMMER HOUSING
Any student attending summer classes may apply for summer housing through the Residence Life Office. Summer housing includes use of kitchen facilities. Check with the Residence Life Office for weekly pricing information.

Please note that during the summer all College policies are in effect, and any violation of College policy will result in immediate removal from summer housing.

OFF-CAMPUS RESIDENT EXCEPTIONS
Local students may choose to commute from their parents' full-time legal place of residence, provided that legal place of residence is within a 40-mile radius of Geneva College. Any request for a change in housing status must be submitted in writing, and approved, by the Director of Residence Life, the Assistant Director of Residence Life, or by the Housing Appeals Committee. Please note that financial hardship will not be considered a valid reason to seek an exception.

Students may live off campus by meeting at least one of the following requirements:

- Be married.
- Be 23 years of age or older by the start of the Fall or Spring semester.
- Be a graduate student.
- Have completed 8 semesters (consisting of 12 or more credits each) of undergraduate study.
- Carry 11 credit hours of course work or less (part-time status) for the entire time that they live off campus.
- Be living with a current faculty or staff member who is classified by Human Resources as being at least half time. For clarity, this means living in the same structure where the faculty or staff member lives, and that there is regularly used interior access between the living spaces used by the faculty or staff member and the student(s).
- Live with a local family who has a student currently enrolled at Geneva College as a commuter student. Students can apply to live at the home of a local family who currently have an undergraduate commuter student enrolled at the College. The local family's home must be the permanent full time residence for the family and the off campus student must live with the family. For clarity, this means living in the same structure where family lives, and that there is regularly used interior access between the living spaces used by the family members and the student(s). This exemption is granted for one academic year only (fall/spring). The exemption expires at the end of each Spring semester and needs to be reapplied for each new academic year. When the local family no longer has a commuter student enrolled at the College, the off campus student in question must seek alternative housing consistent with the established housing policies listed here.

Whenever the College has reason to think that students are residing off-campus in violation of our housing policy, these students may be compelled to prove that they are not in violation.

Depending on the availability of beds and the number of students who enroll in a given semester, it is sometimes necessary for Geneva to allow a certain number of seniors who would otherwise be required to live on-campus to live off-campus. This number fluctuates from year to year and there is no guarantee that it will be available at all in any given year. When it is made available (notice typically comes in the January/February time frame), students must meet the following requirements to be eligible to apply to live off-campus:

- Have Senior or Graduating Senior status as designated by the Registrar's Office at the beginning of the fall semester for which off-campus housing status is being pursued.
- Attend one seminar that will offer information about this off-campus housing exception, define expectations regarding the process, and discuss issues related to independent living.
- File the appropriate paperwork according to the guidelines provided at the seminar in a timely fashion in order to avoid penalties.

The process varies from year to year. In the case where materials disseminated with policies and procedures governing the process are in conflict with this section of the handbook, the disseminated materials takes precedence.

NOTE: Senior students who are on either academic probation or a Dean's disciplinary probation are not eligible to apply for this off campus living experience.

REMINDER: All students desiring to change from resident to off-campus or commuter status must write a letter of petition to the Director of Residence Life. Falsifying any documents for the purpose of gaining permission to live off of Geneva's campus is prohibited and may lead to being charged with room and board charges for each semester in question. Furthermore, housing a Geneva student who has not been officially approved to live off campus could also result disciplinary action being taken.

COMMUTER LIFE

Geneva College is committed to the support of all students, both resident and commuter. Commuters are encouraged to be involved in campus life via the Student Union and to take advantage of all of the activities offered to resident students. Commuters are also encouraged to form a Commuter Club to design social activities specifically by and for commuters. Students interested in activating such an organization or seeking leadership roles are encouraged to see the Director of Student Programs and Leadership.

The following services are offered to specifically serve commuter needs:

IDENTIFICATION CARDS

Commuter ID cards may be programmed to give a commuter access to residence hall facilities. Those desiring this access should make their request in the Residence Life Office. Commuters and graduate students can have access to same gender residence halls daily from 10 a.m. to midnight and to opposite gender halls during visitation hours **Commuters seeking earlier access to same sex residence halls earlier than 10 a.m. should make that request in the Residence Life Office.** For more information on ID cards, **see page 40.**

LOCKER RENTALS

Arrangements for locker rental can be made in the Residence Life Office on the upper level of the Student Center. A $10 deposit will be charged at the time of rental and returned to the student at the end of the year when the locker key is turned in to the Residence Life Office. If the locker key is lost, the $10 deposit will be used to purchase a new lock, and the student will be required to pay a new $10 deposit in order to continue to use a locker. Lockers are available on a first-come, first-serve basis.

LOUNGE AREAS

Geneva welcomes all commuter students to the campus community and desires to include commuters in campus life and activities. However, commuting students should be aware that the college does not have a designated location where a commuting student can "live" through the day. We encourage commuter students to use public spaces such as the Brig/Coffee shop, Skye Lounge, the dining hall, and the library to study and meet with friends when these facilities are available.

MEAL PLAN
Commuter students can purchase a meal plan or FLEX point accounts which may be used to purchase meals in the Alexander dining hall or food items in the Brig. **See the "Food Services" section on page 50 for more details.**

GENEVA COLLEGE OPERATIONAL POLICIES

The following policies have been listed alphabetically for ease of accessibility.

CAMPUS CHECK-IN PROCESS

Each Fall when new students come to campus and upperclassmen return, they are required to attend the campus check-in. Specific dates are designated for this process which provides a centralized location for students to take care of billing and financial aid arrangements, pick up mailbox keys, register their vehicles and pay for a parking permit, make changes to meal plans and insurance coverage, register for graduation, turn in medical forms, sign up for technology service, sign and receive a new Student Handbook, receive residence hall room codes and ID cards for the new academic year. Students who arrive on campus after offices are closed for the day will be able to pick up their room codes in their resident hall, they are however still required to complete campus check-in the following day to address other issues, including ID card activation. Students who arrive new to the campus at mid-year will follow the same process at a designated time in January.

CHAPEL

As part of the educational mission of Geneva College, a weekly devotional time is conducted on Wednesdays from 10:10-11:00 a.m. for the entire college community. This devotional time provides opportunity for the campus to gather together to praise God, hear His word, and seek His favor and direction. Attendance is mandatory for students (who must present their ID cards to receive credit for attending) and the entire campus community is encouraged to participate.

Chapel is, however, not meant to be a substitute for regular involvement in a local church. The church is the ordained means for "teaching, fellowship, and administration of the sacraments and prayer" (Acts 2:42) and involvement in a local church is strongly encouraged of every student. A directory of local churches is available on the college website (www.geneva.edu/object/local_churches) for those seeking a new church home.

CHAPEL ATTENDANCE POLICY

1. **REQUIREMENT**: Students are required to attend 11 chapels and/or convocations each semester.
   - There are at least 14 chapels and one academic convocation opportunity each semester.
   - Students may track their attendance on line by going to Geneva's home page. Once you are on the home page, under quick links click intranet, then select "students" and then click on "check Chapel attendance". You will need to then log on to check your attendance. If you have problems logging on, contact the help desk at x6789.
   - Students **must** have their ID cards with them in Chapel in order to receive credit.

2. **PENALTY**: If a student fails to attend the minimum 11 chapels/convocation, they will be fined $50.00 for each missed chapel/convocation. The fine will be placed on a student's account at the end of the semester.

3. **GRACE CLAUSE**: If students would like to have the fine(s) set aside, they will have one opportunity to attend a group meeting. In addition to attending the group meeting, students will be required to: (a) listen to the chapel talk(s) and (b) write an acceptable two page single spaced reflection paper for each chapel they have missed.
   - Due to scheduling issues, the meeting will only be held on Reading Day. There will be no additional meeting opportunities and no makeup meetings.
   - Students will have 10 calendar days from the day of the meeting to submit their reflection papers.
   - The paper(s) are due at the close of business on the tenth day.

- If the paper(s) are deemed acceptable the student's fine will be set aside.
- If a paper is deemed unacceptable, the fine will be imposed for that chapel.

4. **DISCREPANCIES**: Any dispute over Chapel attendance older than four weeks old will not be considered.

5. **TEMPORARY ID CARDS**: If a student loses their ID card they can get a temporary ID card from the administrative assistant in the Career Development office, located on the upper level of the Student Center. The temporary ID card must be obtained prior to the day of chapel. Students seeking to receive chapel credit with a temporary ID card must present that card to Bridgette Hinzman at the information desk in the lobby of Metheny Fieldhouse as they exit chapel. The temporary ID card is good for seven days and can be renewed one time.

ENVIRONMENTAL STEWARDSHIP

Recycling - As individuals and as an institution, we are charged by God to be stewards of His Creation. To that end, Geneva College has established a recycling program which students and employees are encouraged to support. By recycling we slow the rate at which natural areas are destroyed to create landfills, and we reduce the environmental impact of mining, logging, etc. to produce new materials.

In addition, the State of Pennsylvania has directed all communities, businesses and educational institutions to develop recycling programs in compliance with Pennsylvania Act 101, the Municipal Waste Planning, Recycling and Waste Reduction Act. In accordance with God's Word, the College seeks to be proactive in responding to the authority of civil law and has developed a recycling plan to comply with Act 101 guidelines.

Students are encouraged to recycle items rather than disposing of them in the trash. Recycling containers are provided in each of the classroom buildings, office areas and residence halls of the campus for the deposition of commingle and paper. Commingle includes glass, plastic bottles, aluminum cans, and cardboard. Paper includes all except phone books, corrugated cardboard and food use cardboard. Please do not use the recycling bins for other trash such as pizza boxes as this contaminates the recyclables and may make them unacceptable for recycling.

Even better than recycling is avoiding the waste when possible: use washable cups rather that throw-away types, purchase in bulk to reduce packaging, print only when electronic version is insufficient.

Energy and Water - We at Geneva College are trying to be good stewards of our resources by conserving natural resources. We are aiming to reduce greenhouse gas emissions; the more fossil fuels we burn, the more our environment may be affected. We want to save energy costs by keeping thermostats set at modest levels; if we can reduce excessive energy costs we can also avoid passing the cost increases along to you as room and board fees We are continually making adjustments and repairs to heating systems to improve their operation.

Our goal in all academic and residential areas is to keep temperatures between 68 deg. F and 70 deg. F in winter. In air conditioned areas we aim for between 72 deg. F and 76 deg. F in summer. Maintaining comfortable but not excessive temperatures will save substantial amounts of energy. Realistically speaking, many of our heating and air conditioning systems are unable to maintain steady temperatures. We are gradually working to improve these systems as time and as the budget allows. Portable electric heaters use less efficient electrical energy. We ask that they only be used when personal medical conditions warrant or during heating system failure.

We encourage you to contact your RA or RD to report when temperatures are out of the ranges specified above, due to unusual conditions. We can diagnose and solve the real problem more quickly if we receive a fairly detailed description of the problem.

Students should also seriously consider using energy efficient compact florescent bulbs where possible. Conserve water by only using what is needed. Report leaky faucets and toilets so they can be repaired. Turn off lights and TVs when not in use.

IDENTIFICATION CARDS

ID cards are used as a personal identification on campus, as a library card, to gain entrance to residence halls, the dining hall, and other buildings and rooms on campus, to access copy/print services, to receive credit for chapel and as a season pass for all home sporting events. ID cards can also be used at participating area stores to receive a 10% student discount off goods and services.

An official picture ID card is issued to every full-time undergraduate and graduate student. Any part-time student who requests an ID card may obtain one once the appropriate fee has been paid.

Freshmen pictures are taken during Summer Preview weekends. Pictures for upperclassmen and transfers are taken at the Information Desk in Skye Lounge throughout the year. Graduate students who cannot come during regular office hours may have their ID photo taken during special times scheduled by a specific Graduate Division, and cards will be delivered through the Graduate Division Office.

Lending an ID card to anyone is a violation of College policy and may subject both the lender and the borrower to disciplinary action. If a student's ID card is lost, the Residence Life office should be notified immediately. A temporary card or a new card (if necessary) will be issued. Lost, broken or damaged cards will be replaced for the cost of $20 to the student.

INSURANCE POLICY

Geneva College cares about the health and well-being of each Geneva student. We want to do all we can to ensure that students seek and receive medical attention (for both physical and mental needs) as soon as possible. Therefore, in addition to having an on-campus nurse, **Geneva College requires that ALL full-time undergraduate students must carry health Insurance.**

To help our students comply with this policy, each full-time undergraduate student will be enrolled in the UnitedHealthcare Plan through Geneva College, UNLESS the student completes an online waiver with policy information showing that they already have health insurance coverage.

There is a deadline for this waiver which will be announced each semester, but will be around the start of the semester. For the 2013-2014 academic year, the plan covers the period August 1, 2013 to July 31, 2014, and the cost to the student is $987 per year. Each student who is enrolled in the plan will be charged the $987 to their student account. *The deadline for the fall semester is August 30, 2013.*

Complete the Health Insurance Waiver using the steps below:

1. To waive Geneva's coverage, or to enroll immediately, go to www.firststudent.com
2. Select Geneva College from the top menu
3. On the left menu, click either "Enroll Now" or "Waive Your School's Insurance." Be sure to include the leading zeroes on your ID number. The deadline for fall is August 30, 2013.

Having health insurance coverage can help students reach their full potential at Geneva by helping them to remain healthy and focused on their studies and extracurricular activities. It also decreases the chances that they will have to delay their education due to large unanticipated medical costs. Requiring each individual to have health insurance also helps the Geneva community at large - being treated early for medical concerns can help stop the spread of communicable disease in dormitories' close living quarters and shared eating/learning spaces.

A large number of Geneva's student population participate in athletic clubs (non-varsity) like rugby, hockey. etc. and intramural which likely increases their risks for injuries. Finally, by requiring all students to have coverage, we are able to provide an insurance plan at a reasonable rate for those who participate in the Geneva-sponsored plan.

Geneva recognizes that some students and their families may wish to participate in Christian healthcare-cost-sharing programs in lieu of traditional health insurance. Geneva accepts documented participation in such reputable organizations as fulfilling our requirement for health insurance coverage.

LORD'S DAY OBSERVANCE

The College seeks to honor the Fourth Commandment ("Remember the Sabbath Day to keep it holy…"). In the New Testament era, the day of observance changed from the 7th day to the 1st day of the week (Sunday), and is referred to in Scripture as the Lord's Day. Geneva College believes that God has given His people the gift of the weekly Lord's Day in which people are given rest from their usual labor, and have the opportunity to engage in public worship. Therefore, in so far as is possible, the College orders its affairs such that faculty, staff, and students are not required to work on the Lord's Day. Of course, works of necessity (e.g., food service, security) and works of love and mercy are recognized as legitimate activity on the Lord's Day. However, classes, organized athletic competitions, programmed student activities and the like are not scheduled. In addition, College offices, recreation facilities, and the library, will be closed on the Lord's Day.

Honoring the spirit of the Lord's Day, the College encourages faculty, staff, and students to celebrate the Lord's Day through public and private worship of Jesus Christ and by resting from the routine labor of the other six days. A "Local Churches Directory" is available on the College website and in the Center for Faith and Practice. Some churches provide student transportation, and a number of church facilities are within easy walking distance.

The following policies govern College trips, particularly those involving students, which include the Lord's Day.

1. College-sponsored educationally purposeful trips may span the time of the Lord's Day. These include, but are not limited to, mission trips, retreats, trips for athletic competition, trips connected to courses, and study abroad.
2. If the trip/activity spans the Lord's Day, the sponsoring department and/or trip leader will arrange for students to attend an appropriate local church to the extent possible. This will be added to the itinerary of the trip, reviewed during pre-trip orientation, and attendance will be expected by all participants.
3. If the trip/activity spans the Lord's Day, the sponsoring department will make it clear, in the orientation materials, what the activities on the Lord's Day will be so that if a student who has objections based upon her/his beliefs or conscience will be able to opt out of the event/trip.
4. To the extent possible, the sponsoring department will allow a student to participate in the trip, but to opt out of activities scheduled for the Lord's Day, if that student has objections based upon her/his beliefs or conscience.
5. If the nature of the event does not allow church attendance (e.g., backpacking), the sponsoring department and/or trip leader will honor and recognize the Lord's Day with a special time of devotions, including prayer, fellowship, sharing of testimonies, and so on. The Center for Faith and Practice has several outlines of prayer and devotion available that trip leaders may use to guide devotions on the Lord's Day.

LOST AND FOUND

Lost and found articles may be claimed in the Residence Life Office in the Student Center, the switchboard in Old Main, the Library Reception Desk in McCartney, and the equipment room in Metheny Fieldhouse.

PARKING

Operation of motor vehicles on campus roadways and the registering of motor vehicles for the purpose of obtaining parking permits to park in College parking lots are considered privileges and not rights of individuals.

VEHICLE REGISTRATION

All students, faculty, staff, or administration who possess, maintain, or operate motor vehicles (including motorcycles, motorbikes, motor scooters or any other motor-driven vehicle) on the Geneva College campus must register EACH motor vehicle that will be parked on campus by completing a Vehicle Registration Form (VRF). Individuals may obtain and submit a completed VRF at the Security Office in the RAPP Center. A completed VRF will list operator information (name, social security number, address and student ID number if applicable), along with the make, model, state, plate number, color, and year of each vehicle the individual wishes to park on campus. It is an individual's responsibility to notify the Security Office of any changes to his/her VRF by obtaining and resubmitting a revised VRF.

PARKING PERMITS

Upon the completion of the VRF and payment of a permit fee (where applicable), the operator will receive a single vehicle permit that MUST be displayed on the rear view mirror of his/her vehicle. It is the individual's responsibility to move this

tag from vehicle to vehicle to insure that he/she not receive a ticket for failure to display a permit. A parking permit may be transferred from one vehicle to another, provided that no more than one vehicle is parked on campus at one time, and each vehicle is listed on the operator's VRF. Operators of motorcycles, motorbikes, motor scooters, and other motor-driven vehicles with no rear view mirror should affix their permit below the front windshield area of the vehicle.

PERMIT FEES
Before receiving a parking permit, students will be required to pay a parking fee in the Business Office and to provide receipt of this payment at the time they return their completed VRF to the Security Office. Once payment and a completed VRF have been received, the operator will be assigned a permit number and given a permit to display in their vehicle. Only ONE valid permit may be displayed on a vehicle at a time.

Freshmen
Resident (see Student Parking).....$115.00
Commuter (see Student Parking).....$60.00

Upperclassmen
Resident (see Student Parking).....$60.00
Commuter.....$60.00

STUDENT PARKING
Freshmen resident students are encouraged **NOT** to bring a car to campus. Those needing to do so, however, must complete the Freshmen Parking Request as part of their Admissions packet. All freshman commuter students must also complete the Freshmen Parking Request as part of their Admissions packet.

All students with an excess of three campus parking violations in one semester could result in the privilege of a parking permit being revoked for the remainder of the academic year without refund of any portion of the parking fee. If the parking permit is revoked, that student will be required to park on public streets, not on campus property.

All students must register their vehicles each year. Students will receive a new color permit for the year registered. No previous permits will be honored. No parking permit refunds will be issued.
The following areas have been designated for student parking (subject to change):

- Alumni Lot
- Alumni Lot Upper
- Young/Geneva Arms Lot
- Field House Lot
- Memorial Lot
- Northwood Lot Center
- RAPP area
- Stadium Parking Lot

In addition, all Faculty/Staff lots will be open for student use from 5:00 p.m. to 7:00 a.m. weekdays and all day Saturday and Sunday.

FACULTY/STAFF PARKING
Faculty/Staff permits are to be used for the duration of employment at Geneva College. Registration information should be updated as needed. Vehicles legitimately displaying faculty/staff permits may park in any parking lot on campus. Faculty and staff dependants who are enrolled at the College are not to use their parents permit when parking on campus.

HANDICAPPED PARKING PERMITS
Persons requiring a handicap permit must come to the Security Office and procure a dash plaque permit. All handicap parking permits must be approved by the Director of Security and will have a designated date of expiration. A dash plaque parking permit will be issued to those who are eligible to park in handicap parking. This plaque is to be displayed on the driver's side dashboard at all times and serves as the individual's permit to park on campus in designated handicapped parking areas.

In the event that a community member has been temporarily disabled, a temporary handicap parking permit may also be obtained at the Security Office.

CAMPUS PARKING REGULATIONS

All vehicle operators are expected to abide by College parking regulations and signage. Parking is prohibited in fire lanes, in NO PARKING ZONES, in Yellow Safety Zones, in Handicapped areas (without a handicapped dash plaque), in loading zones, in front of dumpsters or in any area that will impede the flow of traffic or block the garage entrance of a community resident.

Handicapped parking areas are clearly designated and only for those individuals with a state-issued handicapped plate or a school-issued handicapped parking plaque. Unauthorized vehicles parked in handicapped areas will be subject to ticketing, possible loss of driving privileges on campus, and/or judicial sanctions.

Parking on the lawn or on any athletic field within campus limits is not permitted. Anyone doing so will be subject to towing and/or fines, as well as responsible for any damages occurring to the property.

Motor vehicle operators must obey directional signs. Reckless driving on the campus is not permitted. If confronted for reckless driving, a fine may be assessed or campus driving privileges revoked.

PARKING TICKETS

Parking violation tickets will be issued to vehicles illegally or improperly parked. The owner/operator of a ticketed vehicle is responsible for the penalty as directed on the ticket. All parking ticket fines are to be paid at the Business Office or by placing the ticket and payment in the drop box located outside the Security Office. A receipt should be obtained at the time of payment. Payment in coins will not be accepted, and all fines not paid within 10 working days will be applied directly to a student's bill. Tickets will be issued in the following amounts for the following violations:

Failure to display permit.....$25
Parking in a Faculty/Staff Area $25
Parking in a Visitor's Space $25
Parking in a Loading Zone $25
Parking on a Sidewalk/Grass Area $25
Parking in a No Parking Zone $25
Freshman Permit violation.....$25
Parking in a Handicapped Parking Area.....$50
Moving Violation (driving the wrong way, on a sidewalk, etc.).....$50
Parking in a Fire Lane $50

Any individual who wishes to appeal a parking ticket must do so WITHIN 10 WORKING DAYS of the citation issuance. Failure to appeal within the above time period will result in the loss of the right to appeal. All appeals must be made IN WRITING to the Office of Campus Security.

In the event that a parking violation is recorded and the offender has failed to obtain a parking permit, a $75 parking permit fee will automatically be assessed and billed to the student's account. In addition, the student will be responsible for payment of the fine for his/her parking violation (in accordance with the amounts listed above). Once the parking permit fee has been assigned, a parking permit will be sent to the individual involved through campus mail and the individual will be required to complete a VRF.

TOWING PROCEDURES

Vehicles parked in the areas designated above are subject to immediate towing based on the violation and will be towed and stored at the expense of the owner/operator. A vehicle with an out-dated vehicle registration is also subject to towing.

A towing service will remove from College property any vehicle designated by the Security Department. Towing is provided by The Auto Body Works (AAA, 724-827-2660) or by Campbell's Towing (724-846-2823 or 724-846-9706). The Security Department will have information on all vehicles towed from College property. The vehicle owner should contact Security at ext. 5678 or (724) 846-9632 or the above listed towing companies. The owner of the towed vehicle may recover

the vehicle from the towing company upon payment of the appropriate charge.

Once a tow truck is called, the operator of the vehicle to be towed will be charged a $45 fee, even if a hook-up or tow is not completed. If the tow is completed, the cost will be $150 with an additional $40 per day storage charge. Please note that penalties for all fire lanes, tow-away zones, etc. will be strictly enforced.

Note: Judicial action will be taken against any student whose behavior toward the tow truck operator is deemed to be inappropriate or harassing.

KEYS LOCKED IN CAR
Campbell's Towing (846-9706) will unlock vehicle doors on campus for a fee of $45. Auto Body Works (724) 827-2660 in Darlington also provides this service and is an AAA member.

CITY PARKING REGULATIONS
State and City regulations apply when driving on public streets. Please observe speed limits and parking regulations. Vehicles parked in no-parking areas on the city streets are subject to fines and/or towing by the City of Beaver Falls at the owner's expense.

STREET-SWEEPING SCHEDULE
The Beaver Falls Police enforce the Street Sweeping Schedule YEAR-ROUND. Anyone receiving a street sweeping ticket should pay it directly to THE CITY OF BEAVER FALLS.

The City of Beaver Falls Street Sweeping Schedule is as follows:

NO PARKING WEDNESDAY NIGHT (Thursday 12:00 a.m. to 7:00 a.m.) on the AVENUES, which include College Avenue and all parallel avenues which run North and South. NO PARKING THURSDAY NIGHT (Friday 12:00 a.m. to 7:00 a.m.) on the STREETS. Streets run East and West at right angles to College Ave.

SNOW REMOVAL
Due to inclement weather, it may become necessary for individuals to move their vehicles to make it possible to remove snow on campus. All persons operating motor vehicles on campus are expected to cooperate with those responsible for snow removal.

ABANDONED/DISABLED VEHICLES
No person(s) shall abandon a motor vehicle of any kind on College property. Should any vehicle parked on campus become disabled, the owner/operator of that vehicle should report the vehicle's location to the Security Office immediately. The vehicle owner/operator should tend to vehicle repairs within 24 hours.

LIABILITY AND DISCLAIMERS
The College assumes NO RESPONSIBILITY for damages or theft to automobiles and/or automobile contents while parked on Geneva College property. Any problems related to vandalism or theft should be reported to the Security Office or the Beaver Falls Police Department.

Those leaving a vehicle unattended on the College campus should make sure that all windows are up, the vehicle is secure, and there is no property in plain view inside the vehicle.

Parking lots are patrolled regularly and each person is expected to park in accordance with the posted rules and regulations. Any unsafe conditions should be reported to the Security Office.

Due to limited parking spaces on campus, the College cannot guarantee all students, staff, and faculty members a parking space at all times, nor can the College guarantee a parking space convenient to a specific residence hall or classroom building. Campus parking areas will be available on a first-come basis, with the exception of posted Handicapped and Faculty/Staff parking areas. Please note the posted restrictions.

The College reserves the right to alter parking assignments on a permanent or temporary basis as new construction, major repairs, and/or emergency situations may require.

ALL student and Faculty/Staff vehicles must be moved upon request.

ROUTE 18

A major road runs through the middle of campus and separates the main part of campus, from the upper class apartments. In order to promote safety when crossing this busy road, we want students, staff, and faculty to adhere to the following guidelines:

- In Pennsylvania, at crosswalks where traffic signals are not in place, drivers are obligated to yield when pedestrians are in a crosswalk. However, the law also says that pedestrians should not "suddenly leave a curb … and walk or run into the path of a vehicle which is so close as to constitute a hazard." So, both drivers and pedestrians have legal obligations to be safe.
- Pedestrians should always assume that vehicles will not stop for them until there is clear evidence to the contrary.
- Pedestrians should be careful not to let electronic devices such as phones distract them while crossing roadways.

SKATEBOARDING AND ROLLERBLADING

Skateboarding and rollerblading are permitted on campus by currently registered students (and campus employees) if and when riders demonstrate appropriate control, yield to pedestrians, do not threaten health and safety of themselves or others, and ensure that no damage is done to College property. This includes parking lots, roadways, sidewalks, and court areas. Skateboarding and rollerblading are <u>not permitted</u> on campus lawns and/or inside College facilities.

Geneva College has an obligation to provide a safe environment for faculty, staff, students, and visitors. The reckless use of skateboards on campus infringes on our ability to fulfill this obligation; it creates a danger to pedestrians and causes the defacing of campus buildings. Therefore, any use or skateboards, long boards, roller blades, etc., which is deemed inappropriate by the College will result in Student Conduct proceedings.

SOLICITATION

There is to be no solicitation of Geneva students on the campus or in College buildings by outside entrepreneurs or their student representatives on campus. If a full-time Geneva student is involved in some entrepreneurial activity, he/she must check with the Dean of Student Development to learn the proper procedures for promoting a product or service. Students are urged not to buy anything or sign anything, and to report any unwanted solicitation attempts to a Student Development staff member.

STUDENT TRAVEL POLICY

Before departure from campus, the organizers of an off-campus event that involves students must complete forms available in the Crossroads Office with the following information:

- List of students traveling.
- Date and time of campus departure.
- Travel arrangements (including flight numbers where appropriate) and mode of transportation (bus, own car, etc.)
- Proposed itinerary.
- Emergency contact information for each student
- Date and time of expected return to campus.
- Official College representative serving as contact person for travel group and cell phone number.
- Contact phone number(s) where the group can be reached at proposed times.

The completed forms must be turned in to the Crossroads Office prior to departure. For overnight trips and international excursions, additional forms and copies of passports are submitted to Crossroads.

All international travel by an official College group must be approved by the President's Leadership Team before travel arrangements can be made. No College funds will be released for international travel without such approval.

In addition, any student who is traveling internationally in a Geneva College endorsed program will be enrolled for **international travel insurance**. Required coverage includes repatriation, emergency reunion, and emergency evacuation. Contact information for the insurance coverage is available in the Crossroads Office.

This policy does NOT apply to students who are independently taking courses at an international university with the goal of transferring them to Geneva or students taking vacation trips.

TEXTBOOK RETURN POLICY

Students may return textbooks for a full refund within the first seven calendar days from the start of classes or within two days of purchase thereafter. Students must have the receipt and the book must be in resalable condition. In addition, upon dropping a class, students may return the textbook within 30 calendar days from the start of the class. Students must have the receipt and proof of drop, and the book must be in resalable condition. Specifics for the return of Rented Textbooks will be given at the time the Rental Agreement is made.

VAN USAGE POLICY

Only certified drivers may drive a van. To be certified, drivers must be 21 years of age or older, and provide a copy of their Driver's License. This is required to check the individual's Motor Vehicle Record (MVR), which will take one week. Each proposed van driver must receive safety instruction and view a safety video. Security will publish a schedule of when and where the safety training will be provided.

EXPECTATIONS

- All Geneva College vans are to be used only for functions of Geneva College. At no time are vans to be used by individuals for private usage or outside groups.
- Vans are to be signed out by persons who represent an approved organization or activity authorized to drive a Geneva College van. That person will be responsible to ensure that all passengers use seatbelts when the van is in motion.
- All vans will be checked out with a full gas tank and are required to be returned with a full gas tank.
- If vans are unavailable for a particular date, a rental van can be obtained through Purchasing at ext. 6550.
- No Geneva College department, club, organization, athletic team, or official group may rent or use a 15 passenger van to transport students, faculty, or staff. Trailers are also prohibited.
- At no time is any Geneva College van to exceed the capacity for which it is intended.
- All vans must be cleaned out thoroughly upon return.

VAN REQUESTS

Vans are reserved on a first-come, first-served basis. The following information will be required: date and time of pick-up; trip destination; anticipated date of return; names of certified drivers; account number to charge mileage; and needed configuration if seat/seatbelt configuration is required to be changed from standard configuration. ONLY Physical Plant personnel are authorized to change the configuration.

KEY PICK-UP

Van keys for authorized functions will be available at the Physical Plant from 7:00 a.m. until 4:30 p.m. Monday through Friday. Summer hours are from 7:00 a.m. until 4:00 p.m.

INSPECTION FORM

Any Department using Geneva College vans will be required to fill out the Geneva College Inspection Form prior to checking a van out, daily when on trips longer than one day, and again when the van is returned to the campus. This report(s) must be completed and turned in to the Physical Plant Office along with the van keys upon completion of van usage.

PROBLEMS ON THE ROAD

If a van needs repair while away from Geneva College, call the Physical Plant office at ext. 5500. After hours make arrangements and notify the office on the next business day.

VAN RETURN
When returning a van, the department utilizing the van is responsible for taking the van to Alumni Hall parking lot and returning the keys to the Physical Plant after it is inspected. If the van is returned after working hours, the van driver should return the keys and paperwork on the next business day.

CANCELLATION
At the earliest opportunity please notify the office of changes in plans, as others may be hoping to reserve a van.

CAMPUS RESOURCES

In conjunction with the academic program, a number of offices and programs at Geneva College contribute to the wholistic development of each student. Student Development works through various programs and services to challenge all students to grow spiritually, relationally, intellectually, individually, and to grow as members of the Geneva College community.

The following offices have been listed in alphabetical order for the reader's convenience.

THE CENTER FOR FAITH AND PRACTICE

Phone Number.....Ext. 5007, 6816
Location.....Student Center, Upper Level
Hours: Monday-Friday 9:00 a.m.–4:30 p. m.

The Center for Faith and Practice provides oversight for student discipleship, college-sponsored short-term trips, and local service opportunities. The team also provides support for the college Chapel program, student-led ministries, and students desiring individual counseling.

DISCIPLESHIP
Discipleship Coordinators (DCs) are residentially based student leaders who facilitate opportunities for discipleship and growth both in the residence halls and on campus.

Discipleship Coordinators are responsible for being available for students, organizing Bible studies and small groups in the residence halls, as well as planning the annual All Campus Retreat and other all-campus programs. The Center for Faith and Practice (CFP) provides a Bible study training workshop each fall for interested students. In addition to student-led discipleship, students may also have the opportunity to be paired with a college faculty or staff member through our CFP Mentoring Program to further grow.

LOCAL SERVICE
The Students-in-Service (SIS) Interns, a student leadership team, organizes and implements service opportunities for the campus. The purpose of this group is to encourage the Geneva community to love and serve others as Christ has loved us while learning from those whom they serve.

Students are able to gain practical experience in preparation for the call to serve in their future vocation, church, and family. The Students-in-Service program coordinates service in the following areas:

- **Building and Renovation**—serves the community through construction projects including but not limited to Habitat for Humanity and Pine Valley Camp.
- **Mentoring and Tutoring**—provides student volunteers for two local after-school programs.
- **Elderly Care**—ministers to local seniors through the use of crafts, conversation, and shared time.
- **Social Action**—conducts food and clothing drives, coordinates efforts for emergency response, and provides support for local community partners.

QUEST TRIPS
Students interested in participating in a college-sponsored spring break trip are encouraged to visit the CFP office to receive information regarding upcoming trips. These trips are coordinated by CFP Staff and Quest Coordinators.

The college has previously sent teams to: Costa Rica, Jamaica, New Orleans, Aliquippa, P.A., and has recently launched trips to Washington D.C., Los Angeles, Guatemala, and Pittsburgh.

Because CFP serves as the clearinghouse for all college-sponsored mission/service/cultural emersion opportunities, those wishing to lead a college-sponsored trip must meet with the CFP staff to discuss the college's requirements prior to advertising a trip.

THE CENTER FOR FAITH AND PRACTICE PARTNERSHIP
CCO (Coalition for Christian Outreach)— The CCO, a campus ministry organization, works in partnership with colleges, churches and other organizations to place staff on college campuses. The Geneva CCO staff has partnerships with CFP and the Pisgah Program. The CCO team works together to bring students to the annual Jubilee Conference in February, provides various programs, and offers CCO-sponsored summer leadership opportunities.

CAMPUS & MUSIC MINISTRIES
Students also have the opportunity to grow deeper in their faith through a variety of ministries including:

- **FCA (Fellowship of Christian Athletes)**—weekly fellowship group that applies Biblical principles to athletics and is open to all.
- **Kairette**—a weekly fellowship group that meets once a week in the evening. The desire of the group is to be a catalyst for spiritual growth on campus and is open to all.
- **New Creation**—a student-led singing group scheduled to perform at a wide variety of local churches. These performances take place weekly during the school year with the group often touring during academic breaks.
- **New Song**—a college-sponsored/directed singing group that tours the country each summer.
- **Reflection**—a student-led singing group scheduled to perform at a wide variety of local churches. These performances take place weekly during the school year with the group often touring during academic breaks.
- **Upper Room**—a student-led fellowship group open to all students, faculty and staff. The fellowship consists of an hour and a half of singing, Bible study, and prayer. Meetings are held on Thursday evenings at 9:30 p.m. in Johnston Gym.

CAREER DEVELOPMENT CENTER

Phone Number ..... Ext. 6572, 6636
Email ..... cardev@geneva.edu
Location ..... Student Center, Upper Level
Website ..... www.geneva.edu/career
Hours: Monday-Friday 8:00 a.m.-4:30 p.m., Reduced Summer Hours

Geneva College's Career Development Center (CDC) provides services and resources for students as they seek God's direction for their lives. The Career Development Center provides students with:

- Self-assessment and career counseling to help students recognize their strengths, talents, abilities, skills, goals and values in the context of their personal calling.
- Career awareness opportunities to help students with career options and majors, providing students with an understanding of what they can do with their major.
- Reality opportunities to help students gain experience in their field of study and intended direction via related work experience, internships, and volunteering.
- Job search services to help students with their job and/or graduate school search as well as the transition to life after college.

- Career counseling, academic planning, internships, job search assistance, grad school help, career development programs, resume, cover letter, interviewing, employment opportunities.

CAREER RESOURCE CENTER
The Career Resource Center is equipped with books, periodicals and resources designed to assist students with career direction, internships, job search and graduate school research.

STUDENT EMPLOYMENT/ON CAMPUS JOBS
On campus student employment opportunities and applications are available on the Career Development website: www.geneva.edu/object/car_dev_campus_work_study.html

COUNSELING CENTER

Phone Number..... (724) 847-4081 or Ext. 4081
Location..... McKee Hall, Lower level
Hours: Monday-Friday by appointment.

Located in the Nave Infirmary on the lower level of McKee Hall, The Counseling Center serves Geneva students by providing assessment, crisis intervention, individual and group counseling, referral, advocacy, training and consultation from a Christian perspective. The counseling services are offered to help students adjust to the rigors of college life; sort through relational and emotional challenges, and to provide treatment for a full range of mental health issues. Geneva offers spiritually sensitive counseling to full-time, traditional, undergraduate and graduate students at no cost to the student. Traditional undergraduate students will receive preference in scheduling needs.

CUSTODIAL SERVICES

Day Time Emergency Phone ……..... (724)847-5500
For Hazardous Material Clean-up (Vomit, Blood, etc.) ……..…….....(724)847-5500
Emergency AFTER 2:30pm..... .....Security (724) 846-9632
Location…….Johnston Gym, Lower Level
Hours: Monday-Friday 6:00 a.m.-2:30 p.m.

Geneva College Physical Plant provides custodial services to maintain the common areas of all buildings. This service includes cleaning common restrooms, public areas, emptying garbage receptacles, and recycling bins in residence halls. It does not include cleaning of apartment bathrooms or the removal of bedroom or apartment trash in any of the residence halls.

FINANCIAL AID

Phone Number..... Ext. 6530
Location..... Alexander Hall, Lower Level
Hours:.....Monday-Friday 8:00 a.m.-4:30 p.m.
Email: .....financialaid@geneva.edu

For information regarding the availability of scholarships, grants and loans, students should inquire at the Financial Aid Office on the lower level of Alexander Hall. Students qualifying for financial aid need to reapply each year, as do those seeking educational loans. Students should be aware that any change in student status (i.e. housing, part-time, full-time) may lead to a change in their financial aid package.

FITNESS CENTER

Phone Number..... Ext. 6553
Location.....Student Center, Lower Level

Hours: Monday-Thursday: 7:00 a.m.-11:00 p.m., Friday: 7:00 a.m.-9:00 p.m., Saturday: 10:00 a.m.-9:00 p.m.

The Fitness Center is maintained by the Student Development Office for use by the students, faculty, and staff of Geneva College. All students, faculty, and staff members **must** give their College I.D. card to the desk attendant to use the facility. Spouses of employees, as well as dependent children under age 25 are welcome to use the Fitness Center during the normal operating hours without charge. The employee needs to sign an acknowledgement form acknowledging that their family member(s) will be using the Fitness Center. The forms are located in the Fitness Center. One ID card will be issued per dependent per year. Please note that if the card is lost, there is a $20 replacement fee. Children under the age of 14 must be accompanied by an adult when using the Fitness Center.

The Fitness Center operates under reduced hours during the summer.

FOOD SERVICES

Phone Number ..... Ext. 6522
Location.....Dining Hall in Alexander Hall & Brig in Student Center, Lower Level

RESIDENT MEAL PLANS

The College provides a complete food service program in Alexander Dining Hall, with unlimited seconds available except on selected entrees. Meal plans are divided into two levels, Level A and Level B.

Freshmen are required to choose Level A. Level A offers three options: a 21 meal plan, 220 meal block plan, and a 180 meal block plan with 150 FLEX points.

Upperclassmen can choose either Level A or Level B. Level B also offers three options: a 14 meal plan, a 180 meal block plan, and a 140 meal block plan with 150 FLEX points.

The block plan allows the flexibility of eating higher amounts of meals some weeks and less on others. An individual having a block plan may also bring up to 4 guests to any meal and use the Block Plan account to pay for them.

Current students are given the opportunity to register their meal plan selection for the following year in the spring of each year. Upperclassmen may change their preference **in writing** in the Residence Life Office by the end of the first week of classes each semester. Those wishing to change their choice for the spring semester may do so by submitting a change card at mid-year registration.

All students will be required to present a valid ID for each meal. Students are not allowed to give their ID number to a checker or cashier. Temporary IDs are available at the Career Development Office in Skye Lounge.

Special Considerations

Any student who is away from campus for an academic internship or student teaching requirement may apply for a 7-meal plan. This meal plan is available for one semester and may only be awarded to a student enrolled in the required academic courses. Meal plan assignment will automatically revert to a 21meal plan the following semester, unless designated differently in writing by the student. To be eligible for this option, students are required to be enrolled in 7 or more credit hours in off campus internships or requirements.

If a student notifies food service personnel in advance, a bagged lunch can be prepared for take out. Decorated birthday cakes and other food products can be purchased. The Director of Food Service should be contacted for any special arrangements.

Medical Concerns

If any student has medically documented special dietary needs, the Food Service Director may be consulted for special accommodation.

Since every resident student is required to choose a meal plan option, exceptions are only granted for students providing medical documentation that includes specific dietary needs that cannot be met by the food service personnel. All exceptions

require documentation, which includes a specified dietary plan from a physician, and must be dated within one calendar year of September of the current school year. Requests and documentation must be resubmitted each year. The Director of Food Service must approve all exceptions. A student exempted from a meal plan may not purchase FLEX points.

If a resident student is too ill to go to the dining hall, his/her Resident Assistant or floormate should take a signed slip from the Residence Director and the sick student's ID card to the dining hall to pick up a sick tray.

Abuse of Food Service Privileges
To avoid problems with the abuse of food services, any student found dining at Alexander Hall without having registered for his or her meal will be subject to disciplinary action.

PLEASE NOTE THAT BRINGING FOOD CONTAINERS TO THE DINING HALL IS NOT PERMISSIBLE. Due to health concerns and cost effectiveness, taking unauthorized quantities of food and/or drink from the dining hall is not allowed.

ALEXANDER HALL SCHEDULE

Monday-Friday
Hot Breakfast..... 7:00 – 8:30 a.m.
Continental Breakfast ..... 8:30 – 9:30 a.m.
Lunch.....11:15 a.m. – 1:15 p.m.
Dinner..... 5:00 – 6:30 p.m.

Saturday
Hot Breakfast ..... 8:30 – 9:00 a.m.
Continental Breakfast..... 11:00 – 11:30 a.m.
Lunch ..... 12:30 a.m. – 1:30 p.m.
Dinner ..... 5:00 p.m. – 6:00 p.m.

Sunday
Breakfast..... 8:30 – 9:00 a.m.
Lunch..... 12:30 – 1:30 p.m.
Dinner..... 5:00 – 6:00 p.m.

RIVERVIEW CAFÉ SERVICES
Location..... Student Center, Lower Level
Monday - Friday.....8:00 a.m. – 4:30 a.m.
Monday - Thursday ..... 6:30 p.m. – 11:00 p.m..
Friday ..... 6:30 p.m. – 8:00 p.m.

The Riverview offers a full line of hot an cold beverages along with fresh baked pastries. Customers can pay with either cash or FLEX points.

BRIG SERVICES
Location..... Student Center, Lower Level
Monday - Thursday .....8:00 a.m. – 11:00 p.m.
Friday ..... 8:00 a.m. – 8:00 p.m.
Exchange Meals
Monday - Thursday .....11:00 a.m. – 9:30 p.m.
Friday .....11:00 a.m. – 8:00 p.m.

Food Service is also available in the Brig. Food items are sold for cash or FLEX points. An extensive line of "Grab and Go" products are specifically designed for point use.

Resident students with 14 or 21 meal plans can use meal cards to purchase lunch and dinner in the Brig in place of meals at Alexander Dining Hall. Students may not eat the same meal in both the dining hall and the Brig. Students cannot make up for missed meals (e.g. an uneaten breakfast cannot be replaced by a late snack in the Brig). Meals are not transferable to other people. Guest meals must be paid for with cash or FLEX points.

Resident students with any of the four block options (see above) can use meal cards to purchase lunch and dinner in place of meals at Alexander Dining Hall. Students may eat as many meals as they wish per day in both the dining hall and the Brig. Up to 4 meals per mealtime are transferable to other people.

COMMUTER AND GUEST SERVICES
Commuter students can purchase FLEX point accounts that may be used to purchase meals in the dining hall or food items in the Brig.

Meal prices for commuters and guests are as follows:
Breakfast..... $5.25
Lunch..... $6.00
Dinner..... $6.75
Premium Night or Special $7.25
Children 6 and under pay half price at all meals.

FLEX POINTS
FLEX points are redeemable for meals at Alexander Hall and may be used in the Brig and Riverview Café. Each resident student can also add FLEX points to his/her card in increments of $25, $50, and $100 with a 10% bonus on each purchase.

FLEX points can be used in the Dining Hall, the Brig or Riverview Café to purchase extra food items or meals for guests. To add FLEX points to their student ID card, students should contact the Food Service Director at the Food Service Office in Alexander Hall, located in the kitchen area behind the serving line. Please keep in mind that balances will transfer from fall semester to spring semester, but not from one academic year to the next.

HEALTH SERVICES

Infirmary Phone Number..... Ext. 6666
Location..... McKee Hall, Lower Level
Hours: Monday - Friday 8:30 a.m.-2:00 p.m. (or earlier by appointment ONLY)

Proper eating habits, adequate rest and exercise best maintain the health of college students. On campus, basic health care and first aid, health teaching, and health advice are available from Certified College Health nurses and/or a physician contracted by the College.

NAVE INFIRMARY
The Nave Infirmary is a nurse-directed clinic located in the lower level of McKee Hall. Registered nurses maintain infirmary hours and maintain an on-call schedule for emergencies 24 hours a day, seven days a week. The infirmary service is available to all students and employees. Resident students should go through their Resident Assistant, Health Coordinator, Residence Director or the Residence Life Office to see the nurse during non-clinic hours.

If the nurse assesses a need for a physician evaluation, an appointment will be scheduled. A physician will see Geneva patients in the Nave Infirmary several scheduled hours each week. Students are not charged for physician appointments in the infirmary.
In case of an emergency, a nurse can be reached at the Infirmary during clinic hours, or through the Residence Life Office or by contacting their Health Coordinator, Resident Assistant or Residence Director after clinic hours.

DOCTOR VISITS
In addition to the physician office hours on campus, several local doctors, chiropractors and dentists are willing to take Geneva College students as patients. The nurse maintains a list of medical personnel that can be contacted for referral. Students are responsible for all arrangements with off-campus medical personnel, including transportation, notification of insurance coverage and payments.

HEALTH RECORDS
Medical records for all full-time students are maintained in the Nave Infirmary. In addition, a signed meningococcal form is placed on file for every residence hall occupant.

MEDICAL EXCUSE POLICY
The Health Services Department does not write notes or excuse students from academic obligations. If a student does not feel well, he/she should visit the Health Services Department so an assessment can be made, treatment given, and a record of

the illness charted. Professors may then call to confirm the visit. Please the College Catalog for information regarding excused and unexcused absences.

MEDICATION
Students are expected to purchase their own prescriptions, over-the-counter pain relievers, and similar medicine cabinet needs. Some medications ordered by the consulting physician can be obtained in the infirmary for self-administration. Allergy shots, strep tests, shots necessary for trips abroad, and tine tests, ordered by a doctor, can be administered by the campus nurses.

TREATMENT WAIVER
If a student is under 18 years of age, his/her parents must provide a signed waiver along with the student's medical forms that can be presented to a hospital for immediate treatment in case of injury. This waiver becomes a part of the student's medical file.

INTERCOLLEGIATE ATHLETICS

Phone..... Ext. 6650
Location..... Metheny Fieldhouse
Hours: During Academic Year: Monday-Friday, 8:00 a.m.-11:00 p.m. and Saturday Noon - 9:00

ATHLETIC FACILITIES
The Metheny and Merriman Fieldhouse complex contains locker facilities, two racquetball courts, and two gyms. The Merriman Athletic Field complex includes a softball field, a soccer practice field, an eight-lane track, and a soccer field. Reeves Stadium includes a turf field. The baseball field is located 'off campus' on 33rd street.

VARSITY SPORTS
Geneva is a member of the President's Athletic Conference (PAC), Division III of the NCAA (National Collegiate Athletic Association), and the NCCAA (National Christian Collegiate Athletic Association).

Women's varsity sports are basketball, cross-country, indoor and outdoor track and field, soccer, softball, tennis, and volleyball. Men's varsity sports are baseball, basketball, cross-country, football, indoor and outdoor track and field, and soccer.

METHENY AND MERRIMAN FIELDHOUSE COMPLEX
The Metheny Fieldhouse and Merriman Gymnasium are recreational facilities for the use of the Geneva College community including students, staff, administration, and faculty of Geneva College. Alumni of Geneva College who have made arrangements with the Athletic department may also use the facility.

POLICIES
- Entrance to the facility for purposes other than attendance at public events will be permitted by current ID or Fieldhouse pass.
- Children under the age of 18 years must ALWAYS be accompanied by a parent/legal guardian and/or adult with a valid Geneva College ID.
- Appropriate court tennis shoes must be worn on the racquetball courts and gymnasiums.
- During intercollegiate athletic team practices, the use of the Metheny Fieldhouse gym floor, the Merriman Gym floor, and the practice fields are restricted.

MAIL & PRINT SERVICES

Mail Center Phone ..... Ext. 6559
Duplicating Phone ..... Ext. 6548
Location ..... Student Center, Lower Level
Hours: Duplicating: Monday-Friday 7:30 a.m.-4:00 p.m.

Mail Room: Monday-Thursday 7:30 a.m.-5:00 p.m., Friday 7:30 a.m. – 4:00 p.m.

Student mailboxes are located on the Brig Level of the Student Center. Boxes are assigned with one student per box and are accessed with a mailbox key. Students may access their mail during the hours that the Student Center is open.

The Mail Center is a full-service center where students can purchase stamps, mail overnight items, receive packages, and mail packages using DHL, FedEx, UPS, and USPS.

Incoming USPS mail is sorted once a day and is usually in the mailboxes by 12:00 noon. Outgoing mail is sent to the local post office at 7:30 a.m. and 3:00 p.m., Monday through Friday. No mail service is available on Saturday.

The Duplicating Center is located across from the mailboxes in the Student Center. Here students can get multiple copies done at a reasonable cost, including color copies. If a price quote for a duplicating project is needed, please contact the Duplicating Center at ext. 6548 or send an e-mail to duplicating@geneva.edu.

MAINTENANCE

Normal Requests-Contact RA or RD
Day Time Emergency Phone …….……..... (724)847-5500
Emergency AFTER 4:30pm.....Security (724) 846-9632
For Flooding or Electrical Sparking or Urgent Request …….....(724)847-5500
Location …….….....2611 9th Avenue
Hours: Monday-Friday 7:00 a.m.-3:30 p.m. (Office only 7:00-4:30 p.m.)

Through the Physical Plant Department, Geneva College provides maintenance services to repair and develop the facilities and building of the campus. Items are repaired on a priority basis, with dangerous and severe problems being dealt with as they arise.

If a problem is discovered requiring the attention of the maintenance staff, a call should be placed to the Resident Assistant or the Residence Director of a building to explain the nature and location of the problem. All residential work requests must be made by Residence Directors or Resident Assistance using the web request system. A maintenance staff person will be assigned to deal with the problem, based on the priority of the situation. In an emergency, the Physical Plant office may be contacted directly. For any emergencies past 4:30, please call the Security cell phone at 724-846-9632.

MULTICULTURAL AND INTERNATIONAL SERVICES

Location..... Student Center, Upper Level
Hours: (ISS) Monday –Friday 8:00 a.m.-4:30 p.m. (MSS) Monday-Friday 8:30 a.m.-5:00 p.m.

The offices of International Student Services and Multicultural Student Services seek to provide an environment in which foreign students and multiethnic students are encouraged and enabled to achieve academic success. These offices support every department of the College as each addresses Geneva's commitment to establish a campus community that appreciates the ethnic, racial, cultural, and gender diversity of God's creation.

CROSSROADS (GENEVA CENTER FOR OFF-CAMPUS STUDY)

Crossroads/International Student Services..... Ext. 6891
The Crossroads Program provides information and guidance concerning each of the excellent off-campus academic programs approved by Geneva, assists students in their application process, prepares students before leaving campus, and facilitates their transition back into campus life.

INTERNATIONAL STUDENT SERVICES

Located on the upper level of the Student Center in the Crossroads Office, the Office of International Student Services provides a variety of services to assist foreign national students and students from missionary families from the time students inquire until their graduation from Geneva College. These services include a cultural and immigration orientation,

assistance with securing health insurance coverage, assistance with registration for classes, and planning of activities through the International Student Organization (ISO) and Mu Kappa.

MULTICULTURAL STUDENT SERVICES
Multicultural Student Services ..... Ext. 5559
Location.....Student Center, Upper Level Hours
Hours: Monday - Friday 8:30 a.m. - 5:00 p.m.

The Multicultural Student Services Director assists multicultural students with acclimation to campus life and acts as a liaison for academic and social concerns between the multicultual students and members of the faculty, staff and administration. Multicultural students include all African American, Hispanic, Native American, Asian Pacific Islanders and Multiracial students. The Multicultural Student Services Director also serves as the advisor to the Black Student Organization and also as the Functional Leader for the Multicultural Educators.

PISGAH PROGRAM

Phone Number..... Ext. 5223
Location.....Johnston Gym, Lower Level
Hours: Vary based on event schedule

The Pisgah Program is an adventure learning and discipleship program available to the full Geneva College community. Staffed by a director, challenge course coordinator, assistant director, and graduate assistant, the program offers a variety of activities to nurture team building and personal growth. These activities include but are not limited to initiatives, challenge course experiences, backpacking, rock climbing, canoeing, book discussions, conferences, and Bible studies.

The Pisgah Program staff works with academic classes and Student Development to enhance holistic learning. Scheduling of events, activities, and creative class designs can be arranged by calling the Pisgah Program Office. There may be certain minimum rental fees for some activities that involve equipment utilized by Geneva College student and staff groups. Outside groups utilizing the Pisgah Program staff and resources should call the Pisgah Program Office.

SECURITY

Phone Number.....Ext. 5678 (office), (724) 846-9632 (cell)
Location..... RAPP Center, Lower Level
Hours: Security is available 24 hours a day

In an effort to maintain our campus as a safe and secure place to live and work, Geneva College provides a security staff that monitors buildings and grounds 24 hours a day, seven days a week. This staff is also available to provide escort service as needed and to help in emergency situations on campus.

CAMPUS SECURITY JURISDICTION
The Office of Campus Security is supervised by the Director of Security, who oversees and coordinates the security needs of the campus. The security officers on campus have the right to restrain and/or detain any person on campus that is involved in a questionable situation. The Office of Campus Security maintains a professional rapport with the Beaver Falls Police Department since the College lies within their jurisdiction.

OFFICE OF STUDENT LEADERSHIP DEVELOPMENT

Location: Student Center, one level below the Brig
Phone number: 724.847.6644

LEADERSHIP DEVELOPMENT
The Office of Student Leadership Development enables students to discover their leadership potential by engaging students in intentional opportunities that develop their gifts, strengths and abilities for faithful service in Christ's Kingdom. The

office provides oversight for the campus student leadership program (GC Life), the student government (GCSU), student clubs, the leadership development initiative for first-year students (BETA), the Leadership Certificate Program, and a variety of other opportunities.

GC LIFE
As an extension of the Student Leadership Development Program at Geneva College, the GC Life Program is intended to facilitate student service positions and to empower student servants for faithful leadership to the Geneva community. Each year, over 100 students join GC Life to explore opportunities to become more Christ-like in leadership and service. By combining formal training in theory and skills with experiential learning opportunities, GC Life offers tremendous opportunities for students to make a difference—and be transformed themselves as well while doing so.

GENEVA COLLEGE STUDENT UNION
The GCSU works to bring about policy changes, create physical improvements around campus and raise student concerns. The main goal of the GCSU is to make Geneva College a better place to live, learn, and work. For more information go to: www.geneva.edu/object/gcsu or email us at gcsu@geneva.edu.

Opportunities to get involved in the GCSU include the following:

- Executive Student Body President
- Executive Coordinator for Campus Clubs
- Executive Coordinator of Finance
- Executive Coordinator of Communications
- Clubs Coordinator
- Communications Coordinator
- Freshman, Sophomore, Junior Class President

CLUBS
Geneva College's Clubs and Organizations offer a variety of opportunities to get plugged in on campus. Whether you enjoy the arts, playing sports, or joining an accredited chapter of an academic club, there's something for everyone! Interested in joining or forming a club? Go to: www.geneva.edu/page/clubs or email us at clubs@geneva.edu

STUDENT PROGRAMS OFFICE

Phone Number ..... Ext. 6644
Location ..... Student Center, Lower Level
Hours: Monday-Friday 10:00 a.m.-4:30 p.m.

STUDENT ACTIVITIES
Student Activities is one of the main all-campus programming hubs, providing students with engaging, community-oriented week night and weekend activities. Traditional events include Café Courtyard, Mystery Bus Trip, Film Fest, and My Generation Night. The Activities Coordinators are also available to assist students and student organizations in all aspects of their program planning.

INTRAMURAL SPORTS
Intramural sports are open to the entire Geneva community. Typical athletic competitions include, but are not limited to: basketball, flag football, ultimate Frisbee, and volleyball. Other intramural events are planned as time and interest permits. Students are reminded that behavior during intramural competition should uphold the Community Standards set forth in this handbook.

FIRST YEAR EXPERIENCE
The First Year Experience Program is the extension of the Student Development Department that strives to assist first year students. Through large scale programs such as Orientation to niche efforts such as the Beta Leadership Program, the efforts put forth by the First Year Experience staff are specifically designed to ease students' transition into to college life at Geneva.

POSTING ADVERTISEMENTS

The following objectives will be accomplished through the posting policy:

- Students and the organizations they belong to will be given the opportunity to promote their activities/events.
- Students will become more aware of activities, events and causes that they can participate in.
- Faculty and staff will be given the opportunity to post activities/events and other educational material that benefits Geneva students.
- Preventive measure to protect any and all surfaces from deterioration due to posting of advertisements and announcements.
- Clearly defines when posting should be removed.
- Reduce "cluttered appearance" of advertisements and announcements being posted across campus.
- Promotes "green" initiatives.
- Using Bright Signs and limiting announcements/advertisements to bulletin boards gives the college campus a more professional appearance.

"Where to Post" -- Students are allowed to post in the following areas on campus in the following ways:

- **Approval Process**: All student-initiated table tents and posters need to be approved by the Student Programs Office.
- **Bright Signs**: Located in the entrance of the Student Center, Brigadoon, Northwood and entrance to Alex dining hall. Please contact Bridgette Hinzman bhinzman@geneva.edu for posting all Bright Sign announcements.
- **Table Tents**: Approved table tents are permitted on tables throughout campus. Table Tents are allowed to be displayed for a 2 week period.
- **Bulletin Boards/Strips**: Use only designated bulletin boards/strips located throughout the campus.
- **Bathrooms**: Announcements posted inside bathrooms across campus are permitted.

"Where not to Post" -- Students are not allowed to post in the following areas on campus:

- No posting on any exterior/interior wall, door, panel, column or window.
- There is to be no posting in any of the following Academic or Administrative buildings other than designated Bright Signs, bulletin boards, bulletin strips, table tents and any bathroom:
    - Old Main first floor lobby or stairwell
    - Northwood
    - S & E
    - Alex
    - Fieldhouse
- Except for athletic sponsorships, external commercial or other organizational promotions are generally not permitted on campus.

"When to remove postings"

- Remove all postings one day after the event. This can be performed by anyone on campus but Housekeeping staff will be particularly charged with performing this role.

APPENDIX A
EMERGENCY POLICIES

As a responsible Christian community, we believe it is important that all members of our community be fully informed of the guidelines and precautions that the Geneva College Emergency Response Team has established. Please ensure that you are familiar with how to respond to different circumstances. Some dangers can be avoided or lessened by those around being observant and taking quick action. During some emergency situations, you may be required to show proper identification to gain entrance to the involved areas.

GENERAL EMERGENCY INFORMATION
As always, if an emergency occurs, contact Geneva Security by campus phone at (9 first from campus phone) 724-846-9632. In the event of an emergency, alerts and updates will be provided by GC Alert and the home page of www.geneva.edu. It is likely that local radio and television media will also announce updates.

MEDICAL EMERGENCY
First and foremost, call 911 if the emergency is life threatening. Provide first aid only to the extent of your personal training and ability. Describe the type of injury or illness, how it occurred and your location. Have someone meet the emergency personnel and guide them to the location. Do not move the injured or ill unless it is necessary to avoid further injury. Call Geneva Security by campus phone at (9 first from campus phone) 724-846-9632.

SEVERE WEATHER
The effects of severe local storms – wind, snow, ice, hail and tornadoes – are immobility and potential loss of utilities. If electrical lines are damaged, other utilities such as telephone systems (cell and land lines), natural gas, water and sewer systems may become inoperable. In the event of severe weather, remain indoors. Check as indicated for updates on weather status or facility closures. During severe weather events where it is recommended by local authorities to take shelter, proceed to the lowest floor of the building and into an interior hallway if possible.

BUILDING EVACUATION
In various emergencies, it might become necessary to evacuate a building. Evacuate immediately if you hear an alarm or are asked to do so. If you can do so quickly you may take personal belongings with you. Close, but do not lock, all classroom and office doors. Turn off all gas and other equipment or machines in labs that might pose a hazard. Follow the specific evacuation route in the building. Calmly assemble at the designated or, if necessary alternate, assembly point. Notify emergency personnel in charge if anyone is unaccounted for. Do not reenter the building or leave the assembly area until you are instructed or released to do so.

FIRE EMERGENCY
If fire occurs, leave the building at once. Pull the fire alarm if it is not already activated and alert other people to leave the building. Evacuate the building calmly, following the evacuation and assembly procedures posted in the building. Do not use elevators. If you can safely do so, close doors and windows on your way out. Stay as low as possible to avoid smoke and heat. Call 911 (dial 9 first from campus phone) from a safe location. Call Geneva Security (9 first from campus phone) at 724-846-9632. Remain at the assembly area until you have been released to leave by an authority.

If trapped, alert emergency crews of your location. Try telephone, if available. Place an article of clothing or other signal in a window. Whistle, shout or use tools or debris to hit a solid surface at regular intervals. Stuff material in door cracks to minimize smoke and try to stay low where heat, smoke and contaminates may be less intense.

HAZARDOUS MATERIAL
Chemical spills must be cleaned up as quickly as possible. Call 911 (9 first from campus phone) if the medical treatment, spill involves a fire or explosion or spill is life threatening. If someone comes into contact with the chemical, rinse the area with clean, cool, running water for at least 15 minutes. If in the eye, hold eyes open while flushing with water. In case of an unknown chemical spill or no one present is trained to handle clean up, immediately contact Geneva Security at (9 first from campus phone) 724-846-9632.

In the event of unknown odors, contact Geneva Security at (9 first from campus phone) 724-846-9632. Identify the source of the odor or describe it as possible. If it is natural gas, open doors and windows and evacuate the building. If the odor is irritating or you feel symptoms such as dizziness, nausea, burning or stinging, alert someone to your symptoms and ask for assistance in leaving the building.

HARASSMENT, THREATS AND VIOLENT BEHAVIOR
Threatening behavior or words are unacceptable and will not be tolerated at Geneva College. Do not ignore harassing behavior. Report concerns to an RA, RD, a supervisor or Geneva Security. Do not give out personal information about yourself or others (home address, phone number, class schedule) to strangers.

If you encounter a suspicious person, establish eye contact. Don't physically confront the person. Don't block your access or the person's access to an exit. Don't let anyone into a locked building or office. Contact Geneva Security by campus phone at (9 first from campus phone) at 724-846-9632.

Treat all threats or rumors of violence as serious. Call 911 (dial 9 first from campus phone) if you are in danger of bodily harm, if you observe a weapon or know someone is going to bring a weapon to campus. Contact Geneva Security at (dial 9 first from campus phone) 724-846-9632 or outside line at 724-846-9632 to report threatening behavior if you do not consider yourself or others to be in immediate danger.

SUSPICIOUS PACKAGE

Suspicious packages may have an irregular shape, be missing a return address, have a fake address, or have a strange odor, oily stains or protruding wires. Do not move or open the package, but leave the room and lock the door. Contact Geneva Security at (9 first from campus phone)724-846-9632 for assistance. Evacuate immediately and call 911 (dial 9 first from campus phone) if a bomb is suspected.

If an unknown substance is found in mail, put mail down immediately. Cover any powdered substance gently with envelope, paper or waste basket. Evacuate immediately and call 911 (dial 9 first from campus phone)

Although a bomb threat is unlikely and such threats are rarely authentic, a threat must be taken seriously. Contact Geneva Security at (9 first from campus phone) at 724-846-9632. If bomb threat is written, handle it as little as possible to preserve evidence. If bomb threat is called in, remain calm and try to obtain as much information as possible. Record exact words of the caller.

This section does not exhaust the list of possible emergencies which could happen, but present some situations. At all times, it is important to remain calm and contact 911 or Geneva Security at (9 first from campus phone) 724-846-9632 as necessary. Remember, register for GC Alert at www.geneva.edu for emergency updates.

PHONE DIRECTORY

Note: You must dial 9 to access an outside line.

OFF CAMPUS

Emergency 911

Beaver Falls Fire Dept. (Non-Emergency) 724-843-1133
Beaver Falls Police (Non-Emergency) 724-846-7000
Medical Center 724-728-7110
Poison Control 724-681-6669

ON CAMPUS

Campus Security Office ..... Ext. 5678
Campus Security Cell Phone 724-846-9632
Campus Security Pager 412-597-7600
Campus Health Center ..... Ext. 6666
Counseling Center 724-847-4081
Student Development Office ..... Ext. 6641
Residence Life Office ..... Ext. 6645
RD Cell Phone 724-622-0709
Main College Switchboard ..... Ext. 5100
Physical Plant ..... Ext. 5500

ADMINISTRATIVE OFFICES

President ..... Ext. 6610

Provost ..... Ext. 6605
Dean of Academics ..... Ext. 6605
Registrar ..... Ext. 6745
Library ..... Ext. 6563
ACCESS (Academic Counseling Center and Educational Support Services) ..... Ext. 5005

ACADEMIC PROGRAMS

Accounting ..... Ext. 6615
Aviation ..... Ext. 6718
Biblical Studies ..... Ext. 6700
Biology ..... Ext. 6726
Business ..... Ext. 6615
Chemistry ..... Ext. 6710
Christian Ministries ..... Ext. 6700
Communication ..... Ext. 6680
Computer Science ..... Ext. 6710
Drama ..... Ext. 6680
Education ..... Ext. 6535
Engineering ..... Ext. 6715
English ..... Ext. 6620
History ..... Ext. 6620
Humanities ..... Ext. 6620
Languages and Cultures ..... Ext. 6819
Mathematics ..... Ext. 6710
Music ..... Ext. 6660
Philosophy ..... Ext. 6700
Physical Education ..... Ext. 6650
Physics ..... Ext. 6710
Political Science ..... Ext. 6620
Psychology ..... Ext. 6542
Sociology ..... Ext. 6620

DIVISION OF ADULT AND CONTINUING EDUCATION

Community Ministries, Human Resource Management, Organizational Development, and Human Services ..... Ext. 6756

GRADUATE PROGRAMS

Business Administration ..... Ext. 6571
Counseling ..... Ext. 6697
Education ..... Ext. 6571
Higher Education ..... Ext. 6510
Organizational Leadership ..... Ext. 2715
Special Education ..... Ext. 6571

STUDENT DEVELOPMENT

Dean of Student Development ..... Ext. 6641
Director of Residence Life ..... Ext. 6645
Multicultural Services Director ..... Ext. 5559

RESIDENCE DIRECTOR PHONE NUMBERS

Clarke ..... Ext. 6583
Geneva Arms (men) ..... Ext. 5070
Geneva Arms (women) ..... Ext. 5075
Houses ..... Ext. 6811

McKee ..... Ext. 6567
Memorial ..... Ext. 6646
Pearce ..... Ext. 6578
Schoolhouse and Kerr ..... Ext. 6811
Young North (men) ..... Ext. 5093
Young East (women) ..... Ext. 6988

INDEX

Academic Integrity 9
ACCESS 1, 8, 9, 59
Administrative Hearing 25
Administrative Withdrawal 12
Airsoft 18
Alcohol 11, 17, 18, 19, 20, 29, 33
Alcohol Beverage Containers 33
Ammunition 18
Appeals 24, 26, 27, 28
Appeals Board 24, 26, 27, 28
Appeals Hearing 26, 27
Athletics 53
Audio Visual 7
Brig 51
Cable 35
Campus Directory 10
Campus Ministries 39
Candles 33
Career Development 34, 40, 48, 49, 50
CCO 48
Cell Phone 19
Center For Faith And Practice 47
Chapel 17, 39, 40
Chapel Attendance 39
Chapel Probation 39
Chapel Warning 39
Cheating 16
Christmas Lights 34
Class Attendance & Absences 9
Cleaning Supplies 34, 35
Club Sanctions 30
Clubs & Organizations 21, 29, 55
College Appeals Board 26, 27
Community Ministries 60
Community Service, Disciplinary 19, 29, 39
Community Standards 7, 13, 14, 15, 16, 19, 23, 24, 25, 26, 28, 29, 30, 56
Commuter 38
Commuter ID Cards 38
Commuters 38
Computer 2, 3, 5, 17, 40, 59
Computer Laboratories 2, 5, 6, 40
Computer Viruses 4
Computing Policy 2
Controlled Substance Violations 11
Cooking Appliances 33
Copyright 6
Counseling Center 49
Crossroads Office 1, 45, 54
Crossseekers 48
Custodial Services 49
Damages 28, 31, 43
Dancing 15, 17, 21
Dean's Probation 29
Deep Fat Frying 33
Dietary Needs 50
Disability Services 8
Discipleship 55
Disciplinary 11, 13, 20, 23, 26, 36
Disciplinary Dismissal 23, 30
Disciplinary Sanctions 24, 25
Disciplinary Suspension 29
Disorderly Conduct 19
Dropping A Class 46
Drugs 18, 20, 33
Duplicating Center 54
Educational Records 10, 11
Electric Heaters 33, 40
E-Mail 2, 4, 5, 9
E-Mail Suspension 4
Exit Interview 13
Extension Cords 33
Facebook 4, 19
Family Education Rights And Privacy Act (FERPA) 10
Fellowship Of Christian Athletes 48
Finals 10
Financial Aid Office 49
Fines 3, 28, 30, 39, 43, 44
Fines Disciplinary 20
Fire Hazards 34
Fire Safety Equipment 18
Fireworks 18
Fitness Center 49
Flex Points 52
Food Service 38, 50, 51, 52
Gambling 15
GC Alert 9
Graduate Programs 1
Guest Policy 36
Hall Damage 35
Halogen Lamps 33
Handicapped Parking 43
Harassment 4, 14, 19, 21, 22
Health Services 52
Health Services 52
Housekeeping 35, 56
ID Cards 40
Illegal Drug Policy 20
Illegal Drugs 15, 17, 18, 20
Incense 33
Incident Report 23, 24, 25, 27
Insurance Policy 41

International 45, 54
International Calls 7
International Student Organization 54
International Student Services 54
International Travel 45
Judicial 15, 19, 20, 23, 24, 27, 28, 29, 30
Judicial Board 24
Judicial Hearing 19, 27, 28
Kairette 48
Keys 18, 46
Keys Locked In Car 44
Laundry Facilities 35, 45
Library 2
Local Churches Directory 45
Lofts 32
Lost And Found 41
Mail Center 53
Mailboxes 53, 54
Maintenance 54
Mccartney Library 1
Meal Plans 36, 51
Medical Withdrawal 12
Medication 20
Ministries 59
Motor Vehicle Record 46
Mu Kappa 54
Multiethnic Student Services 54, 56
New Creation 48
New Song 48
Notice Of Appeal 26
Notice Procedures 24
Off-Campus Housing 16, 37
Off-Campus Study 1
On Campus Jobs 49
On-Campus Suspension 20, 29
Open Flame 33
Orientation 31, 41, 54
Paintball Guns 18
Parking 17, 18, 19, 41, 42, 43, 44, 45, 46
Parking Regulations 43
Parking Tickets 43
Parking Tickets 18
Password 3, 4, 6
Peer Tutoring 8
Pets 18, 34
Physical Plant 54
Pisgah Program 55
Plagiarism 16
Pornography 6, 17
Posters 17, 21, 33
Pre-Hearing 24, 25
Probation 11, 19, 20, 21, 23, 29, 30, 39
Prudential Policies 14, 17
Public Displays Of Affection 15, 35
Quest Trips 47
Quiet Hours 36
Readmission 12, 13
Reckless Driving 43
Recycling 33, 40
Redemptive Discipline 23
Referral For Counseling 29
Reflection 48
Refrigerators 31, 33
Refund Schedule 13
Residence Director 16, 22, 23, 24, 30, 50, 52
Residence Life 10, 30, 31, 33, 38, 50, 52, 59, 60
Resident Assistant 16, 30, 31, 50, 52
Respect 14, 17, 18
Restitution 28, 30
Riverview 51
Rollerblading 45
Room Alterations 32
Room Code 34
Room Condition Form 31
Room Deposit 31
Room Furnishings 32
Room Inspections 33
Room Occupancy 32
Room Searches 34
Roommate Changes 32
Run-Throughs 22
Sanctions 19, 20, 25, 26, 29, 30
Satanic Or Occult Material 15
Security 18, 35, 41, 42, 43, 44, 46, 55, 59
Service Animals 9
Severe Weather 57
Sexual Contact Or Behavior 16
Sexual Harassment 21
Skateboarding 45
Smoke Detectors 18
Snow Removal 44
Social Probation 29
Solicitation 45
Spam 4
Spoofing 4
Sticky-Tac 34, 56
Storage 17, 32
Storage Device 19
Street Sweeping Schedule 44
Student Activities 56
Student Leaders 15
Student Programs And Leadership 38, 41, 55, 56
Student Union 13, 26, 29, 38, 55
Students-In-Service 47
Summer Housing 37
Suspension 11, 13, 23, 29, 39

Technology Services....2, 3, 5
Temporary Suspension....29
Textbook Return Policy....46
Theft....17, 35, 36, 44
Threats....16
Tobacco....15, 17, 22
Towing....43
Travel Policy....45
Tutoring....8
Twitter....19
Unexcused Absences....52
Upper Room....48
Vacuum Cleaners....45
Van Keys....46
Van Usage Policy....46
Vandalism....15, 35, 44
Vehicle Registration....41, 43
Violation....3, 43
Visitation....17, 22, 29, 36
Visitation Hours....17, 22, 35, 36
Voice Mail....7
Vomit....49
Warning....29
Weapons....15
Weather....9
Web Registration....6
Weight-Lifting Sets....34
Wireless....5
Withdrawal From Class....11
Withdrawal From College....12
Writing Center....8