

Emmaus Bible College

2017-2018 Student Handbook



Property of: _____

Address: _____

Phone #: _____ Email: _____

In case of emergency, please notify:

Name: _____ Phone #: _____

The information in this book was the best available at press time. Watch for additional information and changes.



an sdi innovations company

No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form, without getting prior written permission of the publisher.

©2017. SDI Innovations. All Rights Reserved.

2880 U.S. Hwy. 231 S. • Lafayette, IN 47909 • 765.471.8883
<http://www.schooldatebooks.com> • sdi@schooldatebooks.com

TABLE OF CONTENTS

Welcome	4	Community Life	17
Our Mission	4	Front Desk	17
Theme Verse	4	Photocopying	17
The Emmaus Experience.....	4	Open Areas.....	17
Core Values.....	4	Announcements	18
Institutional Goals.....	5	School Vehicles.....	18
Educational Goals.....	5	Bicycles.....	18
Doctrinal Statement	5	Snow Parking Policy.....	18
Personnel	6	Employment.....	19
Office of the President	6	Dining Hall	19
Office of the Chancellor	6	Counseling Services.....	19
Department of Academic Affairs	6	Title IX Information.....	19
Department of Administration and Finance.....	7	Amnesty for Student Misconduct.....	20
Department of Advancement	7	Reporting Rights, Resources, and Roles.....	20
Board of Trustees.....	7	Reporting Complaints and Preliminary Investigation	20
Schedules	8	Interim Measures	21
Dining Room Schedule.....	8	Formal Investigation.....	21
Library Schedule.....	8	Petition for Appeal.....	21
Residence Hours	8	Retaliation.....	21
Class Schedules	8	Examples.....	21
Academic Life	9	Resources.....	21
Classroom Comportment.....	9	Hospitals	22
Library Comportment	9	Community Standards	22
Grading, Attendance, and Examinations	9	Integrity and Respect	22
Empower.....	10	Physical Appearance.....	22
English Composition Requirement.....	10	Campus Attire	23
Bible Reading Requirement.....	10	Special Events.....	23
Credit Hour Load.....	10	Dating Relationships & Sexual Purity.....	24
Directed Study Courses	10	Displays of Affection	24
College Level Examination Program (CLEP)	11	Engagements and Marriages.....	24
Audit of Courses.....	11	Firearms and Weapons.....	24
Cheating/Plagiarism Policy	11	Fireworks	24
Class Withdrawal Policy.....	12	Practical Jokes	25
Incomplete	12	Media and Technology.....	25
Grade Appeal Process	12	Tobacco, Alcohol, Illegal Drugs, and Nightlife.....	26
Repeat of Courses	12	Dancing.....	26
Academic Probation.....	12	Discipline and Accountability	27
Withdrawal.....	13	Confrontation/Counseling.....	27
Disability Services	13	Write-Ups.....	27
Final Credits.....	13	Character Probation	27
Graduation	13	Fines.....	28
Student Concerns Policy.....	13	Suspension	28
Formal Complaints	14	Dismissal.....	28
Spiritual Life	15	Person Non Grata.....	28
The Local Church	15	Additional Sanctions.....	28
Chapel.....	15	Disciplinary and Accountability Process.....	29
Chapel Decorum	15		
Growth Groups	16		
Floor Devotions	16		
Spiritual Emphasis Days.....	16		
Christian Ministry Seminars	16		
Servant Leadership Training (SLT)	16		

Residence Life.....	30	Health.....	38
Resident Dorm Policy.....	30	General Information.....	38
Room Privacy.....	30	In Case of Emergency.....	38
Room Inspections.....	30	Sick List.....	38
Room Entry.....	30	Health Plan.....	38
Room Assignments.....	30	Organizations.....	38
Room Furnishings.....	30	Student Government.....	38
Room Decorations.....	31	Student Resident Directors.....	38
Restricted Items.....	31	Resident Assistants.....	39
Pets.....	31	Student Missionary Fellowship (SMF).....	39
Electrical Appliances/Cooking.....	31	Yearbook.....	39
Quiet Hours.....	31	Women’s Chapel Committee.....	39
Curfew.....	31	Men’s Chapel Committee.....	39
Laundry.....	32	Emmaus Youth Ministry (EYM).....	39
Non-Resident Students.....	32	Counseling Psychology Student Council.....	39
Overnight Information.....	32	CREW (Cultivating Responsible Educators	
Campus Guests.....	32	Worldwide).....	39
Vacation and Summer Residency Policy.....	32	Student Accounts.....	40
Moving Out.....	33	General Information.....	40
Summer Residency and Storage.....	33	Payment Due Dates.....	40
Athletics and Intramurals.....	33	Emmaus Students and NICC Charges.....	40
Intercollegiate Sports.....	33	Refunds/Withdrawing.....	40
Intramurals.....	33	24/7 Access to Student Accounts.....	40
Intramural Competition.....	33	Payment.....	41
Athletic Dress Code.....	33	Participation in College Sponsored Trips.....	41
Gymnasium and Fitness Center.....	34	Payment and Returning Students.....	41
Eligibility.....	34	Communication.....	41
Campus Safety.....	35	Overdue Accounts.....	41
Security.....	35	In Summary.....	41
Student ID Card and Room Key			
Replacement Policy.....	35		
Personal Property.....	35		
Personal Property Insurance.....	35		
Tornado Warning.....	35		
Fire.....	36		
Active Shooter.....	36		
Missing Persons.....	37		
Internet and Social Media Safety.....	37		
Motor Vehicle Regulations.....	37		





EMMAUS BIBLE COLLEGE WELCOME

Welcome to Emmaus Bible College! Emmaus is a place where *Lives Are Changed, Character Is Shaped, and Purpose Is Found*. Both inside and outside of the classroom, the College is committed to helping you achieve your full potential to the glory of God.

We trust you will get involved with all that our campus has to offer, both inside and outside the classroom. This has affectionately become known as the Emmaus Experience. Defined, this consists of academic programs infused with biblical content; meaningful relationships between faculty, staff and students; and a campus environment conducive to spiritual and personal growth.

The purpose of this handbook is to assist you in living and studying in our community. The handbook contains our community guidelines which will enable you and your classmates to make the most of the Emmaus Experience. Please take time to read and understand these guidelines, as you are accountable for abiding by them. If you have any questions, please ask; we are here to serve you. It is our chief aim to guide each of you towards the goal of both *GRADUATING* with your desired program and to *GROW* in your walk with Christ while a student with us.

Welcome again and enjoy your time here at Emmaus as you learn “the things concerning Himself.”

Israel Chavez

Dean for Student Development

OUR MISSION

Our mission as a biblical higher education community is to glorify God by educating and equipping learners to impact the world for Christ through faithful and effective service in their ministries, professions, and communities.

THEME VERSE

“Then beginning with Moses and with all the prophets, He explained to them the things concerning Himself in all the Scriptures.” (Luke 24:27 NASB)

THE EMMAUS EXPERIENCE

In a context of academic excellence, the Emmaus Experience is characterized by:

- Educational programs infused with biblical content
- Meaningful relationships between faculty, staff, and students
- An environment conducive to spiritual and personal growth

CORE VALUES

- **Biblical authority.** *As God’s inspired Word, the Bible speaks as the final authority on all issues of faith, life, and practice. Biblical truth is at the core of our programs and guides our institutional decision-making.*
- **Academic rigor.** *Responsible Christian discipleship involves bringing every thought captive to the obedience of Christ. Emmaus Bible College endeavors to train the mind through rigorous programs of study designed to enhance knowledge, develop critical thinking skills, and shape biblical worldview.*
- **Godliness.** *God calls His people to live in alignment with His character and will. Emmaus Bible College seeks to be a community in which relationships and actions are guided by godly character and consistently reflect honesty, integrity, and accountability.*
- **Dignity of each individual.** *Every person bears God’s image and is loved by God. The Emmaus Bible College community purposes to reflect this biblical perspective in all relationships and to value each individual in light of this truth.*
- **Biblical diversity.** *In Christ, believers from diverse cultures and backgrounds are one body. Emmaus Bible College endeavors to be a community characterized by unity while learning from and appreciating our diversity.*
- **Culture of excellence.** *In response to the biblical injunction to do all things for the glory of God, the Emmaus Bible College community strives for excellence in its programs and services.*

- **Commitment to service.** *Following Christ's model of servant-leadership, the Emmaus Bible College community seeks to be characterized by service and love for one another and for our communities and constituencies.*
- **Our heritage.** *Emmaus Bible College values its history and identity within the Plymouth Brethren movement and teaches principles of church life rooted in New Testament truth, including the centrality of Christ, plurality of leadership, and priesthood of all believers.*

INSTITUTIONAL GOALS

Emmaus purposes to:

- Empower learners to realize their full potential through high-quality academic and student development programs that are biblically grounded and culturally relevant.
- Create an attractive, safe campus environment conducive to learning and spiritual and personal growth.
- Encourage the personal welfare and professional development of each faculty and staff member.
- Secure the human, physical, and financial resources needed to achieve the mission and vision.
- Enrich external constituencies through education, ministry, and service.

EDUCATIONAL GOALS

Through its academic programs, Emmaus purposes to:

- Increase understanding and application of the Bible and Christian theology.
- Encourage spiritual growth and development of Christian character.
- Challenge for the development and integration of a biblical worldview.
- Develop foundational knowledge and skills to support lifelong learning.
- Cultivate educated contributors to contemporary society.
- Equip servant-leaders with skills and knowledge appropriate to their chosen professions or fields of service.

DOCTRINAL STATEMENT

The teaching of Emmaus Bible College follows the historic, evangelical interpretation of the Scriptures, which has, in general, been accepted by the Christian Church since its inception. It recognizes no sectarian barriers and seeks to declare the whole counsel of God without over-stressing any single line of truth.

- The Bible is inspired of God, inerrant in the original documents and of final authority in all matters of faith and practice.
- There is one God, eternally existent in three Persons, Father, Son and Holy Spirit.
- The Lord Jesus Christ is fully God and fully man. He was born of a virgin and is sinlessly perfect. His sacrifice is substitutionary and representative. He rose bodily from the dead and ascended to His Father's right hand, where He now ministers as our Great High Priest. He will come to rapture His Church and subsequently return to reign over the earth.
- Each member of the human race is fallen, sinful and lost, and regeneration by the Holy Spirit is absolutely essential for the salvation of man. Redemption is wholly by the blood of Christ, and salvation is by grace, through faith in our Lord Jesus Christ.
- The Holy Spirit indwells the believer who is thus empowered to live a godly life. There will be resurrection of the saved and of the lost; of the saved unto eternal life, and of the lost unto eternal conscious judgment.
- The Church began with the descent of the Holy Spirit at Pentecost and is composed of all true believers in the Lord Jesus Christ. These believers are united to Him and to one another by the indwelling Spirit. The Church's calling, hope and destiny are heavenly, and its chief functions are to glorify God and to witness for Christ until His return.
- Christ, the risen head of the Church, is the giver of spiritual gifts to all believers. Gifted individuals such as evangelists, pastors and teachers are responsible to Him for their service and are given for the equipping of the saints for the work of the ministry and or the edifying of the body of Christ.
- There are two Christian ordinances, baptism and the Lord's Supper. Baptism by immersion signifies that the believer, having died with Christ, is buried with Him in baptism and also is risen with Christ to walk in newness of life. The Lord's Supper is a memorial feast, instituted by the Lord Himself exclusively for His own.
- Every true child of God possesses eternal life and being justified, sanctified and sealed with the Holy Spirit, is safe and secure for all eternity.
- The personal imminent return of the Lord Jesus Christ to translate His Church will be followed by the Tribulation and the inauguration of Christ's reign over the earth; He will then deliver up the Kingdom to God the Father that the Triune God may be all in all.

PERSONNEL

OFFICE OF THE PRESIDENT

Mr. Philip Boom.....President
Mrs. Laura Guerra..... Assistant to the President

President's Cabinet

Mr. Philip Boom.....President
Dr. Lisa L. Beatty..... Vice President for Academic Affairs
Mr. Jonathan W. Glock..... Vice President for Advancement
Mr. Mark A. Presson..... Vice President for Administration and Finance

OFFICE OF THE CHANCELLOR

Dr. Daniel H. Smith Chancellor

DEPARTMENT OF ACADEMIC AFFAIRS

Dr. Lisa L. Beatty..... Vice President for Academic Affairs
Mrs. Sheri Popp Associate Dean for General Education and Assessment
Mrs. Becky Kraus ... Academic Success Center Manager, Admin. Assistant to the VP for Academic Affairs
Mr. John H. Rush Director of Library Services
Mrs. Jani G. Bennett Registrar & Title IX Coordinator
Mr. Roy A. Kosin Servant Leader Training (SLT) Director

Members of the Faculty

Mr. Reagan P. Banasky	Mr. Ben R. Brown	Ms. Elisa C. Cooper
Mr. Stephen J. Elliot	Dr. John H. Fish III	Mr. David A. Glock
Ms. Susan M. Henderson	Mr. Joel A. Hernandez	Mr. Timothy J. Iverson
Dr. Franklin S. Jabini	Mr. John B. Jimo	Mr. Roy A. Kosin
Mr. Raju D. Kunjummen	Dr. David J. MacLeod	Mr. Arthur T. Manning
Mr. Benjamin T. Mathew	Dr. Kim S. Parcher	Mrs. Sheri Popp
Mr. Jeff D. Riley	Mr. John J. Routley	Mr. Seth L. Scott
Dr. Mark R. Stevenson	Ms. Megan K. Von Bergen	Ms. Catherine M. Young

Adjunct Faculty

Mrs. Amanda Benson	Mrs. Kristen Eby	Mr. Mike Eells (EDL)
Mrs. Christine Faulkner (EDL)	Mr. Daniel Fleming (EDL)	Mrs. Hala Hilal
Mr. Phillip Jensen	Mr. Tom Kook	Dr. Michael Leary (EDL)
Mrs. Haley Martin	Mr. Mark Newland	Mr. John D. Smith
Mr. Michael Stoudt (EDL)	Dr. Bob Tomlinson	Mr. John W. Walker
Mrs. C. Sue Weigert	Ms. Kelly Wilson	Mrs. Micheline Witter

Emmaus Distance Learning (EDL)

Mr. Cliff Conrad..... Administrator, Emmaus Distance Learning

Student Development

Mr. Israel Chavez..... Dean for Student Development & Title IX Investigator
Mr. John Walker..... Director of Campus Life & Title IX Investigator
Ms. Hannah Leavitt..... Director of Residence Life
Mr. Elijah Barsness Men's Student Resident Director
Ms. Michaela Beckman Women's Student Resident Director
Mr. Steve Edmondson..... Athletic Director/Head Men's Basketball Coach
Mr. Kyle Graw Head Women's Basketball Coach
Mr. Ben Brown..... Head Men's Soccer Coach
Mr. Neil Pitman..... Head Women's Volleyball Coach

DEPARTMENT OF ADMINISTRATION AND FINANCE

Mr. Mark A. Presson Vice President, Administration and Finance

Business Office

Mr. Steven Jensen Controller

Ms. Jessica Jenkins Administrator, Student Accounts and Payroll

Ms. Marilyn Richard Accounts Payable

Mrs. Denise Parcher Staff Accountant

Enrollment Services

Mrs. Laurel Rasmussen Director of Enrollment Services

Ms. Emily Pollock Campus Visit and Event Coordinator

Ms. Terra Boston Application Coordinator

Ms. Christina Fleming Admissions Counselor

Ms. Sara Gutierrez Admissions Counselor

Mr. Kyle Graw Athletic Recruiter

Facility Management

Mr. Jeremy Mau Director, Facility Management

Mr. Bob Flores Maintenance

Mr. Nicholas Meyer Maintenance

Mrs. Kathy Sluys Executive Housekeeper

Financial Aid

Mr. Steve Seeman Director, Financial Aid

Food Services

Mr. Eric Evers Director, Food Services

Mrs. Linda Johnson Assistant Director, Food Services

Information Technology

Mr. Mark Newland Director, Technology Services & Audio/Visual

Support Services

Mr. Nick Skoglund Coordinator, Support Services

DEPARTMENT OF ADVANCEMENT

Mr. Jonathan W. Glock Vice President for Advancement

Mrs. Laura Guerra Advancement Administrator

Creative Services

Open Position Director of Communications

Ms. Kyla Krahn Graphic Designer

Mr. Nathan Phelan Digital Communications Supervisor

Emmaus Ministries

Mr. Jonathan J. Routley Director, Emmaus Ministries & Alumni

BOARD OF TRUSTEES

Mr. Philip Boom Dubuque, IA, *President*

Dr. Steven L. Leary High Ridge, MO, *Chairman*

Mr. Frederick F. Schwertfeger Brookfield, WI *Vice Chairman*

Mr. Daniel J. Mearns Somerset, NJ, *Secretary*

Mr. Kenneth W. Murray Wheaton, IL, *Treasurer*

Mr. George R. Farber Waterloo, IA

Mr. David S. Harper Imler, PA

Mr. William D. Longstreet Matthews, NC

Dr. William J. Moore	Ames, IA
Mr. Julio C. Morel.....	Miramar, FL
Mr. Matthew J. Phelan	Lewisburg, TN
Dr. Benjamin Scripture	Warsaw, IN
Mr. Ian S. Taylor	Kenosha, WI

SCHEDULES

DINING ROOM SCHEDULE

Breakfast

7:00 a.m. – 8:45 a.m.	Monday - Friday
8:00 a.m. – 8:45 a.m.	Sunday

Brunch

10:00 a.m. – 12:00 p.m.	Saturday
------------------------------	----------

Lunch

11:30 a.m. – 12:30 p.m.	Monday - Friday
12:30 p.m. – 1:00 p.m.	Sunday

Dinner

5:30p.m. – 6:15 p.m.	Sunday - Saturday
---------------------------	-------------------

LIBRARY SCHEDULE

7:30 a.m. – 11:30 p.m.	Monday - Thursday
7:30 a.m. – 5:30 p.m.	Friday
9:00 a.m. – 5:30 p.m.	Saturday
1:30 p.m. – 11:30 p.m.	Sunday

RESIDENCE HOURS

6:00 a.m. – 12:00 a.m.	Sunday - Thursday
6:00 a.m. – 1:00 a.m.	Friday - Saturday
6:00 a.m. – 12:00 a.m.	Returning from Vacations
6:00 a.m. – 1:00 a.m.	Mornings before Free Days

CLASS SCHEDULES

Monday, Wednesday, Friday

Period 1	7:30-8:20 am
Period 2	8:25-9:15 am
Period 3	9:20-10:10 am
Chapel and Break.....	10:20-11:05 am
Period 4	11:10 am-12:00 pm
Period 5	12:40-1:30 pm
Period 6	1:35-2:25 pm
Period 7	2:30-3:20 pm
Period 8	3:25-4:40 pm
Period 9	6:00-8:45 pm

Tuesday, Thursday

Period 1	7:30-8:45 am
Period 2	8:00-8:50 am
Period 3	8:55-10:10 am
Chapel	10:20-10:50 am
Period 4	10:55 am-12:10 pm
Period 5	12:50-2:05 pm
Period 6	2:10-3:25 pm
Period 7	6:00-9:00 pm

ACADEMIC LIFE

CLASSROOM COMPORIMENT

Students are expected to arrive on time and prepared for each chapel or class period. Permission from the instructor must be granted before bringing food and drink (besides water) into the classroom or auditorium.

Please be considerate of others in the learning environment. Examples of this consideration include: not talking to your neighbor, not allowing technology to be disruptive, refraining from any personal or social cell phone use, and keeping your feet on the floor and off of the furniture, desks, and seats around you.

Students are expected to conduct themselves in an appropriate manner in the classroom. Faculty members and fellow students have the right to expect students to behave in ways that do not interfere with the learning process. Behavior that is disruptive in the classroom is disrespectful and distracting. Persistence in behaving disruptively can affect a student's status, course grade, and other opportunities.

In order to maintain the collegiate and academic environment, approval from the Dean for Academic Affairs or Dean for Student Development must be obtained prior to bringing children to class or chapel.

To see the full Academic Policy please see the full Academic Catalog at www.emmaus.edu/catalog

LIBRARY COMPORIMENT

The library is designed for students to study individually in a quiet or silent environment. Please respect your fellow classmates by observing the following:

- The east side of the library (facing the golf course) is designated as a Silent Area for individual study without interruptions. No conversation is permitted in this area.
- The west side of the library (facing the playground), the middle section near the children's books, and the front computers are designated as Quiet Areas. Short, whispered conversations are permitted, recognizing that sound travels easily in the library.
- Group study and group projects should be conducted in the other areas of the campus specifically designated for such activities.
- Library personnel, including library proctors, have the authority to maintain order. Please respect your classmates who purpose to maintain an environment conducive to individual study. After one warning for disrupting the library environment, you will be asked to leave the library. Multiple incidents will result in discipline from the Student Development office.

GRADING, ATTENDANCE, AND EXAMINATIONS

See the 2017-2018 Catalog for the grading scale.

At the discretion of individual instructors, late assignments may not be accepted or grades on late assignments may be reduced.

Students are expected to fully participate in the academic and spiritual programs at Emmaus. Attendance is required in all classes. Students unable to attend **for any reason** are expected to communicate with instructors in person, by email, or by phone message **prior** to the absence. Students are responsible for keeping a record of all absences. The number of absences allowed without penalty is noted in the chart below.

The college recognizes two types of absence—personal and administrative.

- **Personal absences are for personal issues' such as illness, family events or challenges, emergencies, etc. They should not be viewed as "skips."**
- Administrative absences are approved, college-initiated absences such as sporting events, field trips, recruitment trips, etc.

Classes	Personal Absences	Administrative Absences	Total Absences
Monday/Wednesday/Friday	3	6	12
Tuesday/Thursday	2	4	8
Once a week	1	2	4
3-week summer term course	1	0	4

Personal absences that exceed the number noted above may result in the reduction of a final course grade by 2% per **class hour** (2% for a 50 minute class, 3% for a 75 minute class, 6% for a 150 minute class). **This may result in failure of the course.** Students consistently arriving late, leaving early, or sleeping in class may also have final grades reduced as determined by the instructor. Students suffering from extended illnesses must provide a doctor's excuse to be considered for additional excused absences without penalty.

Administrative absences that exceed the number noted above will be counted as personal absences. Athletes, especially those playing more than one sport, should save personal absences to be used in addition to administrative absences for away games.

Students whose absences **exceed** the **total** absences noted above will fail the course. Students are accountable for all missed work due to absence. If an absence occurs on days when exams are given or other assignments are due, work may be made up in the case of **administrative** absence or at the discretion of the instructor.

Final examinations are given at the end of each semester of study. Students are expected to take final exams as scheduled by the Registrar's office. Any exceptions must be pre-arranged **in advance** with the instructor. If a student is scheduled to take three exams in one day, he or she may request that one be moved to another exam day.

EMPOWER

Emmaus utilizes a Student Information System called EMPOWER which allows students online access to information about their class schedules, grades, course registration, and finances. Access to the student web portal for EMPOWER requires a username and password issued to each student, which should be kept confidential. Students can give their personal login information to their parents or guardians at their own discretion. The address of the student web portal is <https://emm.empower-xl.com>.

Email Services: All Emmaus students are assigned a college email address in the emmaus.edu domain. This email address will be the primary means by which the faculty and staff of Emmaus will communicate with you. Students are required to check their Emmaus email address at least once a day. Emails sent to a student's emmaus.edu address can be forwarded to another address that they check at least once a day. See the Computer Department for instructions on how to forward your email, if desired.

ENGLISH COMPOSITION REQUIREMENT

Degree-seeking students must earn a minimum grade of C in English Composition (ENG 101), or equivalent in the case of transfer students, to pass this course. Ordinarily, the course will be completed within the student's initial 30 credit hours at Emmaus. Course withdrawal is rarely granted, and only when a formal request with written documentation of extreme hardship is provided to the VP/Dean for Academic Affairs.

Students with transfer, AP, or CLEP credits in English composition who score below 80 on the Accuplacer English placement exam will be required to register for the writing seminar (1 credit; pass/fail) each semester until they achieve a pass (p).

BIBLE READING REQUIREMENT

All certificate and degree graduates must complete the Bible-reading requirement, a reading of the entire Bible during one academic year. This is usually accomplished through completion of required reading in Old Testament Survey 1 & 2 and New Testament Survey. Bible reading must be completed by the first day of finals.

CREDIT HOUR LOAD

The normal or average academic load is sixteen hours per semester. A minimum of twelve hours a semester must be maintained to be considered a full-time student. A maximum load of 18 hours per semester is allowed. Exceptions may be requested from the Vice President/Dean for Academic Affairs. With some exceptions, additional tuition fees apply to loads over 18 credits.

- Full-Time Student: 12-18 credit hours
- Part-Time Student: Less than 12 credit hours

Students may enroll in just one course each of the 3-week, campus summer sessions. They may also enroll in online courses through EDL, but 12 credit hours is the maximum summer load allowed. Students are expected to engage in a minimum of two clock hours of study for each hour spent in class.

DIRECTED STUDY COURSES

Some courses at Emmaus Bible College may be completed as directed study courses. Directed Study Courses may be accessed for the following reasons:

- Scheduling challenges due to unavoidable course conflicts or transfers from other colleges/universities.
- Extraordinary circumstances including prolonged illness, family-related issues, etc., that may necessitate leaving the residential campus for an extended period.
- The desire to complete research or guided study in a particular discipline agreed upon by the student and an instructor.

To access a Directed Study course, the student should download a directed study form from the Emmaus Navigator site, and then discuss the course request with the appropriate instructor. Approval of the request is at the discretion of the instructor in consultation with the Vice President/Dean for Academic Affairs. The form needs to be completed, signed by the student, instructor, and Vice President/Dean for Academic Affairs and returned to the Registrar.

Students wishing to take a Directed Study course should declare their intent as soon as possible (when course schedules for the next semester are published). This will allow the instructor time to prepare necessary materials for the course. The instructor will provide a schedule for the completion of assignments, projects, and examinations in a dated course syllabus. Students must complete the work within the agreed-upon time frame. Extension requests may be granted at the discretion of the instructor.

Students may not access a directed study course in the same semester and the same discipline as a failed CLEP examination. CLEP examinations should be completed early in the student's academic program. Directed study course requests may or may not be approved for those students who have not followed the appropriate planner for their academic program.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

Emmaus accepts up to 18 credits of College Level Examination Program (CLEP) credit as administered by The College Board. College credit will be given for subject exams only, and only for those subjects that are comparable to Emmaus courses. CLEP credit will not exceed the credit given for a comparable course at Emmaus Bible College. Acceptable scores vary with each exam. The incoming student should request that The College Board send scores directly to the Emmaus Registrar's office. The Emmaus school code is 1215. Current students planning to take CLEP subject examinations to meet program requirements should seek preapproval from their academic advisor.

AUDIT OF COURSES

Any student who wishes to attend a class without earning college credit must register as an auditor. An auditor is not responsible for course requirements such as papers, projects, or examinations, but is expected to attend class regularly. Students may not change course status from credit to audit or audit to credit after the drop/add period (usually the first two weeks of the semester). Students whose absences exceed 30% of the class meetings will not be allowed to continue auditing the class. A course taken for audit will not apply toward graduation. Students wishing to audit a class must fill out the Audit request form (available for download on the Emmaus Navigator site), and secure permission from the instructor before registering. Instructors may limit the number of auditors in their courses. **STUDENTS MAY AUDIT ONLY ONE COURSE PER SEMESTER.** Audit charges will apply if the total number of credits, including the audit, exceeds 18 credits.

CHEATING/PLAGIARISM POLICY

Emmaus Bible College expects students to complete all academic work with integrity. Students are responsible to complete all of their own work. Dishonesty in the completion of assignments, papers, presentations, examinations, or any other academic work is contrary to biblical principles of Christian living and is unacceptable at Emmaus. Plagiarism is the deliberate presentation of another person's ideas or words as your own, or the failure (intentional or unintentional) to cite the source of your ideas.

Below are some examples of plagiarism:

1. The words, sentences, ideas, conclusions, examples, and/or organization of an assignment are borrowed from a source (a book, an article, another student's papers, tapes, etc.) without acknowledging the source.
2. A student submits work done by another student – in part or whole – in place of his or her own work.
3. A student submits assignments received from commercial firms or any other person or group.
4. A student knowingly aids another student in plagiarizing an assignment as defined above.
5. A student submits work in which the style, language or grammar has been altered by any one besides the writer.

Other violations of academic integrity include unauthorized collaboration, violation of the conditions under which the work is to be done, fabrication of data, and excessive revision by someone other than the student.

Cheating, plagiarism, or other violations of academic integrity will result in academic penalty, which may include failure of the assignment, exam or paper, failure of the course, and further disciplinary action brought by the Student Development Committee. The Dean for Student Development and the Vice President/Dean for Academic Affairs will be notified.

CLASS WITHDRAWAL POLICY

Drop/Add – Weeks 1 & 2

Students may add or drop a class without penalty and without record on their transcript for the first 2 weeks of the term (extended to 4 weeks for Greek1, Pt. 1). Students adding a course after the first week must have instructor permission.

WP/WF – Weeks 3-10

Students may withdraw from a class during this period of time with a grade of WP (withdraw passing) or WF (withdraw failing). The instructor indicates whether the student is passing or failing at the time of withdrawal. This grade appears on the student transcript to show that the credits were attempted, but not earned. This grade does not affect the GPA. This type of withdrawal requires the signature of the instructor, the advisor, and the Vice President/Dean for Academic Affairs. Class Withdrawal forms are available for download on the Emmaus Navigator site.

Grade of F – Week 11-15

Students dropping a class after the 11th week has begun will receive a grade of “F”. This “F” will appear on their transcript and will affect GPA. To add or drop a course after the 10th week, students should fill out the Drop/Add form available for download on the Emmaus Navigator.

INCOMPLETE

Students may request a grade of “I” (Incomplete) if they are unable to complete the course requirements on time due to circumstances beyond their control. If you wish to request an “Incomplete” the following procedure should be followed:

1. The student must initiate the request. Pick up a “Notice of Grade of Incomplete” form in the Registrar’s office.
2. If the faculty member grants your request, he or she will complete the form, give you a copy, and provide a copy for the Registrar.
3. You will have up to 4 weeks from the last day of finals to complete your work.

GRADE APPEAL PROCESS

Students who wish to dispute a final grade they have received in a course should use the following process:

1. The parties (student and instructor) involved shall discuss the problem and attempt to reach an agreement.
2. If a satisfactory agreement cannot be reached through discussion, a written appeal must be filed with the Vice President/Dean for Academic Affairs within the first 4 weeks of the following semester for semester-long courses. The VP/Dean will discuss the issue with both parties and seek a resolution.
3. Should efforts toward conciliation be unsuccessful, the VP/Dean will call the Academic Committee to review the appeal. The decision of the Academic Committee will be deemed final.

REPEAT OF COURSES

Students may elect to repeat a course in which they have earned a C-, D+, D, or F. The grade achieved on the repeated course is recorded on the academic record. While the grade from the first course remains on the record, only the course with the highest grade is used for the calculation of hours earned and in computing the cumulative grade point average.

ACADEMIC PROBATION

A student will be placed on a minimum of 8 weeks of Academic Probation if his or her cumulative GPA drops below 2.0, or his or her GPA is below 1.5 in any given semester and there may also be potential loss of Financial Aid. To provide the student additional academic support, the following measures may be applied:

- Regular meetings with a member of the Student Development staff
- Counseling on a regular basis with an assigned faculty advisor
- Limitation of employment to 16 hours per week
- Attendance of study skill and time management workshops
- Completion of Time Management Worksheet to be filled out weekly
- Limitation of participation in athletics and intramurals
- Limitation of off-campus overnights and weekend travel
- Limitation of hours attempted
- Potential Dorming / Rooming / Campusing

WITHDRAWAL

Any student withdrawing from Emmaus must begin the process with an interview with the Dean for Student Development. In the interview, the Dean will communicate the necessary steps for withdrawal from the college.

DISABILITY SERVICES

Emmaus Bible College seeks to ensure that qualified individuals with disabilities receive equal access to all college services, activities, facilities, and privileges. Disabilities may include specific learning disabilities, attention deficit/hyperactivity disorder, visual impairments, deaf and hard of hearing, acquired brain injury, physical and functional disabilities, psychiatric disabilities, and other disabilities specifically diagnosed by licensed professionals.

Reasonable academic accommodations will be made on an individual basis by application (available on the Emmaus website). Accommodations may include services such as extended time for testing, reader for exams, semi-private rooms for exams, larger-sized course materials, permission to record lectures, audio books, tutors, and other appropriate strategies.

Students who have documented disabilities that might affect their academic performance at Emmaus and require accommodations or other services should contact the Vice President/Dean for Academic Affairs at lblatty@emmaus.edu to discuss possible accommodations.

All documentation of disabilities is considered personal health information, and thus, falls under the privacy protection of HIPPA. Disabilities are not considered during the admission process at Emmaus, and no disability information will appear on transcripts or other documentation (other than health records).

FINAL CREDITS

To receive a degree or certificate from Emmaus Bible College, students must complete a minimum of 50% of required credits at Emmaus. (See specific requirements for each academic program.) Additionally, bachelor degree students must complete 24 of their last 30 credits at Emmaus Bible College and must be enrolled at the college during the semester in which the degree will be conferred. (If the Vice President/Dean for Academic Affairs grants a policy exception, the graduate must submit a letter of reference from an evangelical church leader regarding church attendance, service and ministry, and Christian character.) Additionally, no more than 50% of a certificate or degree program can be completed through the online modality.

GRADUATION

All students who are eligible for graduation are required to attend the Baccalaureate Service and Commencement Exercises held at the close of the school year. Exceptions will be granted when valid, and must be requested in writing from the Vice President/Dean for Academic Affairs two weeks prior to graduation.

General Graduation Requirements:

- Passing grades in all required courses
- Passing grades in chapel for each semester of full-time attendance
- Completion of a minimum of 123 credit hours (varies by program)
- Minimum cumulative GPA of 2.0 (2.5 for Teacher Education graduates)
- Completion of the Bible reading requirement
- Completion of required units of Servant Leader Training (SLT)
- Payment of all financial obligations to the College

STUDENT CONCERNS POLICY

Purpose: The “Student Concerns Procedure” is designed to assist in resolving problems for students who may be having difficulties with a faculty member, staff member, or another student. It is the teaching and expectations of Emmaus Bible College that students follow the principles of Matthew 18 for confronting an issue, but if the student concern cannot be resolved through informal discussion with the individual involved, a student may choose to have the issue investigated and judged in a formal setting through the Student Concerns Procedure.

Confidentiality: Although the Student Concerns Procedure is confidential, identity cannot be withheld from the individual(s) involved. Other individuals may receive information as needed.

Timelines: The Student Concerns Procedure is designed to take place in no more than 60 working days. To find remedy under this formal process, a concern must be filed within 30 days of the incident. Concerns filed more than 30 days after the incident may not be accepted for adjudication.

Record Keeping: All records of the Student Concerns Procedure, including the concern form and all reports and findings, are the property of the College. A formal Student Concerns report that summarizes all formal concerns will be forwarded to the President, Cabinet, and division/department heads at the conclusion of each semester.

How to File a Formal Student Concern:

- Step 1:** If the student has an issue with a faculty or staff member or another student, he/she should initially discuss the problem with the individual. Problems with policy, class grades, or course content should first be discussed with the instructor and the division/department chair.
- Step 2:** If a suitable resolution is not achieved, the student can complete a formal Student Concern Form. Forms are available in the office of the Dean for Student Development.
- Step 3:** The student returns the Student Concern Form to the office of the Dean for Student Development.
- Step 4:** The Dean for Student Development will begin an investigation into the facts of the matter. Written notification of the concern will be provided to the involved individual(s) within five working days of receiving the concern.
- Step 5:** The Dean for Student Development may either refer the case to the Student Development Committee or issue a decision. The Dean for Student Development will notify the student and the involved individual(s) of the findings. Notification of findings will be sent within 21 working days of the concern being filed. The student will receive the results of the investigation in writing. The student will review the findings and decide if they are satisfied with the results. If they are not satisfied with the results, they may proceed to Step 6.
- Step 6:** The student may appeal the ruling by notifying the President and Dean for Student Development in writing within five days.
- Step 7:** The President will make the final decision on the appeal, and will notify the student and the involved individual(s) in writing within 10 working days.

FORMAL COMPLAINTS

It is the desire of Emmaus Bible College to adhere to the accreditation standards of the Higher Learning Commission of the North Central Association of Colleges & Schools (NCA) and the Association for Biblical Higher Education (ABHE). If issues arise causing a student to question the college's adherence to the standards of NCA or ABHE, the following procedure should be followed.

A student wishing to lodge a formal complaint must do so in writing to the following:

Academic Issues

Dr. Lisa L. Beatty
Vice President/Dean for Academic Affairs
Emmaus Bible College
2570 Asbury Road
Dubuque, IA 52001
(563) 588-8000 ext. 1103

Financial or Operational Issues

Mark A. Presson
Vice President for Administration and Finance
Emmaus Bible College
2570 Asbury Road
Dubuque, IA 52001
(563) 588-8000 ext. 1125

Student Life Issues

Israel C. Chavez
Dean for Student Development
Emmaus Bible College
2570 Asbury Road
Dubuque, IA 52001
(563) 588-8000 ext. 1122

Philosophical or Operational Issues

Philip Boom
President
Emmaus Bible College
2570 Asbury Road
Dubuque, IA 52001
(563) 588-8000 ext. 1101

It is the teaching and expectation of the College that you follow the Matthew 18 principles of confronting an issue. However, in the event that you address the proper college authority and still have not resolved your issue, you may contact either accrediting association at the following addresses:

The Higher Learning Commission of the North Central Association of Colleges & Schools

230 South LaSalle Street
Suite 7-500
Chicago, IL 60602
(800) 621-7440
www.ncahlc.org

Association for Biblical Higher Education

5850 T.G. Lee Blvd.
Suite 130
Orlando, FL 32822
(407) 207-0808
www.abhe.org

SPIRITUAL LIFE

THE LOCAL CHURCH

Emmaus views church attendance as a crucial part of a student's life and desires for each student to grow in fellowship with other believers. Emmaus is committed to the application of New Testament church principles in the full scope of church life. Active participation of each student in a local evangelical church is required, at a church of the student's choosing. If you need assistance in finding a church, please see the Director of Campus Life or the Dean for Student Development. Students will be asked to confirm that they have selected a local church to attend weekly. Students demonstrating a lack of consistency in church attendance will meet with the Dean for Student Development.

Heb. 10:23-25 (NAS): *“Let us hold fast the confession of our hope without wavering, for He who promised is faithful; and let us consider how to stimulate one another to love and good deeds, not forsaking our own assembling together, as is the habit of some, but encouraging one another; and all the more as you see the day drawing near.”*

CHAPEL

Our chapel program is an essential part of the educational experience at Emmaus. Each chapel seeks to enhance Christian life and character by encouraging the discipline of corporate worship and addressing issues from Christian living to current events. They also serve as a strategic time to develop campus community and become informed of campus life.

All full-time students are required to attend chapel on a daily basis with 10 absences from chapel permitted each semester. This includes resident, non-resident, and continuing education students. Attendance at all chapel periods is recorded by means of swiping the student ID card at the beginning of the chapel period. Resident Assistants and Growth Group leaders are responsible for attendance at Floor Devotions, Growth Groups, and split chapel. Because each student is allotted a generous 10 chapel absences per semester, failure to swipe-in with a current I.D. card will be charged as an absence. If a card is lost or damaged see the “Student ID Card” section below.

Tardiness for chapel is handled in the following manner:

- Five minutes is considered late.
- Three late offenses in the span of two weeks are calculated as one absence.
- Ten minutes is recorded as an absence.

Semester long exemptions may also be granted at the beginning of the semester by obtaining permission from Dean for Student Development or Director of Campus Life.

Chapel attendance is recorded on student transcripts as Pass/Fail. **Exceeding 10 absences per semester will result in a chapel failure. Students must pass chapel each semester of full-time attendance in order to graduate.**

Students who do not pass Chapel for any given semester may contact the Director of Campus Life to complete a make-up assignment to change their grade from a ‘Fail’ to a ‘Pass’. This assignment must be completed by the last day of classes the following semester. Please note that make-up assignments are not to be used as a substitute for your attendance in chapel.

Students with two chapel failures on their transcripts will not be allowed to begin classes in the semester following until make-up assignments for both chapel failures are submitted and approved for grade change from Fail (F) to Pass (P).

CHAPEL DECORUM

It is our desire to honor the Lord in all that we do with our time in chapel. Each chapel is designed to minister to the Emmaus community in a distinct manner. The Student Development office works closely with faculty and administration to design an overall chapel program and environment that allows for maximum spiritual impact. We ask that all students abide by the following standards of chapel decorum as we each seek to honor the Lord in chapel:

- Prepare your heart for worship, spiritual challenge, and reflection.
- Silence all cell phones and refrain from using electronic devices to communicate or perform tasks that distract you or others around you.
- Respect the students around you, those on the platform, and the Lord by listening and refraining from studying in chapel.
- Refrain from eating in chapel.
- Refrain from standing in the back.

Students unable to comply with these standards to the point that they are causing a distraction will be requested to meet with the Director of Campus Life or Dean for Student Development.

GROWTH GROUPS

Growth Groups are another great way to get to know fellow students, faculty, and staff. These small groups of the same gender meet each Tuesday at 10:20 am to study, pray, and encourage each other. Selected students, faculty, and staff typically provide the leadership for each group. Each semester, Growth Groups choose a book or topic for study with approval from the Director of Campus Life.

FLOOR DEVOTIONS

Weekly residence hall devotions will be held for the purpose of spiritual encouragement and for the communication of information. Locations for resident hall devotions are decided by the Resident Assistants on each floor. All students enrolled in chapel are expected to participate unless excused. A chapel exemption form can be found at the Front Desk.

SPIRITUAL EMPHASIS DAYS

Spiritual Emphasis Days is a long-standing tradition at Emmaus where time is set aside at the beginning of each fall semester to re-orient our lives together as a campus community in order to deepen one another's faith. No commitments should be made which will keep you from attending Spiritual Emphasis Days. Students will be excused from attendance only for regularly scheduled employment and evening-classes. A written request for absences should be submitted to the Director of Campus Life.

CHRISTIAN MINISTRY SEMINARS

Christian Ministries Seminar takes place each February to showcase and challenge students to consider summer and full-time ministry opportunities. Camps, ministries, and organizations from across the U.S. and Canada come to the college to present opportunities for both short-term and long-term service and ministry. No commitments should be made which will keep you from attending Christian Ministry Seminars. Students will be excused from attendance only for regularly scheduled employment and evening-classes. A written request for absences should be submitted to the Director of Campus Life.

SERVANT LEADERSHIP TRAINING (SLT)

Through its academic programs, Emmaus purposes to develop servant-leaders, equipped for service, ministry, and professional work. The SLT program provides each student the opportunity to develop as a servant-leader through engagement in service to the church and the community. Students are encouraged to participate in regularly-scheduled service opportunities in church and para-church settings (e.g., Sunday School teaching, AWANA, etc.) and in the broader community. All SLT activities must be approved by the SLT Director.

Each student must complete a minimum of 30 SLT hours a semester, 10 of which must be in service to the broader Dubuque community (e.g., Maria House, Clarity Clinic, etc.). Upon completion of a student's senior year, he or she must submit a SLT Capstone Paper. This paper should be completed during a student's final semester at Emmaus. The paper can count toward 5 general and 5 community SLT hours.

A unit of SLT equals 30 hours.

- For a Bachelor of Science degree, the SLT requirement is 7-8 units.
- For an Associate of Arts degree, the SLT requirement is 4 units.
- For the Certificate in Biblical Studies or Continuing Education Certificate programs, the SLT requirement is 2 units.

With permission from the Servant Leader Training (SLT) Director, students may complete 2 units of SLT in one semester. Students taking 6 or more credits in any given semester must register for SLT unless SLT unit requirements are met. Students who complete degree programs one course at a time must complete the required units of SLT

Transfer students are required to complete 1 unit of SLT for each semester at Emmaus (a minimum of 4 units are required). Students taking 6 or more credits in any given semester must register for SLT unless SLT unit requirements are met. Students who complete degree programs one course at a time must complete the required units of SLT.

COMMUNITY LIFE

FRONT DESK

The front desk is a multifaceted benefit offering a variety of services to all who live and serve at Emmaus. Some of the services offered include: Check cashing (Emmaus checks up to \$75 and personal checks up to \$30), handing out packages for those who receive an email of a package arrival, distributing forms or keys, delivering assignments and other items to the faculty and staff mailboxes, giving information on class schedules or other current events, and a first-aid kit for minor needs.

Purchases may be made at the front desk for the following items: stamps (regular, post card, global), faxes (\$1 per fax received or sent).

In consideration of the many duties the front desk employees have, the students are therefore requested not to loiter in the lobby or socialize with those who are working. Only front desk employees or the RA on duty are permitted in the reception office.

Receptionist Hours

4:00 p.m. – 8:00 p.m.....Sunday

8:00 a.m. – 8:00 p.m.....Monday-Friday

10:00 a.m. – 6:00 p.m.....Saturday

RA Desk Duty Hours

8:00p.m. – 12:00 a.m.Sunday-Thursday

9:00p.m. – 1:00 a.m.Friday-Saturday

PHOTOCOPYING

Photocopying by students may be made only in the library. Unauthorized use of faculty/staff photocopiers by students is strictly prohibited.

OPEN AREAS

The following areas are designed to be open for student use at the determined times: (Open Hours are from 6:00 a.m. to 12:00 am, Sunday through Thursday, and 6:00 a.m. to 1:00 am, Friday and Saturday.)

Student Center	Open Hours and Senior Privilege
Marble Chapel	Open Hours Only
Courtside Cafe.....	Open Hours and Senior Privilege
Racquetball Courts	7:00 a.m. – 10:00 p.m.
Laundry	Open Hours and Senior Privilege
Office Area and Classrooms.....	Class hours only
Auditorium	Class hours only
Dining Room	Meals only
Fitness Center.....	6:00 a.m. – 11:00 p.m.
Gymnasium	6:00 a.m. – 11:45 p.m.
Practice Rooms.....	Open Hours only
The Coffee Bean.....	Open Hours and Senior Privilege
Library.....	See Library schedule

Students are not to be in any areas outside of the open areas without the permission of the Dean for Student Development, Director of Residence Life, or Director of Campus Life.

ANNOUNCEMENTS

Announcements are communicated in various ways. Any material posted publicly is reserved for official institutional use only and must receive approval from the Student Development office.

Including:

- TV Monitors - fill out a monitor announcement form and submit it to the Dean for Student Development by 4:30 p.m. the day before you want it to run.
- Chapel - fill out a chapel announcement form and submit it to the Dean for Student Development's mailbox for approval by 9:00 a.m. the morning you wish it to be announced. All video/DVD announcements must receive approval 24 hours in advance and should be no longer than 2 minutes in length.
- Poster Strips – Posters must be approved and stamped by the Student Development office.

Personal announcements, opportunities, and information may be posted on the Community Board across from the mailboxes at any time. The Student Development office reserves the right to remove postings that are deemed inappropriate or not in alignment with the mission of Emmaus Bible College.

Check the Emmaus Navigator website often for new announcements.

SCHOOL VEHICLES

The school vehicles are for official use only and are not available for personal use by students at any time. The front desk receptionist is authorized to give keys to the vehicles only when signed approval for their use has been filed. Drivers must complete the vehicle log, located in vehicle, after each use.

Students must be approved by Emmaus' insurance company before they are able to use a school vehicle. See Front Desk for applications.

See the Director of SLT for permission to use college vehicles for SLT activities; see the Dean for Student Development for Athletic or Student Leadership activities; see Mark Presson for all other purposes. Students may not drive the 15 passenger van.

BICYCLES

Bicycles may be stored in the basement area near the laundry room/beneath the kitchen. Bicycles are stored at the student's own risk. The College does not accept any liability arising from loss or damage to the student's bicycle. A bicycle lock is recommended. Bicycles must be removed from the bicycle storage area at the end of each academic year. Bicycles may be placed on the 4th floor over the summer providing that you have paid for summer storage. Contact the maintenance department if you are staying on campus over the summer and plan to use your bike. Bikes not removed at the end of the academic year will be removed from the bike rack area and placed in Emmaus's possession. Emmaus will not replace bike locks that had to be cut in the removal process.

SNOW PARKING POLICY

Snow accumulation of **3 inches or more** will result in a **"Snow Park Day."** A "Snow Park Day" will be enforced on the day following a storm during the weekdays of Monday through Friday.

- A "Snow Park Day" will be announced using one or more of the following methods: email message, posted signs, monitor announcements, and/or chapel announcements.
- You must have your vehicle moved **before 12:00 p.m.** on the designated "Snow Park Day."
- Notify maintenance as soon as possible if your vehicle is stuck or will not start.
- Vehicles parked in the Pollard parking lot, the Lower Commons parking lot, and the lower Smith Hall parking lot, **MUST** be moved to the Intramural field parking lot (located near the sand volleyball court) or the Soccer Field parking lot. Contact maintenance if designated parking areas are full.
- Parking is prohibited at any time in the front parking lot reserved for faculty/staff.
- Parking is prohibited in the "Snow Removal" and "No Parking" areas as these will be used for piling snow.
- If you will be away from the college for any reason, including holidays, you will be held responsible for parking your vehicle in the Intramural field parking lot (located near the sand volleyball court) or the Soccer Field parking lot. Your vehicle keys must be left at the front desk before you leave campus in the event your car must be moved.
- When "Snow Park Day" signs are removed and the parking lots are cleared of snow, you may return your vehicle to the cleared parking lots.

If you fail to move your vehicle to the proper location during a "Snow Park Day" you will be charged a \$40 fee. Your vehicle may also be towed at your own expense.

EMPLOYMENT

Students are permitted to work a maximum of 24 hours per week (20 hours for international students). It is advisable, however, for students (particularly for freshmen students) to keep their employment to a minimum. Employment hours will be reduced if a student is not maintaining a satisfactory academic standing.

United States federal government rules require that prior to employment, the employer validate the prospective employee's identity by reviewing original documents such as passports, driver's licenses, etc. Copies of documents are not acceptable. This rule applies for employment with Emmaus as well as employment for non-Emmaus businesses located off campus. It applies to US citizens as well as citizens of other countries. Details on Federal government rules and specifics on exactly what documents are permissible can be found on Form I-9 and associated instructions (<http://www.uscis.gov/files/form/i-9.pdf>). If you plan to work, please come prepared with the required documents.

- Please note, on-campus employment will affect your Federal Stafford Loan limit (see the Director of Financial Aid for more information).
- If you need assistance in obtaining a job please see the office of Student Development.

DINING HALL

Every resident student has purchased a full meal plan. Your Emmaus ID card must be swiped to allow you access to the dining hall and your meal. To ensure a pleasant dining experience, the steward is in charge of the dining hall and is authorized to do what is necessary to make meal times more pleasant. Food may not be taken out of the dining hall except in the case of illness. Cups, dishes, and silverware may not be taken out of the dining hall.

Non-Resident students are expected to pay for meals in the dining hall.

In the event of a holiday in which there are no classes for 4 or more days, the dining hall will be closed.

COUNSELING SERVICES

Counseling services are coordinated through the office of the Dean for Student Development, and generally consists of pastoral counseling, which is available from the Dean for Student Development, Director of Campus Life, Director of Residence Life, and other members of the faculty. Should the need arise for more specialized clinical counseling, referral services are handled through the Student Development office to local licensed mental health counselors, who are skilled and qualified to provide counseling service beyond the scope of general pastoral counseling.

Appointments with student development staff can be made directly through an online scheduling service available through the link on the Emmaus navigator homepage under "Student Development." Occasionally, situations may require networking with other mental health professionals in the Dubuque community. The Student Development office will work with the student to find the best care possible.

Counseling that is coordinated through the Student Development office will respect the privacy of students and will, within certain limitations, hold in confidence information obtained within the counseling relationship. There are certain situations in which information about students may be released without their permission. While not an exhaustive list of all possible situations, the following situations are those that arise most often:

- The college determines that disclosure is necessary to protect against a clear and imminent risk of serious harm to the student or to another person. In such cases, the information will be disclosed only to appropriate professional workers, necessary college and public authorities, a potential victim of aggression, or the student's family.
- The college must report any knowledge of abuse against children under the age of 18, or dependent adults over the age of 18. In these instances, a report must be made to the Iowa Department of Human Services.
- The college must release any information when mandated by an order from a court of law or judge.
- When there is clear violation or infringement by the student against the policies and regulations as stated in the Emmaus Bible College student handbook.

TITLE IX INFORMATION

This Title IX Policy and Complaint Procedure is a federal law that prohibits sex discrimination in federally funded education programs and activities and affords an opportunity for those who have been the target of or who witness sex-based misconduct to report such Sex-Based Misconduct, without fear of retaliation.

Emmaus Bible College wishes for all students and employees who either have been involved or are currently involved in sexual harassment, sexual violence or other gender-based harassment or discrimination to be aware of their rights and options under the Title IX federal law.

As a Christian institution of higher learning, Emmaus Bible College seeks to provide and an atmosphere of respect for all members of the campus community and an educational and work environment free from all forms of Sex-Based Misconduct. Therefore, Emmaus expects members of the Emmaus community to comply with legal requirements as well as higher standards of conduct consistent with our Christian faith, which elevates our view of human worth, dignity, and interpersonal communication. Emmaus prohibits sex-based misconduct as well as retaliation against any individual who reports a Title IX Complaint.

When sex-based misconduct has occurred and is brought to the attention of Emmaus personnel, the Title IX Coordinator will take steps to end the harassment, discrimination and/or violence, prevent its reoccurrence, and address its efforts.

For more information, see Emmaus's complete Title IX policy found at <http://www.emmaus.edu/title-ix-policy>

AMNESTY FOR STUDENT MISCONDUCT

Emmaus recognizes that victims and individuals with information about sex-based misconduct may hesitate to come forward out of fear that their own actions are in violation of Emmaus's student conduct policies. While Emmaus does not condone violations of such policies, it considers reporting incidents of sex-based misconduct to be of chief importance.

Therefore, Emmaus will extend immunity for any violation of Emmaus's student conduct policies, including policies concerning drug or alcohol possession or consumption or sexual activity, for conduct in which any victim or witness of sex-based misconduct might have engaged in connection with the reported Title IX incident. Immunity will not be applied if Emmaus determines that the violation was egregious, including without limitation an action that is illegal or action that did, do, or may place the health or safety of any other person at risk.

REPORTING RIGHTS, RESOURCES, AND ROLES

Within Emmaus's Title IX Policy, the person making the allegation is referred to as the *Reporter*. The person who is the alleged victim is referred to as the *Complainant*. The person who the allegations have been made against is referred to as the *Respondent*.

Any person who has been the victim of sex-based misconduct has the right to report or not report the alleged incident. There are a number of reporting options available. It is important to understand that choosing one option does not preclude you from pursuing another option now or in the future.

A person who wishes to report sex-based misconduct may report directly to any or all of the following:

- **Any Emmaus employee, including faculty**

All Emmaus employees must refer reports of sex-based misconduct to the Title IX Coordinator. No staff or faculty member can provide a person with confidentiality when a report is made known to them about sex-based misconduct. Any staff or faculty member can help a person report sex-based misconduct to the Title IX Coordinator.

- **Any Title IX Member**
- **Title IX Coordinator**
- **Local Law Enforcement**

Emmaus's process is completely separate from the police and courts. Emmaus's Title IX process and the criminal process may be pursued simultaneously.

- **Office of Civil Rights of the U.S. Department of Education**

A person who wishes to **confidentially** report sex-based misconduct may report directly to any or all of the following:

- **Any Confidential Resource**

This includes on-campus and off-campus counselors and healthcare professionals, crisis centers, etc.

REPORTING COMPLAINTS AND PRELIMINARY INVESTIGATION

When Emmaus personnel become aware of sex-based misconduct, the Title IX Coordinator will begin the formal process by conducting a preliminary investigation in order to determine Title IX jurisdiction. Complainants have the right to request that the formal process begin promptly and proceed in a timely manner. If the alleged misconduct doesn't fall under Title IX's jurisdiction, the incident will be referred to the appropriate department. If the alleged misconduct does fall under Title IX's jurisdiction, a formal investigation will commence. A Complainant may choose not to participate in the Title IX process. While a Complainant is not required to participate, this may limit Emmaus's ability to respond to the incident. In some cases, the Title IX Coordinator may have an obligation to proceed with an investigation, regardless of a Complainant's wishes, in order to ensure campus safety. If the Complainant wishes to remain unidentified during the investigation, the Title IX Coordinator will consider the request in light of the context of Emmaus's responsibility to provide a safe and nondiscriminatory environment. In most cases, information including the Complainant's name may be shared with the Respondent, witnesses, and with Emmaus officials who have been assigned to process the case information. Beyond that, the Title IX Coordinator will take steps to protect the identities of both the Complainant and Respondent as well as the identities of all individuals involved.

INTERIM MEASURES

Emmaus, as it may determine necessary in the sole discretion of Emmaus personnel, may take interim measures to assist or protect the safety of the Emmaus community or ensure the integrity of the investigation during the formal process. Such measures for a student Complainant may include arranging for changes in class schedules, living, dining, or transportation arrangements, issuing and enforcing a no-contact order, obtaining counseling, modifying test schedules or other class requirements temporarily, and honoring an order of protection or no-contact order entered by a state, civil or criminal court, if such measures are applicable and reasonably available. For an employee Complainant, Emmaus may temporarily reassign or place on administrative leave an employee alleged to have violated this policy.

FORMAL INVESTIGATION

At the start of the formal investigation, the Complainant and Respondent may each have a meeting with the Title IX Coordinator and/or Investigator(s) during which the formal process and tentative timeline for the formal investigation will be explained and any preliminary questions answered.

As part of the formal investigation, Investigators will make reasonable efforts to interview the Complainant and the Respondent, and to identify, locate, and interview any witnesses of the alleged sex-based misconduct or Retaliation identified to Emmaus by the Complainant or Respondent.

Typically, a formal investigation will be completed within sixty (60) calendar days of receipt of the Title IX Coordinator's receipt of the Title IX Complaint, unless there are extenuating circumstances (i.e., uncooperative witness, break periods and periods when Emmaus is closed).

During the formal investigation, the Complainant and Respondent will have the opportunity to review and respond to the evidence presented and to present evidence and witnesses on their behalf.

To the extent permitted by applicable law, the Title IX Coordinator will comply with law enforcement requests for cooperation and such cooperation may require the Title IX Coordinator to temporarily suspend the fact-finding aspect of the Investigation while law enforcement is in the process of gathering evidence.

PETITION FOR APPEAL

A party aggrieved by a decision of the Title IX Coordinator or by the sanctions imposed may file a petition for appeal within three (3) business days of notification of the final outcome of the investigation. The appeal must be in writing and state clearly the grounds that justify reconsideration. General dissatisfaction with the outcome of the Investigation or related proceedings is not a basis for appeal.

RETALIATION

It is a violation of the Title IX policy to retaliate against any member of the college community who reports or assists in making a complaint of sexual misconduct or who participates in the investigation of a complaint in any way. Persons who believe they have been retaliated against in violation of this policy should make a complaint to the Title IX Coordinator.

EXAMPLES

Incidents which may be policy violations include the following: an instructor suggests that a higher grade might be given to a student if the student submits to sexual advances; a supervisor implicitly or explicitly threatens termination if a subordinate refuses the supervisor's sexual advances; a student repeatedly follows an instructor around campus and sends sexually explicit messages to the instructor's voicemail, email, or phone; a student or employee touches an individual in an unwelcome, sexual manner without consent; a student or employee repeatedly makes unwelcome comments about an individual's body in person, on the phone, or in any other way; a student or employee records a person's engagement in a sexual activity without consent; students in a dormitory repeatedly draw sexually explicit graffiti on the whiteboard of a student's dorm room; a student or employee exposes their sexual organs to an individual without consent and in an unwelcome manner.

RESOURCES

Emmaus can provide assistance to any person who requests help with accessing or navigating local and mental health, counseling, and advocacy services.

If you are a victim of a sex-based crime:

Any victim of sexual assault is encouraged to get to a safe place as soon as possible and proceed with the following:

1. Seek medical attention as soon as possible. If you go to the hospital emergency room, they will conduct a physical examination for your protection and health, and to determine the presence of physical injury, sexually transmitted diseases, or pregnancy. They are also equipped to conduct the proper collection of physical evidence.

2. It is of utmost importance to preserve physical evidence in a sexual assault investigation. Do not bathe, shower, use the toilet or change clothing. If the assault occurred on a bed or other area with bedclothes, or loose fabrics, do not discard or wash them.
3. Notify your RA and a close friend, or other trusted person who can be with you for support. You do not need to go through this alone.
4. Use the support and expertise of the Student Development staff for references to confidential crisis counseling, assistance with medical treatment, safe-shelter options, and assistance with legal issues.

Local Sexual Assault Response Resources include:

- Student Development:
 - o Israel Chavez, Dean for Student Development & Title IX Investigator. (563) 588-8000 x1122
 - o John Walker, Director of Campus Life & Title IX Investigator. (563) 588-8000 x1105
 - o Hannah Leavitt, Director of Residence Life. (563) 588-8000 x3015
- Riverview Center Sexual Assault and Domestic Violence Services, Hotline 1-888-557-0310, 2600 Dodge St, Dubuque, IA 52003
- National Sexual Assault Hotline 1-800-656-HOPE (4673)
- Dubuque Human Rights Commission (563) 589-4190, 1300 Main Street, Dubuque, IA 52001
- Iowa Department of Human Services (IDHS) Hotline: 1-800-362-2178

HOSPITALS

- Mercy Hospital (563) 589-9666, 250 Mercy Dr.
- Finley Hospital (563) 582-1881, 350 N Grandview Ave

COMMUNITY STANDARDS

In keeping with the distinctive Christian nature of our community, Emmaus Bible College establishes the following lifestyle expectations and standards. It should be stated that this list is considered a baseline and is not necessarily comprehensive or all-inclusive in nature. The College faculty and administration reserve the right to confront and address other behaviors that are viewed by the college as disruptive, dangerous, destructive, unbiblical, or inconsistent with the Emmaus Bible College mission. We believe the choices that students make in how they spend their time is part of maturing in Christ. Our desire is that our students would see Christ glorified in all that they do and say, and understand how what is learned in the classroom is applicable for daily living.

The College fully expects all of its students to abide by the legal standards of the county, state and federal governments. The College reserves the right to discipline students when made aware of any such violations, or any violation of federal, state or municipal law, whether on or off campus.

Students are not to disregard or fail to comply with the reasonable instruction, verbal or written, of a college official (faculty, staff, administration, campus night watch, SRD, RA, Library proctor, etc.), acting within the scope of his/her prescribed duties or the police or other law enforcement officers acting in the performance of their duties.

All students are under the guidelines of this handbook from the day that they arrive through the completion of their program (including summers and vacation periods).

INTEGRITY AND RESPECT

We seek to provide an environment conducive to spiritual growth and mutual respect. Any language that is incompatible with the claims of Christ and righteous living is unacceptable on campus. This would include remarks that are vulgar, racist and sexist, gossip, slander, sexual innuendos, disrespectful behavior, or discrimination based on ethnicity, age, gender, or handicap.

We are also to follow biblical standards of morality in our relationships with one another. Physically or emotionally intimidating another individual through written, electronic, or verbal communication is unacceptable and may lead to disciplinary actions.

Dishonesty, including lying, cheating, and plagiarism, will not be tolerated.

PHYSICAL APPEARANCE

College is a transitional time between a home environment and a professional environment. Your appearance matters; it's symbolic. Therefore it is important to consider the impact your appearance has on your testimony, the testimony of Emmaus in the community, and your current opportunities and future aspirations.

As a general principle, our dress code is premised on modesty and professionalism. Modesty reflects that a person's manner of dress displays moral decency, carefulness in not drawing focus to one's body, and sensitivity to others in a diverse Christian community. Professionalism as a student should reflect a level of seriousness, sensitivity, and purpose expected of a student pursuing a degree in biblical higher education and their willingness to adhere to standards established for a particular setting, activity, or community.

Emmaus is a Christian academic community that is preparing individuals to think and live a biblical worldview and to proclaim Christ by serving him in the Church and society. To assist students in this mission we ask students to abide by the college's expectations in the area of dress and appearance. Generally, students' hair and clothing should avoid extremes and be clean, neat, and modest.

Student Development staff, faculty, and administration reserve the right to ask students to adjust their attire and appearance as needed, even if not specifically outlined here, to better reflect our community standards and the educational mission of the college. Faculty, staff, administration, coaches, and on-campus employers may require a higher standard of dress as they deem necessary to appropriately represent their departments.

CAMPUS ATTIRE

Emmaus encourages students in their clothing choices to exercise responsible freedom while representing themselves as image-bearers of God and ambassadors for Christ. The following dress guidelines reflect a commitment to our core values of the dignity of the individual and biblical diversity as well as our institutional goals of personal and spiritual growth. Our desire is to enable students to make dress choices which honor God, others, and themselves.

Dress is an expression of our non-verbal communication. The purpose of the dress guidelines is to ensure that we communicate by our dress the respect and dignity due each other. Since we live in a community with differences in perspective regarding dress standards, these guidelines help students make decisions about personal appearance.

The following guidelines reflect the expectations for dress and appearance while enrolled as an Emmaus student. They should be considered a baseline and not necessarily all inclusive and will apply to the men and women respectively of the Emmaus Bible College community:

- T-shirts with graphics or words that are in contradiction to Emmaus' values (e.g. content that is provocative in nature or promoting drug/alcohol culture) are not permitted.
- Footwear must be worn in all campus buildings other than the residence halls.
- Shorts, dresses and skirts must be modest in length and not revealing.
- Undergarments must be covered and must not be visible through clothing. Pajama pants should only be worn within the residence halls.
- Clothing which is low-cut, haltered, strapless, sideless, backless, or which reveals the chest or midriff is not permitted.
- Tight fitting clothing such as spandex, leggings, and yoga pants are not permitted. (Shorts, skirts, and dresses may be worn over leggings.)
- In settings such as the residence halls and community spaces, casual attire (e.g. sweatpants and athletic attire) is permissible.
- In settings such as classroom, chapel, and various special events (e.g. SED, CMS) casual attire is not permitted.
- Hats for men are not permitted in chapel or in the classroom, as it is a traditional standard of respect in many settings (e.g. during prayer, national anthem, church settings).
- Body pierced jewelry shall be limited to facial jewelry for women consisting of earrings and/or single side nose piercings. Students may be limited in the wearing of visible facial piercings while officially representing the college (student leadership, academic-related ministry, athletics, choir, clubs, etc.).

SPECIAL EVENTS

Certain occasions such as Convocation, Special Chapels, Banquets, Baccalaureate, and Commencement require a more formal attire. Most events will require, at a minimum, Business Casual attire listed below:

Men:

- Dress shirts – button up collared shirts with short or long sleeves (No knit or polo shirts.)
- Sweaters may be worn over a collared dress shirt.
- Dress or khaki pants (No shorts.)
- Dress shoes only (No gym shoes, sandals, or flip-flops.)

Women:

- Dresses, skirts, suits, blouses, and sweaters
- Dress pants
- Dress shoes or sandals (No gym shoes or flip-flops.)

DATING RELATIONSHIPS & SEXUAL PURITY

Students reflect that they are followers of Jesus Christ by loving God and others through practicing biblical holiness and sexual purity. Dating couples are expected to use good judgment, realizing their personal responsibilities to be testimonies of our Lord. As well, they should exercise mutual respect for the convictions of fellow believers on campus and in the community. The lack of godly wisdom implemented in this important area can promote an intimacy that can be harmful to the Christian walk of all those involved.

As a community that holds to biblical standards, we believe that all forms of sexual activity are reserved by God for marriage between a man and a woman and, if you are single, you must refrain from all forms of it (1 Cor. 6:12-20; 1 Thess. 4:3-8). Unmarried students are not permitted to spend the night alone in an apartment, home, hotel, etc., with a member of the opposite sex. Sexual relationships outside of marriage and homosexual practices are unacceptable and prohibited. Students are expected to avoid placing themselves in a situation where standards are lowered or accountability is nonexistent.

Students who are dealing with pornography, sexual purity issues, sexual addictions, or other sexual sins are urged to seek help through Student Development Office for accountability, support, and living a life of choices that reflect the nature of God and obedience to scripture (1 Peter 1:14-16).

DISPLAYS OF AFFECTION

Our expectation is that all expression of physical affection be characterized by a commitment to mutual respect for each other and an awareness of the impact our actions have on the surrounding community. Please limit public displays of affection to normal expressions of friendship and greeting such as brief hugs. Students are encouraged to keep each other accountable by courageously and respectfully expressing their concern to their peers when they observe interactions that conflict with these values.

Sexually immoral conduct, including but not limited to premarital sex, oral sex, adultery, and homosexual acts, is not permitted as a student of Emmaus Bible College.

ENGAGEMENTS AND MARRIAGES

Marriage is a sacred institution between a man and a woman, and is a gift from God with great spiritual significance. Sexual intimacy is to take place only within the marriage covenant, made between a man and a woman. This is affirmed throughout the Bible, and reaffirmed by the Lord Jesus Christ (Gen. 2:18, 21-24; Matt. 19:4-9; Eph. 5:32; Hebrews 13:4).

Emmaus desires to celebrate this institution with couples and to assist them through this engagement period. Therefore, students engaged to be married are required to schedule an initial meeting with the Dean for Student Development after an engagement becomes public knowledge. This is for both informational and accountability purposes.

Couples engaged to be married are required to undergo premarital counseling. This can be accomplished through the student's local church. Premarital counseling services are also available on campus for students who are unable to meet with the individual performing their ceremony. Generally, a faculty member of the student's choosing can provide these counseling services. Information will also be provided to assist with adjusting their student billing to reflect their married status, change their marital status on their permanent record, and change the permanent record of the female student's maiden name to reflect her married name if desired.

Marriage during the school year, including during orientation week, finals, or graduation week, is not allowed without permission from the Dean for Student Development.

FIREARMS AND WEAPONS

Emmaus does not allow students to possess weapons of any kind including, but not limited to: firearms, archery equipment, BB/pellet guns, air soft guns, CO2 guns, paintball guns, knives with blades longer than three inches, swords, etc. These items are not permitted to be carried, stored in campus housing or vehicles, or possessed by students on campus. Weapons of any kind are subject to confiscation and the student subject to disciplinary action.

FIREWORKS

Homemade and commercial incendiary devices, such as fireworks and bottle bombs, are a serious threat to personal and campus safety. The possession or use of such devices or similar on campus is not permitted. Violations will be subject to significant disciplinary action ranging from fines, community service, probation, suspension or dismissal and civil action.

PRACTICAL JOKES

Students are asked to refrain from initiating or participating in practical jokes that can be potentially harmful to others, damaging to property, or harmful to the name of Christ and/or Emmaus Bible College. If there is damage to property, total and full compensation for the damages is expected and will be assessed to a student's school bill if payment is not made within a designated time. Trespassing and "breaking and entering" are unlawful and are viewed as serious offenses which will be disciplined accordingly. Phone pranks will not be tolerated.

MEDIA AND TECHNOLOGY

Understanding that a wide variety of opinions exist within the Christian community regarding the many forms of entertainment available, and desiring to find a balance between these views and provide an environment best suited for student's development and learning, we have chosen to prohibit various forms of entertainment.

We must use godly wisdom, discernment, and discretion in the selection of the media we use. TV programs, movies, computer programs and games, theater and dramatic productions, literature, and music with obvious pornographic, profane or coarse language, and themes that are morally degrading are inappropriate forms of media and are prohibited.

- **Television:** No external antennae or dish of any kind may be used to receive television signals. Televisions or computer monitors must be no larger than 36". We ask that you use godly wisdom in selecting the programs that you watch and that you be willing to lovingly confront a brother or sister who is watching objectionable programs.
 - Students should use discretion and follow the above principle when privately viewing "G", PG" and "PG-13" movies. (Dorm Rooms)
 - Movies rated "G" and "PG" can be viewed publicly on campus. (TV Center, Hall Lounges, or other public spaces)
 - Movies rated "PG-13" must have approval from the Student Resident Director for public viewing on campus. (TV Center, Hall Lounges, or other public spaces)
 - Movies "R" rated or "unrated" are not to be viewed **publicly or privately** unless prior approval from the Student Resident Directors has been obtained.
 - NC-17 and X-rated films are prohibited on and off campus.
- **Music:** Our expectations for students in the area of music are two-fold. First, corrupt music, with words and concepts that are in opposition to the Word of God, is not to be played on campus. Second, the volume at which music is played should not be heard outside of a student's room.
- **Video Games:** Video/computer games with ratings of "AO" (Adults Only) are prohibited on and off campus. Video/Computer Games have created virtual worlds that rival reality. Some of these games are fun and can provide an enjoyable outlet. However, some games present a virtual world whose themes stand in opposition to biblical principles. Like movies, game ratings are unreliable and call for discernment in choosing which games to play.

Students are encouraged to guard against the many pitfalls associated with gaming including, laziness, time-wasting, irresponsibility, reclusiveness, etc. Students are encouraged to set time limits, and seek out accountability partners. Student Development staff reserve the right to intervene should a student become unable to appropriately regulate video gaming.

• Internet and Computer Usage

- Emmaus provides students with access to the Internet through a shared high-speed connection. Since we share this fixed bandwidth connection, the activities of one student affect every other student's ability to access the Internet. Your use of the Emmaus network constitutes your agreement to abide by the guidelines given here in the Student Handbook.
- Since streaming audio and video takes up significant bandwidth on the shared Internet connection, please be mindful that the Emmaus network will slow down if significant streaming is taking place. It is requested that during weekday business hours (8am to 5pm), that students minimize streaming and downloading, to allow classrooms to utilize the internet connection with minimal interruption. This includes, music, videos, and data transfers.
- No student will operate their own wireless access point or router anywhere else on campus, including their dorm room. The dorms are already equipped with wireless network access. The wireless access key is EBCEBC1234 for wireless access in the dorms, the library, and the coffee shop.

- Downloads of large files (over 100 MB) should be avoided on the network during school and evening hours. If you need to get a copy of the installation CD for an open-source operating system like Linux or UNIX, check first with Mr. Newland to see if a copy has already been downloaded before you download a CD image or a large file of any other type.
- Students must have their computer configured by Emmaus personnel at the IT Clinic held prior to each semester or prior to being allowed access to the network. This includes other network devices (e.g., iPod, iPod Touch, iPad, XBOX, Play Station, Wii, Smart phones, etc.).
- Students may not interfere with the configuration or security of any machine on the network other than their own personally owned machine(s). Students must not change the network configuration (IP address, gateway, etc.) of their machine(s) once the configuration has been set by the college's IT personnel. Any attempts to hack into someone else's machine will be logged and appropriate action will be taken.
- Students should arrange storage on the cloud (Internet) such as Google Docs, DropBox, or a similar capability for storing course-related files so that they can be reviewed from any machine on the network. Students are encouraged to move non-current materials from the cloud-based storage to their own machines if they are no longer actively using the files for academic purposes.
- Downloading copyrighted materials, where the user does not have explicit permission to do so, is a violation of federal law and an unacceptable practice at Emmaus Bible College. This includes: music, videos, movies, applications, and documents. Infractions of this nature are taken very seriously at Emmaus and are not tolerated. Federal penalties include possible prison time and fines up to \$200,000 per infraction. Emmaus will expel students for knowingly engaging in illegal copyright infringement.
- Students use of the Emmaus internet connection to view, download, or print pornography, hate crime material, or engaging in any illegal activity is strictly prohibited. The Emmaus internet connection is provided for school business, instructor / student study, and appropriate, but restricted recreational use only.

TOBACCO, ALCOHOL, ILLEGAL DRUGS, AND NIGHTLIFE

As members of the Emmaus Bible College Christian community, students must refrain from smoking any substance, using tobacco in any form, using any kind of nicotine or smoking device (including e-cigarettes and vaping), non-medical narcotics, hallucinogenic drugs (including marijuana or hookah), consuming alcoholic beverages of any kind, or misusing any legal or prescribed substances for the duration of their time as enrolled students. In addition, these substances may not be possessed or distributed by students on or off campus. Students are expected to inform themselves of and observe state and federal laws relating to the manufacturing, delivery, and possession of illegal drugs. Emmaus considers the illegal use of drugs, including alcohol, a serious offense which will result in disciplinary action, ranging from rehabilitative counseling to dismissal from the College, based on the evaluation and discretion of the Dean for Student Development and/or the Student Development Committee. The College also reserves the right to submit any evidence it has acquired to local law enforcement agencies. Inappropriate behavior resulting from the use of alcohol or other illegal drugs may result in additional disciplinary action. This applies not only to the school year but also includes vacation periods and the summer while enrolled at Emmaus.

- Students convicted of drug-related offenses may jeopardize their financial aid.
- Referral services are available to students.
- Students are not permitted to patronize pubs, bars, nightclubs, casinos, comedy clubs and similar establishments.

DANCING

We recognize there are appropriate and positive forms and occasions for non-sensual dancing such as choreography in drama and musical productions, cultural activities, aerobic classes, and dancing at special family events. Unfortunately, many forms of dancing in today's culture are sensual and undermine that which promotes godliness.

- Sensual dancing and attendance at establishments or events that encourage such dancing is prohibited.
- College-sponsored dances will not be permitted on or off campus.

EBC Policy Guide				
Policy	While Enrolled	Visits Home	Visits to a Friend's Home	Breaks: Holidays, Spring Break, Summer
Entertainment and Media				
Pubs, bars, night clubs, comedy clubs, gambling	NO	NO	NO	NO
Dancing	Allowed	Allowed	Allowed	Allowed
Tobacco, Alcohol, Smoking, and Illegal Drugs				
Tobacco, Alcohol, Smoking/Vaping, and Illegal Drugs	NO	NO	NO	NO
Bartending/Security at such establishments	NO	NO	NO	NO

DISCIPLINE AND ACCOUNTABILITY

The goal of discipline and accountability is to afford individuals within the community the opportunity to grow personally and to help the Emmaus community maintain a safe environment conducive to growth. Personal growth and maturity are encouraged most when the entire College community shares in supporting each other. Therefore, deviations from Community Standards are best handled among peers using the redemptive model found in Matthew 18:12-17. We understand this scripture to mean that individuals care enough to confront – one student to another.

Anyone outside and within the College community can report a violation of EBC’s Community Standards. When Community Standards violations come to the attention of Emmaus faculty and/or staff one or more of the following actions may be taken with regard to any rule or policy violations at the College. When deemed appropriate by the College, EBC reserves the right to notify parents, coaches, and academic advisors of a discipline/accountability matter. In situations where the safety of students, faculty, or staff may be involved, the College reserves the right to conduct an emergency student accountability meeting, and if necessary at the discretion of the College, remove a student or individual from campus prior to or at any time during the discipline and accountability process.

During a disciplinary process one or more of the following sanctions may apply.

CONFRONTATION/COUNSELING

The student is contacted personally and a discussion is held about behavior or attitudes.

WRITE-UPS

Write-ups are designed for minor infractions. Examples of what you might be “written up” for:

- Curfew violations, public displays of affection (PDA), failure to post overnight information, dress code violations, failed room inspection, quiet hours violations, disruptive or disrespectful behavior, etc.

A student receiving five write-ups in a single semester will automatically be placed on Character Probation. Eight consecutive weeks without incident removes a student from probation. Upon the student’s sixth “write-up” the student is suspended immediately, pending a hearing before the Student Development Committee. Please note that the College reserves the right to dismiss any student whose presence puts the security or safety of the campus at risk, or whose attitude or behavior is not in harmony with Emmaus’ standards.

CHARACTER PROBATION

Students who receive discipline and accountability actions may be placed on probation for a specified time. Probation is meant to be an encouragement and a reminder to respect and uphold Emmaus Community Standards. One or more of the following means of discipline may also be applied during part of the probationary period to encourage cooperation:

- a mentoring relationship with a faculty/staff member
- community service hours
- being campused, dormed, or roomed
- counseling
- restitution, (i.e. payment or service)

- fines
- loss of college employment
- loss of curfew privileges
- loss of extracurricular or co-curricular privileges (students involved in leadership activities such as Student Government, Emmaus Student Ambassadors, other clubs, intramural and intercollegiate athletics, ministry teams, music teams not required for credit, etc.)
- suspension of automobile privileges
- offense-specific project

Students found guilty of breaching security, or in violation of local, state, or federal law are placed on immediate Character Probation

FINES

Fines are assessed for rule violations and certain behaviors, particularly but not exclusively those causing harm to property, expense to Emmaus, or disruption to College processes. In additions to the fines below additional costs may be incurred for damages or replacement costs.

Violating campus spaces intended to be secured (e.g. buildings, classrooms, offices, dorm rooms, etc.).....	\$100 fine
Tampering with fire safety equipment	\$100 fine
Water fights.....	\$100 fine
Being on the roof of any College building.....	\$100 fine
Removing window screens	\$50 fine
Removing lounge furniture.....	\$50 fine
Removing workout equipment.....	\$50 fine
Destruction of property	\$50 fine

Other fines may be used as indicated in this handbook or deemed appropriate by the Student Development Office. Restitution and fines are payable in cash or check payable to “Emmaus Bible College” and delivered to Ms. Jessica Jenkins in the Business Office.

SUSPENSION

This action is appropriate to give the student time to reflect and adjust his or her behavior to the standards of conduct expected of the College. The student is involuntarily suspended for a stated length of time. The student will be required to leave campus and return to his or her parent’s home or the location of his or her permanent address. The College reserves the right to require a student to leave immediately while an investigation is conducted. If it is impossible to return to the aforementioned address, then the student will be required to stay with a College faculty/staff member or other designated home for the duration of the suspension. Because of the College’s obligation to the safety of the student, the parents of the suspended student will be notified of the student’s status. No leadership involvement (extracurricular or co-curricular) will be permitted during this period. Any classroom assignments, presentations, or projects requiring classroom attendance will be forfeited and the absences will be counted towards semester totals.

DISMISSAL

The student’s enrollment will be terminated and he or she will be required to leave campus as stipulated by the dismissal process. The College reserves the right to require the student to leave the campus immediately, while an investigation is conducted, if it is deemed appropriate. The student may petition for readmission after a period of one year from the term which he/she was dismissed unless otherwise stipulated. Readmission is neither automatic nor guaranteed. The parents of the student may be notified of the student’s status. Tuition, room and board costs will be forfeited as specified by the College’s refund policy (see Business Office for details).

PERSON NON GRATA

In addition to any of the above actions, a student or visitor may be officially notified that their presence on Emmaus Bible College’s campus is disallowed for any period of time in the future and may result in formal arrest and “Trespassing” prosecution.

ADDITIONAL SANCTIONS

- Loss of privilege
- Developmental/educational assignments
- Referred for counseling and/or assessment

- Restitution/reconciliation
- Campused: staying on campus
- Dormed: being on your own dorm floor
- Roomed: being in your own dorm room

DISCIPLINARY AND ACCOUNTABILITY PROCESS

Emmaus students are expected to practice holiness of life and give themselves fully to their prescribed course of study. The school reserves the right to ask any student to withdraw whose presence is not conducive to the best development of the student himself or to that of the school.

In applying discipline, we appeal to the highest form of discipline, self-discipline. We assume that most students will conduct themselves in accordance with the principles set forth in this handbook. If that fails, other forms of discipline may be utilized with the help of the Resident Assistants and Student Development staff. These levels progressively followed will produce the most meaningful discipline and effect harmonious living. However, for infractions that are more serious in nature, the Dean for Student Development or Student Development Committee may call in the student for questioning.

In cases of serious infractions, it is at the discretion of the Office of the Dean for Student Development to hear the case or refer it to the Student Development Committee.

I. If handled by the Office of the Dean for Student Development:

- The student will be notified to meet with the Office of the Dean for Student Development.
- Necessary evidence and witnesses will be gathered.
- Charges against the student and content of the witnesses' statements and evidence against him/her will be given.
- The student will be given opportunity to defend himself/herself against the charges.
- The Office of the Dean for Student Development will determine the outcome or meet with the Student Development Committee.
- An appeal may be made to the Student Development Committee, in which case the Dean for Student Development will not chair the committee nor vote but will be involved in the proceedings.
- Reasons for the appeal must meet those stated in the appeal section (see III).

II. If handled by the Student Development Committee:

- The committee will be informed of the nature of the incident, those involved, and the content of the witnesses' statements.
- The student will be advised of the charges by the Dean's Office and that the case is being referred to the Student Development Committee.
- The student will be given an opportunity to meet with the committee to defend himself/herself.
- The committee will be given an opportunity to question the student.
- The committee will meet and deliberate the outcome without the accused student present.
- The student will then be called in and the outcome of the deliberations will be stated by a subset of the committee.
- Emergency suspension may be authorized at any time and a hearing of the case by the Student Development Committee set at a later time.

III. Appeal of the Student Development Committee decision must be made in writing to the President of the College as long as it is based on one of the following:

- Not following due process.
- New evidence discovered.
- Excessive severity of the sanction.

IV. Possible outcomes from the appeal:

- Affirm in whole or in part the findings and action of the Student Development Committee.
- Reduce the severity of the sanction.
- Request a reconsideration of the case by the Student Development Committee.

RESIDENCE LIFE

RESIDENT DORM POLICY

Emmaus Bible College has the desire to help form and educate the student both in and out of the classroom. While much learning happens within the classroom experience, it is the desire of the College for each of its students to learn personal accountability, develop lifelong relationships, and understand proper standards of living within a community. As such, the College requires all full-time students to live on campus so they may take part in the growth and development offered within dorm life. Exceptions to this policy are married students and students living with immediate family members. Exceptions can also be requested to the Dean for Student Development.

The College reserves the right to remove a student from College housing. Access to other College-owned facilities can also be restricted. Examples of behavior that could result in such removal or restrictions would be disruptive, rude, or threatening behavior or destruction of community/College property. The parents of the student may be notified of the student's status.

ROOM PRIVACY

Students are asked to respect the privacy and rights of fellow students by not entering another person's room without permission. **Students are not permitted in the residence halls of the opposite sex.**

ROOM INSPECTIONS

Having an unkempt room can lead to community tension, health and safety hazards, and long-term facility maintenance issues. Therefore, rooms must be cleaned thoroughly at least once a week and are expected to be kept orderly at all times. Weekly room checks will be conducted by the Resident Assistant on each hall. We desire that you learn to maintain an appropriate lifestyle, which includes the consideration of those on your hall and a care for your belongings and living area. Lounges will also be inspected on a regular basis.

Disorderly or unclean rooms will be grounds for a warning and/or the issuance of a Room Inspection Write-ups. Room Inspection Write-Ups are as follows:

- Notice # 1 Warning issued
- Notice # 2 \$10 fine, payable to the Business Office
- Notice # 3 \$10 fine, Meet with a Resident Assistant for accountability
- Notice # 4 \$10 fine, 2 work hours in housekeeping & meet with a SRD accountability
- Notice # 5 \$10 fine, Meet with Director of Residence Life to determine action

ROOM ENTRY

Authorized Emmaus staff reserve the right to enter student rooms at any time for the purposes of emergency care, maintenance, repair, health inspection, safety, or violation of regulations. Exercise of this right will be used with restraint.

ROOM ASSIGNMENTS

The Director of Residence Life assigns rooms and changes may only be requested during the first week of each semester. There will be a charge of \$20 to switch rooms if permission is granted.

ROOM FURNISHINGS

Each dorm room comes equipped with a bed, dresser, desk, trash can, and chair. Emmaus-owned furniture is not to be removed, improperly stacked, or taken apart, even if there is only one student in a double room. Furniture must not be exchanged between dorm rooms and lounges. Needed repairs should be reported to a Resident Assistant or Resident Director immediately. Students are responsible for the cost of repairs or replacement of property that is defaced, damaged, or removed. Under no circumstance are repairs to be undertaken by residents. Emmaus-issued mattresses are not allowed to be used without a bed frame or sheets.

Students bringing their own furniture (e.g. loft, chair, bed, mattress etc.) should contact the Director of Residence Life to have the standard furniture removed and stored. The Director of Residence Life will submit a work order to maintenance for the removal of the existing bed. A \$50 fee will be charged to the student's account for this service. The \$50 charge includes maintenance returning the bed back to the original room at the end of the year or when the student moves out. Students are responsible for the set-up, tear-down, and storage of their own loft each year. Emmaus does not provide lofts, assistance, tools, or equipment for the setting up of personal lofts. An additional \$50 fee will be assessed to students not removing their loft at the close of each year.

Waterbeds are not allowed.

Charges will be applied to a student's account for not leaving the dorm room in the same condition and with the same furniture as when they moved in. The replacement cost of missing furniture will be applied to their account.

ROOM DECORATIONS

Please do not use alcoholic or tobacco containers, symbols, or posters for any reason. Posters that appeal to sensual desires, or that represent music groups giving a message contradictory to the Word of God, are not to be used. Duct tape, adhesive tape, screws and nails are **not** allowed to be used by students to hang items on their walls or ceilings. Please use non-destructive adhesive such as yellow 'sticky tac' or removable 3M command strips. Any damages done to the room may result in fines.

RESTRICTED ITEMS

The use of candles, incense, or other such items are prohibited. Personal items, e.g. shoes and boots, may not be left in the hallways. Posters may be placed inside your room doors but not on hallway walls and doors. We also ask that you refrain from using rollerblades, scooters and skateboards in Residence Halls. Water fights in the residence halls are strictly prohibited.

The use of extension cords and multi-plug adapters are not permitted. The use of fused power strips is allowed so long as each one is plugged directly into the wall outlet.

PETS

No pets except for fish.

ELECTRICAL APPLIANCES/COOKING

The use of personal electrical appliances is limited because of sanitation, safety, and the possibility of circuit overload. Only small appliances which are approved by Underwriters' Laboratory and with completely enclosed coils are permitted, i.e. hot air corn poppers, coffee pots, etc. Cooking meals in student rooms is prohibited. The use of electric heaters, open burners, hot plates, or other cooking devices (e.g. waffle irons, pizza cookers, and grill plates) are not allowed in the Residence Halls. Each residence hall is equipped with a lounge which includes at least one microwave and refrigerator.

Student-owned refrigerators are permitted but must not exceed 4 cubic feet in size (1 per room), and must meet the above electrical specifications. Small personal use microwaves are also permitted (1 per room).

Window air conditioners are not permitted in student rooms.

QUIET HOURS

Students are requested to keep noise to a minimum in the residence halls from 10:30 p.m. until 7:00 a.m. daily.

CURFEW

We want to promote the health, safety, and academic success of each student living in our campus community as much as possible, and we believe that having boundaries helps establish healthy life patterns.

Emmas has a nightly curfew for resident and non-resident students alike. Resident students should be on their dorm floor and non-residents should be off campus by the designated times each night. Seniors who have 90 credits or more and any student 21 and over at the start of any semester, are exempt from curfew.

Curfew is 12:00 a.m. – 6:00 a.m. Sunday – Thursday

1:00 a.m. – 6:00 a.m. Friday – Saturday

Privileges will be revoked for students who misuse their privileges. Failure to abide by curfew guidelines will result in the following:

- **First** curfew violation you will receive a warning.
- **Second** curfew violation will result in a write up and a \$10.00 fine.
- **Third** violation, write up, \$10.00 fine, and a meeting with a Student Resident Director for accountability
- **Fourth** curfew violation, write up, \$10.00 fine, and a meeting with the Director of Residence Life
- **Fifth** curfew violation, write up, \$25.00 fine, and a meeting with the Dean for Student Development to determine additional sanctions

Permission from the Resident Assistant or Student Resident Directors is necessary to be at other places in the building or off campus after curfew. Late night can be requested during the RA office hours and no later than one hour before curfew. Late night will be granted on a limited basis for emergencies, employment, and non-repeatable events.

Students may move floor to floor of their own gender after curfew only by using the designated stairwells. (**Men** – far Smart stairwell, **Women** – central Harlow stairwell)

LAUNDRY

Washers and dryers are provided in the basement of the residence halls for resident student use only. Laundry left unattended for long periods of time will be moved to the lost and found and laundry may not be left in the washers and dryers overnight. Red laundry transfer baskets are for use in the laundry room only and should not be removed for any reason.

Please be neat and courteous when using the laundry room. Throw away used dryer sheets and remove your laundry in a timely manner. Follow all posted instructions as to how the laundry machines are to be used (proper amount of detergent, leaving the washing machine doors open when finished to air dry, etc.)

Laundry hours are:

- 6:00 a.m. – 12:00 a.m. on Sunday - Thursday
- 6:00 a.m. – 1:00 a.m. Friday and Saturday.

NON-RESIDENT STUDENTS

Striving to maintain a balance between community involvement on campus and living away from the campus is challenging. Emmaus is committed to developing collegial relationships, and off-campus students are encouraged to invest in campus organizations and activities. Off-campus students are still considered an integral part of the Emmaus family, and are expected to hold to the same standards as those students living on campus.

- Non-resident students are not allowed use of individual dorm rooms for personal use including naps and overnight stays. Non-Resident Students desiring to sleep over with a friend must follow the overnight guest policy below.
- College laundry facilities are for resident student use only.

OVERNIGHT INFORMATION

Overnight information must be recorded in case of an emergency. You can obtain a form from your RA. Please fill out this form completely and post on your door prior to leaving campus. If a delay in returning is unavoidable, please notify the RA. Failure to post information may result in a write up.

CAMPUS GUESTS

Overnight Guests: Guests are permitted to stay with students for a limited period of time. They are subject to the same guidelines as the students, and the host is responsible for their actions. Please obtain a visitor request form from the RA Office and submit it to the Student Resident Directors one week prior to the anticipated arrival of your guest. If a guest arrives without notice, you must immediately sign in your guest with the RA office or with one of the Student Resident Directors. Meal tickets may be purchased from the host stand in the dining hall at meal times.

- Visits that last longer than three nights must be pre-approved by the Dean for Student Development or Director of Residence Life. There will be a \$10 fee per night/per person for approved extended visits of more than three days.
- A visitor must obtain a temporary parking permit from the front desk if their vehicle is going to be on the premises overnight or for more than three days
- Childcare is not permitted in the residence halls or lounges.

VACATION AND SUMMER RESIDENCY POLICY

Vacation periods start the first full day without classes. Residence Halls are closed during the following vacation periods: Thanksgiving, Christmas, and Spring Break. The residence halls will re-open 6:00 am the day before the first full day of classes.

Full-time resident students may reside in the residence halls with the permission from the Student Development office after filling out a Residency Request Form which can be obtained at the Front Desk. Those approved to reside over break will be billed \$10/day starting on the first full day with no classes. Charges will be assessed by the Student Development office and forwarded to the Business Office to be billed to the student's account. Partial semester dorm occupancy results in prorated Room and Board charges (e.g. dorm occupancy before or after an internship, etc.). Exceptions of payment will be given to students on a case by case basis as determined by the Student Development office (e.g. student internships, international students, student workers of EBC, etc.). Such exceptions must be presented to and approved by the Dean for Student Development at least 72 hours before the beginning of the vacation period.

The dining hall services will be closed during the above listed holidays, and students who are residing on campus should plan to accommodate their own dining needs. (Refrigerators and microwaves are available for student use on each of the student dormitory lounges.)

Student handbook policies are in effect for any students residing on campus during vacation periods.

MOVING OUT

When students move out of a residence hall, all personal property must be removed and a check-out inspection must be conducted by a Resident Assistant or Student Resident Director. Students will sign off on the original inspection report from the move-in period to verify the room's move out condition. This allows all parties to indicate any damage that was pre-existing or took place during student use. Fines will be levied to residents who:

Did not appropriately check out.....	\$50 fine
Did not move-out within college approved time	\$50 fine
Did not return key	\$30 fine
Did not remove personal furniture (e.g. loft or couch)	\$50 fine
Did not replace college issued furniture	\$50 fine
Room not properly cleaned.....	\$50 fine
Room or furniture damaged	Amount Varies

SUMMER RESIDENCY AND STORAGE

All students who live in the dorms will be charged \$10.00 per night during the summer months until they vacate the room. Exceptions are made for full-time summer employees.

All students who store items over the summer are charged a \$50.00 storage fee. Students storing items must sign a summer storage contract. All items must be removed from storage by September 15th or the items will be discarded. If a student wishes to store the items longer, they will be charged an additional \$50 per semester. The College does not accept any liability arising from any loss or damage to the items being stored.

Vehicles being stored over the summer must be parked in the far tennis courts. Students must submit their car keys to maintenance and pay a \$50.00 parking fee.

ATHLETICS AND INTRAMURALS

INTERCOLLEGIATE SPORTS

Emmaus Bible College is a member of the National Christian College Athletic Association (NCCAA) and the Midwest Christian College Conference (MCCC). We offer four intercollegiate sports: Men's Soccer, Women's Volleyball, Men's Basketball, and Women's Basketball. All students participating in an intercollegiate sport will pay a \$50 fee per sport; there is no proration of this fee. Each season, our teams travel to compete in conference and regional tournaments.

INTRAMURALS

The Recreational Sports Program at Emmaus fosters Christian fellowship within the campus community through self-directed and intramural competition regardless of experience or ability and promotes development in the areas of Christian witness, personal wellness, mutual respect, inclusion, sportsmanship, and leadership.

Intramural sports are available for current students, faculty and staff of Emmaus Bible College, and the immediate family members of faculty and staff 18 and over. All students must sign and turn in the Intramural Sports Liability Waiver in order to participate in an organized sporting activity.

Throughout the year, the Intramural Department will offer team and individual sports such as:

- Team sports: Ultimate Frisbee, Floor Hockey, Handball, Wallyball, Volleyball, Basketball, Soccer, etc.
- Individual sports: Ping Pong, Pickleball, Racquetball, Badminton, etc.

The winner(s) of each sport will receive an intramural championship t-shirt.

INTRAMURAL COMPETITION

Rosters, schedules, standings, and other pertinent information will be posted on the Intramural bulletin board. Participants are responsible to be aware of their game times, and should notify their team captain if they are unable to play in a scheduled game or activity.

Intramural activities are supervised and/or officiated by faculty, staff, or students appointed by the Intramural Department. The Intramural Department reserves the right to deny anyone the privilege of participation due to unsportsmanlike conduct, disrespect, etc.

ATHLETIC DRESS CODE

In conjunction with the Emmaus dress code policies, modest and appropriate attire is to be worn by EBC students and their guests at all times including athletic activities and workouts. Guys must wear shirts at all times. Shorts must be modest in length and not revealing. Clothing such as shorts, pants, or shirts that are tight fitting are not permitted, whether cotton, spandex or other material. Students or their guests who are not in appropriate attire will be approached and asked to change.

GYMNASIUM AND FITNESS CENTER

The Pollard Fieldhouse fitness center and gymnasium facilities are designed for use by the Emmaus community and approved guests of the college. Each student is eligible to utilize the fitness center facilities during open hours. The equipment must be used according to its design and be put back into its proper place once a workout has ended. If an individual repeatedly neglects to put equipment back, fitness center privileges may be revoked. Access will be denied to any person who acts in an inappropriate manner.

ELIGIBILITY

- **Faculty and Staff:** All full-time employees of Emmaus, BSS, ECS and their spouses or dependent children 21 and under may use Pollard Field House and Fitness Center free of charge.
- **Part-Time Staff:** All part-time employees of Emmaus, BSS, and ECS, under 20 hrs. may use Pollard Field House and Fitness Center free of charge. Spouses or dependent children ages 21 and under may purchase a membership affordably priced at \$10 a month per person; family memberships are also available and affordably priced at \$25 a month. Please contact Emmaus Bible College Office of Student Development for membership information.
- **Children:** The Fitness Center is not open to children under the age of 16. Children 12 and under must be under direct supervision of parents or guardians 16 and over at all times when utilizing the Pollard Fieldhouse gymnasiums.
- **Guests:**
 - o **Fitness Center:** Visiting family and friends (16 and over) of students and fulltime employees of Emmaus, BSS, or ECS are welcome to use the Fitness Center on a short-term basis while visiting (guests should be accompanied by the student or employee).
 - o **Gymnasiums:** Visiting family and friends of students and fulltime employees of Emmaus, BSS, or ECS are welcome to use the gymnasiums on a short-term basis while visiting (guests should be accompanied by the student or employee).
- **Alumni:** Alumni in good standing with the college may request a membership to use the Fitness Center and the Pollard Field House gymnasiums. Monthly membership is affordably priced at \$10 a month (to include the Alumnus only). Alumni family memberships are also available and affordably priced at \$25 a month. Please contact the Student Development office for membership information.
- **Community:** Regular individual use of the Fitness Center or the Pollard Field House gymnasiums is not available to the local community at this time.
- **Rentals:** Short-term rental of the Pollard Fieldhouse gymnasiums/Athletic Fields is limited to constituents of the college with approval from the Student Development Office. Rental of the Fitness Center is not allowed.
- **Organized Events:** Organized group events for non-Emmaus guests must be approved through the Student Development Office prior to use. (e.g. pick-up basketball, soccer games, or volleyball games.)

Any non-student guest must be accompanied by a current student or employee of Emmaus, BSS, or ECS. An unknown and unaccompanied individual may be asked to leave the facility until their party arrives. A schedule will be posted displaying the times when the gym(s) will not be available for use. Students may not organize open game nights or gym nights for outside guests without approval from the Student Development Office. Both gymnasiums are available for use from 6:00 a.m. until 11:45p.m. daily. The Fitness Center will be open from 6:00 am to 11:00 pm.

Unsupervised Hours

Every Day6:00 am – 4:00 pm

Supervised Hours

Every Day4:00 p.m. – 11:45 pm

During supervised hours, basketballs, volleyballs, footballs, frisbees, soccer balls, softballs, bats and other equipment are available for student use. During unsupervised hours, available equipment may be limited. Any equipment to be used will need to be signed out through the Pollard Fieldhouse Desk Attendant on duty or the Director of Campus Life.

Gym Guidelines

- Rollerblades, roller skates, skateboards and scooters are only allowed in the Intramural Gymnasium
- Any articles left in the Gym at closing will be placed in lost and found
- Students must clean up after themselves
- No food or beverage is allowed in gym area except during intercollegiate events
- Only shoes with non-marking soles are allowed on playing courts
- Misuse of equipment or facilities may result in the loss of use of facilities

Direct any questions to the Director of Campus Life, Athletic Director, or the Student Development Office.

CAMPUS SAFETY

SECURITY

In areas of security please report all violations promptly to the Director of Facility Management, Dean for Student Development, Director of Campus Life, Director of Residence Life, or Student Resident Directors.

- Exterior doors of campus housing are always locked. Secured doors must not be propped open. An unsecured door jeopardizes the privacy and safety of residence areas. Remember to carry your ID card for building access.
- We encourage all students to keep personal dorm rooms locked when they are not occupied.
- We encourage all students to keep cars locked while on campus.

STUDENT ID CARD AND ROOM KEY REPLACEMENT POLICY

Student keys and identification cards are vital for security and an essential part of life at Emmaus Bible College. Student ID cards are used for chapel attendance, entrance in the Dining Hall, and for entrance into the campus facilities.

If you damage or lose your ID card adhere to the following procedures:

- Report immediately to the Front Desk and fill out the “Student ID Card Replacement” form. This form will be sent to the security office and a new card will be issued.
- A \$10 replacement fee will be charged for a lost or broken ID card.
- You will be given a temporary card after you have completed and turned in a Student ID Card Replacement form at the front desk. The temporary card will be needed for entrance into the Dining Hall (the temporary card will be dated and signed by the Front Desk worker).
- After filling out the paperwork at the Front Desk, the student will be marked as “present” in chapel that day.
- You will receive a note via email when the new card is ready to be picked up at the Front Desk.
- (Once a new card is issued, the old card is deactivated. To reactivate the old card you will be charged a \$10 reactivation fee.)
- ***Please note: You must follow this procedure as soon as your card is damaged or lost. Attendance will not be adjusted for previous days when your card was damaged/lost.***

Lost Student ID cards pose a great risk to the security and safety of our EBC family. It is imperative that you follow this procedure as soon as possible if you find yourself in this situation.

There is a \$30.00 charge for lost dorm room keys regardless of the reason. Please notify a Resident Director if you need a new dorm key.

PERSONAL PROPERTY

Emmaus Bible College cannot assume responsibility for students’ belongings or possessions under any circumstances. Students must assume the complete responsibility for the security and risk of their personal property.

PERSONAL PROPERTY INSURANCE

Emmaus Bible College shall not be liable for loss or damage of student possessions resulting from accidents, acts of God, or actions of any third party. Students are strongly encouraged to carry personal property and liability insurance in their own names or under a parent’s policy.

TORNADO WARNING

- In case of a tornado, the emergency sirens will sound. All students are to proceed to the racquetball courts and, if necessary, the tunnel areas. If you are in Smith Hall please proceed to the basement hallway. Stay away from windows. Do not return to your rooms until the “all clear” is given.
- The City of Dubuque emergency sirens are tested on the first Tuesday of the month at 9:30 a.m.

FIRE

1. If the alarm sounds or you suspect a fire, check the door of your room. If your room door seems cool and there is no evidence of smoke in the hall:
 - A. Open the door cautiously, keeping your body braced against it. Keep one hand on the knob and the other hand over the door opening to detect any in-rushing heated air.
 - B. If the halls appear safe, proceed rapidly out of the building. Close all windows and doors behind you, but leave them unlocked.
 - C. Go to the nearest exit and leave the building.
 - Those in the main building are to meet with members of your floor in the soccer field parking lot and await further instructions.
 - Those in Smith Hall are to meet with members of your floor in the Smith Hall parking lot and await further instructions. An emergency exit route is posted in each room.
2. If your door is hot and you feel you may be trapped, do not open the door. Instead, follow this procedure:
 - A. If you can safely exit the window by any means, do so. Otherwise hang a sheet out the window to signal rescuers.
 - B. Seal the cracks around the door using cloth articles. This helps create a barrier against heat and smoke.
 - C. If possible, open the windows slightly at the top and bottom to let fresh air in and smoke out of the room.
 - D. Wait to be rescued.
3. If you must move through a smoke-filled area, proceed quickly in a crouching position. Heat and smoke rise and dangerous gases settle to the floor.

ACTIVE SHOOTER

Active shooter situations are unpredictable, quickly evolving events. Emmaus Bible College has adopted the concept of Run, Hide, Fight as its response protocol to an active shooter situation. In the event of an active shooter on campus, students should choose the option(s) available to them which may best ensure their survival:

- **Run:** Have an escape route and plan in mind. Leave your belongings behind. Help others if you are able. Keep your hands visible. Call 911 when you are safe.
- **Hide:** If you can't escape, hide in an area out of the shooter's view. Block entry to your hiding place, turn off lights and lock the doors. Take cover behind furniture or fixtures away from windows and doors. Silence your cell phone.
- **Fight:** Only as a last resort and only when your life is in imminent danger. Attempt to incapacitate the shooter. Act with physical aggression. Use items around you as weapons. Commit to your actions...your life depends on it.

Information to provide 911:

- Location of the active threat
- Number of assailants
- Physical description of assailants
- Number/type of weapons
- Number of potential victims at the location

When law enforcement arrives:

- Remain calm; follow all instructions
- Put down any items in your hands
- Raise hands and spread fingers
- Keep hands visible at all times
- Avoid quick movements toward officers
- Avoid pointing, screaming or yelling
- Do not ask officers for help/direction

MISSING PERSONS

In accordance with federal law HEOA Sec.488 (g) amended HEA Sec. 485 (20 U.S.C. 1092): added HEA Sec. 485 (j); HEOA amendment effective August 14 2008; August 21, 2009 NPRM (revised 34 CFR 668.41 (a), added 34 CFR 668.46 (b) (14) and 34 CFR 668.46 (h), which requires an institution that provides any on-campus student housing facility to include in its annual security report a statement of policy regarding missing student notification procedures for students who reside in on-campus student housing facilities, Emmaus Bible College has the following policy:

1. Upon determining that a resident student has been missing for 24 hours, the Dean for Student Development or the Director of Residence Life will immediately notify Emmaus Security Personnel, the local law enforcement agency, and the president's cabinet.
2. When a student who resides on campus is determined to be missing, the Emmaus Security Office and/or the Student Development Office will notify and work with Dubuque Police department (563-589-4424) and/or other jurisdictional authorities in attempting to determine the whereabouts of the student.
3. Individuals identified by the student as their emergency contacts, and/or the parent(s) if the student is under 18 years of age, will be contacted by the Emmaus Security Office, the Office of Student Development within 24 hours of the determination to be missing initial report.

INTERNET AND SOCIAL MEDIA SAFETY

Students using Internet resources to post information are urged to take the following precautions:

- Avoid posting residential address information.
- Avoid posting phone numbers or photos of your ID card.
- Be selective with the content of personal information that is posted. It must not be defamatory, libelous, slanderous, or obscene.

Also be aware that any content placed on the Internet by a member of the Emmaus community, which represents violations of one or more of the "Community Standards," as identified in the Student Handbook, can be used in a disciplinary process. At a minimum, students will be asked to remove the offending item.

MOTOR VEHICLE REGULATIONS

The use of motor vehicles by Emmaus Bible College students is a privilege, not a right. The privilege brings with it the responsibility to abide by regulations governing vehicle use. Failure to do so may result in the revocation of vehicle privileges and/or immediate towing of the vehicle in question.

Registration: Motor vehicles used by a resident or non-resident student must be registered with the college. Parking permits must be displayed properly or the vehicle will be subject to a fine. Registration is to be completed on the Emmaus Navigator website.

- All student vehicles, resident and non-resident, are to be parked in student parking areas **at all times**. Only non-resident students may park their vehicles in off-campus parking areas.
- Vehicles are parked on Emmaus property at the student's own risk. Emmaus does not accept any liability whatsoever arising from any loss or damage to student vehicles.
- A visitor must obtain a temporary parking permit from the front desk if their vehicle is going to be on the premises overnight or for an extended period of time.
- If utilizing a different vehicle other than the one you registered, you must obtain a temporary parking permit from the front desk. Any request longer than one week must be approved by the Facilities Director or Dean for Student Development.
- If you replace a registered vehicle notify maintenance for a replacement sticker at no charge.
- Parking violations will result in a \$15 fine. Repeat violations will result in a \$35 fine. Parking in handicap spaces will result in fines as posted. All fines should be paid at the front desk. Any further violation(s) may result in the vehicle being towed at the owner's expense.
- Vehicles that do not follow Emmaus parking regulations, have proper registration, or whose owner cannot be contacted may receive a City of Dubuque issued ticket. Payment on these tickets must be made to the City of Dubuque.
- Visitor Parking stalls are **not** for student use. Unauthorized vehicles parked in visitor stalls may be ticketed.
- Students are only allowed one vehicle on campus unless permission has been granted by the Facilities Director.
- All vehicles on Emmaus property must be in working condition. Contact maintenance immediately if you are having vehicle issues.

HEALTH

GENERAL INFORMATION

Emmaus does not provide health services on campus; therefore, each student is responsible for his or her own medical needs. The Director of Residence Life, RAs and SRDs will have information for local medical facilities and can provide assistance with transportation if needed.

IN CASE OF EMERGENCY

First aid kits are available at the gym office, RA office, on each resident floor, and the Front Desk. Personnel at these areas can assist you with minor first aid needs. AEDs are placed by the front desk, the upper commons, and in Pollard Fieldhouse

In cases where immediate medical attention is needed, contact the Front Desk or an SRD or RA immediately. After hours, please call the SRD or Hannah Leavitt, Director of Residence Life.

SICK LIST

Being on the sick list IS NOT considered as an excused absence, its purpose is solely to inform the Faculty and Staff of your condition. If a student is ill and is going to miss class, the Front Desk should be notified before 10:00 am in order to place the student on the 'sick list'. If a student becomes ill during class hours and will miss further classes, the Front Desk should be notified immediately. Students on the sick list are **not permitted to participate** in extra-curricular activities (intramural sports, etc.).

Students on the 'sick list' must remain in the residence halls during class hours. Meals with a suitable diet can be provided for ill students. The ill student is responsible to request a fellow student or their RA to obtain the meal and deliver it. These meals may be obtained from the kitchen during meal times.

HEALTH PLAN

Every full-time student living in the dorms at Emmaus Bible College is required to be covered by a health plan. If students have questions regarding health insurance please see the Business Office, Director of Residence Life, or the Dean for Student Development.

ORGANIZATIONS

STUDENT GOVERNMENT

The Student Government is elected by the student body and is responsible to represent the students to the administration and to plan extracurricular activities for the enrichment of the student body.

Elected members are the President, Vice President, Secretary, and Treasurer. Two freshmen representatives (one male and one female) will be elected in September of each year.

The 2017-2018 Student Government officers are:

Sheila Kamau	President
Riley Coniglio	Vice President
Tim Barton	Treasurer
Amanda Douglas.....	Secretary
Nick Sterry.....	Off-Campus Representative

STUDENT RESIDENT DIRECTORS

The Student Resident Directors (SRD) provide supervision of the residence hall community while promoting resident and community life consistent with the mission and policies of Emmaus Bible College. The SRDs are available should needs arise throughout the day and after hours.

The 2017-2018 Student Resident Directors are:

- Elijah Barsness – Men's SRD
- Michaela Beckman – Women's SRD

RESIDENT ASSISTANTS

The RAs are available to assist you on your residence hall. Two are on-duty each evening from 8:00 p.m. to 12:00 a.m. Sunday through Thursday, and 9:00 p.m. to 1:00 a.m. Friday and Saturday. One RA will be on desk duty at the front desk; the other will be roaming or at the RA desk in the student center.

The 2017-2018 Resident Assistants are:

Jake Taylor	Eli Gioja	Gabrielle Short
Elijah Reeves	Harim Kim	Hollie Ramseyer
Lucas Springer	Amber Heubner	Monique Dean
Nathan Davidson	Sarah Leavitt	Claire Freitag
Gabriel Salinas	Vivienne Yates	
Steven Horan		

STUDENT MISSIONARY FELLOWSHIP (SMF)

The purpose of Student Missionary Fellowship is to promote prayer and interest in missionary activities around the world through guest speakers, prayer groups, and special programs. Direct any questions or interests you may have to the Dean for Student Development.

YEARBOOK

The Yearbook program is a scholastic journalism program whose goal is to create a print monument to what God has done at Emmaus Bible College each school year.

WOMEN'S CHAPEL COMMITTEE

The purpose of Women's Chapel is to provide opportunities for female students to learn with and encourage one another through worship, prayer and devotion. The women's chapel committee organizes women's chapels and social events each semester. Direct any questions or interests you may have to the Student Development Office.

MEN'S CHAPEL COMMITTEE

The purpose of Men's Chapel is to provide opportunities for male students to learn with and encourage one another through worship, prayer and devotion. The men's chapel committee organizes men's chapels and social events each semester. Direct any questions or interests you may have to the Student Development Office

EMMAUS YOUTH MINISTRY (EYM)

The Emmaus Youth Ministry is the student represented group for the Youth Ministry (major or minor) students. The purpose of this group is to speak into each other's lives through meeting regularly for prayer, fellowship, and peer-driven equipping as it pertains to Christian Educational Ministries in discipling youth, caring for families and understanding the needs of youth culture.

"...teach and counsel each other with all the wisdom He gives." — Colossians 3:16

COUNSELING PSYCHOLOGY STUDENT COUNCIL

A small group of Counseling Psychology students will meet throughout the school year as a representative of fellow Counseling Psychology students for the purpose of planning, academic development, fellowship and prayer. Direct any questions or interests you may have to Mr. Seth Scott.

CREW (CULTIVATING RESPONSIBLE EDUCATORS WORLDWIDE)

CREW is a student-run organization for the Teacher Education majors. This group meets regularly for fellowship, planning, and information.

All declared majors are eligible for voting membership in the group. Interested freshmen may also participate in the CREW with voice but no vote.

The policies, rules, and guidelines found in this handbook are subject to change throughout the school year, as needed.

STUDENT ACCOUNTS

GENERAL INFORMATION

Affording college can be challenging, but we are here to help. We will do all we can to help you design a financial plan that will enable you to graduate on time. We believe a combination of student work, grants, scholarships, and loans can achieve this. The offices of Financial Aid and Student Accounts will work with you to form and execute this plan. The following is a summation of our financial policies.

PAYMENT DUE DATES

Payment (less Emmaus approved financial aid) for tuition, room and board, and fees, as appropriate, is always due no later than the first day of class of the semester or term. For the fall semester full payment is due when students arrive on campus in August before securing their Student ID for the spring semester and summer terms full payment is due by the first day of class. Payment plans are available during the fall and spring semesters (not summer) for those unable to pay in full. Prior to the beginning of the fall semester students can enroll in a 10 month payment plan for a \$150.00 fee. Under this plan, charges (less Emmaus approved financial aid) for both the fall and spring semesters are combined and divided into 10 equal payments beginning August 1st and ending May 1st. To utilize this plan please contact the Student Accounts Office during the summer break. Students who cannot pay in full at the beginning of the semester or have not selected the 10 month payment plan are automatically enrolled in a three payment plan for the semester. The payment amounts are 40%, 30% and 30% of the balance due after deducting Emmaus approved financial aid. Due dates for the for the fall semester are as follows: campus arrival day prior to receiving your Student ID card, October 1st and November 1st. Due dates for the spring semester are as follows: the first day of class in January, February 1st and March 1st. Any overdue amounts are subject to service charges of 1% per month with a \$5.00 minimum. Any account adjustments during the semester, such as a change in fees, financial aid, fines, etc., are the responsibility of the student. Any new charges posted to a student's account subsequent to the end of the drop/add period (replacement I.D. card fee, room rental, etc.) are due immediately.

EMMAUS STUDENTS AND NICC CHARGES

Some students must enroll in NICC courses as part of their Emmaus program. In such cases, Emmaus will bill the student and pay NICC. Students enrolled in NICC courses who incur any costs associated with dropping a class, will be billed for that amount. Students who take NICC courses that are not required for their Emmaus program are responsible to NICC for the associated costs.

REFUNDS/WITHDRAWING

When a student withdraws or is dismissed from Emmaus Bible College, he or she may be entitled to a refund of charges and/or may be required to return some of the federal funds awarded. The student may also be eligible for a refund of a portion of the tuition, and room and board paid to Emmaus for the term. If the student received financial assistance from outside of his or her family, then a portion of the refund will be returned to the grant, scholarship, or loan source from which the assistance was received. If a student wishes to withdraw, he or she should see the Dean for Student Development who will guide the student through the process, which includes filing a Withdrawal Form that can be obtained from the Registrar's office. Emmaus' refund policy exists for calculating the refund of institutional charges. Students who withdraw will receive a pro-rated refund of tuition according to the following schedule:

- 95% During the first week of the semester
- 75% During the second week of the semester
- 55% During the third week of the semester
- 35% During the fourth week of the semester
- 15% During the fifth week of the semester
- 0% After the fifth week of the semester

Room and board will be refunded on a pro-rated basis through the 10th week of the semester. There will be no refund of room and board after the 10th week of the semester. If a student withdraws from a class after the drop/add period but remains enrolled in other classes there is no refund of tuition.

24/7 ACCESS TO STUDENT ACCOUNTS

In lieu of monthly paper statements, students can access their accounts at any time through Emmaus' online web portal (<https://emm.empower-xl.com/fusebox.cfm>). Students are expected to check their balances periodically and use that information along with their payment plan to make accurate, timely payments on their account.

PAYMENT

Payment can be made in person at the Student Accounts Office (2nd floor of Smith Hall) by cash, check, debit or credit card (Visa, MasterCard, or Discover) in U.S. dollars. Payment by check with the student ID # noted on the check can be sent via U.S. mail to the College's address, attention Student Accounts, or dropped off at the Front Desk and sent over to the Student Accounts Office by inter-office mail. Please note, while we do accept debit and credit cards for payment on student accounts, please consider avoiding the use of debit and credit cards as the college must pay a considerable processing fee to the card companies.

PARTICIPATION IN COLLEGE SPONSORED TRIPS

Until their account is paid in full, students may not participate in optional school sponsored trips, such as Summer Missionary Exposure (SUMMEX) etc., without permission from the business office.

PAYMENT AND RETURNING STUDENTS

All fees and other charges for a semester must be paid in full before the student is permitted to return for another semester, unless prior arrangements have been made with the college, and the student has received written permission from the Business Office to attend class.

COMMUNICATION

Communication with the Student Accounts office is very important. The Student Accounts office will contact you about any issues that arise with your account. If you cannot make the required payments, immediately contact the Student Accounts office at 563-588-8000, ext. 2210, or jjenkins@emmaus.edu. We cannot evaluate your situation unless you share it with us. If payments are not received, and you do not communicate extenuating circumstances for us to consider, your account will become delinquent, and regretfully, appropriate action will be taken.

OVERDUE ACCOUNTS

Overdue accounts are subject to service charges of 1% of the balance due on the 1st of each month (\$5.00 minimum). Transcripts of course work will not be released if a student owes a balance to the College. On a case-by-case basis students may not be able to register for future semesters or review grades if they owe a balance to the College. The College reserves the right to report overdue accounts to any of the national credit bureaus and to send overdue accounts to collection agency for collection purposes.

IN SUMMARY

These academic, character, and behavioral expectations are intended for our time together at Emmaus and not necessarily as norms for all Christians everywhere. Emmaus reserves the right to make amendments and/or additions throughout the year. Any changes will be communicated to the campus community. We trust that these guidelines will assist you as you live in community here at Emmaus, as well as the development of Christian character and a more mature relationship with Jesus Christ. In your decision to attend Emmaus, we recognize and appreciate your willingness to abide by these standards.



LANGUAGE ARTS {MLA style of documentation}

YOUR WORKS-CITED LIST

Your works-cited list should appear at the end of your essay. It provides the information necessary for a reader to locate and retrieve any source you cite in the essay. Each source you cite in the essay must appear in your works-cited list; likewise, each entry in the works-cited list must be cited in the text.

According to the *Modern Language Association Handbook for Writers of Research Papers, 8th edition*:

- {1} Double-space all entries.
- {2} Begin the first line of an entry flush with the left margin, and indent lines that follow by one-half inch.
- {3} List entries in alphabetical order by the author's last name. If you are listing more than one work by the same author, alphabetize the works according to title. Instead of repeating the author's name, type three hyphens followed by a period, and then give the title.
- {4} Italicize the titles of works published independently. Books, plays, long poems, pamphlets, periodicals and films are all published independently.
- {5} If the title of a book you are citing includes the title of another book, italicize the main title but not the other title.
- {6} Use quotation marks to indicate titles of short works included in larger works, song titles and titles of unpublished works.
- {7} Separate the author, title, and publication information with a period followed by one space.
- {8} Use lowercase abbreviations to identify parts of a work (for example, vol. for volume), a named translator (trans.), and a named editor (ed.). However, when these designations follow a period, the first letter should be capitalized.
- {9} Use the shortened forms for the publisher's name. When the publisher's name includes the name of a person, cite the last name alone. When the publisher's name includes the name of more than one person, cite only the first of these names.
- {10} Use the phrase, "Accessed on" instead of listing the date or the abbreviation, "n.d."

ANY CITATION (GENERAL GUIDELINES)	Author. Title. Title of container (self contained if book), Other contributors (translators or editors), Version (edition), Number (vol. and/or no.), Publisher, Publication Date, Location (pages, paragraphs URL or DOI). 2nd container's title, Other contributors, Version, Number, Publisher, Publication date, Date of Access (if applicable).
PAGE ON A WEBSITE	"How to Change Your Car's Oil." <i>eHow</i> , 25 Sept. 2016, www.chow.com/how_2016_how-oil.html. Accessed 5 Jan. 2017.
ARTICLE IN A JOURNAL FROM A WEBSITE (ALSO IN PRINT)	Doe, Jim. "Laws of the Open Sea." <i>Maritime Law</i> , vol. 3, no. 6, 2016, pp. 595-600, www.maritimelaw.org/article. Accessed 8 Feb. 2017.
ARTICLE IN A PERIODICAL (GENERAL GUIDELINES)	Author's last name, first name. "Article title." <i>Periodical title</i> , Day Month Year, pages.
BYLINED ARTICLE FROM A DAILY NEWSPAPER	Barringer, Felicity. "Where Many Elderly Live, Signs of the Future." <i>New York Times</i> , 7 Mar. 2017, p. A12.
UNBYLINED ARTICLE FROM A DAILY NEWSPAPER	"Infant Mortality Down; Race Disparity Widens." <i>Washington Post</i> , 12 Mar. 2017, p. A12.
ARTICLE FROM A MONTHLY OR BIMONTHLY MAGAZINE	Willis, Garry. "The Words that Remade America: Lincoln at Gettysburg." <i>Atlantic</i> , June 2018, pp. 57-79.
ARTICLE FROM A WEEKLY OR BIWEEKLY MAGAZINE	Hughes, Robert. "Futurisms Farthest Frontier." <i>Time</i> , 9 July 2018, pp. 58-59.
EDITORIAL	"A Question of Medical Sight." Editorial. <i>Plain Dealer</i> , 11 Mar. 2018, p. 6B.

LANGUAGE ARTS {MLA style of documentation}

BOOK (GENERAL GUIDELINES)	Author's last name, first name. <i>Book title</i> . Publisher, publication date.
BOOK BY ONE AUTHOR	Wheelen, Richard. <i>Sherman's March</i> . Crowell, 1978.
TWO OR MORE BOOKS BY THE SAME AUTHOR	Garreau, Joel. <i>Edge City: Life on the New Frontier</i> . Doubleday, 1991. ---. <i>The Nine Nations of North America</i> . Houghton, 1981.
BOOK BY TWO OR THREE AUTHORS	Purves, Alan C., and Victoria Ripperer. <i>Elements of Writing About a Literary Work</i> . NCTE, 1968.
BOOK BY FOUR OR MORE AUTHORS	Pratt, Robert A., et al. <i>Masters of British Literature</i> . Houghton, 1956.
BOOK BY A CORPORATE AUTHOR	The Rockefeller Panel Reports. <i>Prospect for America</i> . Doubleday, 1961.
BOOK BY AN ANONYMOUS AUTHOR	<i>Literary Market Place: The Dictionary of American Book Publishing</i> . 2003 ed., Bowker, 2002.
BOOK WITH AN AUTHOR AND AN EDITOR	Toomer, Jean. <i>Cane</i> . Edited by Darwin T. Turner, Norton, 1988.
A WORK IN AN ANTHOLOGY	Morris, William. "The Haystack in the Floods." <i>Nineteenth Century British Minor Poets</i> , edited by Richard Wilbur and W. H. Auden, Dell, Laurel Edition, 1965, pp. 35-52.
AN EDITION OTHER THAN THE FIRST	Chaucer, Geoffrey. <i>The Riverside Chaucer</i> . Edited by Larry D. Benson. 3rd ed., Houghton, 1987.
SIGNED ARTICLE IN A REFERENCE BOOK	Wallace, Wilson D. "Superstition." <i>World Book Encyclopedia</i> . 1970 ed., vol. 2, Macmillan, 2018.

