



**The Student Handbook
2011-2012**

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THE PURPOSE OF COVENANT COLLEGE

Covenant College is a Christ-centered institution of higher education, emphasizing liberal arts, operated by a Board of Trustees elected by the General Assembly of the Presbyterian Church in America, and exists to provide post-secondary educational services to the denomination and the wider public.

The College is committed to the Bible as the Word of God written and accepts as its most adequate and comprehensive interpretation the summary contained in the Westminster Confession of Faith and Catechisms.

The focus of Covenant College is found in its motto based on Colossians 1:18 “In All Things Christ Preeminent.” Acknowledging Christ as preeminent, as the creator of all things, as the redeemer of people fallen into sin, as the touchstone of all truth, and as the sovereign ruler over all areas of life, the College strives to discern and to unfold the implications of His preeminence in all things. To serve this end, we seek to appropriate the mind of Christ as the biblical perspective from which we characterize and respond to reality. In attempting to make such a biblically-grounded frame of reference explicit and operative, we are committed to excellence in academic inquiry, and we seek to define all areas of the college’s structure and program according to this understanding of our purpose.

We seek to implement our purpose in view of our belief that all human beings are created in the image of God and are, therefore, spiritual, moral, and social beings who think, act, value, and exercise dominion. Because we are called to reflect in finite ways what God is infinitely, we attempt to institute programs designed to offer all students the opportunity to discover and give expression to their potential in each facet of their redeemed humanness.

With these commitments in mind, we seek to work together as a college community, responsibly striving, corporately and personally, to accomplish the following general aims in every area of life:

- (1) To see creation as the handiwork of God and to study it with wonder and respect;
- (2) To acknowledge the fallen nature of ourselves and of the rest of creation and to respond, in view of the renewal that begins with

Christ’s redemption, by seeking to bring every thought and act into obedience to Him;

- (3) To reclaim the creation for God and to redirect it to the service of God and humankind, receiving the many valuable insights into the structure of reality provided by the good hand of God through thinkers in every age, and seeking to interpret and re-form such insights according to the Scriptures;
- (4) To see learning as a continuous process and vocation;
- (5) To endeavor to think scripturally about culture so as to glorify God and promote true human advancement.

As an educational institution, Covenant College specifically seeks to provide educational services from a Reformed perspective to the students who enroll. While the traditional undergraduate, on-campus programs remain the primary focus of the college, we recognize that the college has a significant role to fulfill in the education of students in non-traditional categories.

Traditional Students

Students in traditional on-campus programs are expected to become active participants in fulfilling the general aims just outlined. It is the College’s purpose to help these students make significant progress toward maturity in the following areas:

- (1) Identity in Christ
A Covenant student should be a person who is united with Christ and committed to Him. This union and commitment should lead to an understanding both of one’s sin and of one’s significance as a person redeemed by Christ, resulting in a growing awareness of purpose. This awareness of purpose should facilitate the development of goals, priorities, and practices that foster spiritual effectiveness and well-being, including the emotional, social, physical, and intellectual aspects of the individual students.
- (2) Biblical frame of reference
Students should be acquiring the ability to orient their lives by a perspective based on scriptural revelation. For realization of this goal, the following are important:
 - a. Scriptural knowledge

Students should be acquiring a working knowledge of the Scriptures, rejoicing in their promises and allowing them to direct their thoughts and actions in every area of life.

b. Academic inquiry

Students should be acquiring a broad appreciation of the various aspects of creation, becoming familiar with valid methods of inquiry into each area of study. Each student should be acquiring some depth in one or two academic disciplines.

c. Analytical skills

Students should be acquiring the capacity for incisive, critical and logical thinking.

d. Communication skills

Students should be acquiring the ability to communicate ideas clearly in both speaking and writing.

(3) Service that is Christ-like

a. Students should be assuming responsibilities within a local congregation as well as in the community of all believers. This implies demonstrating a positive influence on others while at the same time accepting their loving concern.

b. Students should be assuming responsibilities in society as servants of God. This involves a total life-calling to fulfill one's covenantal responsibilities as succinctly summarized in Genesis 1:28 and Matthew 28:18-20, including not only the student's specific vocation, but all other activities as well.

Non-Traditional Students

Although students in some adult non-traditional programs are not required by the college to make a profession of faith, they do participate in accomplishing the general aims outlined in this statement. Faculty members in such programs will teach from the Christian educational perspective of the college in hope that all students will embrace the insights and instruction that arise from the foundation of this mission statement. It is understood that non-believing students may not find their identity in Christ, but they will hear the gospel clearly proclaimed; they may not embrace the truth of the Bible, but they will be instructed within a biblical frame of reference; and they may not submit to Christ, but they will be encouraged in

sacrificial service. Although no students will be coerced to express beliefs they do not hold, our hope is that the gospel so presented will bring students to a place of fully embracing the truth that frames their instruction.

THE PURPOSE OF THE STUDENT HANDBOOK

The purpose of the Covenant College Student Handbook is to:

- Help develop a common understanding and vocabulary of our shared purpose;
- Communicate community standards for a safe educational environment;
- Provide an easy resource of general information to enable our community's effective and efficient work;
- Identify additional resources of information for the student, faculty and staff;
- Communicate the Students' Standards of Conduct and process of restoration in the event of a violation;
- Comply with the federal and state regulated distribution of consumer information.

(The College reserves the right to up-date this information in order to reflect the regular and reasonable practice of the College.)

COVENANT'S ELECTRONIC COMMUNICATION

Covenant Web Pages

Covenant College provides an information-rich environment through its electronic communication network. If there is anything you need to know about the college, you can go online and find what you need or you may stop in any office, and our faculty and staff will be glad to help you. You can access the electronic resources at anytime by going to the following Internet web pages:

<http://www.covenant.edu> (Covenant's Home Page on the Internet)

<http://scots.covenant.edu> (Covenant's Home Page on the Intranet)

<https://scots.covenant.edu/banner/web/> (Covenant's BANNER access page)

<https://scotsmail.covenant.edu/> (Covenant's e-mail Intranet page)

Electronic Bulletin Boards

For access to Covenant's in-house Electronic Bulletin Boards:

- Log on to your Covenant Account
- Open Microsoft Outlook
- In the Folder List, click on "Public Folders"
- In the Public Folders, click on the folder most appropriate to your need.

Online Public Folders

Once you double-click the Public Folders icon, a variety of folders containing updated information is available for viewing. Public Folders include the "Campus Bulletin Board," as well as the "Student Bulletin Board." The Student Bulletin Board includes information concerning campus activities, campus general announcements, campus dining schedules, class folders, Student Senate clubs, Financial Aid, Human Resources, Course Syllabi, Intramurals, Off-campus Housing Information, Career Development, and Student Senate.

Covenant's Consumer Information

In compliance with the Department of Education's Title IV regulations for consumer information, Covenant College provides consumer information resources at <http://www.covenant.edu/consumer/>. For information concerning consumer resources, please e-mail the appropriate contact, the Dean of Records, the Dean of Students, or the Financial Aid Office. Paper copies of the information are available from the offices or individuals indicated below at the address of 14049 Scenic Highway, Lookout Mountain, GA. 30750.

Covenant's Official Documents

For additional information, please go to the "Covenant College Official Documents" web page that provides numerous links to institutional policies and handbooks of various campus departments and organizations at <https://scots.covenant.edu/banner/pdf/everyone/>.

Covenant's Financial Aid Application and Information Links

Covenant's Financial Aid web page, located at <http://www.covenant.edu/financialaid>, offers information concerning the Financial Aid Handbook, types of aid, fees, budget planning worksheet, helpful resources, information and financial aid forms. Examples of financial aid information and forms available at this web site include access to the Department of Education Information, Entrance and Exit Interviews for Loans, Government Services, National Student Loan Data, Public Scholarship Search Tools, Covenant College Financial Aid information, EFC calculator (estimate Expected Family Contribution), Institutional Financial Aid Information, FAFSA (Free Application for Federal Student Aid) link, and the Net Price Calculator. For more information, click on the hyper- text links.

THE OFFICE OF STUDENT DEVELOPMENT

General Programs and Services

The general purpose of the Office of Student Development, as defined in the Operational Statement of Purpose, is that the student development department bears the special responsibility of fostering an environment that enables the development of students as responsive learners in the academic environment, as responsible social participants in and out of the classroom, and as Christians whose worldview is consonant with the Scriptures.

To accomplish this task, the Office of Student Development provides programs and services that enable the safe and efficient work of the College reflecting the educational philosophy and mission of the College. The Office of Student Development, under the Dean of Students, who serves as a member of the faculty, oversees New Student Orientation, Student Life, Residence Life, Housing, Diversity Support, Student Leadership Conference and Student Senate, Priesthill Services, Reformed University Fellowship, Standards of Conduct and Student Discipline, Practical Service, Student Activities, Clubs and Organizations and Academic Support. Since the founding of Covenant College, the student body has always had an excellent commitment to proclaim and incorporate Christ's preeminence in all areas of life. Students have a passion for fellowship, worship, biblical obedience, accountability, and responsibility. This is not something programmed. This is the movement of God throughout the educational

culture as He works in and through the members of the Covenant community.

To assist students as they move through such dramatic interpersonal growth, the Office of Student Development works alongside students creating an intentional, co-educational community. This community is concerned with living together by building an environment filled with study groups, academic clubs, SACC clubs, accountability groups, campus retreats, brother-sister hall events, prayer and praise times, connections with local churches and local organizations for ministry opportunity, and relationships with older brothers or sisters in the Church who live in the larger community outside the College. To support students in this growth, the Office of Student Development intentionally commits time to live life with students in the various learning environments.

LIFE TOGETHER AS CHRISTIANS IN HIGHER EDUCATION

Every member of the Covenant College community has committed to live together in a manner worthy of the gospel of Jesus Christ. This is to be a totally unique learning culture and environment. Covenant has carefully defined faculty, staff, student and board of trustee standards to ensure the purpose and mission. Before an individual becomes a member of any of these groups, he or she is required to read and sign a commitment statement that describes both the role and expected conduct. Before students are accepted as members of the community, they must read and commit to the Community Standards of Conduct which have two goals:

1. Communicate community expectations of appropriate conduct.
2. Restore brothers or sisters who are in violation of these expectations.

There is no better place to learn about community life than living in college housing while actively engaged in the College's learning culture and acting as a member in a local church. Under God's calling, godly men and women have spent decades forging out the Community Standards of Conduct that have attracted students and their parents to consider Covenant College as a place of study and personal growth. The Community Standards of Conduct are regularly reviewed by the Student Senate.

Community Standards of Conduct

Students must conduct themselves in a way which reflects a commitment to holy living: doing what the Bible requires, abstaining from what the Bible forbids, and carefully discerning the will of God in every area of life. In addition, the College believes that there are some practices which, though they may not necessarily go against specific biblical teachings, are not in the best interest of others in the community. Students are expected to encourage each other to live according to these standards. For this reason, students who are present when behavior occurs that violates the standards may be found responsible for supporting the behavior

- Students at Covenant are to practice all the virtues taught in the Scriptures such as: self-discipline, modesty, patience, and honesty and are to worship in a local church regularly.
- Students are also required to abstain from all activities which violate biblical teachings such as: theft, drunkenness, slanderous or profane language, all forms of dishonesty including cheating, and sexual sins (such as premarital sex, adultery, homosexual behavior and the use or possession of obscene or pornographic material). Students must reject all sinful attitudes such as greed, jealousy, pride, lust and prejudice against those of a different race, gender, socio-economic status, etc.
- Additionally, students are to use wisdom and Christ-like discretion in the application of biblical principles to decisions regarding all areas of life such as: the involvement with various forms of media, all non-college organizations, social interaction, and the physical expression of intimacy in relationships. When students are off campus, they should select places of business, organizations, or events that would promote and support the Standards of Conduct. Students are expected to use discretion by avoiding events that are not primarily for Christ-like edification and social interaction. Students should avoid, and encourage one another to avoid, dancing in places of business, events or organizations that primarily exist to serve alcohol, encourage lewd behavior or inappropriate physical intimacy and/or sexual behavior.
- The Scriptures call us to obey the authorities which have been placed over us in the civil government. All students are required to uphold local, state, and federal law except on the rare occasions when compliance with the civil authority may be in conflict with the Scriptures. Students violating any civil law such as: possession of illegal substances, underage drinking, illegal possession of firearms,

physical or verbal harassment, gambling, copyright violations, illegal entry, the possession, sale and use of fireworks, etc., may be referred to the civil authorities for prosecution and may also be subject to disciplinary action by the College.

- The College has established rules and guidelines which all students must comply with whenever they are on campus. Most of these are outlined in the Residence Hall Manual which includes guidelines for quiet study hours in the residence halls and safety guidelines such as no firearms and/or open flames on campus without expressed permission from one of the resident directors or a student dean. Students must obey rules set by other departments including, but not limited to, Library and Technology Services, and must comply with all safety and parking guidelines outlined by the Safety and Security Office.
- Students are prohibited at all times -- whether they are on or off the campus -- from the possession and use of alcohol and/or tobacco. The only exceptions to this policy are:
 1. When students are away from the College community during official College breaks,
 2. When students are under the authority of their parents or their church,
 3. When in the extraordinary circumstance that a student is on a trip to a foreign culture where to refuse a single, ceremonial drink would be construed as rude by the host, and
 4. When students who are at least 25 years of age or married and are living off campus in non-college housing. These students may never possess or use alcohol or tobacco on campus, nor off campus in the presence of students still under these restrictions.

In each of these exceptions, the College does not permit students to violate biblical directives or civil authorities by getting drunk or by drinking under the legal age. Students who violate these rules may still be subject to discipline by the College. Additionally, students may not come to campus exhibiting any discernible signs of alcohol or tobacco use, even if the usage occurred in the presence of the student's parents or church.

- Students found in violation of these Standards of Conduct will receive disciplinary action from the college. The College recognizes that some

breaches of the Standards of Conduct are best handled through punitive discipline, some by extended counseling or involvement with an outside agency or church and others by informal admonishment. The College reserves the right to handle each situation in the manner which it deems most effective for the correction and development of the individual(s) involved, as well as in the best interest of the College community.

These Standards of Conduct apply from the first day of residency or moving personal belongings into residence, and/or first day of classes, whichever comes first, to the last day of residency, the last class and/or the last academic function for the term, whichever comes last.

FEDERAL AND STATE LAWS REGULATING CAMPUS CONDUCT

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is the landmark federal law, originally known as the Campus Security Act, which requires colleges and universities across the United States to disclose information about crime on and around their campuses. In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Covenant College publishes an annual report disclosing campus security policies and three years worth of selected crime statistics. The hard-copy report is available upon request in the Safety and Security Office. Covenant will make timely warnings to the campus community about crimes that pose an ongoing threat to students and employee and maintain a public crime log. The Campus Crime Report publishes information for the following seven major categories which include criminal homicide, sex offenses, robbery; aggravated assault; burglary; motor vehicle theft; and arson.

Covenant is also required to report liquor law violations, drug law violations, and illegal weapons possession.

Campus Crime Report

Pursuant to the provisions of the “Crime Awareness and Campus Security Act” (Title II of Public Law 101-542) signed into law on November 8, 1990, Covenant College makes campus crime rates and statistics, as well as security policies and procedures, available to interested persons in the Safety and Security Office.

The Wetterling Act – Sexually Violent Offender Registration Act

The Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act (Wetterling Act) requires the state to distribute information about sex offenders already required to register in a state, as required under state law, to each institution of higher education in that state at which the person is employed, carried on a vocation, or is a student. The state must then notify the institution "promptly."

The College is required to advise the campus that this national registry information is at <http://services.georgia.gov/gbi/gbisor/SORSearch.jsp> . The Director of Safety and Security will serve as the first contact for the state. If there are any questions about the Wetterling Act, please contact the Safety and Security office at 706-419-1209.

Sexual Harassment Policy

Covenant College will not allow any form of sexual harassment or any such conduct that has the purpose or effect of interfering with an individual’s work performance or creating an intimidating, hostile, or offensive living, work or classroom environment.

Covenant College considers a position against sexual harassment to be thoroughly consistent with the overall mission of the College and its long-standing commitment to traditional Christian values as presented in the Holy Scriptures. Sexual harassment transgresses holy law and, in addition, is a form of illegal discrimination that is abhorrent to the College. Consequently, it is the obligation of each member of the Covenant College community—administrators, faculty, staff, and students – to adhere to this anti-harassment policy.

Sexual harassment is defined to include but not limited to: any unwelcome sexual advance either verbal or physical where submission to the advance is either an explicit or implicit term or condition of employment or enrollment, submission to or rejection of the advance is used as the basis for making employment or enrollment decisions, or such conduct as interferes with an individual’s work performance or creates an intimidating, hostile, or offensive work or classroom environment. Examples of sexual harassment are: explicit or implicit promise of career advancement, training, awards, lax time-keeping, or acceptance of lower standards of performance in return for sexual favors; explicit or implicit threats that if sexual conduct is rejected, the employee or student will not be promoted, will receive a poor employment evaluation or grade, or will be assigned to a less desirable position/location; or deliberate, repeated, unsolicited verbal comments, gestures, or physical actions of a sexual nature (e.g., hostile or offensive) thus creating an intimidating working or classroom atmosphere for the employee or student. Sexual harassment as defined in this policy also includes visual forms of a sexual nature (e.g., signs, posters, and the like) unless part of the curriculum. Sexual harassment of any employee or student, whether in a supervisory or pedagogical relationship or not, is prohibited.

Should such conduct occur, be experienced or observed, it should be reported to the employee’s immediate supervisor, the Director of Human Resources, or a senior administrator for faculty or staff. An investigation will be promptly initiated, and the findings reported to the senior administrator of the complainant. The College will do its utmost to respect the privacy of all parties involved in the investigation while taking the necessary steps to investigate and resolve the complaint.

Any sexual harassment is considered a major violation of College policy and will be dealt with accordingly by corrective counseling and/or suspension or termination depending upon the severity of the violation.

On-campus Alleged Sexual Assault Assistance

Any student, who is the victim of a sexual assault, should immediately contact one of the following individuals for assistance during this difficult time:

- The College nursing staff
- A College counselor

- ❑ The Dean of Students
- ❑ The Associate Dean of Students
- ❑ A Resident Director, Assistant Resident Director or a Resident Assistant

Each of these individuals will help the student think through the following expectations: the notification options for law enforcement authorities (including local police), medical authorities, and the option of assistance by campus authorities.

- ❑ **The student should immediately** call the local Sexual Assault Hotline (423.755.2700) for care or the collection of evidence if necessary without prior showering or attempt at personal hygiene. A College nursing staff, a College counselor, a resident director or a student dean will be more than willing to help and accompany the student(s) to the Sexual Assault Center.
- ❑ **The College staff person or Dean will protect the specific on-campus location where the assault took place to secure evidence.** All evidence is essential to proper resolution of a sexual assault.
- ❑ **The College staff person or Dean will assist the student** in determining the existing campus and community counseling, mental health or student services available for student victims of sexual assault.
- ❑ **The College staff person or Dean will assist the student** regarding the options and available assistance to notify proper law enforcement authorities, changing academic and living arrangements precipitated by the offense if requested by the victim if these changes are reasonably available, and if the student so chooses.
- ❑ **The accuser and the accused are entitled to the same opportunities** to have others present during campus disciplinary proceedings.
- ❑ **Both the accuser and the accused shall be informed** of the outcome of any campus disciplinary proceedings brought alleging sexual assault.

College Policies and Programs against Sexual Assault

Covenant College and the Office of Student Development initiate the following policies, programs, or services to encourage appropriate biblical behaviors and discourage unbiblical sexual activity:

- ❑ Curricular and core course goals that teach a student’s identity in Christ, biblical frame of reference and service which is Christian.
- ❑ The Student’s Standards of Conduct that require biblical behavior signed by all students entering the college.
- ❑ Institutional policies against sexual harassment (see above).
- ❑ Institutional policies against public indecency (see below).
- ❑ Institutional policies against hazing (see below).
- ❑ Institutional policies regarding on-campus alleged sexual assault assistance (see above)
- ❑ New Student Orientation
- ❑ Health Services Education programs that promote awareness of rape, acquaintance rape and other sexual offenses
- ❑ Counseling Services that care for students seeking counsel
- ❑ Resident Director, Assistant Resident Director and Resident Assistant Training
- ❑ Chapel speakers
- ❑ State Laws Against Sexual Assault

Sexual assault is a sin and is prohibited by the Scriptures, Covenant’s Standards of Conduct, and federal and state law. The Westminster Confession of Faith provides a wonderfully clear statement as to sexual behavior prior to, during, and after marriage:

“The duties required in the seventh commandment are chastity in body, mind, affections, words and behavior; and the preservation of it in ourselves and others; watchfulness over the eyes and all the senses; temperance, keeping of chaste company, modesty in apparel; marriage by those that have not the gift of continence, conjugal love, and cohabitation; diligent labor in our callings; shunning all occasions of uncleanness, and resisting temptations thereunto¹.”

¹ Westminster Larger Catechism, Question #138.

FERPA - The Family Educational Rights and Privacy Act of 1974

The Family Educational Rights and Privacy Act of 1974 (FERPA) was designed to transfer parental “rights” to their “adult” child when he or she enrolls in college. Therein, students have the right to:

- Inspect and review all records that are directly related to them and are maintained by an educational agency, institution or by a party acting for the agency or institution,
- Seek amendment of records that they believe to be inaccurate, misleading, or otherwise in violation of their privacy rights,
- Consent to disclosures of personally identifiable information contained in their educational records,
- File a complaint with the Department of Education concerning alleged failures by the educational agency or institution to comply with the requirements of the Act.

The College is required to protect the privacy of educational records, establish the process for students to inspect and review their educational records, and provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings.

Students wishing to view their personal file in the Office of Student Development need to contact the Dean of Students in writing requesting the inspection of the file. The Dean will arrange a meeting to review the contents of the file with the individual student requesting the inspection and will appropriately protect any name of any student in any other student’s file. If the student would like to submit a document noting disagreement with the file contents, such a letter may be submitted and filed. Disciplinary documents and proceedings are confidential and protected by FERPA.

The College intends to uphold the letter and the spirit of the Family Educational Rights and Privacy Act of 1974 while at the same time upholding biblical relationships and responsibilities of the family and/or legal guardian. As general practice, the College does not inform parents and/or other students of disciplinary action taken toward a student. The College will always encourage the student to communicate openly and honestly with the parent; however, there may be exceptions. Even though each student is legally and morally responsible for his or her own conduct, the College recognizes the biblical covenant between parents and their

children and the concern of legal guardians for the welfare of their sons and daughters. Thus, the College reserves the option to notify a parent in the following situations including, but not limited to:

- Discontinuation of enrollment or extended absence from the college.
- Medical treatment or psychiatric examination required to meet emergencies or to maintain one’s status as a student.
- Misconduct which is of such a nature that the student is in danger of suspension or expulsion.

Generally, Covenant must have written permission from the eligible student in order to release any information from the student's education record. However, FERPA allows colleges to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

In addition, a 1990 amendment of the Buckley Amendment stipulates that the college *may select to communicate* the results of any disciplinary proceeding it conducts against an alleged perpetrator of a violent crime (examples being, but not limited to, murder, aggravated assault, robbery, burglary) to the alleged victim(s) of that crime. The college is not obligated to do so but may communicate if deemed necessary. Also, a 1991 amendment requires notification of outcome of any disciplinary proceeding to the accuser and the accused in any case of alleged sexual assault. In addition, Covenant College complies with all FERPA related anti-terrorism laws.

For more information on FERPA, you may go to the following website or click here: <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

HIPAA - Health Insurance Portability and Accountability Act of 1996

Covenant College complies with the Health Insurance Portability and Accountability Act of 1996 which is the “first-ever comprehensive federal regulation that gives patients sweeping protections over the privacy of their medical records.” HIPAA provides the protection of an individual student’s personal health information and awards the student increased access to his or her medical records. For more information, contact the Priesthill Center at michal@covenant.edu or 706.419.1275.

Drug-free Schools and Communities Act

Covenant College is in compliance with the Drug-Free Schools and Communities Act Amendment to the Higher Education Act of 1965 (PL 101-226; 20 U.S.C. 1145g). All students on and off campus are prohibited from the possession, use, or provision of alcohol and drugs. All faculty, staff, and students are to be aware of the following penalties for alcohol or drug related crimes.

It is a crime under both Georgia and federal law to possess, make, sell, or distribute illegal drugs. Possible Georgia penalties for violations of these laws include community service, imprisonment, and payment of a fine. The penalty for drug-related offenses may double when the distribution, manufacture, or possession with intent to distribute occurs on or within 1,000 feet of a college or university.

The possession of alcohol by a person under the age of 21, or the providing of alcohol to such a person, is prohibited by Georgia law and constitutes a misdemeanor. Driving under the influence of alcohol or drugs is illegal. The punishment for these offenses may include mandatory treatment and education programs, community service, fine payment, imprisonment, and loss of one's driver's license.

Alcohol Related Violations and DUI Penalties.

Any first conviction for driving under the influence (DUI) may result in a fine, jail time, community service, and suspension of driver's license or

privilege to drive in Georgia for one year. Please note that non-residents may lose their home state driver’s license.

Possession of Controlled Substance and Loss of Scholarship

Georgia and Federal Scholarship Penalties for Drug Conviction will have an impact on the student’s scholarship. If a student is convicted of a felony drug offense in Georgia, the student loses his/her scholarship for the school term in which the conviction occurred as well as the following term. No early reinstatement is allowed, and First Offender treatment does not save the scholarship. If the student is convicted of any drug offense, including a state misdemeanor marijuana charge, he/she loses the scholarship for a minimum period of one year and could lose it indefinitely. Early reinstatement is possible if certain criteria are satisfied. In the past, the gathering of information for drug offenses was self-reported; however, this information is currently confirmed through federal database matches.

State and Federal Penalties for Possession of Controlled Substances

First conviction of possession of a controlled substance misdemeanor or possible felony, depending upon if a repeat offense and quantity, may result in fines, jail time, community service, completion of a risk reduction program, driver’s license suspension, and a “no work” permit.

Inspection, Search and Seizure Policy Regarding Campus Facilities

Covenant College, as an agency of the Church, has the obligation and responsibility to assure the College community of a drug-free environment. The state courts recognize the right of the college to conduct reasonable inspections, searches, and seizures in order to enforce the Standards of Conduct. All resident rooms remain the property of Covenant College even while students are living in them. The Office of Student Development reserves the right to conduct such inspections, searches, and seizures.

Inspections, Search, and Seizure

Approved staff members of the College inspect rooms for cleanliness, maintenance, and possible damage. Further, approved staff may enter rooms or other facilities at reasonable hours in order to effect any necessary inspection or repairs of equipment and/or facilities. Approved staff

members may enter rooms or other facilities at any time it has reasonable cause to believe that a violation of the Community Standards of Conduct is occurring or has occurred. The College staff or a member of the Fire Department may enter rooms to ensure that the building is vacated during fire drills and/or emergency situations and during vacation periods.

The College conducts searches of individual rooms, lockers, book bags, or cars if there is reason to believe that a College policy has been violated. Prior authorization for such a search must be secured from the Dean of Students or his designee and must be conducted under the supervision of a professional Covenant College staff member. Law enforcement officials may search facilities with or without authorization from the College by means of a search warrant or consent from the Dean of Students or his designee or occupant of the property. Efforts will be made to have the student available when a room is searched. All evidence seized can be used in administrative hearings and/or disciplinary procedures concerning violations of the College's policies.

Illegal property confiscated during a casual visit or search will be disposed of according to state law. Residence rooms or halls are not to promote or advertise substances or conduct that would violate the Standards of Conduct (for more detail, please see the Residence Hall Manual).

Copyright Law (Digital, DVD, VHS and all other forms)

In compliance with copyright laws, video cassettes, DVDs and other media intended for private home use only may not be shown in public areas on campus or in the residence halls. If shown in the residence hall, the video cannot be shown in a public common or hall. It must be shown in a student's room to guests only.

Digital Millennium Copyright Act (DMCA)

The DMCA requires that students, faculty, and staff members of Covenant College must be informed and warned that copyright infringement policies protecting major copyright-holding industries (movies, music, and proprietary software) will be enforced. Members of this community are to consider such infringement as theft and actionable under the College's Standards of Conduct. For more information, go to www.copyright.gov/legislation/dmca.pdf.

GEORGIA CIVIL LAWS REGULATING CAMPUS CONDUCT

NO Weapons Policy – Civil Law of Georgia Prohibiting Firearms on Campus

Simply said, Covenant College does not permit weapons on campus.

It is the College's goal to provide a safe, educational community and any violation of this standard will result in College discipline.

In accordance with Georgia Code 16-11-127.1, a "safety zone" exists on all school property and extending 1,000 feet beyond it in all directions and no weapons (as defined by Section A Paragraph 2) are permitted within this radius².

The term "weapon" means and includes, but is not limited to: any pistol, revolver, or any weapon designed to propel a missile of any kind; r any dirk, bowie knife, switchblade knife, ballistic knife; any other knife having a blade of three or more inches; straightedge razor, spring stick, blackjacks, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any weapon of like kind, any stun gun or laser as defined in O.C.G.A. & 16-11-106.

Civil Punishment: A fine of not more than \$10,000; imprisonment for not less than two nor more than ten years, or both. A juvenile who violates this shall be subject to the provision of O.C.G.A. & 16-11-106.

Although the Code allows faculty and staff to bring weapons within the safety zone if the weapons are kept in a locked container, Covenant College has extended the weapons restriction to prohibit faculty and staff from bringing weapons within the zone, even if such weapons are correctly stored.

² For more information, please contact the Safety and Security Office.

Covenant College has also made a blanket exception for kitchen utensils and blades used for work purposes. For more information, please contact the Safety and Security Office for the Safety Manual to see the entire Code Section 16-11-127.1.

NO Hazing Policy - Civil Law of Georgia Prohibiting Hazing

Simply said, Covenant College does not permit hazing.

It is the College's goal to provide an educational community that is edifying and loving, and any violation of this standard will result in College discipline.

Hazing is generally construed as any act at an educational institution in which the purpose is to ridicule some for the enjoyment of others. The act of finding enjoyment in the displeasure, shame or embarrassment of another is clearly against the love of God. The Scriptures call us to live motivated by love:

"It [love] is not rude, it is not self-seeking, it is not easily angered, it keeps no record of wrongs. 6 Love does not delight in evil but rejoices with the truth. 7 It always protects, always trusts, always hopes, always perseveres."
1 Corinthians 13:5-7 - (NIV)

Simply said, hazing, according to Webster's Collegiate Dictionary, Ninth Edition, is defined as follows: "To harass by exacting unnecessary or disagreeable work; to harass by banter, ridicule or criticism; to haze by way of initiation."

According to the Civil Law of Georgia Prohibiting Hazing (Code 1 98 1, Section 16-5-61, enacted by Georgia Legislature in 1988):

- ❑ "Hazing" means to subject a student to an activity that endangers or is likely to endanger the physical health of the student, regardless of a student's willingness to participate in such activity.
- ❑ "School" means school, college, or university in this state.

- ❑ "School organization" means any club, society, fraternity, sorority, or group living together which has students as its principal members.
- ❑ "Student" means any person enrolled in a school in this state.

Georgia code clearly states that it is unlawful for any person to haze any other person in connection with or as a condition or precondition in gaining acceptance, membership, office, or other status in a school organization. Any person who initiates or participates in hazing activities will be disciplined with an eye to the Scriptures, the College's Standards of Conduct, and the Georgia Code (Hazing is a misdemeanor punishable by a fine not to exceed \$500).

NO Nudity Policy - Civil Law of Georgia Prohibiting Public Indecency

Simply said, Covenant College does not permit nudity.

It is the College's goal to provide an educational community that develops chastity in body, mind, affections, words, and behavior, as well as the preservation of it in us and others. Violations of this standard will result in College discipline.

Living in a college community is quite different than living at home. Being sensitive to the diversity of lifestyles and tolerating differences that may cause you some discomfort is a hard balance to strike. Each resident must live in a manner glorifying to God, edifying one another, and respecting the personal preferences of others. Because there is such a broad disagreement about what is appropriate or inappropriate nudity, it is the College's policy to live by a simple policy on no nudity rather than to create complex exceptions and endless arguments.

According to the Civil Law of Georgia Prohibiting Public Indecency (Code 16 6 8, enacted by Georgia Legislature), it is illegal in the state of Georgia when a person performs any of the following acts in a public place:

- ❑ An act of sexual intercourse;
- ❑ A lewd exposure of the sexual organs;
- ❑ A lewd appearance in a state of partial or complete nudity; or
- ❑ A lewd caress or indecent fondling of the body of another person.

As a college committed to Christ's preeminence in all areas of life, members of the community will strive together in protecting one another's purity and chastity in thought, action, value, and the exercise of personal freedom in Christ. Covenant College does not accept nor promote public nudity.

Additional State Laws concerning Fireworks and State Parks

Georgia is one of seven states that prohibit the use of commercial or self-made fireworks.

Covenant's beautiful location is nestled in among a number of regional state and national parks. Remaining in a state or national park without a permit after sunset is illegal.

PEACEMAKING AND RECONCILIATION

Generally speaking, everyone at the College is compelled and constrained by the love of God to help one another live a life worthy of the gospel of our Lord Jesus Christ. If peer confrontation does not stop and change the behavior, then Matthew 18 provides guidelines for the additional sequential inclusion of higher levels of authority until the inappropriate behavior stops.

"If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother. But if he does not listen, take one or two others along with you, that every charge may be established by the evidence of two or three witnesses." Matthew 18:15-16

When a member of the community sins, the individual is strongly encouraged to take responsibility for his or her actions and reconcile the situation immediately. When a member of the community is sinned against, the individual is strongly encouraged to take responsibility and reconcile the situation immediately.

When a member of this community fails to live a repentant or reconciliatory lifestyle keeping with the Biblical Standards or College Rules, we expect and encourage the following:

- ❑ **First**, we expect the individual's daily walk with the Lord will reveal such a sin and rightful course of obedience unto reconciliation (Matthew 5:23 – 24).
- ❑ **Second**, we expect that the person sinned against will pray for the other student sinning or violating the Standards of Conduct and act in accordance with the Scriptures (1 John 5:16).
- ❑ **Third**, we encourage everyone at the college to consider their responsibility to help one another be reconciled to God and to one another (2 Corinthians 5:18).

Peacemakers – A Commitment to Biblical Conflict Resolution

We recommend that when confrontation is required to reconcile a grievance that all of us respond to conflict according to the following principles:

GLORIFY GOD – Instead of focusing on our own desires or dwelling on what others may do, we will seek to please and honor God—by depending on His wisdom, power, and love; by faithfully obeying His commands; and by seeking to maintain a loving merciful and forgiving attitude (1 Corinthians 10:31).

GET THE LOG OUT OF YOUR OWN EYE – Instead of attacking others or dwelling on their wrongs, we will take responsibility for our own contributions to conflicts—confessing our sins, asking God to help us change any attitudes and habits that lead to the conflict, and seeking to repair any harm we may have caused (Matthew 7:1-5).

GO AND SHOW YOUR BROTHER OR SISTER HIS OR HER FAULT – Instead of pretending that conflict doesn't exist or talking about others behind their backs, we will choose to overlook minor offenses or we will talk directly and graciously with those whose offenses seem too serious to overlook. When a conflict with another Christian cannot be resolved in private, we will ask others in the body of Christ to help us settle the matter in a biblical manner (Matthew 18:5 - 17).

GO AND BE RECONCILED – Instead of accepting premature compromise or allowing relationships to wither, we will actively pursue genuine peace and reconciliation—forgiving others as God, for Christ's sake, has forgiven us, and seeking just and mutual beneficial solutions to our differences (2 Corinthians 5).

“Therefore, if anyone is in Christ, he is a new creation; the old has gone, the new has come! All this is from God, who reconciled us to himself through Christ and gave us the ministry of reconciliation: that God was reconciling the world to himself in Christ, not counting men's sins against them. And he has committed to us the message of reconciliation. We are therefore Christ's ambassadors, as though God were making his appeal through us. We implore you on Christ's behalf: Be reconciled to God. God made him who had no sin to be sin for us, so that in him we might become the righteousness of God.” 2 Corinthians 5:17-21

Student Grievance Procedures

In the event a student suffers inappropriate behavior, the following policies are intended to serve to bring about reconciliation.

Students may become involved in situations that result in a conflict with a member of the student body, faculty, staff, or administration. As a learning community, it is our desire to learn to respond to and resolve conflict in a biblical manner. Made in the likeness of Christ, we are to faithfully discharge our call to the “ministry of reconciliation.”

We encourage confrontation to be made according to the spirit of Matthew 18 and recommend the following steps be taken:

- ❑ **Step one:** Speak to the individual privately to correct the wrong. Go with a desire to glorify God and depend on His wisdom, power, and love. Be prepared to “get the log out of your own eye” and walk humbly with our Lord.
- ❑ **Step two:** If the grievance is not corrected from a one-on-one meeting, the student should ask for a follow-up meeting with the individual involved in the conflict with a third party present. In the event that the person being confronted is an employee of the college, consideration may be given to inviting the employee's immediate supervisor.
- ❑ **Step three:** If the grievance is not corrected at this point, the student should follow the normal organizational chain of command until the problem is resolved.

If the organizational "chain" is not evident, then a student may seek assistance from the Director of Human Resources, a unit dean, the Chief Academic Officer, a student dean or the President of the College to clarify the process of reconciliation and confrontation.

“By God's grace, we will apply these principles as a matter of stewardship; realizing conflict is an assignment, not an accident. We will remember that success, in God's eyes, is not a matter of specific results but of faithful, dependent obedience.”³ Covenant College initiates the following policies, programs, or services to encourage appropriate biblical behaviors.

- ❑ Curricular and core course goals that teach a student's identity in Christ, biblical frame of reference and service that is Christian
- ❑ The Student's Standards of Conduct that require Biblical behavior signed by all students entering the college
- ❑ Institutional policies against sexual harassment
- ❑ Institutional policies regarding on-campus alleged sexual assault assistance
- ❑ New Student Orientation
- ❑ Health Services Education programs that promote awareness of rape, acquaintance rape and other sexual offenses
- ❑ Counseling Services that care for students seeking counsel
- ❑ Resident Director, Assistant Resident Director, and Resident Assistant Training
- ❑ Chapel speakers

Grievance Procedure for Written Student Complaints

The student grievance procedure insures that students have adequate lines of communication wherein to file written complaints. Students are encouraged to inform the proper college official any time they feel one of their student rights or privileges has been denied.

³ Adapted from [*The Peacemaker: A Biblical Guide to Resolving Personal Conflict*](#). © 1997, 2003 by Ken Sande. All Rights Reserved.

Academic Grievances

Students wishing to file grievances on academic issues should submit written appeals to the Vice President for Academic Affairs. Academic grievances concerning a faculty member should be directed to the faculty's department chairperson. In cases where the faculty member also holds the chair of the department, grievances should be directed to the division chairperson. In the case of division chairpersons, grievances should be reported to the Vice President for Academic Affairs.

General Grievances

All general grievances, not of an academic nature, should be written and directed to the Dean of Students.

Procedure for Reporting Grievances

1. All student grievances must be submitted in writing to the proper college official.
2. The college official will then review the complaint and decide whether the complaint merits official action.
3. If action is taken, the appropriate official will then provide the student with a response to the complaint.
4. The student may appeal the decision in writing; appeals must be submitted within forty-eight hours to the appropriate official.

Repentance and Self-Disclosing Violations

We live together as sinful scholars and students in an academic community designed to proclaim and apply the preeminence of Christ in all areas of life. Our every action is to promote and enhance a learning culture and environment that God may choose to bless with growth. While we are called "God's fellow workers," we know that all growth comes from the Father, not from ourselves.

A large part of maintaining a college environment that promotes growth in Christ is our necessary and regular confession of sin to one another. There is no question that we will sin against one another. How we respond to sin is essential to our community.

We encourage every member of this community to confess his or her sin quickly. When a student sins against another member of this community, it is our full expectation that he or she will repent and reconcile as quickly as possible. It is also our expectation that forgiveness be granted and affirmed in the process of restoration. If a student violates the College's Standards of Conduct, that student should disclose that violation to a student dean as a part of the process of restoration, responsibility and accountability with the college. A student dean will respond with love and accountability to assist the student in completing the process of repentance and reconciliation as well as efforts leading to good works. Accountability is not the easy way out, but in an effort to encourage the disciplines of confession and repentance, disciplinary responses will usually be mitigated for the student who comes forward of his or her own accord. A student dean will work with the student to deal with the sins associated with a particular violation and do so in an intentional, organized process of accountability that may include counseling, restitution, self-discipline, repentance to others, and on-going responsibility for a prescribed length of time.

If a student is "caught in the act" of violating the College's Standards of Conduct, the College will initiate the disciplinary process to restore the brother or sister to a good standing with the College.

COLLEGE DISCIPLINE

The Bible has much to say about discipline and portrays it positively. This is very different from the trends of our time. Even Christians have misunderstood how love and discipline can go hand-in-hand. "*Whom the Lord loves He disciplines*" Hebrews 12:6. Failure to administer proper student discipline is actually a failure to love the student and to treat him/her biblically. Discipline is primarily for the preservation and creation of an environment on campus that honors God. Biblical justice is not just retribution but is also remuneration, i.e., reward of the righteous. This is what the Scripture teaches. God will reward faithfulness in the kingdom. To "disfavor" the wrongdoer by providing consistent discipline is, in effect, to "favor" those who live within the parameters set by the College.

In handling disciplinary situations, the Office of Student Development has been charged by the Board of Trustees through the President to handle the admonishment, confrontation, and restoration of any and all individual students involved in violation of the Community Standards of Conduct. The

Office of Student Development encourages and follows the Matthew 18 principle of one-on-one confrontation and discipline with appeals as necessary. The one-on-one process of discipline allows for the most complete and sensitive understanding of the situation so that the student is neither harmed by an impersonal system nor affirmed or tolerated in his/her sin by a stand-offish disciplinary agent.

Every Covenant College student is responsible for knowing and conforming to all college standards, policies and expectations. Proven failure to meet this obligation will result in the appropriate disciplinary response, which may include, but is not limited to restitution, community service, probation, suspension, or expulsion from the College, and/or other sanctions. The College reserves the right to take administrative action for relocation or contract termination regarding the housing contract. The student who is suspended from Covenant College forfeits all fees paid previously. The College reserves the right to amend, replace, or modify the following disciplinary process at any time.

The disciplinary process is designed to hold students accountable in a manner that is respectful and redemptive. Experience has shown that the learning that takes place through the disciplinary process is maximized when students bear the full responsibility of representing themselves. Therefore, except to the extent required by applicable law, parents, relatives, friends and legal counsel are not permitted during disciplinary proceedings. At the discretion of the Dean of Students for situations with the possibility of suspension, students involved in the disciplinary process will be notified of the opportunity to choose a faculty or staff member to serve as a source of silent support during the disciplinary hearing.

Prior to the disciplinary hearing, this advisor may provide support in the following ways:

- a. Pray with and for the student
- b. Meet with the student to discuss possible witnesses for the disciplinary hearing, including character witnesses

The advisor serves to advise and represent the student from a Biblical standpoint and will act in a manner which recognizes the student's brokenness and need for repentance and reconciliation.

Investigation

Disciplinary proceedings may be initiated when the Dean of Students (which, for all purposes described in the following sections, includes his or her designee) or Resident Director receives information regarding alleged student misconduct. After this information is received, a preliminary investigation may take place to determine whether enough evidence exists to warrant a disciplinary hearing. Often the investigation is as simple as reading a report on the alleged misconduct; however, an investigation may also include interviewing witnesses, requiring a drug or alcohol assessment or obtaining other documentation of the incident. Students are expected to participate as requested in the process of investigation and answer questions truthfully in an effort to determine the facts relevant to any alleged violation. At the conclusion of the preliminary investigation, the Dean of Students will determine whether enough evidence of misconduct exists to conduct a disciplinary hearing. If such evidence does not exist, then no further disciplinary action will be taken. If it is deemed that such evidence exists, the Dean will initiate the disciplinary process.

The Disciplinary Process

The following procedure is generally followed on situations determined by the Dean of Students (or a designee) to merit official disciplinary action:

- A. The student involved receives notification and is required to meet with the Dean of Students. A disciplinary meeting takes precedence over any college activity.
- B. The Dean of Students meets with the student to discuss the disciplinary process and gives the student the opportunity to record whether they are responsible or not responsible concerning the alleged violation.
- C. If the student records that he/she is responsible, a sanction is administered by the Dean of Students. The student receives notice of any sanction in writing. It is the student's responsibility to complete the sanction by the stated date or face additional sanctions, including immediate suspension.
- D. If the student records that he/she is not responsible, he/she may choose to have a Joint Judicial Committee hearing or an Administrative hearing with the Dean of Students. Notwithstanding such choice, the Dean of Students may retain

cases for Administrative hearing or automatically refer cases to the Joint Judicial Committee, if, in his/her opinion, the nature of the situation warrants such and/or in times when the Committee cannot convene such as between semesters and during final exams.

In either case, the following general procedure will be followed:

1. A hearing is held in which the student makes a plea and witnesses may be called to testify. The student may be present to hear all testimony and evidence and to question all witnesses. The hearing is closed to all other individuals.
2. The Dean of Students makes a decision based, as applicable, on the Administrative hearing or the recommendation of the Joint Judicial Committee. Decisions are based on what the College would consider reasonable belief according to the evidence presented without consideration of formal rules of evidence.
3. The student receives written notice of the decision and, if applicable, sanction. It is the student's responsibility to complete the sanction by the stated date or face additional sanctions, including immediate suspension.
4. The student is notified in writing of the right to appeal the decision to the President of the College within 48 hours of receiving the written sanction. The appeal shall be written and should state the reason for appeal as one of the following:
 - a. New evidence
 - b. Procedural violations
 - c. Sanction inconsistencies
5. The President will consider the reason(s) for appeal and will render a decision based on all information. The student will be notified of the decision in writing within a reasonable time not to exceed five regular work days. This decision is final and not subject to appeal.

Failure to comply with disciplinary sanctions may result in immediate, indefinite suspension from the College. The College also reserves the right to suspend a student from campus in certain situations pending final resolution of a case. Some cases, by their nature, may compel the College to dismiss a student immediately for the good of the Covenant community.

The Joint Judicial Committee

The function of this committee is to provide alternative representation for review of the disciplinary situation. After hearing all evidence and witness testimonies, the committee will make a recommendation to the Dean of Students regarding the student's responsibility in the matter. This committee is comprised of:

1. The Student Senate Vice President (chair)
2. One other member of the Student Senate executive committee
3. Two resident assistants
4. The student's Resident Director
5. The Student Senate faculty advisor
6. One other faculty member to be appointed by the Student Senate Vice President
7. Dean of Students or designee (non-voting member)
8. Faculty/staff advisor, when applicable (non-voting member)

In the event that any permanent member of the committee feels he/she is too closely connected to the student(s) involved, a replacement will be chosen by the Student Senate Vice President.

Disciplinary Sanctions

The following is a list of sanctions which may be imposed on students who have admitted to or been found by the College to have violated the Standards of Conduct or any other applicable College regulation. The College is free to modify, qualify, or create new sanctions in accordance with the individual circumstances and needs of the students. Sanctions will take into account the intent of the student, the effect of the conduct on the College community, the disciplinary history of the student, and the student's needs for growth and accountability. While attempting to be consistent in all disciplinary decisions, the College will also take into account the specific facts and circumstances of each individual situation.

1. **No action:** Information of a violation that is brought to the attention of the Office of Student Development that may require no action.
2. **A Verbal Reprimand:** An official oral warning or reproof addressed to a student declaring that further similar conduct will result in immediate and increasing levels of disciplinary action. A record of this reprimand will be retained in the student's file.
3. **A Written Reprimand:** A written document of official warning or reproof sent to a student and retained in the student's file declaring that further similar conduct will result in immediate and increasing levels of disciplinary action.
4. **Restitution:** After careful investigation of damages associated with a student's wrongful behavior, the College may require financial compensation to repair or repay all the losses associated with the student's actions.
5. **Loss of Privileges:** The College considers all academic requirements as essential and necessary to the life of a student. To ensure this priority, the following privileges will be removed from a student as a loss of privilege: removal of leadership responsibilities, intramural activities, club or organization participation, intercollegiate athletics, off-campus housing, or candidacy to run for election to the Student Senate while on probation.*
6. **Monetary Fine:** At times, the College may determine a monetary discipline assessed to the student for a behavior that is counter-productive to the academic environment.
7. **Holds:** To ensure appropriate follow-through in a disciplinary action from one semester to another, the College may deem it necessary to place a registration hold or transcript hold on the student's account to ensure that the student completes the disciplinary responsibility.*
8. **Counseling:** Often times, a presenting behavior or conduct is the manifestation of deeper personal, emotional, or psychological belief or conflict that is best addressed by believers fitly trained and gifted with counseling skills. The College may require a counseling assessment or on-going counseling meetings as part of the restoration process.*
9. **Campusing:** In some cases, the College may confine a student to his/her room during an appeal or as an act of discipline if his/her potential behavior may disrupt the personal, academic or spiritual atmosphere of the college or if it is in the best interest of the student. This campusing will always be defined and communicated to the student. Generally speaking, the student will be free to attend classes, chapel, practical service or work-study, and meals as scheduled.
10. **Discretionary Sanctions:** Participation in assignments designed to address decision-making and consequences of behavioral choices within the community; mandatory drug or alcohol assessments, or other related discretionary requirements.*
11. **Community Service:** When a student offends the community, the appropriate response at times is for a student to serve the community. Community service requires a student to provide service as part of restitution and part of the learning process concerning the violation of the College standards.
12. **Probation:** Students placed on a disciplinary probation give up their privileges in the residential environment and will be removed from activities not directly associated with the academic purpose of the college as defined in the "Loss of Privileges" noted above. The term "probation" is the highest level of disciplinary action prior to suspension.*
13. **Pastoral Referral:** In the event that a probationary status seems insufficient to deter a student from further behavior leading to a suspension, the college may elect to engage the assistance of a local pastor or parent in resolving the offensive conduct. Generally speaking this is done with the student's permission.
14. **Suspension:** Students may be suspended from campus in the event of a serious violation(s) of the Standards of Conduct. Students are not to return to campus while on suspension unless permission is granted from the Dean of Students or Associate Dean of Students.*
15. **Discontinuation of enrollment:** When a student illustrates a behavior or conduct that consistently violates the Standards of Conduct or places the student or others in harm's way, the College may choose to deny the student's future re-enrollment until specific recommendations for re-enrollment are obtained from qualified consultants pre-determined by the College.*

16. **Immediate Suspension without Appeal:** In the unusual event that a student is viewed as an emergency health or safety threat to the Covenant College community or disruptive to the academic and/or spiritual atmosphere of the college, that student may be suspended outside the standard process of appeal by power of the President, the Academic Dean, and the Dean of Students (or a designee of each of these offices).*

17. **Personal and Public Reconciliation and Confession:** Every member of this community is encouraged to make private confessions of his or her sins to God. If a student offends a brother, sister, a group, or the whole of this body, public confession to those offended is encouraged and may also be required⁴.*

Responses to Violations of the Standards of Conduct

General violations for first-time possession or use of alcohol and/or tobacco:

- First Offense: Minimum probation and community service.
- Second Offense: Minimum probation and suggested suspension for the remainder of the semester.

General violations for first-time possession or use of illegal drugs:

- First Offense: Minimum: Immediate suspension from the College for the remainder of the semester and conditioned re-enrollment for the next semester of attendance.

Intentional or unintentional act to host an event that encourages or enables others to violate the Standards of Conduct:

- First Offense: Minimum suspension for the remainder of the semester.

Incidental damage to college-owned property:

- First Offense: Minimum action of restitution.

Intentional acts of vandalism:

- First Offense: Minimum probation plus restitution to all parties and suggested community service.

Intentional threat or act of harm to any member of the Covenant College community:

- First Offense: Minimum: probation, suggested suspension for the remainder of the semester, \$500.00 fine and possible civil action. Examples of a "threat or act of harm" may include but are not limited to activating a fire alarm through a primary or secondary cause or the act of disabling or tampering with the campus provided safety devices: fire detectors, fire extinguishers, elevators, or public phones. Fireworks and/or open flames are prohibited and will be viewed as a primary or secondary cause threatening the Covenant community.

Trespassing in College-Owned Secured Areas:

- First Offense: Minimum probation and suggested \$75.00 fine, restitution, community service and possible civil action.

Violation of Probation:

- Violation of any Covenant College policy while under disciplinary probation will ordinarily result in suspension from the College for the remainder of the semester.

ACADEMIC POLICIES

For the complete source of academic policies, please refer to the Undergraduate Catalog at

<http://www.covenant.edu/academics/records/catalog> . Copies may be available from the Office of Records.

⁴ Disciplinary actions marked by an "*" may only be imposed by the Dean of Students or the Associate Dean of Students.

Class Absence and Tardiness Policy

Regular attendance in all classes is expected of all students. Prolonging a holiday or vacation recess is not consistent with a commitment to the educational process as a part of the Lord's service. Each instructor is free and responsible to determine and enforce any policy he/she wishes concerning excessive absences in his/her course and will inform students of such policy at the beginning of each semester. This policy will include provision for making up missed work. It is the student's responsibility to contact the instructor about such work, and the instructor will exercise his/her judgment as to whether a penalty will be assessed or whether the work may be made up at all. Students should inform their instructors in advance of any college sponsored event which will necessitate their absence from class.

Disability Accommodation

Covenant College offers students reasonable accommodations for disabilities in accordance with the guidelines of the Americans with Disabilities Act. A student must provide current documentation of the disability from a licensed professional for accommodation of the term for which the request applies. The student must contact the Office of Records at the beginning of each semester for which accommodation is requested. Approved accommodations will be made within a reasonable time period after completion of the official request.

Extended Time for Testing

Students who have on file in the Office of Records a psychological evaluation completed within the last three years that recommends extended time for testing shall be granted that accommodation on a case-by-case basis at the recommendation of the Dean of Records. Students who provide verification that their primary language is not English may also be granted that accommodation on a case-by-case basis when the Office of Records determines that extended time for testing is warranted. Typically, extended time will entail 1.5 times the normal test period. The Dean of Records can make recommendation for additional accommodations on a case-by-case basis. If the professor cannot make arrangements to provide the additional proctoring, the Dean of Records should be contacted for assistance. Despite

the accommodation regarding the administration of tests, all other assignments will be due according to the announced dates.

Papers and Examinations

To receive full credit for any class requirements, the student must present work at the time it is due. Incompletes are granted at the discretion of the instructor. Each instructor is responsible for determining any stipulations concerning the format and materials to be used for examinations and papers.

A student is not allowed to take final examinations other than at the scheduled hours. Exceptions will be considered only if (1) an instructor has a course with more than one section, and it is convenient for a student and instructor to take the final examination at the time scheduled for a section of that course other than his or her own. Please make these arrangements directly with the instructor; (2) a student has three examinations in a row. Students should visit the Office of Records at least one week before exams begin to make arrangements for an alternate time for one of their exams; (3) a student is ill, has a death in the family, or has car trouble; or (4) a student is participating in a college-sponsored event. In the case of (1) and (2) above, a student will take the examination during the regular examination schedule (Monday-Thursday). In case of (3), a student may have to postpone his/her examination until a time later than the regular examination schedule, until which time a grade of **Incomplete** will be recorded. For regulations regarding *incompletes*, see the Undergraduate Catalog. In case of (4) a College sponsored event, students must appeal for an exception from the Vice President of Academic Affairs. Should an exception be granted, the Office of Records will manage the administration of examinations for affected students in cooperation with affected faculty.

Plagiarism and Cheating

As is clear from the definition of plagiarism below, Covenant College includes under the more narrow term "plagiarism" most, if not all, academic misbehavior usually designated by the word "cheating" -- that is, the giving or receiving of illegitimate assistance, especially under circumstances when not collaboration but one's own individual work is expected and when a student presents material as his or her own individual work.

Plagiarism is inconsistent with good scholarship. Covenant College considers plagiarism a moral matter as well as a legal matter. It does this on the assumption that the function of a Christian college is not only to impart knowledge but also to nurture moral character.

- (1) Plagiarism is a deception--of the instructor, obviously, but no less of the student writer. Cheating hides individuals from the encounter with who they really are, what they really can do, or what they can be.
- (2) Plagiarism is a theft--of the materials themselves, but no less of the right of the cheater's fellow students to equal consideration, for in effect the plagiarized paper throws all other papers in competition with work that likely has already been judged superior.
- (3) Plagiarism breeds a moral atmosphere which denies all students the dignity and freedom due them as human beings. Inevitably, one cheater throws the taint of suspicion upon all, the entire climate is poisoned, and mutual respect is endangered.
- (4) Plagiarism perverts the values of humane education when the instructor is forced to give extraordinary attention to the integrity of the grade and can no longer assume the integrity of the student.
- (5) Plagiarism is a sin, a violation of the Eighth Commandment. It is inimical to the values and ideals of a Christian educational institution.

According to the *MLA Handbook for Writers of Research Papers* (7th ed.; 2009; print; p. 52), plagiarism is:

Derived from the Latin word *plagiarius* ("kidnapper"), to *plagiarize* means "to commit literary theft" and to "present as new and original an idea or product derived from an existing source" (*Merriam-Webster's Collegiate Dictionary* [11th ed.; 2003; print]). Plagiarism involves two kinds of wrongs. Using another person's ideas, information, or expressions without acknowledging that person's work constitutes intellectual theft. Passing off another person's ideas, information, or expressions as your own to get a better grade or gain some other advantage constitutes fraud.

In its discussion of the nature of plagiarism, the *MLA Handbook for Writers of Research Papers* (7th ed.; 2009; print; p. 56) also notes three "less conspicuous forms of plagiarism," including "the failure to give appropriate acknowledgment when repeating or paraphrasing another's wording, when

taking a particularly apt phrase, and when paraphrasing another's argument or presenting another's line of thinking."

Examples of plagiarism include, but are not limited to, the following:

- Part or all of a written or spoken assignment copied from another person's manuscript without proper documentation
- Part or all of an assignment copied or paraphrased from a source (books, journals, newspapers, magazines, digital resources, web sites, charts, graphs, music scores, sound recordings, video recordings) without proper documentation
- Presenting as original (or paraphrased) the sequence of ideas, arrangement of material, or pattern of thought contained in another person's work
- Allowing a paper, in outline or finished form, to be copied and submitted as the work of another person
- Preparing an assignment for another student and allowing him/her to submit it as his/her own work
- Keeping a written or digital archive of documents with the intent that they be copied and submitted as the work of another person

A paraphrase is the rewording of another's ideas or the summary of another's work, and even if the wording is distinctly different from the original source, the original source should be cited. If a person copies a distinctive phrase or description using the same words and word-order of the original source, these should be enclosed in quotation marks, with an appropriate reference.

To avoid plagiarism, the *MLA Handbook for Writers of Research Papers* (7th ed.; 2009; print; p. 61) suggests:

- making a list of the writers and viewpoints you discovered in your research and using this list to double-check the presentation of material in your paper
- keeping the following three categories distinct in your notes: your ideas, your summaries of others' materials, and exact wording you copy
- identifying the sources of all material you borrow—exact wording, paraphrases, ideas, arguments, and facts
- checking with your instructor when you are uncertain about your use of sources

For more information on plagiarism, see <http://abacus.bates.edu/cbb/> .

Penalties for Plagiarism

Covenant College assumes the honor and integrity of its students. If some should abuse this confidence, the college is prepared to act as follows:

- (1) An instructor who finds proof of plagiarism will first discuss with the student the nature of the case, including its moral implications and its academic ramifications. Plagiarism normally results in a mark of zero for the plagiarized work. Instructors also have the right to fail the student in the course. They may, at their discretion, end the matter with their own action or pass the case on to their own department and/or to the department of the student's major.
- (2) Instructors should notify the Office of Academic Affairs and the Office of Institutional Research of particular instances of plagiarism.
- (3) The department may report flagrant violations to the administration with the recommendation for expulsion.
- (4) All parties have the right to appeal their case before the chief academic officer, then the academic standards committee, and finally the president. The president may choose not to hear the appeal.

Center for Calling & Career

The Center for Calling & Career exists to assist Covenant College students and alumni as they identify and boldly pursue their callings. We recognize that pursuing one's calling and career involves more than just building the skills to "job hunt." It is a process that includes examining oneself and intersecting his/her God-given talents and desires with needs in society and the church. The Center organizes events and is available by appointment for one-on-one meetings. Its programming is aimed at 5 categories: exploring vocational calling, job search assistance, developing professionalism and practical life skills, entrepreneurship, and helping build connections for students and alumni.

Staff:

Anthony Tucker
Leda Goodman

Contact:

Carter Hall 103
706-419-1156
centercc@covenant.edu

Academic Internships

Covenant College recognizes internships as a vital experiential element in the academic process that provides students with a frame of reference for understanding and pursuing God's calling as it relates to their eventual life pathway.

Internships are typically offered either as paid, unpaid, and/or for academic credit. The Center for Calling & Career assists as a referral source to students that are pursuing internships. Covenant has assisted students in locating internships across multiple disciplines, and the Center for Calling & Career will continue building relationships to broaden internship opportunities. Each opportunity is as unique as the student seeking the experience. Academic credit is awarded at the sole discretion of the student's faculty advisor and/or department chair.

Information regarding internships may be obtained by contacting the Center for Calling & Career staff at careerdevelopment@covenant.edu or 706.419.1156 or by visiting the Center for Calling & Career Office located in Carter Hall, Room 103.

COMMUNITY LIFE

Chapel Program

Covenant College is committed to exploring and establishing Christ's preeminence in all areas of life. Active participation in the local church is an essential component of this life-long exploration, and Covenant students are expected to join with one of the many excellent local churches in our region. In addition, Covenant's chapel program provides a unique opportunity for the campus community to hear the regular reading and preaching of God's Word, which is the primary way we affirm Christ's preeminence and are transformed through Him.

Because of this commitment, Chapel attendance is a requirement for graduation from the college. Chapel is held every Monday, Wednesday and Friday mornings from 11:00 – 11:35 am. All students will need to swipe their student ID card or sign in with a Chapel worker upon entering chapel in order to receive credit. The green light on the swipe card receiver will indicate attendance recorded. No credit will be given to students who arrive more than five minutes late or who leave before the conclusion of the Chapel meeting.

All full-time students (12 or more credit hours) must attend 80% of the morning chapels scheduled by the Chapel Department. Students should monitor their chapel attendance online throughout the semester. Students who meet the required standards for exemption may have the requirement adjusted or waived. A Chapel Exemption Form can be picked up at the Chapel Office. Students who have not attended the required number of Chapels during a semester must fulfill their remaining chapel requirement by listening to previously recorded chapel messages (chapel messages are available for online download on the Covenant College website) and writing a content summary of the chapel message. The summary must be turned in to and approved by the chapel office (summaries may be submitted by hard copy or email attachment).

A hold will be placed on a student's account if the student has not completed chapel make-up summaries prior to pre-registration. Until the Chapel requirement has been met for each semester of enrollment, diplomas will be held, and the student will not be considered a graduate of Covenant or be allowed to participate in the graduation ceremony.

Additional chapel events may be held on Tuesdays and Thursdays at 11:00 am, along with evening chapels, when the college hosts outside speakers who deliver lectures over the course of several days. Some of these annual events include The Neal Conference on True Spirituality, The Reformation Day Lectures, Global Gospel Advancement Week, and The WIC Lectures. Also, one day each semester is set aside for a Day of Prayer. Organized and informal gatherings occur both on and off campus. Students are encouraged to spend time in prayer meditating on God's Word.

It is the hope of the College that through the ministry of large group chapel services, regular prayer meetings, small group cultivation, and one-on-one

discipleship, God will use the Chapel Program to encourage, sustain, and challenge each student to live faithful, passionate, Kingdom-minded lives in the name of Jesus Christ.

Residence Life

Covenant has intentionally designed a variety of residential living areas that meet the varied needs of a diverse student population. It is the College's goal to foster an environment that enables students to develop as responsive learners in the academic environment, as responsible social participants in and out of the classroom, and as Christians whose worldview is consonant with the Scriptures.

Because of its commitment to the living-learning environment, Covenant College requires all freshmen, sophomores, and juniors to live in college-owned and operated residence halls or student apartments. Absent exceptional circumstances, College housing is reserved for students between the ages of 17-25. The Office of Student Development can provide assistance with finding off-campus housing.

Off campus privileges are granted to students who are either living at home with their parents, married, 25+ years of age, or part-time status. Seniors (90+ credit hours) or juniors who have lived on campus for six semesters and who are in good standing with the Office of Student Development and other College departments (no disciplinary records or holds on account and not on academic probation) may also live off campus.

Further information needed about off campus privileges, housing options (including special needs due to disabilities) and all other residence life questions may be directed to the Associate Dean of Students at 706.419.1107. Further information regarding Residence Life can also be found in the Residence Life Manual, available in the Office of Student Development.

Practical Service Program

Our Savior taught that to be an effective leader one must first be a willing servant. Thus, the College holds true that Christianity establishes the dignity of labor. The Reformed faith, in particular, emphasizes the duty to serve God by serving His church and His world in a variety of callings. Christian

brothers and sisters are all part of the body of Christ and, as such, each has different responsibilities to that body. Covenant College needs its students to help us build the college to God's glory. Thus, to this end, Covenant College has implemented the Practical Service Program (see I Corinthians 12, especially verses 12-27). The Practical Service Program is to reflect the College's Statement of Purpose. The purpose of the program is threefold:

1. To further develop identity in Christ as individuals and as His body.
2. To learn and apply a biblical frame of reference (thoughts and attitudes).
3. To serve as Christ would serve (actions).

These threefold goals should benefit the community by providing necessary services to members of the College community and by assisting the College in holding down operating costs as a means of good stewardship of the College's (and your) resources.

New students are required to complete 15 hours of practical service per semester and are involved in various assignments and projects on campus. The majority of freshmen are assigned to Facilities Services or Athletics. Jobs include custodial cleaning of campus buildings, moving furniture, gym monitoring and working at athletic events. Students can expect to work on teams with other freshmen and a student team leader.

Sophomores and juniors are also required to complete 15 hours of practical service per semester. They may be assigned to service positions on campus working with faculty or staff, but are encouraged to choose a service or work-related position off campus. Examples of possible on-campus positions include, but are not limited to, working with a professor, tutoring, serving as residence hall council member or discipleship coordinator, painting, housing and informing prospective students, working with the athletic program, Student Senate and office work. Some examples of off-campus positions are babysitting for faculty and staff children, volunteering at a local church, Widows Harvest, the Chattanooga Nature Center, Hope for Chattanooga, Young Life, the Soup Kitchen, and various other ministries. All work must be approved by the Office of Student Development.

Seniors, married students, and students who have completed six semesters of practical service are exempt from practical service.

Any questions regarding the Practical Service Program should be directed to the Office of Student Development at 706-419-1107 or practicalservice@covenant.edu, or go to http://www.covenant.edu/pdf/admissions/trad/practical-service_info.pdf.

Covenant College and Diversity

Covenant College acknowledges the need, in a fallen world, for joyful diligence in service for the Gospel and the Kingdom of Christ, and, consequently, for the obedient pursuit of justice and righteousness throughout human society. Our commitment to diversity is not grounded in any concept of "political correctness," any mandates of accreditation bodies, or even by the need to reflect the composition of the society in which our graduates will live. Rather, our commitment to diversity at Covenant College is grounded in an understanding of biblical mandates regarding the nature of the Kingdom of God. This commitment is summarized by the following four statements:

1. The Covenant College community should reflect, as far as possible, the diversity of God's kingdom within the United States and around the world. We work actively to become a more culturally diverse community.
2. Covenant College recognizes the participation of men and women from all ethnic and cultural backgrounds within the body of Christ. We encourage, therefore, the study of diversity in human cultural traditions and encourage appropriate appreciation and demonstration of diversity in all areas of college life.
3. Covenant College actively seeks to strengthen the bond of Christian unity across cultures, ethnic heritages, social classes, and genders, while subjecting all beliefs and practices to careful biblical scrutiny.
4. Covenant College exercises its responsibility as a Christian institution of higher learning to model educational practice that eschews personal and institutional racism and is just and non-discriminatory.

In order to implement practices consistent with these commitments, Covenant College is committed to multicultural education that is rooted in the best of the reformed and evangelical traditions. Our goal is to help

students become global Christians who possess the skills, knowledge, dispositions, and values that will enable them to serve effectively in a rapidly changing and pluralistic world.

A core requirement for graduation is that each student participates in a cross-cultural experience. Many students fulfill this requirement and enrich their lives in other ways by participating in semester-long study-abroad programs or May term overseas programs. Others engage in mission trips and other experiences during the summer months. Still others participate in Break on Impact, a variety of spring break opportunities for students to cross cultures, both inside and outside the United States.

Cultural Diversity Scholarships appropriately recognize the contribution of culturally diverse students to our campus. An active on-campus program also provides support and services to our culturally diverse students, many of them children of missionaries. The goal of the diversity program is to serve students by enabling them to succeed academically, socially, and spiritually at Covenant, so that they will be prepared to act as reforming influences in whatever culture they are called to serve Christ and his Kingdom.

In addition, chapel programs and other special activities, many of them student-led, encourage us to dismantle walls of separation between believers today, just as the gospel broke down the wall of separation between Jews and Gentiles in the first century (Ephesians 2:14-18).

The College's View of the Sabbath

On thousands of college campuses across America, Sunday is just another day, seldom set aside as special and rarely observed as the Sabbath or The Lord's Day. Covenant's commitment to the Scriptures establishes a learning community unique and purposefully different than secular colleges highlighting the importance of public and private worship as well as rest from business as usual. The Scriptures state:

"Remember the Sabbath day, to keep it holy. Six days you shall labor, and do all your work, but the seventh day is a Sabbath to the LORD your God. On it you shall not do any work, you, or your son, or your daughter, your male servant, or your female servant, or your livestock, or the sojourner who is within your gates. For in six days the LORD made heaven and earth, the sea, and all that is in them, and rested on the

seventh day. Therefore the LORD blessed the Sabbath day and made it holy. (Exodus 20:8-11 ESV)

While life changes when a student leaves home and moves to college, the biblical command of the Sabbath transcends place and service. Remembering God's call to rest from the labors of the week, Covenant is committed to continuing a day of rest from non-necessary work and a pursuit toward personal and public worship.

The College's philosophy reflects an educational community at rest by:

- Preparing for actions six days a week with, "foresight, diligence, and moderation, to dispose and seasonably dispatch worldly business, that the community may be the more free and fit for the duties of that day."
- Encouraging and enabling membership at a local church
- Committing the day to both public and private worship.
- Closing offices to avoid "business as usual" opportunities best kept for weekdays.
- Closing recreational facilities, including the swimming pool and volleyball court to ensure a quiet atmosphere on campus for private worship and rest.
- Convening classes Monday through Friday permitting the weekend to be used to pursue studies, recreation, work, personal necessities, and worship as appropriate.
- Approving student programming six days a week, not on Sundays, to avoid unnecessary or disturbing distractions.
- Communicating and enforcing a campus and residential ethos of quietness and restfulness.

In a college the size of Covenant, there will inevitably be disagreements about rightful obedience and the proper use of the Sabbath. The College has asked the Tennessee Presbytery to help with developing a community sensitive to the careful observance of the Sabbath but not legalistic in application.

To encourage the proper use of the Lord's Day and hold to minimum possible opportunities distracting from the good use of the Sabbath, the following facilities are closed on Sundays:

- ❑ Ashe and Barnes Athletic Facilities
- ❑ The swimming pool (due to close proximity of housing in Carter Hall)
- ❑ The Chapel
- ❑ All academic campus facilities in Mills Hall, the Library, the Art Barn, Jackson Hall, Barnes Hall, and Sanderson Hall
- ❑ All offices

Covenant's campus is quite extensive and portions are removed from residential areas of the College. The following facilities may be used on a Sunday as long as the activity reflects the College's policy concerning rest and worship on the Sabbath:

- ❑ The tennis courts
- ❑ Shadowlands and Highlands
- ❑ Cross-country trails
- ❑ Intramural field

Works of Necessity

Covenant does offer what are considered to be "works of necessity" (Question 117 of the *Larger Catechism*): food service, fire protection, and, as required, housekeeping or maintenance services.

The College heartily affirms the sanctity of the Lord's Day and that only works of necessity and mercy are to be done on the Sabbath. The College also affirms that utilization of its facilities by Christian groups (mostly youth) when the college is not in session is good stewardship of the magnificent setting and facilities God has provided. The board instructs the administration to do all it can to minimize Sabbath work, recognizing that a few Sunday changeovers are inherent in making the college attractive to summer conferences. The board further instructs the administration to carefully explain to prospective employees the extent of Sabbath work required and to schedule work hours so that the employee has opportunity to worship at a local evangelical church. As long as the College can find enough employees to fulfill the need, students with scruples regarding Sabbath work may be hired if those scruples are made clear prior to hiring. Once hired, all other employees, to include Work Study, will be expected to work on the Sabbath as required by the College.

Quiet Hours of the Campus

Quiet hours are a necessity for community living in order to foster an atmosphere conducive to adequate study and rest.

The relative quietness typically relates to the function of the facility or event within the purpose of the academic culture. Classrooms, study areas, the library, computer labs, computer clusters and other academically-centered spaces are to be consistently quiet and/or conducive to the immediate instruction.

Residence halls are essential to the learning environment and must promote and enhance the learning culture.

The College expects the behavior of students and guests in the residence halls to be governed by a love and commitment to Jesus Christ and by a respect and courtesy toward other students. First and foremost, the residence halls are places for students to live together in community while pursuing an academic course of study. Residence halls provide places for relaxation and recreation, but are primarily to be places conducive to academic work, study, and rest. Therefore, the study and rest of a neighbor takes precedence over the student's desire to enjoy music, computer games, or television.

The residence halls are designed for sleep, study, and socializing in that order. Sleep takes first priority, then studying, and then socializing, only if it does not conflict with students trying to sleep and study. Students are to keep the noise of their relaxation or entertainment within the confines of their respective rooms and are to respond with consideration and alacrity when asked to be quieter.

All student housing has "Quiet Hours" of 11:00 p.m. to 9:00 a.m. Additional quiet hours may be mandated by Residence Hall staff at any time, but especially during exam week. During Final Exams, the "Quiet Hours" are extended to 23 hours a day with a hall determined "Loud Hour" to help relax before returning to studies.

For more detailed information about the policies that shape residence hall life, please see the Residence Hall Manual.

Campus Safety

Covenant College has an open “private” campus. While this affords freedom of movement for the campus community, it also means that access to campus facilities is not limited to members of the campus community. It is essential that students take precautions to avoid unfortunate incidents with unwelcome campus visitors.

All students are issued an ID card at the beginning of their first semester’s enrollment. This card is meant to last from year to year, so students should keep careful track of it. All College employees are given IDs when they begin employment at the College. All members of the community are expected to carry their ID while on campus and to present it to College, security, or law enforcement personnel upon request.

The ID card serves as a key to the card access doors located on all residence halls and certain academic buildings. Residence Halls are locked at all times. Non-residence buildings are locked between 9:00 p.m. – 12:00 a.m. nightly during the security guard's rounds. They are unlocked prior to 7:00 a.m. when the guard goes off-duty. All card access issues are handled by the Safety and Security Office.

Normal Operating Hours of Academic Buildings

Normally, all student-related activity in academic buildings is between the hours of 6:00 a.m. to 12:00 a.m., Monday through Saturday. All academic buildings close from Saturday 11:30 a.m. - Monday 6:00 a.m. The exception is the Chapel, which is locked on Saturday and Sunday. Music students are given card access to gain entry to the Chapel on Saturdays.

After Hours Permission

From time to time, there may be a need for students to be in academic buildings outside of these normal hours of operation. When this is the case, students will need to receive written e-mail permission from a professor submitted to the e-mail address: afterhourspermission@covenant.edu. This e-mail address will automatically route to the Academic Affairs Office, the Office of Student Development, and to the Safety and Security Office. The e-mail must be submitted at least one week prior to the date after hours permission is requested. The e-mail should include the specific time frame requested with a brief rationale and a description of the student activity

necessitating the access. Music professors should submit the names of each student they expect to use the Chapel after hours (no rationale is needed).

Students receiving permission to be in a locked facility past normal hours of operation must act responsibly or lose the exceptional permission. Students are not to access the building for any other reason or time than approved, invite other students into the facility, block doors open, loan their card for access to other students, ignore the guard's instructions, or access other areas of the facility not directly related to the Professor's expectations. Students must carry their student ID each time they utilize the after-hours permission. The security guard will be given a list of each student with after-hours permission. Any students present during hours outside of normal operations who do not have permission and identification will be escorted from the premises. Faculty members may not grant after hours permission to any student past the hour of 2:00AM. The faculty member granting permission for a student is responsible for communicating the terms of this policy to the student.

Use of Outdoor Common Space

Outdoor areas designated as community space should be available to the entire Covenant community within the framework of good stewardship and being a good neighbor. As the College grows, all members of the community need to be more aware of possible conflicts in scheduling of outdoor areas as has already found to be true for indoor areas. Therefore, the reservation and use of such designated spaces will be under the same system presently used for indoor space. Just as there is often informal use of rooms for study or impromptu meetings, the same is true of outdoor areas. Outdoor studying, Frisbee golf, sunning, and other normal outdoor activities that take place in common areas will not require any type of formal reservation; however, if an outdoor area is requested and approved for College use in such an area, that event will take precedence over an informal gathering just as is the case for indoor facility use.

If inclement weather forces the relocation of an event, the alternative location should have been previously reserved. Include such a request in the original Facility Request Form as a backup location.

Because of the location of some outdoor areas, more specific policies may apply. Areas considered to be community space include:

- The Campus Green
- Overlook
- Quad between the chapel and Mills
- Patio between Rymer and Schmidt Hall (More detailed policy follows)
- Knoll on the west side of Sanderson

All athletic fields remain under the jurisdiction of the athletic director.

Rymer- Schmidt Patio

The patio between Rymer and Schmidt Halls is for the use of the entire campus. All clean-up including trash and grill cleaning is the responsibility of the event organizer.

If students wish to reserve this area for a group such as a class meeting, floor get-together, cookout, or any other type of meeting, they will need to complete and submit a Facility Use Request form. These forms can be found in the Conference and Special Events Manager's office in Carter Hall 102.

Students should remember that this area is between residence halls and is not to be used for noisy gatherings past 10:00 p.m. any night nor any time on Sunday.

Also, permission to use the patio area covers the outdoor areas only and does not convey permission to enter adjoining residence areas for water, electricity, restrooms, or other supplies. Students should respect the privacy of the residents of the nearby buildings. Students should feel free to use the patio if it is open but they must be sure to book the area if they plan to have an activity there.

College ID Card (ScotsCard)

The ScotsCard assists Covenant students with easy and secure access to most financial services on campus. The ScotsCard provides greater assistance to families in supporting their student(s) while attending Covenant College. The ScotsCard provides access to the following student services: Board Plans (with Flex account), Scots Plus account (pre-paid card account) library card, residence hall access card and campus identification

card. The Scots Plus account provides students with financial access in the following locations:

ON-CAMPUS: dining, bookstore, laundry, mailroom (office services), vending, library copiers, services provided by Health Services and account deposits and maintenance through the ScotsCard Office.

OFF-CAMPUS: dining, pharmacy and convenience store supplies.

Loaning of a ScotsCard is prohibited and may result in a fine. Students are responsible for the care of their ID. You may view all ScotsCard policies and services online at www.covenant.edu/students/resources/scotscard.

Food Service

Great Hall

The Great Hall, original to the 1920's hotel, is Covenant's main dining facility located on the first floor of Carter Hall. The Great Hall's newly renovated dining service area provides students and other Covenant members with the best dining views and service found in Northwest Georgia and the surrounding Tennessee area. Meal time hours and pricing are posted at the front desk.

The 50 Flex dollars allotted with every board plan may be used by the cardholder to purchase meals for other students or other individuals, but the student must be present with his/her ID to do so. Students must have their ID card with them to gain access to all food service locations or events. Students are not allowed to loan their ID out or share their meal plan with other students or individuals. Failure to comply may result in an ID/Food Service fine.

The "Blink"

The student snack shop is located on the first floor of Carter Hall. Known as the "Blink," it derives its name from the time of civil conflict in Scotland when a brief time of peace was known as a "blink." The "Blink" is a place of relaxation where students may enjoy refreshments in an informal atmosphere. Specific hours and menu items are posted. Vending machines are available at other areas around campus.

Priesthill Center - Health and Counseling Services

Why the name Priesthill?

The name Priesthill has its origins in Scottish history and was long associated as a haven of spiritual encouragement and refreshment for harried Covenanters during the latter days of the Stewart persecution. At Covenant College this name has been chosen to reflect the spirit with which the staff members of Health and Counseling Services offers themselves to those in need of physical, emotional and spiritual strengthening

Health Services

Staff

Barb Michal, R. N.

Yvonne Terney, Receptionist

Dr. Bill Moore Smith, Consulting Physician

Location

Carter Hall 231

Phone: 706-419-1275 or Extension 1275

FAX: 706-820-2933

Office Hours

Monday through Friday

8:00 a.m. - 12:00 p.m.

1:00 p.m. - 4:30 p.m.

Services Provided

Health Services provides the following services:

- Assessment and treatment of minor illness and injuries
- Referral to other health care facilities
- Collect blood or specimens for physicians and send to Quest Diagnostic Laboratory
- Give allergy injections
- Give limited vaccinations
- Provide health education programs on a variety of topics

Consulting Physician

Dr. Bill Moore Smith is consulting physician for the College. He has a satellite office five minutes from campus on McFarland Road, next to Fairyland Pharmacy. Dr. Smith or his nurse practitioner will see ill and

injured students in his office Monday through Friday. Students wishing to be seen at Dr. Smith's office can make an appointment with Health Services. Please call 706-419-1275 or ext. # 1275.

Communicating to faculty regarding illness

If a student is ill and has contacted or been seen in Health Services, a notification of illness will be sent to the student's professors via e-mail. This notice will indicate that the student is ill and cannot attend class but does not excuse the student from class work or from chapel. The student should contact his/her professors to arrange to make up class-work. Notifications to professors are also provided for doctor's office visits.

Self-care Center

The Health Service Department also houses the Self-Care Center for Cuts, Colds, & Stomach Pain. The Center is utilized by students, faculty, & staff.

Emergency situations

In emergency situations, when the nurse cannot be located during regular office hours, contact the Student Development Office or the on-duty Resident Director. For medical problems or accidents that occur after regular office hours and on weekends, resident students should contact the on-duty RA, ARD, or RD.

Counseling Services

Location

Second floor Carter Hall, Room 256 & 257

Phone: 706-419-1275

Services Provided

Counseling Services provides professional counseling from a Biblical perspective. They are contracted individually and are open Monday through Friday during the academic year. Services offered include:

- Personal, premarital, marital and family counseling
- Small groups on various topics related to emotional, mental, physical and spiritual issues
- Referrals for psychiatric and mental concerns; and testing and evaluations
- Psychological testing and evaluations

Students may call ext. 1275 or phone 706-419-1275 or go by the office to schedule a free, confidential appointment to see one of the counselors.

Involuntary Withdrawal

Covenant may initiate an involuntary withdrawal when a student exhibits behavior that could disrupt the academic process or present a danger to the student or other members of the College community. This policy may also apply to any student returning from a hospital confinement who needs extended observation or supervision. The following are some situations in which such action would be appropriate:

1. The student's behavior appears to pose a danger to the life, health, or safety of the student or other members of the College community, or to the College, its property, or to the property of another member of the College community.
2. The student's disruptive behavior impedes or aggressively disrupts the educational process or the legitimate activities of other members of the College community.
3. The student refuses or is unable to cooperate with a recommended evaluation or treatment procedure, and/or the student acts or threatens to act in a manner that would interfere with or disrupt the educational process or the legitimate activities of other members of the College community.

If necessary, the Dean of Students will convene an Evaluation Team to review the case and make appropriate recommendations. The Team will normally consist of:

- A member of Priesthill Services (Counseling Services or College Health Services) staff;
- The student's academic advisor;
- The Associate Dean of Students or the Director of Student Life
- The Dean of Students or his/her designee or both.

Following the review of all relevant information, the evaluation team will report its findings and recommendations on continuing the enrollment status of the student to the Dean of Students. The Dean will then make the final

determination as to whether the student should remain at the College, and if so, under what conditions. In the event that a student is suspended or dismissed, the Dean may also elect to impose conditions for the student's re-enrollment.

A student who fails to cooperate with either the evaluation process or with the conditions set for his/her continuance at the College may be suspended on a summary basis as noted above.

In cases where it is believed that the student's behavior poses a danger of causing imminent harm to self or others, the student may be summarily suspended or dismissed from the College immediately. Typically, in such cases, appropriate medical and law enforcement agencies, as well as family members, will be notified. The evaluation process should then take place following the student's suspension and removal from campus.

Leave of Absence

An approved Leave of Absence (LOA) is a temporary interruption in a student's program of study most often to take advantage of an opportunity for academic enrichment. Students must petition for a LOA in writing to the Office of Records at least three weeks before the beginning of the term of the LOA. The petition must include the reason for the student's request with a reasonable expectation that the student will return from the LOA to continue the educational program. A LOA must not exceed a total of 180 days in any 12-month period. If a student is a Title IV loan recipient, prior to granting a LOA, the Financial Aid Office can explain the effects that the student's failure to return from a LOA may have on the student loan repayment term, including the expiration of the student's grace period. Online counseling will be required.

While on a LOA, students retain their "in-school status" for federal loan deferment eligibility. Students may choose to maintain their Covenant e-mail and network access by paying the off-campus Technology Fee or by placing a non-refundable deposit for their returning semester which will then apply as a payment toward that term. A deposit will be required before being permitted to pre-register for the returning term. However, if a student does not return from a LOA, the student's grace period begins the date the student began the LOA. Please contact the Office of Records with any questions.

Institutional Records

The institutional records policy is established by the Office of Records. This policy governs the retention and disposal of all student records in order to be certain that the information collected, stored, and disseminated is consistent with fair information practices. Students may request a hard-copy policy of the *Institutional Policy Concerning Privacy Rights of Students* from the Office of Records.

The Office of Student Development maintains records on all students enrolled or in the process of degree completion. The following policies are access guidelines to the retention and disposal of student records for the Office of Student Development:

1. Students have the opportunity to inspect their official file. Corrections or challenges to records may be presented in writing by the student and placed in the file.
2. Covenant College personnel who need particular information in order to perform their assigned duties may have access to these files after permission of a student dean.
3. Disclosure of information contained in student files to other persons or agencies is prohibited, with the following exceptions:
 - a. Information from a student file will be released to a third party upon written request from the student.
 - b. Directory information (name, home address, local address, class, year, major, and verification of enrollment) may be released to anyone upon request. Standard procedures will be to refer all inquiries to the Office of Records for the distribution of Directory Information.
 - c. The Office of Student Development must release official records upon subpoena or court order. The Dean or Associate Dean of Students will attempt to notify the student that the records are being released.
 - d. Auditors inspecting the operations of Covenant College may inspect student files after permission of a student dean.
 - e. Information from student files may be released to parents or legal guardians who financially support a student (under IRS regulations in effect at the time of the request).
 - f. Information for a student file may be released to persons providing financial aid for a student via scholarships as stated in Banner with the terms of the scholarship stated in the Banner usage agreement.
 - g. Information from a student's file may be released in the event of a serious health or safety threat.

Student Computer Labs and Policy

College computer labs are available in Mills Hall and each of the residence halls. Printing stations are available in various locations on campus. Each year, Technology Services publishes policy regarding the proper and appropriate use of computer resources while the students are enrolled at the College. A copy of the policy can be found at <https://scots.covenant.edu/techsupport>.

General Expectations of Responsible Behavior

Students are expected to behave in a mature professional manner at all times with regard to the treatment and use of all system software and hardware. Any conduct that is felt to be disruptive or is seen as an attempt to be disruptive to the normal operation of the College computing systems will not be tolerated.

BANNER

Covenant College utilizes an integrated college information system called Banner.

Banner System Instructions – Accessing the Online Financial Account

1. Enter <https://scots.covenant.edu> in the browser window and choose the Banner link.
2. The Banner User Login screen should appear:
 - In the username, enter the student's Covenant College network username
 - In the password field, enter the student's network password
3. This will bring up the Home Page for the Banner System:
 - Click on "Student Services" to access account
4. From the Student Services screen:

- Click on Student Records
5. From the Student Records Screen:
- Click on Account Balance Charge

The Account Summary by Term screen should appear with brief instructions regarding the accounting information. Please note that the top line showing the Account Balance displays the current balance due.

6. To Exit Banner:
- Select “EXIT” at the top right to log out of Banner, or select Student Services to access other areas of your record.

Guide to Managing the Student Financial Account through BANNER

Who is responsible for handling the Covenant College financial account?

At Covenant College, students are considered the primary parties responsible for managing their college financial affairs. In the past, the College may have assumed that students’ parents were the primary responsible parties. However, recent changes in Federal privacy laws, coupled with an ever-increasing variety of parental/child relationships, have led the College to focus on the students when communicating issues regarding their college finances. This has proven to be the most effective way for the College to contact the party most interested in ensuring that financial issues do not impede academic progress.

Under Federal law, may a student delegate authority to a parent or others?

Yes. A student may designate a parent or other individual as having authority to receive information from the college regarding financial or other matters. The student simply completes the Release of Information form and mails or delivers it to the Office of Records. This form will remain in force until revoked by the student. Without this form, the college may not legally discuss or provide information to anyone other than the student.

How does a student manage his/her personal financial account at Covenant?

The key is learning to access the Banner system. Covenant College utilizes an integrated college information system called Banner. The Banner system connects a number of information processes that are important to a student’s academic program at Covenant. These include:

- *Registration* (class schedule)
- *Student Records* (grades, transcripts, and financial account)
- *Financial Aid* (financial aid applications, status, awards, and other information).

The online features of the Banner system help the College to manage academic and business affairs in the most efficient way possible. Detailed instructions on accessing the account balance information is included at the end of this document.

Will parents or students receive a mailed statement of the balance due?

No. All information is available online (and is updated daily). The most effective way for students to manage their account is to access the balance due online. To avoid late payments, students should check their accounts after major changes to class schedules, board, or meal plans, or at least each month prior to the finance charge deadline.

Sometimes parents are really the ones who pay the bills. How will they get the information they need to pay the bill on a timely basis?

An electronic bill is available on demand by visiting scots.covenant.edu and entering the student’s Banner ID and the e-bill address on file. The system will generate a PDF file of the student account and will send it via e-mail. In addition to this method, a student can provide parents with a copy of these instructions and his/her Banner User ID and six-digit PIN. Parents can then access the student account directly in the Banner system on a regular basis or when new charges have been added that could affect the balance due.

The other method is for students to access their account, print an updated statement, and mail, fax, or discuss the balance due to their parents.

What if neither the student nor the parents pay the balance due by the end of each month?

To encourage students and parents from delaying payments for classes and other services when due, the College charges a late payment fee of 1.17% per month on the unpaid balance as of 4PM on the monthly deadline.

How does someone get help with accessing the Banner system?

Because of privacy regulations, username/password information cannot be emailed. The Technology Services Support Center is available to answer all other questions Monday – Friday 8:00 a.m. until 4:30 p.m. EST at (706) 419.1219 or via email at techsupport@covenant.edu. Answers to many common questions can be found at <https://scots.covenant.edu/techsupport>

What if someone has questions about their Banner account?

The Accounting Office is the best place to start with specific questions concerning charges to an account or what payments have been applied. The Accounting Office is currently located at the north end of the first floor of Carter Hall, or you may call at (706) 419-1102. Normal business hours are 8:00 a.m. to 4:30 p.m. EST Monday through Friday.

Network Account Policies and Regulations

All full-time students will receive a network account from Covenant when they are accepted for admission. Upon accessing the account, each student will show acceptance of the following policies that regulate use:

- Students will maintain their same network account as long as they are enrolled.
- Use of any of Covenant College's computer resources for personal monetary gain, such as personal business or consulting activities, for which pay is received, is strictly prohibited.
- Students are encouraged to use the wireless network provided for them. The wired network is for faculty/staff/lab/cluster use only. Any attempt to connect non-college provided equipment to the wired network is strictly prohibited.
- Students will be asked to present their College ID when requesting any account maintenance (i.e. password reset).
- All users are expected to provide their own method of storing their files. Network drives should be viewed as a backup to the student's disks/personal computers.

- Each semester, students paying the technology fee will be allotted 400 sheets of paper, available for printing to any of the public printers on campus. Additional sheets may be purchased at a rate of \$5.00 per 100 sheets. At the end of each academic year, the sheet balance will be reset to zero; there is no reimbursement or rollover from year to year for unused sheets.
- Student accounts are to be used only by the intended student. Passwords are considered confidential. Giving that information to another person, thereby allowing them access to the network, will not be tolerated and may be cause for suspension of the account.
- Intentionally accessing accounts, private files or the email of another network user will result in suspension of the account.
- Using computer resources for any purpose that is illegal, immoral, unethical, dishonest, damaging to the reputation of the college or that is likely to subject the college to liability may result in suspension of the student's account. Illegal acts involving college computing facilities may also be referred to state and federal authorities for prosecution.

Internet, E-mail, ISP and the Use of Cyberspace Networks

Technological advances in the field of computer science afford students access to a truly global network resulting in unlimited academic resources and convenience. At the same time, the possible misuse of the cyberspace network for personal or academic wrongful gain is abundant. The Community Standards of Conduct apply to the use and care of the Internet, E-mail, IM, and all electronic networks available to our community.

In the event that a member of this community misuses the computer network, disciplinary actions will be determined by a combined effort of the Offices of Academic Affairs and Student Development.

“Students must conduct themselves in a way which reflects a commitment to holy living: doing what the Bible requires, abstaining from what the Bible forbids, and carefully discerning the will of God in every area of life.”

The Internet must not be used to access media, clubs or organizations that violate the biblical directives. The Community Standards of Conduct state:

“Students are also required to abstain from all activities which violate biblical teachings, such as theft, drunkenness, slanderous or profane language, all forms of dishonesty including cheating, and sexual sins (such as premarital sex, adultery, homosexual behavior and the use or possession of obscene or pornographic material). Students must reject all sinful attitudes, such as greed, jealousy, pride, lust and prejudice against those of a different race, gender, socio-economic status, etc.”

Additionally, students are to use wisdom and Christ-like discretion in the application of biblical principles to decisions regarding all areas of life such as involvement with various forms of media and all non-college organizations.

Generally, violations of the Community Standards of Conduct through the use of computer communications including, but not limited to, illegal file sharing, inappropriate web postings or electronic communications, and any abuse of the campus e-mail system, will result in disciplinary action from the Offices of Academic Affairs and Student Development.

Web Security

The only real means to avoiding Internet pornography, prejudice, gambling, or other sinful and/or unedifying uses of the Internet is a personal, vibrant relationship with Jesus Christ in the midst of a local church and friends committed to living obediently out of grace. There is no other cure for these ills than obedience to the Word of God.

As a whole, the College offers programs and instruction that teach us how to think, act, value, and exercise dominion like Christ through our curriculum, chapel speakers, residence hall discussions, special events, and encouragement to be involved with a local church.

As a pragmatic means to assist every member of this community that struggles with wrongful use of the Internet, the Offices of Student Development, Human Resources and Academic Affairs have various levels of helpful intervention. These interventions would include but are not limited to: the college’s Christ-centered counseling services, the on-campus availability of local pastors, the college-wide use of a 24/7 Internet filtering software, the means to limit access to the Internet on an individual and

confidential basis, and the careful placement of our college computers in highly visible areas.

Every computer on the college’s network operates through the college’s server and is protected by the filtering software. To assure that students do not become implicated in the inappropriate use of their computer, they should be sure to keep their passwords a secret, to log off of their machines when they leave it, or to set the computer to log off after a few minutes of non-use. Students, faculty and staff found not living according to biblical teachings will receive disciplinary action from the college.

Banner- Federal Privacy and Student Passwords

All information regarding registration, transcripts and student bills is contained within the Banner system. Because of the need for security and Federal Privacy laws, Covenant cannot discuss student passwords with anyone, including parents. Students who want their parents to have access to Banner must share their password with them.

E-mail

Covenant considers e-mail to be an official means of communication to students. All students will receive an official e-mail account from Covenant the first semester they are enrolled. Since some communications may be time-critical, all students are expected to check e-mail at least once daily.

Students are responsible for checking their Covenant e-mail account on a regular basis. If they choose, students can redirect their Covenant e-mail address to another account. However, Covenant will not be responsible for e-mail delivery by outside vendors or departmental servers.

Monitoring and Accountability of E-mail Services

The College reserves the right to monitor the e-mail system for purposes of administration and message forwarding. In the event inappropriate behavior is observed during such monitoring, the College also reserves the right to address such behavior.

E-mail messages are not protected by privacy legislation and should be considered College property. Designated individuals within Technology Services are afforded "authorized access" as agents of the College. Spoofing or constructing an electronic communication so that it appears to be from someone else may be cause for suspension of the account.

Electronic communication of any form that is repeated and/or unwanted (including mass emails) may be considered harassment and subject to disciplinary action. Harassing by use of technology may result in suspension of the pertinent account (network/email) and additional discipline.

Student Storage and E-mail Services

Each student will be given storage on the e-mail server for messages. The storage will vary based on number of students enrolled and resources on the server. Additional storage above the normal allotment may be requested at the Technology Services Support Center.

Inclement Weather Warnings

E-mail is considered the official channel of communication to Covenant College. It will be used to communicate college closings due to inclement weather. To determine whether or not the college is closed due to bad weather, check your email or call 706.419.1170 and listen for a general announcement. Any decision to close the college for inclement weather is made by the Vice President for Student Development.

Computer Labs

The lab machines are to be primarily used for academic purposes. Students are encouraged to be considerate of others and limit use of recreational e-mail/chat and web surfing during peak times in the semester.

To ensure the physical security of the labs, students may be asked to present their college ID to gain admittance.

Bringing food or drink into any of the computer labs or clusters is not permitted. All food and beverages are to be left outside the labs or clusters. Anyone with food or beverage, opened or sealed, found in the labs or

clusters will be required to remove the food or beverage from the labs and may be subject to a \$10 fine.

Deliberately abusing/degrading the computer system resources (hardware/software/data) belonging to the college or other students or depriving others of the resources may result in suspension of the pertinent account (network/email) and additional discipline. This could include, but is not limited to, knowingly running or installing on any computer system or network, or giving to another user, a program (virus, Trojan Horse, worm, etc.) intended to damage, or to place excessive load on a computer system or network. This may also result in the student being fined the equivalent funds for materials and labor at the rate of \$50.00 per hour to fix the problem he/she created on the system.

Wireless Network

Covenant College offers a first class wireless network to promote and enhance the academic purpose and mission of the college. Students are encouraged to protect their personal machines from viruses and intrusion by others. Covenant is not responsible for any loss of data on personal machines. Users may not provide access from their computers to anything protected by copyright (including MP3 files from copyrighted media), or of a sexually explicit or pornographic nature, or which violates College policies. The college reserves the right to scan any part of its network, including the wireless network for security problems and to monitor traffic and usage patterns on its network. The College retains the right to block or to disable network applications that use excessive network bandwidth or which facilitate illegal activity.

Library Information

The Anna Emma Kresge Memorial Library represents the critical center of the academic enterprise at Covenant College. The Library exists to facilitate and promote learning through its physical facilities, dynamic collections, and services performed by professional and skilled support staff. It plays a significant role in fulfilling the mission of the College by providing bibliographic instruction, appropriate resources in a variety of media formats, personalized reference assistance, and information literacy competency training using a biblical frame of reference from within the Reformed tradition.

The Kresge Memorial Library seats about 250 on two floors. The first floor contains a variety of seating and furnishings that encourages engagement with library staff, faculty, and other students. Reading tables, individual study carrels, soft seating, and a coffee lounge offer a warm environment. Current print periodicals and the entire book collection are housed on this main level. The second floor is a quiet study area housing assignable SIP carrels, semi-private group study rooms, a campus art gallery, the Writing Center, a seminar classroom, and a room for receptions and other special events. The Library's audio-visual collection is stored on the second floor, along with the College Archives, back issues of print periodicals, and the microform collection. The Library provides public computers appropriately equipped for research purposes and wireless access to the campus network as well as Wi-Fi connectivity.

Current print and multi-media collections total over 100,000 volumes. In addition, the Library owns over 56,000 electronic books, offers access to more than 10,000 electronic full-text journals, magazines, and newspapers (many with backfiles to the 19th century), and subscribes to nearly 175 electronic research databases covering all academic disciplines. Many of these electronic resources are available through GALILEO, Georgia's "Virtual Library." Covenant College students may access GALILEO and most other electronic subscription resources from off-campus with appropriate user authentication. Through its membership in OCLC, the world's largest provider of bibliographic services, the Library networks with over 18,000 other institutions worldwide to provide interlibrary loan access and document delivery service to over 100 million library items.

Please check the Library's web site at <http://library.covenant.edu> for more detailed information on hours, policies, collections, and services.

The Student Association of Covenant College

All full-time and part-time students paying the student activity fee and enrolled in the traditional, on-campus educational program of Covenant College, are members of the Student Association of Covenant College (SACC) and have full voting privileges. The SACC is governed by the Student Senate, which derives its governing authority from the Office of Student Development and the President of the College, who is appointed by the Board of Trustees.

The purpose of the Student Senate is to insure that students have an active voice in campus issues, problems, and student rights. The Senate shall provide leadership and direction in the planning and implementation of activities that promote spiritual, social, emotional, physical, and intellectual growth. In all of its functions, Student Senate will strive to recognize Christ's preeminence.

Student Clubs and Organizations

Covenant College aims to develop student leadership through student-led clubs and organization. The Office of Student Development seeks to aid and encourage student participation in campus organizations. Information concerning policies, procedures, and adviser responsibilities can be found in the Student Organization Handbook located in the Office of Student Development.

Each year the Student Senate funds the student clubs and activities out of the Student Activity Fee. In an effort to cultivate a diverse educational culture, the Student Senate regularly funds clubs and activities. A complete listing of clubs and organizations is located at <http://www.covenant.edu/students/activities/clubs>.

If any students would like to start a new club, they should contact the Office of Student Development and a member of the Student Senate prior to the fall or spring budgeting process.

Student Involvement in Institutional Decision Making

The Covenant College Board of Trustees Standing Policies and Procedures intentionally involve students in the institutional decision making process. The Standing Policies and Procedures of the Board state "Student representatives, keeping in mind academic priorities, should attend all committee and full board meetings, be prepared to represent and voice concerns of the student association of Covenant College (SACC), be *sensitive* to written or oral information that should remain within the committee and complete administrative tasks as assigned."

Outside of Board Meetings, Covenant College provides other opportunities for interaction and involvement:

Forums and Focus Groups

Students serve the College in many ways in our process of institutional decision making. One form of that assistance comes through helpful feedback and discussion concerning the programs and policies through forums provided through the Office of Student Development in conjunction with Student Senate.

Each semester, students involved in Focus Groups provide helpful information to improve the work of the college. The role of a student in a Focus Group is to attend all meetings, voice student concern specific to the student service provided by the department, complete administrative tasks if requested, provide guidance on matters as to specific policy and procedure of the committee, and assist in the assessment of the work of the department.

In addition to these groups, the college organizes an annual Assessment Day to review the programs of the College. For more information, please contact the Office of Academic Affairs.

Student Leadership

Resident Assistants

The role of a student as a Resident Assistant is to assist the Resident Director in enhancing the academic experience for the students, encouraging student learning and personal development and enforcing policies ensuring a safe and healthy environment.

Discipleship Coordinators

The role of a student as discipleship coordinator is to attend all meetings, and work in conjunction with the RA and council member to encourage and facilitate spiritual development and programming within the residence hall, whether through hall prayer and praise, service projects, Day of Prayer events, and various other means.

Hall Councils

The role of a student on a hall council is to attend all meetings, plan and facilitate programming for the residence hall (social, educational and spiritual), complete administrative tasks as assigned, and provide leadership to the students on his/her hall.

Orientation Team

The role of a student on the “O-Team” is to plan New Student Orientation in the fall and spring, welcome new students, and help them adjust to life at Covenant.

Student Senate

By election of the Student Association of Covenant College, the following positions are stipend positions within the Student Senate:

- President
- Vice-president
- Secretary
- Treasurer
- Senior Class President
- Junior Class President
- Sophomore Class President
- Freshman Class President
- Director of the Campus Activities Board
- Director of Student Ministries

Student Senate Standing Committees

Appointed by the Student Senate, students constitute the majority of each of these committees. The students’ role on these committees is to chair, appoint, and approve student membership to the committee, develop the committee’s agenda, administrate the responsibility of each committee and represent the SACC voice as to disciplinary hearings, student leadership election, student publications and the College-contracted service of Chartwells.

- Joint Judicial Committee
- Elections Committee
- Publications Committee
- Food Service Committee

The Student Senate derives its governing authority from the Office of Student Development and the President of the College, who is appointed by the Board of Trustees. As elected officials, each senator derives his/her representative authority from and is responsible to the Student Association. The Student Association derives its authority of election, petition, and

impeachment from the College administration (Article III, Section 2 of the Constitution of the Student Association of Covenant College, Lookout Mountain, Georgia).

The Student Association Constitution states: Article IV: Student Senate Section 1: Purpose: To insure that students have an active voice in campus issues, problems and student rights. The Senate shall provide leadership and direction in the planning and implementation of activities which promote spiritual, social, emotional, physical and intellectual growth. In all of its functions, Student Senate will strive to recognize Christ's preeminence.

Section 4: Advisors: The Dean of Students, or a representative appointed by the Dean of Students, and one faculty member appointed by the Student Senate shall function as advisors to the Senate.

Student Membership on Institutional Committees

Representatives of the Student Association of Covenant College (SACC) are actively involved in the institutional decision-making process. Institutional policy reserves student membership on the following committees:

Board of Trustees

The role of a student on a sub-committee of the Board of Trustees is to work with the administrative liaison to develop the committee agenda, attend all meetings, voice student concern, complete administrative tasks as assigned, and vote on matters as to specific policy and procedure of each committee. Student Senate is invited to the biannual full Board meetings, and students in general may attend meetings of the full Board on a space available basis approved by the Board of Trustees.

- ❑ Advancement/Investment Committee – appointed by the Student Senate (1)
- ❑ Business Services/Facilities Oversight Committee – appointed by the Student Senate (1)
- ❑ Student Development – appointed by the Student Senate (2)

Due to sensitive personnel and/or financial matters, students do not have representation on the Executive Committee, Academic Affairs Committee, or Trustee Development Committee.

College Administration

The role of a student on an administrative committee is to attend all meetings, suggest issues for the agenda, voice student concern, complete administrative tasks as assigned, and vote on matters as to specific policy and procedure of each committee.

- ❑ Campus Planning Committee – appointed by Dean of Students (1)
- ❑ Athletic Committee – appointed by Student Senate (2)

Academic Affairs Administration

The role of a student on a faculty committee is to attend all meetings, voice student concern, complete administrative tasks as assigned, and vote on matters as to specific policy and procedure of each committee. The committees with student membership are:

- ❑ Information Technology Committee – appointed by the Student Senate (1)
- ❑ Academic Standards – appointed by the Student Senate (1)
- ❑ Admissions Committee – appointed by the Student Senate (1)
- ❑ Spiritual Life Committee – appointed by the Student Senate (3)
- ❑ Curriculum Committee – appointed by the Student Senate (1)
- ❑ Maclellan Scholars Committee – appointed by the Student Senate (1)
- ❑ Multicultural Committee – appointed by the Student Senate (1)

Due to sensitive personnel and/or financial matters or social events of the faculty, students do not currently have representation on the Faculty Status Committee, Graduate Council, Library Committee, Faculty Assembly Steering Committee, or Social Committee.

The policies, procedures, and regulations contained in this handbook are not all inclusive and final. The College reserves the right to change, add, or amend the policies herein at any time. Students are responsible for all policies, rules and regulations in this document as well as other documents and are also responsible for all changes and policies stated elsewhere. The College will attempt to explain all issues at all times but on occasion may err.