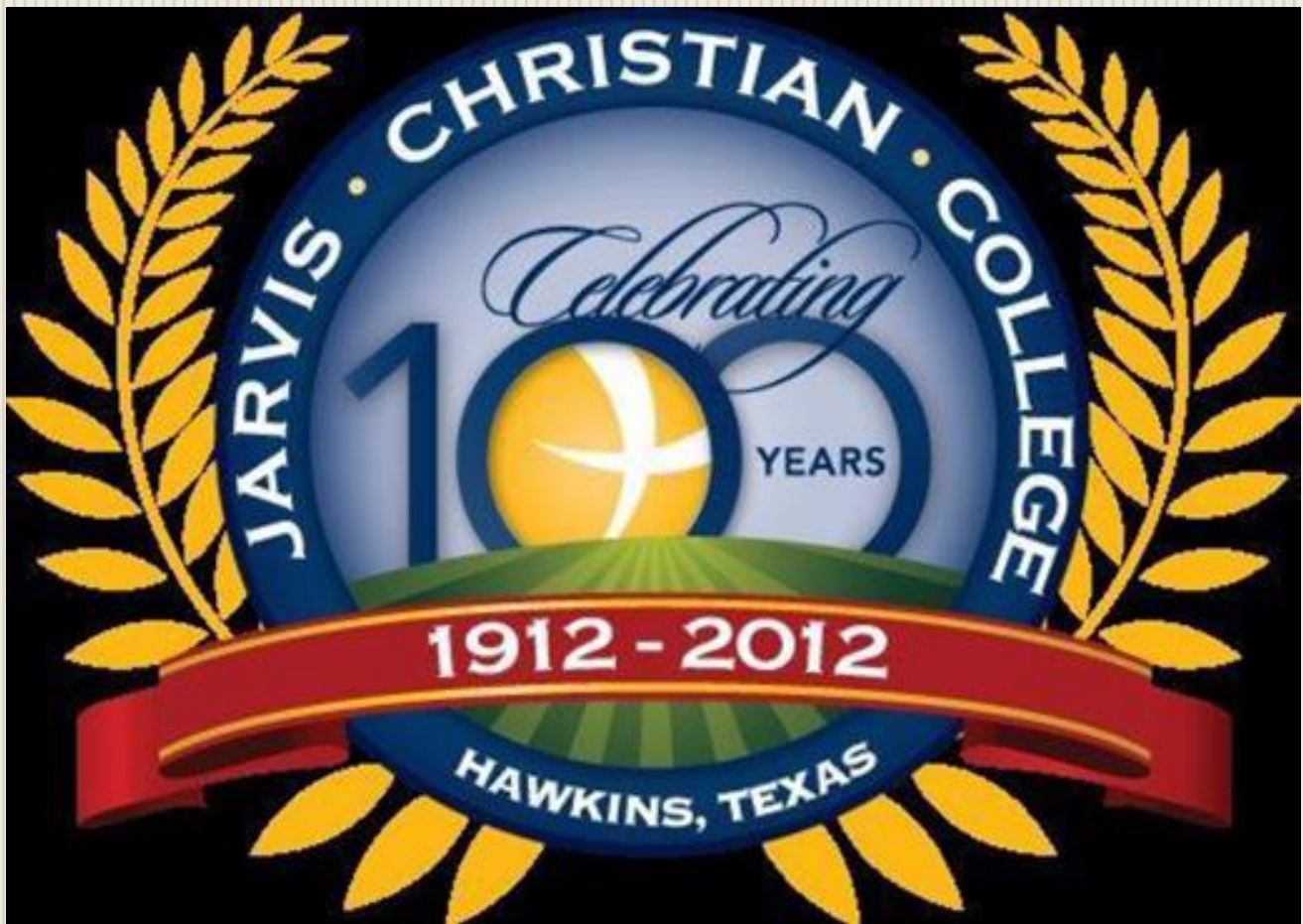


STUDENT HANDBOOK



Revised May 5, 2017

Dr. Lester C. Newman
President

Dr. Marcus A. Chanay
Vice President of Student Services



ACCREDITATION STATUS

Jarvis Christian College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Jarvis Christian College.

The Commission is to be contacted *only* if there is evidence that appears to support non-compliance with the College's significant requirements or standards. Normal inquiries about Jarvis Christian College, such as admission requirements, financial aid, educational programs, etc., should be addressed directly to the College and not to the Commission's office.

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THE CHRISTIAN CHURCH (DISCIPLES OF CHRIST)

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NATIONAL COLLEGIATE ATHLETIC ASSOCIATION
ASSOCIATION OF COLLEGIATE BUSINESS SCHOOLS AND PROGRAMS

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JARVIS

CHRISTIAN COLLEGE

MESSAGE FROM THE PRESIDENT

To the Students of Jarvis Christian College:

Welcome to Jarvis Christian College! Over the course of one hundred years, JCC has been dedicated to helping students reach their educational goals. As such, we offer excellent instructional programs and the resources to help you succeed and graduate in your chosen fields. We believe in putting the student first by providing such; however, you are held accountable for learning! You will need to take responsibility for obtaining and utilizing the resources offered to you. Therefore, I challenge you to excel in each course you take and to utilize fully this wonderful opportunity before you. Additionally, as you interact directly with faculty and staff, I charge you to remember to provide them the same manner of respect that you desire. Young men, remember to take your hats off in buildings and dress appropriately. Young ladies, remember to dress appropriately. Also, remember that attending Chapel on Tuesdays at 11:00 a.m. is required of all students.

JCC offers a comprehensive college experience with numerous student activities and support services. Student success is a top priority, and I hope that you will take advantage of the programs and services the college offers. Please note that the JCC catalog is accessible on the JCC website (<http://www.jarvis.edu>) via the Academic Webpage through the College Catalog link. This is truly a convenience when you want to access general information about the College, check out a course description or find out the requirements for a particular major.

The Division of Student Services strives to deliver services of value to you, and this Student Handbook has been produced in that spirit. It contains a wealth of information covering a broad range of topics, including resources that are available to help you advance academically, an overview of the many offices that are here to serve you, links to the student organizations that invite your participation, and much more.

The Student Handbook will help you in a multitude of ways, and I hope that you will make frequent use of it. Have a wonderful year at JCC!

Sincerely,


Lester C. Newman
President



Message from the Vice President for Student Services

Welcome Students!

It is a pleasure to have you at Jarvis Christian College! The Office of Student Services is located in Ronald Hay Student Services Center and we are here to serve you Monday through Friday from 8:00 a.m.-5:00p.m.

From orientation to graduation, the Office of Student Services will assist you throughout your collegiate journey. Your years at Jarvis Christian College can be the best time of your life and we want to offer you the programs, services, activities, and resources that will allow you to take advantage of this time of growth, development, opportunity for academic achievement, and fun.

Through a variety of programs, services, activities, and resources, The Office of Student Services will help you apply what you have learned in the classroom to real-life practice. Whether you are interested in joining or starting a registered student organization, participating in service learning experiences, or seeking to develop your leadership skills, the Office of Student Services will help you find your way as you discover your passion at Jarvis Christian College.

The Office of Student Services also serves as a student support network by providing advocacy, problem resolution, and crisis intervention for those times when additional support is needed.

The staff is committed to providing you with quality services and experiences designed to enhance your total development. In turn, we charge you to invest your time, energies, and interest into endeavors and directions which will actualize your potential and will reflect positively upon Jarvis Christian College.

Accept my personal best wishes for a successful academic journey.

Sincerely,

A handwritten signature in cursive script that reads "Marcus A. Chanay".

Dr. Marcus A. Chanay
Vice President of Student Affairs



College Map

Jarvis Christian College

P.O. Box 1470

U.S. Hwy 180 E. P.R. 7631

Hawkins, Texas 75765-1470

ACADEMIC BUILDING

The Olin Library and Communication Center – Library, media center, computer laboratories and study cubicles. (#19)

The Charles A. Meyer Science and Mathematics Center – Classrooms, auditorium, science laboratories, and office space. (#18)

The James Nelson Ervin Religion and Culture Center

The Smith-Howard Chapel – Chapel, fellowship hall and office space. (#5)

The Peoples-Dickson Building – Classrooms and office space. (#26)

The Earl W. Rand Health, Physical Education, and Recreation Center – Gymnasium, athletic facilities, classrooms, Olympic-size swimming pool, training rooms, locker rooms, dance studio, concession, kitchen, and office space. (#20)

The Community and Technology Center – Computer laboratories, classrooms, meeting rooms, and office space. (#23)

RESIDENCE HALLS

The present residence halls include five buildings for men, five buildings for women students, and a coed residence hall. The women's residence halls are William and Mary Alphin (#13), W.J. Fuller (#15), and Wilma Ervin (#7), Venita Carney Waddleton (#14), and Ora Carey (#17). Isiah Hurdle (#11), Charles A. Berry, Sr. (#10), Thomas Buchanan Frost (#9), Peter Clarence Washington (#12) and John Oliver Perpener (#6) are the men's residence halls. The Sebetha Jenkins Living and Learning Center (#24) is a coed residence hall.

NON-ACADEMIC BUILDINGS

The Elbie Guy Crawford Titus Women's Commons Building – Commons area, meeting space and office space located near the women's residence halls. In most recent history it serves as the campus wellness center. (#16)

The Ida V. Jarvis Student Center – Dining hall, student activities center, President's Dining Room, and President's Parlor. (#2)

The Charles A. and Sarah G. Berry Student Apartments – Married student and single parent housing complex. (Behind Meyer building)

The Faculty Housing Complex – Faculty apartments and laundry facilities. (Behind Meyer building)

The Alumni Heritage House – Heritage Room, archives storage, and visitor housing. (#21)

The Emma B. Smith Administration Building – Administration office, President's Office, and President's Conference Room. (#3)

The Barton-Zeppa Building – Maintenance facility. (#4)

The Ronald L. Hay Student Services Center – Student Services, Campus Store, Campus Grill, and Dining Area. (#25)



EDUCATING THE HEAD, THE HAND, AND THE HEART

EXECUTIVE COUNCIL

President

Dr. Lester C. Newman

Provost and Vice President for Academic Affairs

Dr. Glenell Pruitt

Vice President for Student Services

Dr. Marcus A. Chanay

Vice President for Finance and Administration

Mr. Melvin Hamlett

Vice President for Institutional Advancement and Development

Dr. Lee Monroe

Vice President for Strategic Initiative Planning and Compliance

Dr. Shirley Friar

Jarvis Christian College is an equal opportunity provider and employer.

JARVIS CHRISTIAN COLLEGE

Jarvis Christian College Mission Statement

Jarvis Christian College is a historically Black liberal arts, baccalaureate, degree-granting institution affiliated with the Christian Church (Disciples of Christ). The mission of the college is to prepare students intellectually, through academic programs that promote excellence in teaching and learning; socially, through student-centered support programs that encourage positive and constructive communication among peers, faculty, and staff; spiritually, through programs that stimulate spiritual growth and worship; and personally, through interaction that fosters self-development and maturity. The mission further seeks to prepare students for professional and graduate studies, productive careers, and to function effectively in a global and technological society.

Academic Affairs Mission Statement

The mission of Academic Affairs is to provide the student with challenging learning experiences, which explore varied responses to the human condition, develop the skill to facilitate analytical inquiry, promote global awareness, encourage social consciousness, foster creativity, inculcate concepts and develop skills that are essential for professional competence in the student's chosen career.

Student Services Mission Statement

In keeping with the mission of Jarvis Christian College, which serves a population that possesses diverse socioeconomic and educational backgrounds, the Division of Student Services strives to implement through its organizational structure, programs which emphasize social, civil, and cultural maturity; interpersonal relations and effective communication skills; emotional growth; spiritual development; effective living and learning experiences; and appropriate identification with the world of work.

JARVIS CHRISTIAN COLLEGE

STRATEGIC GOALS 2012-2017

STRATEGIC GOALS AND OBJECTIVES	KEY PRIORITIES
<p>GOAL 1: To provide preeminent academic programs and instruction through curriculum and faculty development.</p> <p>Objective 1: Create Centers of Excellence in Teacher Education/Science and Mathematics /Business.</p> <p>Objective 2: Establish distinguished professorships</p> <p>Objective 3: Establish a lecture series focusing on gender, race, culture, politics and religion.</p> <p>Objective 4: Redesign an honors program for exceptional students.</p> <p>Objective 5: Improve quality of academic/ educational programs.</p> <p>Objective 6: Incorporate research projects in the curriculum</p> <p>Objective 7: Strengthen the general education curriculum.</p> <p>Objective 8: Enhance academic support services.</p> <p>Objective 9: Increase global awareness through language immersion program.</p> <p>Objective 10: Maintain accreditation with the Commission on Colleges of the Southern Association of Colleges and Schools.</p> <p>Objective 11: Seek specialized accreditation for academic programs, such as social work and criminal justice, as appropriate.</p>	<p>Goal: Encourage academic excellence by attracting and retaining students through relevant academic curriculums and providing qualified professors and industry programs to encourage internships and job placement.</p>
<p>GOAL 2: To be fiscally sound and a good steward of resources to advance the quality of academic</p>	<p>Goal: Recruit and develop competent key administrative</p>

<p>programs, administrative functions, and facilities management.</p> <p>Objective 1: Grow college endowment</p> <p>Objective 2: Increase the number of funded grants and contracts</p> <p>Objective 3: Increase revenue of fundraising projects</p> <p>Objective 4: Increase the number of funded scholarships</p> <p>Objective 5: Maintain a positive unrestricted net assets minus plant funds</p> <p>Objective 6: Maintain positive financial ratios</p> <p>Objective 7: Manage College resources effectively and efficiently.</p>	<p>officers and staff personnel in preparation for an increased level of engagement and accountability across all functional areas.</p> <p>Goal: Improve the financial stability of Jarvis Christian College.</p>
<p>GOAL 3: To enhance the utilization of technology and strengthen technology infrastructure to optimize learning communication, and administrative functions of the College.</p> <p>Objective 1: Enhance the effective use of technology for administrative decision-making.</p> <p>Objective 2: Adopt current trends in technology for student engagement and learning.</p> <p>Objective 3: Top support and enhance the faculty/staff use of technology through professional development.</p> <p>Objective 4: Create web based/online instructional programs.</p>	
<p>GOAL 4: To improve the campus environment inclusive of physical facilities and auxiliary services.</p> <p>Objective 1: Enhance the dining experience on</p>	

<p>campus through monitoring of the food service program.</p> <p>Objective 2: Enhance the living and learning environment on campus through cooperative endeavors between academic affairs and student services.</p> <p>Objective 3: Assure a safe and inviting campus environment through establishment of a “Jarvis First” Program.</p> <p>Objective 4: Expand physical facilities to accommodate the growth and needs of academic programs, student and faculty housing, athletic facilities, and the community.</p> <p>Objective 5: Establish a master plan that will guide growth of the College.</p>	
<p>GOAL 5: Establish collaborative relations with internal and external constituents to support the mission of the College.</p> <p>Objective 1. Maintain contact and relationships with alumni to track the impact of their Jarvis education.</p> <p>Objective 2. Support alumni relations to stimulate alumni giving.</p> <p>Objective 3. Establish community outreach and service programs and activities that enhance town-gown relations..</p> <p>Objective 4. Develop grants and partnerships for mutual college/community benefit.</p> <p>Objective 5. Position the institution to serve as a repository for information and research to bring awareness of local, state, and national issues that impact the campus and broader community.</p> <p>Objective 6. Establish a marketing plan that promotes the College.</p>	<p>Goal: Improve linkage and alignment with all stakeholders.</p>
<p>GOAL 6: To provide a Christian environment that</p>	

<p>promotes the integration of faith, learning, and ethical behavior.</p> <p>Objective 1. Strengthen relations with the Christian Church (Disciples of Christ) and other congregations.</p> <p>Objective 2. Maintain relevant campus programs that support the founding principles of the institution through convocations, lectures, performances, and chapel services.</p> <p>Objective 3. Infuse ethical reasoning in the curriculum.</p>	
<p>GOAL 7: To increase enrollment and retention of a diverse student body by providing programs and services that are conducive to the holistic development of students.</p> <p>Objective 1. Provide financial aid counseling to students and their families.</p> <p>Objective 2. Implement a comprehensive student tracking system to increase student retention.</p> <p>Objective 3. Recruit more academically prepared students.</p> <p>Objective 4. Implement programs for non-traditional students.</p> <p>Objective 5. Recruit a diverse student population.</p> <p>Objective 6: Increase the retention and graduation rates of students.</p>	



The Division of Student Services

Position	Personnel
Vice President of Student Services	Dr. Marcus A. Chanay
Assistant Vice President of Student Services & Director of Student Development	Ms. Karen B. Hunter
Administrative Assistant	Ms. Carla Mott
Director of Student Facilities & Operational Management	Mr. Cory D. Gipson
Director of Career Services	Mr. Ches Talley
Director of Bands	Dr. Rodney Chisim
Director of Choral Activities	Mr. Bruce Alvin-Thompson
Director of Health Services	Vacant
Director of Counseling Services	Ms. Katrina Hines
Campus Chaplin	Cherisna Jean-Marie
Coordinator of Student Organizations & Campus Life	Mr. Charles Smith
Coordinator of Diversity Programming	Mrs. Linda Hernandez
Coordinator of Intramural Sports & Student Center Activities	Mr. Keyun Swinney

Alma Mater

J.C.C., we love you;
You can be none but great
As you climb, God bless you;
Be an idol of our state.

Gold and Blue
Which we wear,
You have worth, trust we share;
To and fro, here and there,
J.C.C. marches on.

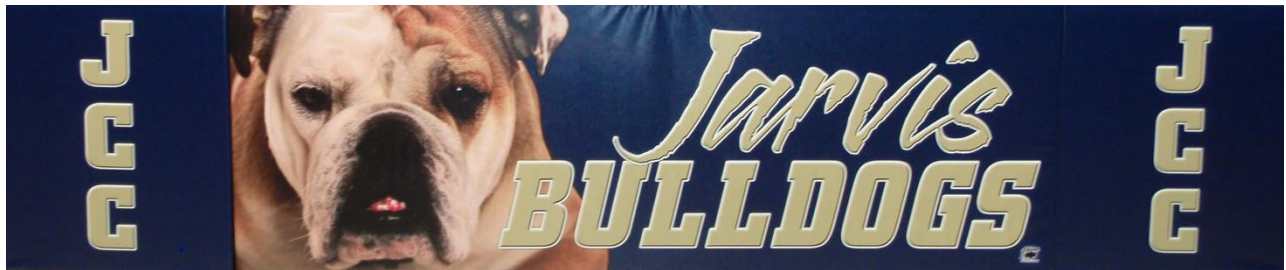
Lyrics by Mrs. J.L. Edwards, Sr.

Music Arrangement:

Alice N. Gay and Joseph C. Hayes

Mascot

The Jarvis Christian College Mascot is the BULLDOG.



Colors

The Jarvis Christian College colors are royal **BLUE** and old **GOLD**.

HISTORY OF THE COLLEGE

Jarvis Christian College is a historically Black institution that has been affiliated with the Christian Church (Disciples of Christ) since inception. Jarvis Christian College began as Jarvis Christian Institute, modeled after the Southern Christian Institute of Edwards, Mississippi. Formal instructional programs commenced on January 13, 1913, with an enrollment of twelve students, all in the elementary grades.

The recorded history began in 1904, when the Negro Disciples of Christ in Texas, spearheaded by Mrs. Mary Alphin, State Organizer, in conjunction with the Christian Woman's Board of Missions, began planning for a school for Black youth. Financial goals were set. The Negro Disciples of Christ in Texas were to raise \$1,000 for a school; the Christian Woman's Board of Missions would contribute \$10,000 if this were done. Meanwhile, Miss Virginia Hearn, State Secretary for Women's Work, convinced Mrs. Ida Van Zandt Jarvis of the need for a school for Black youth.

In turn, Mrs. Jarvis worked to persuade her husband, Major James Jones Jarvis, to donate land upon which a school could be built. In 1910, Major and Mrs. Jarvis deeded 456 acres of land near Hawkins, Texas, to the Christian Woman's Board of Missions on the condition that it *-keep up and maintain a school for the elevation and education of the Negro race... in which school there shall be efficient religious and industrial training.* Inherent in the spirit of the donation was the idea that the land would be used to educate *-head, heart, and hand* and to produce *-useful citizens and earnest Christians.*

Although the thrust of the educational program has changed dramatically since then, Jarvis Christian College has continued to educate *-head, heart, and hand,* a challenging and ambitious purpose. Shortly after the land was donated, the Negro Disciples of Christ in Texas, largely through the efforts of the women of the churches, successfully completed the fundraising campaign.

In 1912, Mr. Thomas Buchanan Frost, a graduate of the Southern Christian Institute, who was to serve as Superintendent, came to start a school. Soon Mr. Charles Albert Berry, also a Southern Christian Institute graduate, came to join him to serve as Principal. These men and their families were the Jarvis pioneers, a small group who accepted the monumental challenge of clearing the swampland and erecting the buildings in order that instruction could begin. In 1914, Mr. James Nelson Ervin came from Johnson City, Tennessee, to be the first president. He served in that capacity until 1938, a period of twenty-four years. During the first year of his tenure, high school subjects were added to the curriculum. Notably, during its early years, Jarvis Christian Institute was one of the few schools available in East Texas in which Black youth had the opportunity to complete a high school education. Jarvis Christian Institute was the only accredited high school for Blacks in East Texas.

Although fragmentary records indicate some college work was offered as early as 1916, junior college courses were included as regular curricular offerings in 1927. The school was incorporated as a college in 1928. Senior college courses were introduced in 1937.

Built in 1936, the Emma B. Smith Building is used to house several administrative offices and is the only campus structure remaining from the Ervin era.

In 1938, Mr. Peter Clarence Washington came from East St. Louis, Illinois, to serve as the second president. High school work was eliminated that year. The original charter by the State of Texas, granted in 1939, states that Jarvis Christian College proposes to offer “. . . *practical, domestic, manual, and agricultural training, as well as high grade instruction in the arts and sciences...*”

The Florence Robinson House, now the Alumni Heritage House, is the only structure remaining from the Washington presidency.

In 1949, Dr. John B. Eubanks assumed administrative duties as Executive Vice-President. He is credited with the introduction of a general education program and additional innovations, which hastened recognition by the Southern Association of Colleges and Schools in 1950, to include Jarvis Christian College on its *Approved List of Colleges and Universities for Negro Youth*. This was the only regional accreditation then available to Black Colleges in the South.

Dr. Eubanks was named the third President of Jarvis Christian College in 1951 and served until 1953. In 1953, Dr. Cleo Walter Blackburn, who had served as a consultant to President Eubanks, began his eleven-year tenure as the fourth President of Jarvis Christian College. That same year, *Fundamental Education* was included as a component of the educational program.

In 1959, Dr. John Oliver Perpener, Jr. was named Executive Vice President and served as resident executive.

The Blackburn presidency culminated with an affiliation between Jarvis Christian College and Texas Christian University in 1964, through a *Memorandum of Understanding* (revised in 1965, reaffirmed in 1969, and discontinued in 1976). Also, in 1964, the year that Dr. Perpener became Provost and Chief Administrative Officer, *Fundamental Education* and the Agro-Industrial offerings were eliminated as components of the educational program.

The Olin Library and Communication Center opened in 1965. This major building was a gift from the Olin Foundation.

Operation Cram, a pre-college program for prospective college students, was initiated during the summer of 1965. While this effort had an academic component, its major emphasis was socio-cultural enrichment.

In 1966, Dr. Perpener became the fifth president of the College. He was the first alumnus to be appointed to the office.

Also, in 1966, Jarvis Christian College gained membership in the Southern Association of Colleges and Schools.

The next year, Jarvis Christian College became affiliated with the Texas Association of Developing Colleges, a six-college consortium of historically Black colleges.

In 1969, the Texas Education Agency approved the Teacher Education Program, and the campus master plan was updated.

During the same year, the Charles A. Meyer Science and Mathematics Center opened. This was the second major building underwritten by the Olin Foundation.

In 1970, four additional residence halls—two each for men and women—and the Elbie Guy Crawford Titus Women’s Commons Building was completed.

Dr. Perpener resigned in 1971, and Dr. John Paul Jones was named Acting President. The Southern Association of Colleges and Schools granted reaffirmation of accreditation following the regularly scheduled visitation in 1971.

Dr. John Paul Jones was appointed the sixth president of Jarvis Christian College in 1972. A major improvement to the physical plant during his administration was a water purification system and sewage disposal plant that was completed in 1973.

The Advanced Summer Enrichment Program was begun in 1976. The major focus of this program was providing entering freshmen an academic introduction to college. The program continues to serve this function.

After the resignation of Dr. Jones in 1976, Dr. James O. Griffin served as Interim Administrator for two months.

In 1976, Dr. Earl Wadsworth Rand, an alumnus and a former dean of Jarvis Christian College, became the seventh president. Recognizing a need for special attention to entering students, the academic sector added the Division of Basic Studies in 1976. The Division of Basic Studies had the administrative responsibility for initial advisement for all transfer students as well as for academic advisement for freshmen and sophomore students.

In 1978, the Southern Christian Institute National Alumni and Ex-Students Association merged with the Jarvis Christian College National Alumni and Ex-Students Association.

The Earl Wadsworth Rand Health, Physical Education and Recreation Center were dedicated in December 1979, the month Dr. Rand retired.

Dr. Charles Albert Berry, Jr., an alumnus of Jarvis Christian College, became the eighth president on January 1, 1980.

In 1981, the official transfer of the title of the initial land donated, by Major and Mrs. Jarvis, from the United Christian Missionary Society to Jarvis Christian College was realized.

The James Nelson Ervin Religion and Culture Center named in honor of the first president of Jarvis Christian College and consisting, currently, of two structures, was completed in 1983. The two structures are the Smith-Howard Chapel and the Peoples-Dickson Religion Building. Two additional residence halls were dedicated in 1986—one each for men and women—as was a twelve unit student-parent apartment complex in 1988.

Dr. Julius Franklin Nimmons, Jr., became the ninth president on June 1, 1988. During his administration, Jarvis Christian College was involved in extensive review and assessment of its total operation. Emphasis was placed on campus beautification.

Dr. E. W. Rand and Dr. Charles Berry, Jr. served as administrative officers during the summer and fall of 1990.

Dr. Sebetha Jenkins became the tenth president on January 1, 1991.

Jarvis Christian College received reaffirmation of accreditation by the Commission on Colleges of the Southern Association of Colleges and Schools in December 1993.

Other milestones realized during Dr. Jenkins' tenure included a \$7.5 million dollar capital campaign, the implementation of a campus-wide computer network, the initiation of the Pioneer Hall of Fame Awards Program, expansion of summer programs for area youth, the Hands-On-Mission Program for campus beautification, the Service-Learning Program, and the Walk of Fame Plaza.

Major renovations and capital improvements occurred during 1993 and 1994. A distance- learning laboratory was built to allow students at Jarvis Christian College to participate in classroom activities simultaneously with students in courses held on other college campuses without having to leave Jarvis.

Since 1995, the College has completed a community technology center and a three- story 7.5 million dollar, 304 bed residence hall.

On January 2, 2009, Dr. Cornell Thomas was appointed the eleventh president. Dr. Thomas is committed to students receiving a quality education. His vision for Jarvis is that it becomes a premier Christian College that offers a quality education that prepares our youth to face the challenges confronting them upon graduation. He had started a Pre-Honors Program for freshman students, revitalized the Honor's Program and opened the Office of Student Academic Success.

After Dr. Thomas' resignation in December of 2011, the Jarvis Christian College Board of Trustees unanimously selected Dr. Lester C. Newman to serve as the twelfth President of Jarvis Christian College. Dr. Newman who took office on April 2, 2012 has reorganized the academic divisions to optimize the educational experience for Jarvis students and immediately began an internal review of the College for the upcoming reaffirmation of accreditation.

Jarvis Traditions

- ❖ **Blue and Gold** – The school colors symbolically represent school spirit. The gold is a reminder to students of their worth, while the blue stands for shared truth.
- ❖ **Orientation**- The purpose of orientation is to provide students with a smooth and helpful transition to college life. Freshmen and Transfers complete all the necessary steps to register for the upcoming semester, including placement testing, group and individual advising, course registration and other activities that will help these students adjust to college life.
- ❖ **President’s (Opening) Convocations**- These convocations are presented at the beginning of each semester of officially introducing the College President to new and returning students.
- ❖ **Freshman Harvest Dinner**- This annual Fall dinner is given by freshmen students and highlights Freshman Class activities for the year.
- ❖ **Mr. & Miss Jarvis Coronation and Ball**- “Mr.” & “Miss Jarvis” are crowned to reign during their elected year. The King & Queen’s Ball follows the coronation.
- ❖ **Midnight Breakfast (Fall & Spring)** - This event sponsored by the Division of Student Services is held the night before final exams. Faculty and staff members serve breakfast to students.
- ❖ **Christmas Concert**- On Thursday evening, during the first week in December, the Jarvis Christian College Community Choir performs.
- ❖ **Ethical Issues Seminars (Fall & Spring)**- These special programs cover current issues.
- ❖ **Campus Elections**- This is the time for elections of class officers and sweethearts, the Student Government Association and “Miss Jarvis.”
- ❖ **Honors Assembly (Spring)**- This assembly is presented at the end of the Spring semester to give official recognition to those students who excel academically.
- ❖ **Founders’/Homecoming Week**- This program involves Jarvis activities, programs and assemblies for students, faculty, staff and alumni.
- ❖ **All Campus Forum**- These events, sponsored by the Student Government Association, allow students, faculty and staff to participate in the discussion of significant issues.
- ❖ **Seniors Graduating Class Annual Congratulatory Awards Banquet**- This event showcases and honors the graduating seniors.

FREQUENTLY DIALED NUMBERS

EMERGENCY CONTACTS

Any safety, maintenance, or evacuation related issue occurring after the close of business should immediately be routed to Campus Security at (903) 730-4890 extension 2775. It is recommended that the number for Campus Security be placed in all cell phones. Do not attempt to address an emergency situation on your own, as it may result in harm to you or others. For emergencies, please call the following:

On Campus	
Campus Security Department:	2775 (Ext.2775 from campus phone)
Off Campus	
Ambulance/EMS, Fire, Police	911

CAMPUS NUMBERS

Academic Affairs	(903) 730-4890 ext. 2104
Athletics' Department	(903) 730-4890 ext. 2520
Business Office	(903) 730-4890 ext. 2701
Cafeteria (Sodexo)	(903) 730-4890 ext. 3202
Cashier's Office	(903) 730-4890 ext. 2705
Chapel/Campus Pastor	(903) 730-4890 ext. 2620
Copy Center/Reproduction/Mail Room	(903) 730-4890 ext. 2706
Fax Line (Mail Room Area)	(903) 769-1282
Financial Aid Office	(903) 730-4890 ext. 2402
Library	(903) 730-4890 ext. 2171
Maintenance/Physical Plant/Service Call	(903) 730-4890 ext. 3110
Recruitment/Admissions	(903) 730-4890 ext. 2202
Registrar	(903) 730-4890 ext. 2451
Security Station	(903) 730-4890 ext. 2775
Student Services	(903) 730-4890 ext. 2250

STUDENT CODE OF ETHICS

The role of the Jarvis student is to behave in a courteous and professional manner at all times. As a Jarvis student, it is important to be honest, true, chaste, benevolent, and virtuous, and to behave honorably with all men and women. It is the Jarvis student's responsibility to seek after what is virtuous, lovely, and of good report.

Key Terms of the Jarvis Student Code of Ethics:

HONESTY:

Jarvis students seek to be totally honest in their dealings with others. They complete their own work and are to be evaluated based upon that work. They avoid academic dishonesty and misconduct in all forms, including plagiarism, fabrication or falsification, cheating, and other academic misconduct.

INTEGRITY:

Every Jarvis student is expected to represent him or herself honestly and respectfully in all situations, whether orally or in written statements. Honest and respectful representation includes, but is not limited to, providing only truthful material information on all Jarvis College applications, financial aid forms, waivers, and any other official documents. Jarvis students are expected to behave respectfully when representing Jarvis at any of the College's or off-campus events. Jarvis students will not consciously misrepresent him or herself to any member of the College community or to any other person while representing Jarvis Christian College.

PROFESSIONALISM:

Jarvis students must behave respectfully toward their peers and professors. In the classroom setting, students may not interrupt their classmates or professor, make fun of them or their expressed views, or disrupt the learning environment. It is important to maintain the best learning environment for all students and professors. Jarvis students will respect the property of others and the college as if it were their own and will not lie, cheat, or steal, nor will they condone, tolerate, or support those who do. Jarvis students will conduct themselves in a professional manner at all times.

RESPECT:

Jarvis students are guaranteed that their First Amendment right of Freedom of Speech will be observed by all College members, including other students. Students are encouraged to engage others in thoughtful and meaningful dialogue while refraining from acting and using language with malicious intent.

Students will refrain from using language or acting in a manner that is disrespectful or inappropriate toward others. The use of language that is considered disrespectful and/or derogatory will not be tolerated. The use of racial slurs, whether in public or private, will not be tolerated.

Sexual/physical assault, intimidation or harassment is inexcusable and will result in disciplinary actions in accordance with College policy.

Any consumption, use, possession, purchase, sale, distribution or furnishing of drugs illicitly is in violation of Jarvis policy. Students should leave a gathering/party where inappropriate substances are being consumed, used, or abused.

OFF-CAMPUS CONDUCT: The College values its relationship with the community beyond the campus. It is expected that the conduct of all students, whether residing off-campus or visiting in the surrounding communities, will be consistent with the educational purposes of the institution and in no way will interfere with the educational purposes of the institution and in no way will interfere with the functioning of the community. It is expected that students will be guided by a mutual concern for neighbors' feelings, integrity, property, and need to live in an environment conducive to the fulfillment of individual lifestyles. The College may discipline a student or groups of students for acts of inappropriate personal or group behavior regardless of whether such acts are committed on campus property. Such acts include, but are not limited to the following: assault; battery; drug-use; possession or sales; illegal alcohol use; possession; or open container; hazing; sexual misconduct; noise violations; loud parties; vandalism; theft; littering, loitering; public urination and trespassing.

If an individual or organization that violates the Student Code of Conduct, or any College policy, that individual and/or all members of that organization will be **restricted from representing Jarvis Christian College in any manner.**

STUDENT RIGHTS, RESPONSIBILITIES AND REQUIRMENTS

Jarvis Christian College students have all the rights and privileges expressed in the Constitution and laws of the United States and the State of Texas. Basic to these rights is the guarantee of freedom of speech and assembly. However, these rights and freedoms must be exercised in a manner that neither disrupts nor interferes with the academic programs and administrative process of the College.

Each student at Jarvis Christian College is expected to become familiar with all published policies, rules, and regulations of the College. The Vice President for Student Services will make every effort to ensure that these published policies are available to each student. The student is responsible for any violation of the policies, rules and regulations. In addition, to following the College's policies and regulations, students are responsible for adhering to all applicable federal, state and local laws. Any violation(s) occurring on campus, of a non-criminal nature, shall subject the student offender to disciplinary action. Any violation(s) of a criminal nature, whether occurring on or off-campus, will subject the student offender to disciplinary action and/or possible prosecution through the court system. Students are required to carry College identification cards at all times. Student leaders must be in good standing with the College. Any student, who is on "disciplinary probation", will not be allowed to run or hold an office, participate in Greek intake activities, or play on athletic teams during the term of the probation.

This restriction applies, but is not limited to members of the Student Government Association, athletes, resident assistants and member of fraternities and sororities.

Students' Rights:

- Students have the right to receive accurate and consistent information.
- Students are free to exercise their right of withdrawal when, in their opinion, they feel that their goal, standards and attitudes are not commensurate or compatible with those of the College.
- The College affirms the right of each student to be free from discrimination on the basis of race, color, national origin, religion, political views, gender, sexual orientation, age, or disability.
- Each student has the right to petition the College for redress of grievances, amendments of College regulations and modification of College policies.
- Students have the right to establish and elect a democratic student government.

Students' Responsibilities:

- Students are given authority, but should also accept the responsibility that comes with that authority, not exceed responsibilities designated to them.
- Students have the responsibility to use discretion in their conduct so that it does not reflect negatively on their reputation and the reputation of the College.
- Students have the responsibility to become acquainted and fully compliant with all college rules and policies.
- Students have the responsibility to maintain high academic, social, moral, and civic character.
- Students have the responsibility of understanding their obligation to conduct themselves in a manner that is compatible with the College's function as an educational institution.

Behavioral Expectation

All students who are either actively or passively involved in the commission of an act prohibited by the Code of Conduct will be subject to disciplinary action. The term "active involvement" refers to any action taken by a student in direct violation of a College policy or regulation. If an incident relates to the POSSESSION of an illegal object or substance, an active violator shall be deemed to be in actual POSSESSION of the object or substance. A student, who encounters a prohibited activity, may avoid disciplinary action as a passive participant by immediately

notifying College officials of the situation. Otherwise, a student who is passively involved in a violation will face the same consequences as the active participant.

Involuntary Withdrawal/Residence Hall Suspension

A student who violates the Code of Conduct or engages in behavior that potentially poses a threat to his/her life or others may be subject to an involuntary withdrawal and/or suspension from a residence hall. Under this section, involuntary withdrawal refers to a student's separation from the College that is administratively initiated by the Vice President for Student Services (or designee) for behavioral reasons. Under this section, suspension from a residence hall refers to an administrative separation of a student from a residence hall for behavioral reasons. If an involuntary withdrawal and/or residence hall suspension is administratively imposed, a student may seek readmission to the College or a residence hall reassignment after at least one (1) semester on the condition that he/she can document stable behavior. The student must produce documentation from a treating physician, psychologist or other qualified professional who gives an opinion that the student is ready to return and cope with the college life to be considered at that time for readmission to the college and/or a residence hall reassignment. Reasonable efforts will be made by Student Services staff to help students understand the consequences of their behavior and to make responsible decisions and develop skills to allow students to function successfully within the college community. Students who have a pending judicial charge are not allowed to withdraw from the College before the outcome of charges is completed on campus.

Policy on Arrest and/or Conviction

Students who are charged with criminal acts by law enforcement agencies (local police, state troopers, and sheriff deputies) in the form of felony or misdemeanor warrants may be suspended from the College immediately. It is the responsibility of each student to notify Student Services in writing of arrest(s). Failure to do so may result in disciplinary action. An Administrative Hearing will be held prior to such separations when feasible and in other cases, the appropriate hearing will be held after the separation at the request of the arrested students, or prior to readmission to the College.

Student Records

Notification of Rights under Federal Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act of 1974 protects certain rights of students who are enrolled in a post-secondary institution relative to their educational records. The Act allows students:

- The right to inspect and review their education records within 45 days of the day the College receives a request for access. Students should submit to the appropriate official, written request that identify the record(s) they wish to inspect. The College official will Make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may request the College to amend a

record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If Jarvis Christian College decides not to amend the record as requested by the student, Jarvis Christian College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorized disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracts (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by Jarvis Christian College to comply with the requirements of FERPA.

Directory Information and Its Release

In compliance with Section 438 of the General Education Provision Act (Title IV of Public Law 90-247 as amended) and generally known as the Privacy Rights of Parents and Students, effective November 19, 1974, Jarvis Christian College gives notice that the following directory information will be released upon request: student's name, local and permanent mailing address, photograph, major and minor fields of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, team photographs, dates of attendance, classification, enrollment status, degree candidate, degrees, awards, and honors received and type of award/honor, and previous educational agency or institutions attended.

Any student who objects to the release of all or any part of the directory information on file in his or her name must notify the Office of the Registrar in writing that he or she does not wish to have such information released. This request will be honored and all or any portion of the information, which the student requests to be withheld, will be held confidential.

Location of Records

The College will protect the confidentiality of student records by providing in faculty and administrative offices the necessary safeguards against improper disclosure. The College shall not release the educational records of a student to agencies or individuals except as authorized by state and federal statutes.

Student records are filed in a variety of offices as indicated below. The administrative officers shown are responsible for the records under their control and for the appropriate release of information contained in these records. The College reserves the right to assess fees for copies of certain records as indicated below:

- College transcript: Obtainable from the Office of the Registrar for a nominal fee.
- Credits and Grades: Obtainable from the Office of the Registrar.
- Enrollment Date: Obtainable from the Office of the Registrar.
- Disciplinary Data: Obtainable from the Office for Student Services.
- Student Accounts: Obtainable from the Office of Fiscal Affairs.
- Financial Aid Accounts: Obtainable from the Office of Financial Aid.

STATEMENT ON POLITICAL AFFILIATION

Jarvis Christian College is a tax exempt organization under section 501(c) (3) of the Internal Revenue Code. Pursuant to that regulation, Jarvis Christian College is required to be politically nonpartisan. As an institution we cannot support any candidate, political party, cause, ballot initiative, or other politically oriented activity. We cannot allow any signs, posters or other political paraphernalia to be posted, hung, displayed or otherwise visible in such a manner as to state or imply that Jarvis Christian College supports the content.

Please coordinate any proposed activity (visits by candidates, voter registration drives, candidate forums, etc.) with the Office of Student Services.

ACADEMIC REGULATIONS ACADEMIC POLICIES

ACADEMIC INTEGRITY

Policy on Academic Integrity

Jarvis Christian College students and faculty are responsible for maintaining an environment that encourages academic integrity. Students and faculty members should report an observed or suspected case of academic dishonesty immediately to the faculty member in charge of an examination, classroom, laboratory research project, or other academic exercise.

The value of an academic degree is contingent upon the integrity of the work performed by the student for a degree. It is imperative that students be responsible for maintaining high standards of individual honor in scholastic work. Academic dishonesty includes, but is not limited to, cheating, plagiarism, falsification, and collusion:

Cheating includes:

1. Copying the paper of another student, engaging in any written, oral or other means of communication with another student, or providing aid to or seeking aid from another student when not permitted by the instructor;

2. Using material during an examination or when completing an assignment that is not authorized by the person giving the examination or making the work assignment;
3. Attempting to take or taking an examination for another student, or allowing another student to take an examination for oneself;
4. Obtaining, using or attempting to acquire by any method the whole or any part of an unadministered examination or work assignment.

Plagiarism is the presenting of another person's work as one's own. It includes paraphrasing or summarizing the works of another person without acknowledgement, including submitting another student's work as one's own. It is the responsibility of the student to protect his or her own work.

Falsification is misrepresenting material or fabricating information in an academic exercise or assignment.

Collusion is the unauthorized collaboration with another person in preparing written work that a student offers for credit. To avoid providing the opportunity for collusion, faculty should establish clear guidelines for students when engaged in cooperative learning activities.

Process:

If a student fails to maintain academic integrity, the faculty member is responsible for initiating the following procedure within 7 days of the incident:

1. Notify the student(s) in writing of the breach of academic integrity. This notification should include:
 - a. Course number, section, and title;
 - b. The student work in question and the date it was submitted;
 - c. A brief description of how the student breached academic integrity.
2. File a report with the Office of Academic Affairs and a copy to the appropriate Division Chair. The report should include:
 - a. Faculty name;
 - b. Course number, section and title;
 - c. Student name and identification number;
 - d. Date of the offense;
 - e. Collected evidence and documentation of incident;
 - f. Copy of the written notification issued to the student.

Once the report is filed, the Office of Academic Affairs will schedule a meeting with the student(s), faculty member, and Division Chair regarding the situation within 72 hours (three working days) at which time both faculty and student will present their case. If a breach of academic integrity is found, the student(s) will be issued a written warning from the Office of Academic Affairs and the following course of action will be taken:

- For the first offense, the student will receive a grade of “0” for the assignment or exam;
- For the second offense, the student(s) will receive an F* for the course indicating on their transcript that a breach of academic integrity has occurred;
- For the third offense, the student(s) will receive an F* in the course indicating on their transcript that a breach of academic integrity has occurred and be suspended for one academic semester;
- For the fourth offense, the student(s) will receive an F* in the course indicating on their transcript that a breach of academic integrity has occurred, and will be permanently expelled from the college.

Offenses of academic integrity are cumulative throughout the student’s academic career at Jarvis Christian College. A student may not drop any course in which a violation of academic integrity is pending against the student. If the student is found not responsible for the violation, he or she may drop the course with a “W” appearing on the academic record.

Students who wish to appeal an academic penalty must notify the Vice President for Academic Affairs in writing within 72 hours of the decision. The notification should include:

1. Student name and identification number;
2. Course number, section, title and Faculty name;
3. Date of the offense;
4. Current academic penalty;
5. Reason for appeal.

The case will then be referred to the Academic Integrity Subcommittee of Academic Affairs* and a hearing will be scheduled within 10 days. All academic integrity cases must be resolved within six weeks of the purported offense.

*This committee will consist of five voting members: two faculty members (one from different disciplines), three students (one representative from the Student Government Association and two students from a pool of the population at large that has been nominated by faculty members). The Vice President for Academic Affairs will serve on this committee as an ex officio member. (Faculty and students will serve a term of one semester). Meetings will be scheduled as needed to address pending cases.

ACADEMIC PROBATION, SUSPENSION, REINSTATEMENT AND EXPULSION

Academic Probation

A student will be placed on academic probation if he/she fails to meet the following requirements:

- Earn a minimum Grade Point Average (GPA) of 1.50 for the first 30 credit hours attempted.
- Earn a minimum Grade Point Average (GPA) of 1.75 for 31 to 60 credit hours attempted.

- Earn a minimum Grade Point Average (GPA of 2.00 for 61 to 155 credit hours attempted.

and

Completion of at least **67%** of attempted hours (attempted hours defined as enrolled hours after the ADD/DROP period has ended) not including activity courses.

Any student not maintaining satisfactory progress toward his/her academic objective as indicated above will be placed on probation for one semester. At the end of that semester, he/she must have a semester GPA of 2.00 in regularly-graded course work, not to include activity or remedial courses, or meet the minimum cumulative graduation/retention GPA standard in order to continue as a student.

Academic Suspension

Any student who was on academic probation the previous semester and who fails to raise his/her GPA to the required cumulative level or to achieve a 2.00 Retention/Graduation GPA, not to include activity or remedial courses, in the semester during academic probation will be suspended from the institution for the period of one academic semester.

Procedure for Appealing Academic Suspension

Any student who is academically suspended from Jarvis Christian College may appeal the suspension by filing a written petition within 14 days in the Office of Academic Affairs. The suspended student must demonstrate in the petition the following:

1. Reasonable cause as to unusual reasons for failure and/or extraordinary personal circumstances;
2. Evidence of capabilities for success (satisfactory scores obtained on an aptitude or achievement test may be required); and
3. An objective plan balancing proposed enrollment, study time, and a work schedule which will insure a plan of success toward obtaining an educational and/or degree goal.

The appeals decision will be made by the Vice President for Academic Affairs or designee.

Reinstatement or Readmission of Suspended Students

Students who are academically suspended by Jarvis Christian College will not be allowed to reenroll at the institution for a least one semester unless suspension has been appealed appropriately and rescinded by the Vice President for Academic Affairs. A suspended student applying for readmission must go through an appeals process as described in the previous section submitted no later than 30 days prior to the semester of requested readmission. The student must also agree to participate in appropriate remedial sessions in his/her areas of weakness. These areas may be, but are not limited to, study in reading, written communication skills, and mathematics. Should a reinstated or readmitted student be suspended for poor academic performance for a second time, the student cannot return to Jarvis Christian College until he/she has attended another institution and raised his/her Retention/Graduation GPA to the established retention standards.

Academic Expulsion

Should a reinstated or readmitted student be suspended for a third time, the student will be expelled. When a student is expelled, a record of this action is made a part of the student's permanent record in the Office of the Registrar. A student who is expelled will normally not be allowed to re-enter the college.

CLASS ATTENDANCE

Students are expected to attend all meetings of their classes at Jarvis Christian College, arrive at the designated beginning time for the class, and remain until the designated dismissal time for the class.

Authorized absences are granted for students who are approved by the Office of Academic Affairs as official representatives of the College (class field trips, College-sponsored workshops, musical performances, and intercollegiate sports participation).

In any course offered during the fall or spring semester, faculty are authorized by Jarvis Christian College policy to fail or to recommend that students withdraw whose total absences exceed the equivalent of two weeks. Students must withdraw from the class by the assigned date or receive an "F" for the course. For example, no more than three (3) absences are allowed, per semester, in a class meeting three times a week (i.e., Monday/Wednesday/Friday), and no more than two (2) absences are allowed, per semester, in a class meeting once and twice a week. Specific standards for a summer course are stated in the course syllabus.

Unauthorized absences on dates published for examinations result in loss of those examination grades. All unauthorized absences and instances of tardiness are subject to the penalty published in the course syllabus.

Students absent from class for any of the reasons listed below may, at the discretion of the instructor, receive an **excused absence** by presenting the proper documentation as indicated in the Table below:

Reason	Documentation
Personal illness or illness of immediate family member	Physician's Statement
Death in immediate family	Funeral program
Patriotic duty (military or jury duty; court appearances, etc.)	Copy of notice or summons
Performance of co- or extra-curricular obligations to the College (travel with athletic teams, class field trips, conferences, seminars, fine arts performance, etc.)	Written statement from sponsor including a coach or choir director that specifies the activity the student participated in and the date of the activity; or notice from either the Office of Academic Affairs or Student Affairs.

CLASS ROSTERS

Class rosters are computerized. Faculty members are to verify that the names of all students attending class appear on the class rosters by generating an updated computerized roster list for each class meeting during the ADD/DROP week.

Should a student be in attendance and not appear on the computerized class roster, the faculty should (a) have the student double check his/her schedule to ensure correct enrollment in that course; (b) if a currently printed student schedule indicates that the student is currently enrolled in the course and does not appear in the electronic version of the faculty's roster, the student should be referred to the Office of the Registrar, the Office of Financial Aid, and/or the Business Office to resolve the reason for not appearing on the faculty's class roster.

Students who have not reported to class by the end of the ADD/DROP period (12th day of class) will be reported by the faculty to the Office of the Registrar by the end of business on the 12th day of class for deletion of said non attending student from the faculty roster.

All holds are to be resolved before the 12th day of class. Should these matters not be resolved by the 11th day of class, the student will not be registered for that academic semester.

CLASSIFICATION OF STUDENTS

Students at Jarvis Christian College are classified by type and by semester hours satisfactorily completed.

Classifications by type are:

- | | |
|-----------------------|---|
| 1. Full-time student: | One enrolled for twelve or more semester hours. |
| 2. Part-time student: | One enrolled for fewer than twelve semester hours. |
| 3. Special Student: | One who is not a candidate for a degree or certification. |

Classification by semester hours satisfactorily completed are:

- | | |
|---------------|--------------------------------------|
| 1. Freshman: | 30 or less semester hours completed. |
| 2. Sophomore: | 31-60 semester hours completed. |
| 3. Junior: | 61-90 semester hours completed. |
| 4. Senior: | 91 or more semester hours completed. |

DISTANCE LEARNING COURSES

A student in residence at this institution will be permitted to receive credit for distance learning courses only when the Office of Academic Affairs has granted written permission. Each request made by a student for credit in courses taken by distance learning will be considered on its own merits.

No more than 12 semester hours of credit taken in distance learning coursework may be applied toward the requirements for an undergraduate degree.

Since the last 30 semester hours of credit for a degree must be taken in residence, no credit earned through distance learning may be applied toward the requirements for a degree if taken after the student has earned 90 semester hours of credit applicable toward the requirements for a degree.

Exceptions may be made at the discretion of the Office of Academic Affairs.

CREDIT

Credit for academic work is measured in semester credit hours. A credit hour is defined (July 1, 2011) as not less than one hour of classroom or directed faculty instruction and a minimum of two hours of out of class student work each week or an equivalent amount of work.

CREDIT HOUR LOAD

A minimum of 12 and a maximum of 18 semester hours of class and laboratory work, exclusive of band or choir, constitute a normal load for a fulltime student during a semester.

A student who carried a normal load or an overload during the preceding semester and earned a “B” average may be permitted to carry a maximum load of 19 semester hours.

A student who has an over-all average of “B” may, under exceptional circumstances, be permitted to carry an overload not to exceed 21 semester hours during the final semester of the senior year.

GRADE APPEAL

A student may appeal a final grade given by an instructor in cases where he or she believes the grade awarded is inconsistent with the announced grading policy. The student is responsible for initiating the procedure in the following manner:

The student must contact the faculty member in writing within two weeks of the grade assignment. This letter/email should include the following:

- 1) Student name
- 2) Identification number
- 3) Course number, section and title
- 4) Semester in which the course was taken
- 5) Reason for the appeal

The student and faculty member will review and explain the criteria for the assignment of grades as established in the course syllabus, as well as the student’s performance. Should the student be dissatisfied with the discussion with the faculty member, the student may take their case to the Division Chair. If after discussion with the Division Chair and faculty member, the student is still dissatisfied, the next recourse of appeal is to the Vice President for Academic Affairs. At each administrative level of the appeal process, an attempt will be made to resolve the issue. If resolution results in a grade change, the requisite **GRADE CHANGE** form should be completed by faculty, signed by the Division Chair and Vice President for Academic Affairs and received in

the Registrar's Office for processing.

All grade appeal cases submitted within the two week period after grade distribution must be resolved by the sixth week of the following semester. Failure to contact the faculty member in writing within two weeks of grade assignment voids the recourse of appeal. A record of "W" cannot be changed.

The Vice President for Academic Affairs is the final step in the appeal process for academic matters at Jarvis Christian College.

GRADE DISTRIBUTION

The Office of the Registrar makes mid-semester grades available to students on-line. Final grades are available to students on-line at the end of each semester. Grades are accessed on the Jarvis website through the JCC Web. Mid-semester and final grades are mailed to the parents of students who have signed an "Authorization for Receiving Grades".

GRADES AND QUALITY POINTS

Each instructor assigns grades to students based on standards established as appropriate for each class. It is the student's responsibility to comply with the criteria used in grading by instructors. Students should consult with instructors during office hours for assistance.

The class work of students will be indicated according to the following pattern scale.

Grade	Value	Quality Points per Credit hour
A	Excellent	4
B	Good	3
C	Average/Satisfactory	2
D	Poor/Passing	1
F	Failure	0
I	Incomplete	
AW	Administrative Withdrawal	
W	Withdrew	
IP	In Progress	
CR	Credit	
NC	No Credit	

This grading scale will be followed unless otherwise noted in course syllabus.

Grade of "I" (Incomplete)

A grade of “I” may be assigned as a grade under special circumstances. A grade of “I” may be assigned to allow a student who had a passing grade at the time of grade assignment to complete the course in a relatively short period of time. Guidelines for conditions warranting an “I” include:

- a) Prolonged illness
- b) Documented personal emergencies preventing completion of final work including examinations.
- c) Extenuating circumstances that have prevented completion of final papers or projects.

The issuance of an “I” is a decision made by the instructor after conferring with the student. Incomplete course work must be completed and the “I” removed from the student’s transcript the next regular term immediately following the submission of the “I” as the grade. If the student is not enrolled in the next regular term, he/she has one calendar year from the semester the “I” was received to remove the grade. If the student fails to remove the “I” within the calendar year by the date designated, the “I” grade automatically becomes an “F”.

It is the student’s responsibility to conference with the instructor to ensure that the grade of “I” is changed when the work is completed.

The instructor of record is responsible to file the required documentation of terms of Incomplete with the Office of the Registrar within 3 working days of final grades due for the semester providing the following information:

- a) Grade student had at time of grade assignment;
- b) Circumstances warranting the granting of a grade of Incomplete;
- c) Written guidelines of work lacking and date due;
- d) Faculty and student signature and date of agreement;
- e) Copy of course syllabus.

The permanent grade submitted to remove the grade of “I” must be verified by the instructor’s roll book. Change of grades must be approved by the Division Chair and the Vice President for Academic Affairs.

COMPUTATION OF THE GRADE POINT AVERAGE

Course Number	Course Title	Grade	Hours Attempted	Quality Points
ENGL-1301	Composition I	A	3	12
ARTS-1301	Introduction to Art	B	3	9
KINE-1103	Golf	A	1	4
MATH-1314	College Algebra	C	3	6
PHYS-1415	Physical Science	B	4	12
RELI-1301	Religion & Contemporary Living	C	3	6
			17	49

A student who earned the grades above, in the courses indicated, at the end of a semester, and 49 quality points, would have an average of 2.88 when the 49 quality points are divided by 17 semester hours.

SEMESTER HOURS

A semester hour is the term used to describe the number of credits received by the student for successfully completing a specific course. A semester hour is one 50-minute period of lecture per week or a minimum of two 50-minute periods of laboratory or studio work per week for one 16-week period or its equivalent. The semester hour credit given a course is not necessarily equal to the actual number of clock hours spent in class. This applies particularly to courses in the sciences and fine arts where laboratory or studio sessions are scheduled in addition to regular class lectures.

RELEASE OF TRANSCRIPTS

The cost of an official or unofficial transcript is payable by cash, money order, cashier's check, PayPal or credit card. Transcripts cannot be released if account balances have not been satisfactorily settled with the College.

Official transcripts, which bear the signature of the issuing officer and the College seal, and unofficial transcripts are issued upon written request of the student. Requests for transcripts should be addressed to:

**Office of the Registrar
Jarvis Christian College
Post Office Box 1470
Hawkins, Texas 75765-1470**

SCHOLASTIC ELIGIBILITY FOR PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES

In order to be eligible for participation in intercollegiate athletics and/or any other extracurricular activity sponsored by the College, the student must possess a cumulative grade point average of "C" (2.00). Students not on academic probation, but with an average below 2.0, are limited to taking no more than 13 semester hours of coursework.

REGISTRATION

CHANGES IN REGISTRATION

Once a student completes registration and classes have begun, schedule changes are processed during the official *Drop and Add* period. A student who has completed registration, who wishes to drop/withdraw from a course or courses, must do so by completing that request at the Office of the Registrar. A student may withdraw from a course at any time prior to the Last Day of Withdrawal indicated on the official College calendar. This published date for last date of withdrawal with grade of "W" will be the last day of the twelfth week of class.

Extenuating circumstances concerning these matters are reviewed by the Office of the Vice President for Academic Affairs.

SUBSTITUTION OF COURSES

If, for good and sufficient reasons, it becomes necessary for students to substitute courses in their prescribed program, they should secure the appropriate form and signature from their advisor, the respective Division Chair, and the Vice President for Academic Affairs. Only when the form has been processed and filed with the Registrar are the substitutions official.

REPEATED COURSE WORK

Students may repeat those courses taken for which grades of “D” or “F” were received. Repetition of a passed course, in an attempt to improve a grade, is permitted. The last grade will stand as the official grade, and only the last grade earned will be calculated in the cumulative grade point average.

Repeated courses, however, adversely affect the student’s ability to meet the required progression standards by increasing total hours attempted.

An “R” is indicated on transcripts for repeated coursework. An asterisk appears by the initial grade, which remains on the transcript.

TRANSFER OF COURSES

Transfer students must have a minimum cumulative grade point average of 2.0 at the end of the last semester-quarter from the last college they attended. To meet graduation requirements, a transfer student must have an overall “C” (2.00) average and only grades of “C” or above will be accepted for transfer credit.

Jarvis Christian College will provide each approved transfer applicant with an evaluation of previously earned credits. Faculty advisors, with the signature of the Division Chair, will determine the previously earned credits that will apply in the major.

Students must complete the last 30 semester hours of course work in residence. Hours earned that are equivalent to courses offered at Jarvis Christian College are substituted when the degree plan is prepared with the major advisor. Courses that are not equivalent to courses required for the prescribed degree are indicated on the degree plan as electives.

Exceptions may be made at the discretion of the Office of Academic Affairs.

Transfer students intending to work toward a degree at Jarvis Christian College should carefully analyze all departmental information listed in this catalog as well as the General University Requirements for Graduation.

AUDITING

A student may audit a course by paying \$10.00 per semester hour and any special charges assessed. The student must indicate, at the time of registration, the intent to audit. A course that is audited does not yield credit. It is merely indicated on the student’s transcript.

WITHDRAWAL FROM THE COLLEGE

A student who wishes to withdraw from the College before the end of a semester must make an official request for withdrawal through the Office of Student Affairs and must complete the

“Request for Withdrawal” form, which must be signed by appropriate administrative officials. Only after the forms have been processed and are on file in the Office of the Registrar will the withdrawal be official.

The grade of “W” is given to a student who officially withdraws from the College.

UNOFFICIAL WITHDRAWAL POLICY

An unofficial withdrawal occurs when a student has left the institution for whatever reason but failed to officially notify the institution of their intent to leave school. The College is required to make a determination as to when the student actually left the institution, even if the student did not officially notify the school.

In determining the last date of attendance for a student who fails to officially withdraw, the institution will consult with instructors as to the last date of attendance for a student. If a last date of attendance cannot be determined after consulting with instructors, the institution will use the midpoint (50%) of the semester in determining the last date of attendance. If an otherwise eligible student has reached the 60% point in attendance prior to leaving, that student has earned all Title IV federal aid for that semester.

A grade of “FN” will be assigned to students who unofficially withdraw from the College. The “FN” grade designation does not take the place of the “W” grade which is noted when students officially withdraw.

STUDENT SUCCESS SERVICES

The Office of Student Success Services at Jarvis Christian College provides the students with challenging learning experiences which explore varied responses to the human condition, develop the skill to facilitate analytical inquiry, promote global awareness, encourage social consciousness, foster creativity, inculcate concepts, and develop skills that are essential for professional competence in each student’s chosen career. It also provides programs and services that are conducive to the cultural, social, moral, mental, spiritual, and physical growth and development of students.

The Student Success Services unit is moving in a new direction by housing Tier- one, of academic advising for all freshmen who will be attending JCC for the first time. The Two-Tier advising model splits advising into Level one and two. Level one addresses the needs of all freshmen until they have earned 31 hours of course/credit, while level two addresses the needs of all sophomore, Junior, and Senior students. Academic Advisors in SSS will ensure that students are making satisfactory progress toward their degree programs. Each student will be assigned an academic advisor in SSS office to assist the student with course selection until that student has earned 31 hours in his/her major.

The office of Student Success Services houses **Tutoring Services, Writing/Reading Center, Retention Program, Computer Lab, Student Engagement, Testing and Evaluation, First Year Experience and AVID.**

Student Success Services carries out a **weekly workshop series** which provides students with positive impact in their education. Tutorial Support Services are here to supplement classroom instruction and ensure that students receive any tutorial support and out of class guidance needed for their academic success.

Our intention at SSS is to work in an atmosphere of mutual respect and cooperation with the students and faculty, and to provide students with support and resources to help them in their academic endeavors. We believe in the motto that “Failure is not an Option.”

The different curricular and co-curricular services offered by the Office of Student Success Service are designed to enhance the academic experiences of all students. These services assist students in establishing academic goals, and foster good academic success that will take them to retention and graduation. The following are the support programs in the student academic success unit:

Academic Advising

What is Academic Advising?

At Jarvis, Academic Advising is an intentionally intrusive, comprehensive partnership, between SSS and the student, dedicated to assisting with student’s academic success. Effective advising incorporates mentorship, advisement, and career connectedness into a single entity.

Academic advising, through constructive mentoring and guidance, assists in students’ personal, professional, social, and spiritual development. As advisors, Student Success Services offers support in assessing student’s skills and interests while guiding the selection of coursework and likes/dislikes, and develops a plan of action to effectively pursue both educational and career related goals.

Tools to Successful Advising

- Shared Responsibility
- Student Centered
- Proactive
- An Element of success
- Advising is the responsibility of students, advisors, faculty, administrators, and student’s family

Student Centered

- Advising is student centered and focuses on helping plan for academic success.
- The advising process respects the diverse and individual needs of students.
- Effective advising allows students to imagine a larger meaning for their lives

Being Proactive

- Advising is a proactive process for both students and faculty and staff.
- A successful advising relationship is one in which both, advisor and advisee, learn, and grow.

- Eventually positive outcomes come from being proactive and a solid foundation is built between the student and advisor.
- The range of need of students and the many educational opportunities inside and outside the college vary.

Expectations From Your Advisor

Academic Advisors

- Help you develop meaningful educational plans that are congruent with life goals.
- Serve as an advocate to promote intellectual growth and assistance in clarifying goals.
- Show the steps to take toward effective learning and graduation

Tutoring Service

Tutoring lab is a component of the support services mission aimed at providing supplemental classroom instruction and ensuring that students get any tutorial support and out of class guidance needed for their academic success. Tutorial services are designed to assist those students seeking to improve their study skills and enhance their knowledge. The unit offers tutoring in variety of subjects that are being offered, cost free, to all students through walk-in or individual appointment which is available to all students. The center also welcomes recommendations from professors about students' who needs assistances. We do have a full time staff member, who is here to assist tutors who are assisted by peer tutors. To supplement this group, we also have some faculty volunteers that are helping to tutor the students and to provide the much needed morale and expertise to the students after their classes. **We offer tutoring in the following course subjects:**

- **General College Math**
- **College Algebra**
- **English, Writing/Reading**
- **Accounting**
- **Biology**
- **Chemistry**
- **Religion**
- **Spanish**

Operating Hours of Student Success Services are as follows:

Monday and Friday-8:00am – 5:00pm
 Tuesday - Thursday-8:00am - 10:00pm
 Saturday and Sunday -9:00am - 6:00 pm (optional)

The Writing/Reading Center

The writing center is an integral part of the Student Success Services department. This particular service aids the student population by providing Remedial English assistance and tutorials for those needing help in the basics of writing and grammar skills.

In addition, peer tutoring is available on a one-to-one basis for those who desire to improve their writing skills on a more personal level. Writing and reading are critical areas necessary to the success of the college students. Students may schedule individual appointments with the teacher or peer tutor at any time at the receptionist areas.

The purpose of the writing Center is to also help students develop their written communication skill. Editing and critiquing of the student's original work is done by the tutors and teachers. Finally, we are dedicated to observing where the students' weaknesses and strengths lie; and told what they have done well and where they should aspire to improve.

Retention Service

The SSS Retention office will provide students with academic resources and will also help the students understand the challenges that many students are facing during their first year of school. Students will be exposed to retention workshops and retention activities. Staff will track the progress of the students and offer the alternate ways of handling their problems. This unit will be dedicated to creating a home away from home, so that the students will feel welcomed, at home and confident enough to work without fear or intimidation.

The retention unit is also charged with monitoring students who have withdrawn from school to see if our department can assist with any obstacles preventing them from returning to Jarvis Christian College.

Student Engagement

The SSS Engagement unit is to support and encourage people to manage their own learning in order that they may maximize their potential, develop their skills, improve their performance and become the person they want to be. The engagement unit is also charged with mentoring, and will provide mentors for students to work with the students and to assist the student with daily activities and problems.

Student Success Services Testing and Evaluation Unit

The Office of Student Success Services also serves as a center for **ACCUPLACER testing, Law School Admission testing (LSAT), ETS Proficiency Profile for freshmen, Senior and ACT- Residual testing.**

AVID-AHE-Advancement Via Individual Determination for Higher Education

Every incoming freshman will be enrolled in the First Year Experience (FYE) class through the completion of 30 credit hours. Within the FYE class students will highly engage in pedagogies,

strategies, and methodologies from the AVID (Advancement Via Individual Determination) for Higher Education curriculum.

With writing, inquiry, collaboration, organization, and reading (WICOR) at its forefront, AVID-AHE is systemically introduced to students and intrusively addresses the goals of increased learning, persistence, completion, and success beyond college. All students will receive intentional support in their efforts to earn a college degree; develop and strengthen academic skills through access to rigorous coursework and Socratic tutoring and grow in their personal development through fostering relationship with their advisor.

STUDENT HEALTH SERVICES

Academic success is dependent upon optimal physical, emotional and spiritual health. All currently enrolled students are eligible for on-site evaluation and treatment by a Registered Nurse. The mission of Student Health Services is to:

- Promote optimal health and wellness
- Promote disease prevention
- Provide quality health care that is appropriate, affordable, accessible, and relevant
- Empower students to be self-directed and well informed consumers of health care

Students with any chronic illnesses, that may have any special needs; please contact Student Health Services prior to registration. This will assist us in developing a plan of care specific to your needs, medically, academically and spiritually.

The Health Services Center is located in the Ronald L. Hay Student Services Building. The center is opened from 8 a.m. to 5 p.m., Monday – Friday. After hours, you will need to contact your Residence Hall Coordinator or the Security Officer on duty.

CHURCH AND RELIGIOUS LIFE

The Jarvis Christian College Church wants to be your church while you are in college. The pastor of the College Church wants to be your pastor. The pastor is available to each individual as an advisor, professional counselor, and friend.

The Smith-Howard Chapel is located within the James Nelson Ervin Religion and Culture Center. It serves the spiritual needs of the community, as well as the faculty, staff and student population. The College Church is a participating congregation of the Christian Church (Disciples of Christ). Its goal is to serve the needs of the campus. The membership is comprised of faculty, staff, students and the local community. Students are encouraged to participate by sharing opinions, experiences and talent to help develop a more holistic approach to the campus ministry.

Central to the Christian Church (Disciples of Christ) is the weekly celebration of the Lord's Supper. This act of worship is delivered and passed onto the Church according to the Apostle Paul in I Corinthians. In the College Church all baptized believers in Jesus Christ are invited to share in the Lord's Supper.

A second sacrament observed by the Christian Church (Disciples of Christ) is the ordinance of baptism by immersion. This savings act symbolizes the covenant with God to live in the newness of life in the presence of Christ.

Membership in the Church is of three (3) types: (1) Primary Membership: a person makes a confession in Jesus Christ as Lord and receives baptism; (2) Transfer of fellowship (membership) from another church: this is usually for persons who have belonged to another congregation but want to be a member of our congregation; (3) Associate Membership: a person publicly identifies himself/herself as a member of the Church by stating a desire to participate fully in the life of the College Church. This type of membership does not affect membership in your home church. The pastor will be happy to discuss membership with you. Regular worship is held every Sunday morning at 11:00 a.m. in the Smith-Howard Chapel. Students are invited to serve as ushers/deacons and to help provide the music by singing in the Concert Choir. Students who are non-choir members, with musical ability, are invited to volunteer to sing solos, duets, etc., or play their musical instruments during the worship service.

The College Church provides an opportunity to attend Sunday School on Sunday mornings from 10:00 a.m. to 11:00 a.m. The Sunday School class meets in the parlor on the Smith-Howard Chapel. Wednesday Night Worship services begin at 7:00 p.m., which is a student-led worship service.

Student Ministerial Association

The Student Ministerial Association is a group of students who volunteer to help the College Pastor in planning Vespers, seminars, Religious Emphasis programs and a variety of other experiences that are designed to make the Christian faith meaningful. One can become a member by speaking with the College Pastor or SMA members.

Wednesday Evening Vesper Services---7pm

Mid-Week Worship Services are held each Wednesday evening during the school year in the Smith-Howard Chapel. No other events are to be scheduled at this hour. From time to time, sororities, fraternities and other campus organizations will lead these services. A variety of methods will be used in presenting the programs such as guest speakers, musical groups, movies, dialogues, panels, small group discussion, etc.

College Chapels

An All-College Chapel is held each Tuesday at 11:00 a.m. The programs provide a forum for the presentation of current issues relevant to educational, social, and religious development. Distinguished persons from the world of business, industry, education, and religion are invited to be speakers for the programs.

Our weekly Chapels are an essential and inherent part of the total program of Jarvis Christian College. Thus, attendance is expected of all members of the College family. All events that are designated as Annual College Traditional Events require mandatory attendance of all students. All freshmen, transfer students, and seniors are required to attend the weekly assemblies or convocations to fulfill their graduation requirements. They are to be there 10 minutes prior to the start of the program and remain until the program ends.

CAREER SERVICES

The Office of Career Services provides career and leadership development, assisting students in obtaining the following career based opportunities: internships, part-time positions, full-time positions, graduate and professional school development. It is imperative that the career development process begin the first year of study, as there are many changing trends in today's highly competitive job market.

Our services also include: Employability Skills Seminars (Resume Writing, Mock Interviewing, and Dress for Success) Career Classroom sessions, Career Interest Inventories and community service programs.

Career Services host's the following two major programs during school year:

Graduate/Professional School Fair

Annual Career Fair

Companies also arrange interviews for students each semester. Students may sign up for interviews based on the criteria submitted by each recruiting agency. Job selection is also based on eligibility and company requirements.

RESIDENCE LIFE AND HOUSING

Residence Life

Living on campus is a valuable experience for students. On-campus living creates a stable living and learning environment. The Office of Residence Life works diligently to provide each student with a comfortable, safe environment structured to enhance the academic atmosphere of the College.

Housing Procedures

To apply for housing, applicants must submit the housing application found in the admission packet. This application is completed during enrollment. Along with the application, the student must remit a \$200.00 non-refundable room fee. Costs for repair to damaged facilities, furnishings or special cleaning will be charged to the student at fault. Residence Life reserves the right to modify room assignments as necessary. All students living on campus will be charged board fees. Only those students who have a physician's excuse that is approved by the Business Office will be exempt.

Off-Campus Housing Policy

All students will be expected to live on campus with the following exceptions:

- Those married;
- Those with dependent children living with them;
- Those living with parents, and
- Those 21 years of age or older.

Students may be asked to furnish birth certificates or other documents for the Office of Student Services. Applications are approved individually and approval to live off campus is not guaranteed until the following has been completed as part of the application process:

- Approval to live off campus is granted when a student presents a lease agreement with all pertinent contact information to the Office of Student Services, or
- If a student is living with parents or guardians, there must be a notarized statement from parents/guardians with signatures of the parents/guardians and the student.

Because of liability concerns, the College is not involved in inspecting non-College-owned facilities located off campus and cannot determine whether the facility is safe, sanitary, and in compliance with local ordinances. The College does not provide residential services for those living off-campus.

Students residing off-campus are still subject to the College's judicial procedures and the sanctions of local authorities. Students living off-campus, who are cited by the local authorities for disorderly conduct, excessive noise, drinking underage, public intoxication, etc., may be required to return to campus housing regardless of financial hardship or lease commitments. All occupants of the house or apartment may be subject to the same requirement. Therefore, students living off-campus must be prepared to take personal responsibility for the consequences of any gathering they host.

Students applying to live off-campus have until the 12th class day to complete all pertinent information required. If a student has not completed the application process after the 12th class day, that student will be considered a boarding student and will be assessed housing and boarding fees for that semester.

If an off-campus student is found living in the on-campus residence facilities, that student will be charged housing and boarding fees and disciplinary action will be taken, not limited to suspension from the College.

Resident's Responsibilities

Students are subject to all terms and conditions stated on the housing application form and housing contracts. Charges will be assessed for damages or defacements beyond normal wear and tear. Students are responsible for the following:

- Maintaining the condition of their assigned room.
- Monitoring activities within their assigned room.
- Supervising the actions and behaviors of their guests.
- Attending all official residence hall meetings.

It is a student's responsibility to call a Residence Assistance (RA) or the Hall Manager if assistance is needed.

Responsibility for Guests

Students are responsible for their visiting guests. All guests should be registered with Residence Life. Jarvis Christian College reserves the right to reject or revoke visitation privileges for any guest.

Visitation Guidelines

- Children and babies must be under adult supervision at all times.

JARVIS CHRISTIAN COLLEGE STUDENT VISITATION

The visitation policy defines visitors and visitation hours for the College residence halls, outlines expectations for appropriate behaviors of residence hall visitors and states the responsibilities of each student host. This policy exists to help students maintain a living environment that supports academic success and personal well-being.

Definitions:

Visitor – Any individual who is not a resident of the residence hall or room being entered.

Visitation Hours:

Sunday through Thursday: 6:00 p.m. to 12:00 (midnight) in students' rooms

Friday through Saturday: 3:00 p.m. to 2:00 a.m. in students' rooms

Policy

Visitors are permitted in the residence halls during the outlined hours and must be hosted by a current resident of the hall. Visitation in a student's room or residence hall should respect the right of all members of the community to privacy, sleep and quiet study space. All persons not living in a resident hall must leave the residence halls when visitation hours end and are not permitted to enter prior to 6:00 p.m. on Sunday through Thursday and prior to 3:00 p.m. on Friday through Saturday.

Students may not sleep overnight in any common area of a residential building. Visitors are expected to abide by all college policies and should be escorted by a host at all times. A host can be held responsible for the activities that occur in his/her room and/or behaviors of his/her visitor, regardless of whether or not the host was a willing participant or knowledgeable about what was occurring. The College reserves the right to deny a visitation request at any time due to behavior that is contrary to the College's mission and goals.

The following guidelines have been established to ensure a comfortable and safe community environment in the residence halls:

- Student residents must provide the Office of Student Services (Housing) with a cell phone number.
- Visitation must always be with the mutual consent of all roommates. Residence Coordinators are available to assist roommates with establishing a room visitation agreement upon request or need.
- All guests must be signed in and signed out of the residence halls, including Jarvis students not residing in the hall they are visiting. Guests must show picture ID when signing in and leave the ID with the appropriate staff. The staff will **call** the room and

the occupant will come down and escort the guest to the room. If the occupant is not in room when called, the guest will not be allowed to go to the room.

- Residents are responsible for signing in and signing out their guests. All guests must be signed in with the first and last name. Residents failing to sign in guests are subject to disciplinary action, including a fine. Residents shall not sign in guest(s) for other Jarvis residents.
- Guests must be escorted at all times by their host. No exceptions.
- Guests must abide by all residence hall regulations and community standards. Failure to do so will result in disciplinary action against their hosts and their guest(s).
- Residents are responsible for the actions of their guest(s) including policy violations.
- Resident students may have no more than 3 guests at any given time.

Cohabitation is not permitted. Visitation is a privilege that can be taken away if abused

Parent/Student Apartments

The Parent/Student Apartments are a family community consisting of students who are parents with children and/or married students. There are 12 apartments: 8 one-bedrooms and 4 efficiencies. The gated community consists of a playground for children, picnic/barbeque area, and laundry facilities. The community gathers once a month for family events and participates in the activities of Campus Life. Applications are available in the Office of Student Services.

Eviction Policy

A housing eviction requires a resident to move out of the residence hall/apartment within 48 hours after the College Judicial process is completed or immediate eviction when the College deems the situation as imminent danger. Residents evicted or suspended for reasons of conduct are financially responsible for that semester's residential fees. It is important to understand that an eviction can happen for a first offense.

Incidents that may result in eviction from the residence hall/apartment include but are not limited to:

- Smoking marijuana or tobacco products: cigarettes, cigars (Black & Milds), or any tobacco related products.
- Hosting a gathering in student rooms, student suites or student apartments that involves illegal alcohol or narcotic possession or use.
- Repeated violation of community standards or College policies.
- Possession of alcohol.

First Offense Evictions:

- Responsibility for a false fire alarm or bomb threat.
- Theft of personal or college property (including identity theft).
- Acts of violence, including physical assault, sexual misconduct, and destruction or vandalism of property.

- Possessing, using, selling or distributing marijuana (including medical marijuana) and/or paraphernalia.
- Possessing, using, selling or distributing illegal drugs (including synthetic drugs, and/or controlled substances.)
- Possessing or using any legal prescription, outside of prescribed instructions.
- Selling or distributing non-prescription drugs.
- Tampering with fire safety equipment or devices. This includes, but is not limited to: creating fire or fire-like conditions, creating false fire alarms or discharging fire extinguishers.
- Endangering yourself or others, including self-harming behaviors.
- Acts of individual violence or domestic violence: physically hurting or causing injury to yourself or others, sexual assault/misconduct, fighting, pushing/shoving.
- Harassment
- Stalking
- Possession of a weapon (this includes simulated weapons, disabled weapons, dangerous chemicals, any explosive device, nun-chucks, swords, brass knuckles, knives [including butterfly knives], guns, paint ball guns, pellet guns, and any other material that can be used to threaten or endanger others.

Bacterial Meningitis

The 82nd Texas Legislature, Regular Session, 2011, revised existing statutory requirements for higher education students related to vaccination against bacterial meningitis. The revision now requires all entering students to show evidence of an initial bacterial meningitis vaccine or a booster dose during the five-year period preceding, and at least 10 days prior to, the first day of the first semester in which the student initially enrolls at an institution.

An entering student includes a first-time student of an institution of higher education or private or independent institution of higher education and includes a transfer student, or a student who previously attended an institution of higher education before January 1, 2012, and who is enrolling in the same or another institution of higher education following a break in enrollment of at least one fall or spring semester.

Bacterial Meningitis - Policy Revision and Rules Change

At its April 25, 2012 meeting, the Texas Higher Education Coordinating Board approved the following policy change and revision to the rules:

Policy Revision

Conscientious Objection form for student **NOT LIVING IN ON-CAMPUS HOUSING**

New students (**age 18 years or older**) at institutions of higher education and NOT living or residing in on-campus housing, who wish to file an affidavit stating that the student declines the vaccination for bacterial meningitis for reasons of conscience, may use the official Texas Higher Education Coordinating Board's form, accessible from the website at the link below. The student must print the form, have it notarized, and file it with the institution's Registrar's Office or other designated department or unit.

Conscientious Objection form for student **LIVING IN ON-CAMPUS HOUSING**, or under age 18

New students living in on-campus housing, which includes student housing facilities located on the campus of an institution of higher education, such as dormitories, sorority and fraternity houses, privately owned residence halls, and apartments, who wish to file an affidavit stating that the student declines the vaccination for bacterial meningitis must use the official Texas Department of State Health Services (DSHS) form. The DSHS form may be ordered electronically. It is then mailed from DSHS to the student and it may take up to two weeks to receive the form.

This form must also be used by students under the age of 18, regardless of whether they are living on or off campus.

The DSHS form must be completed, notarized, and provided to the designated school official at the institution the student will be attending. It is the student's responsibility to complete the DSHS form and have it notarized. Information about requesting the DSHS affidavit form is available by <http://www.dshs.state.tx.us/immunize/school/default.shtm#exclusions>.

What are the Symptoms?

Meningitis is inflammation of the membranes that cover the brain and spinal cord. Meningitis can be caused by viruses or bacteria. Neisseria meningitides is one of the leading causes of bacterial meningitis in the United States. The highest rates of infection with Neisseria meningitides occur in children less than 2 years of age and adolescents and young adults aged 14-24. Most cases of meningococcal meningitis are reported from December to March, but they can occur at any time. Meningococcal meningitis is a serious infection that can progress very rapidly in a matter of hours. According to the Centers for Disease Control and Prevention, the mortality rate for persons with meningococcal meningitis is 10-14%, but 11-19% of survivors suffer serious complications including loss of hearing, neurologic deficits and loss of limbs. Meningococcal bacteria are present in the nose and throat of 5-10% of the population without causing the carrier any disease. However, the bacteria can be transmitted through close contact with others who are more vulnerable. Respiratory droplets or oral secretions from infected persons can spread the infection through coughing, sneezing, kissing, or sharing food, drinks, eating utensils or cigarettes.

Meningococcal illness usually develops 3-4 days after exposure, but can occur 2-10 days after exposure. The illness can be difficult to diagnose in the first few hours because some of the symptoms can be mistaken for a viral infection. Meningococcal meningitis symptoms include:

- Severe generalized headache
- Neck stiffness/pain
- Fever
- Nausea and vomiting
- Eyes sensitive to light
- Red pin-point rash or purple blotches on skin
- Confusion, sleepiness or lethargy
- Seizures

Meningococcal meningitis is a medical emergency. It is treated with intravenous antibiotics and other medications in the hospital. Delay in diagnosis and treatment can lead to serious complications or death.

Persons exposed to someone with meningococcal infection through close contact are usually treated with an antibiotic to help protect against infection. Antibiotics used for this purpose include Rocephin (injection), Ciprofloxacin (pill) or Rifampin (pill). These medications should be taken as soon as possible after an exposure. However, you should consult a doctor as soon as possible for any and all diagnoses and treatments.

For more information about meningitis, visit the [Centers for Disease Control and Prevention website](#). Or contact Health Services at extension 2259.

Children in Residence Halls

Children under the age of thirteen are not permitted in the residence hall. At no time is a child (i.e., infant to 13 years old) to stay overnight in the residence hall. Childcare/babysitting in the residence hall is also prohibited. Visitors between the ages of 13 and 17 must be accompanied by a parent or guardian. Persons violating this rule are subject to disciplinary action.

Personal Property Insurance

The Office of Student Services assumes no responsibility for personal property of students residing in residence halls or other living spaces of the institution. We encourage students to consult with their parents/guardians concerning personal property insurance coverage which may be available through their existing personal insurance policies such as homeowner's or tenant's policy while enrolled in college.

Pets

To protect the interest and safety of students and employees, it is the policy of the College not to allow pets in any buildings, including but not limited to administrative buildings, classroom buildings, residence halls, or dining facilities. “Pets” are considered animals, domestic or wild, in the company of a student, faculty member, guest, or visitor to the College, and does not apply to service dogs. Violators and their roommates will be charged a non-compliance fee

Quiet Hours

Quiet hours have been established in all facilities from the hours of 10:00 p.m. – 8:00 a.m. every day. However, it is expected that reasonable quietness be maintained at all times.

Room Conduct

Residents are responsible for the physical upkeep of their rooms and for the conduct of their individual guests. Students should report to the Housing Coordinator any illegal activities which violate College policy, such as unauthorized visitation, use or sale of drugs and alcohol, any violation of the Student Code of Conduct.

Room Security

Personal safety and well-being begins with each student. The primary concern of the housing staff is the personal safety of each resident. Please remember to lock the door when leaving or retiring for the night and, above all, please keep track of keys. Remember...the College does not assume responsibility for personal property, lost, stolen, or damaged. Do not lend keys.

Search Policy

The College reserves the right to conduct searches, if reasonable cause exist to believe that (1) an activity is determined to be detrimental to the health, safety or welfare of residents, is taking place in a room; (2) if substances which constitute a violation of the housing codes are believed to be in the room; or (3) to enforce College policy or maintain order. Under these circumstances a search can take place even if the student is not available.

Smoking in Residence Halls

The College has designated all buildings, including all residence facilities, smoke-free. Therefore, smoking is not permitted in auditoriums, classrooms, lecture rooms, dining hall, residence halls, gymnasium, or any other buildings at Jarvis Christian College. Participation in this act is subject to College disciplinary action including fines of \$100, probation and/or eviction from campus housing.

Storage

Storage for personal belongings between the spring and fall semesters is not available. The College is not responsible for items left in your room. All articles left behind after departure will be regarded as trash and disposed.

Student Computer Use

It is expected that persons using the computer systems and services will do so in responsible fashion, including conserving computer resources and being considerate of other users. The College views abuse of computer facilities and services as a serious offense. Such abuse includes

but not limited to: depriving or attempting to deprive other users of College-owned computer resources or access to those resources; seeking to penetrate the security of any campus communications network or computer system; using a computer account belonging to another individual or sharing your account with another; using any College-owned equipment or programs for commercial purposes; inspecting, modifying, or copying programs or data without authorization from the owner; using any electronic mail or messaging system to send abusive, obscene, or otherwise harassing communications; and/or illegally copying software.

Participation in Online Forums

Many students often choose to participate in online forums including social networking sites, virtual communities, blogs, online journals, and other websites (familiar examples of this forum include but are not limited to Facebook, MySpace, Tweet, and Friendster). The College recognizes that these forums are an integral part of modern communication, but we caution students to consider carefully the information, comments, photos, and videos they post in online forums. For their own safety and success, students should assume that any information they publish online is visible and accessible to everyone. Students are responsible for their words and actions in online forums as they are in any interpersonal interaction, private forum, or public forum. Behavior inconsistent with the College's mission, community standards or the Student Code of Conduct will not be exempted from disciplinary action simply because it occurred or originated in an online forum.

Unauthorized /Illegal Web-Use

Jarvis Christian College (JCC) allows and encourages the use of JCC- owned computer resources. This use is a granted privilege, not a right. Students use must be in accordance with all applicable laws, policies, and standards regarding acceptable use. Areas of concern include but are not limited to:

1. Defamatory or libelous statements;
2. Copyright infringements ("illegal downloading")
3. Obscene or threatening materials, and
4. Usage primarily for financial gain or compensation not relevant to JCC's mission.

Failure to comply with this policy may result in charges being brought both within the College's judicial system and in the civil or criminal court system.

Social Media

Students and recognized organizations are cautioned that any materials, faculty and/or staff lectures posted on the internet without permission, including social networking sites and internet blogs will not be considered private or protected information. Students may be held accountable for inappropriate content posted in this manner and information obtained from such sources may be considered in cases of misconduct. This includes but is not limited to; Instagram, Facebook, Twitter, Snapchat, LinkedIn, Blog Spot, YouTube, etc.

Sanction:

A Fine of \$100-\$250+ probation and educational sanctions and/or counseling consultation or suspension.

Information Services and Technology Anti-Router Security Policy

PURPOSE

This document details that all routers and switch devices are prohibited from being connected to the Jarvis Christian College production network. Wireless routers are not permitted due to the difficulties they produce to our technical infrastructure.

APPLICABILITY

Wireless routers and switches affect the entire campus system by generating fraudulent IP addresses that duplicate existing IP addresses on our database; this practice takes our system offline.

ACCOUNTABILITY

The Department of Information Technology can identify individual router and switch locations. Under the President, all faculty and staff shall insure compliance with this policy.

POLICY

Unauthorized access to the Network using a personal router or switch device is prohibited. You must have explicit permission to access or configure any device on the campus of Jarvis Christian College. All activities performed on router and switch devices may be logged, and violations of this policy may result in collegiate disciplinary action.

NON-COMPLIANCE AND SANCTIONS

Any person found to have violated this policy may be subject to a fine of \$250.00, denial or removal of access privileges to the College's network. Disciplinary action under applicable College policies and procedures up to and including suspension, expulsion can occur.

Hover Board Policy

Hover Boards (i.e., self-balancing scooters, battery-operated scooters, hands-free Segways and other motorized equipment) are prohibited on the Jarvis Christian College Campus. The National Association of State Fire Marshals recently issued a warning after several incidents of scooters catching fire. If you violate this policy, your Hover Board will be confiscated and you will be subject to a \$250 fine.

STUDENT ACTIVITIES AND ORGANIZATIONS

The Ida Van Zandt Jarvis Student Center

The Office of Student Activities, the Student Government Association, and a variety of recreational games are housed in the Ida Van Zandt Jarvis Student Center. Students are encouraged to take part in the services and programs offered in the Center and Game Room.

The Game Room Hours will be:

Monday, Tuesday, Friday*	2 p.m. – 11:00 p.m.
Saturday	12 noon – 9 p.m.
Sunday	12 noon – 9 p.m.

*Please note: On Wednesday, the Game Room will be closed to honor the Mid-Week Service that will be held in the Chapel. Thursday is used for Game Room inventory an intramural sports organization.

Office of Student Activities

The Office of Student Activities seeks to provide activities for the development of responsible group participation in cultural, social, recreational, and educational programs. This office also maintains a database of all registered student organizations that is used for certifying and monitoring their eligibility. Staff members work closely with the Student Government Association and other student organizations to assist with the planning and implementation of activities and programs to add to overall quality of student life.

Intramural and Campus Recreational Services

Intramural sports and campus recreational services are a series of structured activities that are played throughout the academic year by Jarvis Christian College students, faculty and staff. The program is designed to provide students an opportunity to improve their quality of life by participating in recreational activities. Currently, four-team sports are offered. Volleyball and Flag Football in the fall semester and Basketball and Softball in the spring semester.

All levels of athletic skills are welcomed from former varsity athletes to students who have never played organized sports. Eligibility to participate is limited to Jarvis Christian College students, faculty and staff. Complete participant eligibility rules and sport specific rules can be found in Office of Student Activities. These sports include track, tennis, and swimming. A complete schedule of events is available at the Office of Student Activities.

Student Government Association

The Student Government Association is the supreme governing body of Jarvis Christian College students. The Student Government Association serves as a means whereby students' opinions, views, and aspirations may be properly discussed and acted upon. Weekly meetings for the Student Government Association are held in the Student Center and are open to all students. The President of the Student Government Association (SGA) is required to maintain an office (designated) by the Office of Student Services.

Student Clubs & Organizations

The College strongly encourages students to participate in academic and social organizations as a means of enhancing their leadership ability, personality, and social skills. A variety of clubs and organizations are available throughout the academic year for students to join. Among those recognized organizations are undergraduate chapters of international fraternities and sororities, academic, recreational, religious, professional, and paraprofessional organizations. These organizations sponsor programs, projects, and social events that students will find creative and enjoyable.

“Underground clubs” are not recognized by the College. If persons are found associating with or claiming membership in or pledging or being hazed or hazing individuals to become a part of a social club, those individuals will be suspended from the College. Additionally, the wearing or displaying of social club paraphernalia on campus such as dog tags, license plates, paddles, jackets, hats, t-shirts, sweaters, and other items will subject individual(s) to suspension from the College. The Office of Student Affairs provides a list of confirmed student organizations. If you are interested in becoming a member of an organization or in establishing a new student organization, contact the Office of Student Activities for further information. Each approved campus organization shall be required to perform at least two (2) campus-related community service projects per semester. One project must be completed before mid-semester. Detailed documentation must be submitted to the Office of Student Activities no later than one (1) week after completion of the project. Organizations failing to perform community service projects by the target date will have their scheduled activities cancelled, one activity at a time, until projects are completed.

When planning community service projects, please select projects that will be beneficial to the entire College community. Approved activities include: campus cleanups, educational/informative forums, blood drives, and other activities deemed appropriate by the Director of Student Activities.

Risk Management Program for Members and Advisors of Student Organizations

At least once during each academic year, Jarvis Christian College shall provide a Risk Management Program for members of Student Organizations registered at the institution. The College requires each student organization registered at the institution to have four (4) representatives of the organization attend a program under this section.

Use of Facilities

Organizations and officers are responsible for the conduct of their activities and guests. This means that organizations are accountable for lost, damaged, or stolen College property and can be held accountable for disruptive acts by their members and guests. Problems should be immediately reported to sponsors, Campus Security, the Director of Student Activities, or the Office of Student Services.

Organizations are held accountable for: (1) cleaning after socials and other activities; (2) conduct of members, students, and other guests at organization activities; (3) care and return of equipment; and (4) maintenance of College property. In addition, they will be fined a minimum charge of \$100 for failure to clean a facility after use. Repair or replacement costs for damaged, lost, or stolen equipment, as well as damage or abuse of facilities, will be billed to the organization. An organization will be suspended for repeated offenses or failure to pay any assessed charges. The College-owned sound systems will be released upon completion of a facility clearance form; media requested form and authorization from the sponsor/advisor of the organization. Persons who are approved through the Office of Information Technology must operate the sound system. The Office of Student Activities or Student Services should be contacted for additional information.

Pan-Hellenic Council

Jarvis Christian College views fraternities and sororities as a vital part of campus life. The Division of Student Services established all policies and procedures for fraternities and sororities to include membership intake. The National Pan-Hellenic Council at Jarvis Christian College is the governing body at JCC for Greek letter organizations and it is a financial member of the National Pan-Hellenic Council, Inc. The NPHC at JCC also provides within its constitution rules and regulations that all of its membership organizations are expected to follow.

The National Pan-Hellenic Council, Incorporated (NPHC) is currently composed of nine (9) International Greek letter Sororities and Fraternities. There are eight (8) chapters located at Jarvis Christian College:

- Zeta Chi Chapter of Alpha Kappa Alpha Sorority, Inc.
- Theta Alpha Chapter of Alpha Phi Alpha Fraternity, Inc.
- Theta Kappa Chapter of Delta Sigma Theta Sorority, Inc.
- Zeta Delta Chapter of Zeta Phi Beta Sorority, Inc.
- Zeta Xi Chapter of Kappa Alpha Psi Fraternity, Inc. (Inactive)
- Kappa Epsilon Chapter of Sigma Gamma Rho Sorority, Inc.
- Epsilon Zeta Chapter of Phi Beta Sigma Fraternity, Inc.
- Phi Beta Chapter of Omega Psi Phi Fraternity, Inc.

The NPHC promotes and encourages interaction through forums, meetings and other media for the exchange of information and engages in cooperative programming and initiatives through various activities and functions.

The mission of the NPHC at JCC is to encourage unanimity of thought and action as far as possible in the conduct of Greek letter collegiate fraternities and sororities, and to consider problems of mutual interest to its member organizations. The purpose encourages and fosters team building and group cohesion while striving for academic excellence. Each organization represented contributes to the quality of student life by providing a mechanism for students to develop leadership skills through involvement in a variety of programs and activities

CAMPUS ORGANIZATION REQUIRMENTS

Campus Organization Requirements

In order for an organization to continue active status, the following requirements must be satisfied:

1. By September 10 of each academic year, the president and sponsor must file a declaration sheet with the Director of Student Activities regarding any changes currently on file such as:
 - Name of organization
 - Officers and members (must have a minimum of five (5) members)
 - Purpose and objective
 - The Constitution and By-Laws
 - Activities for the current year
 - Financial condition

2. All money must be on deposit in the College Business Office.
3. No announcements or final plans should be made by the sponsor of a student group until the Director of Student Activities approves the request.
4. Requests for annual or traditional dates and regular meetings must be submitted on a Facility Clearance Form.
5. All activities / programs approved for Sunday through Wednesday should be of a cultural, educational and / or religious nature and must conclude by 10:00 p.m., unless special approval is granted by the Office of Student Activities and the Vice President for Student Services. Activities approved for the weekend (Thursday, Friday or Saturday) will not extend beyond 12:30 a.m. unless specifically requested by the sponsor and approved by the Director of Student Activities.
6. The sponsor(s) of each organization must agree to do the following:
 - Approve and submit the organization. At least one (1) sponsor (preferably two) must be present at all social activities.
 - Report all monies collected to the College Business Office.
 - Endorse and approve all disbursements and expenditures.
 - Authorize and be accountable for all equipment, meetings and facilities used by the organization.
 - Supervise and encourage activities in the interest of the College, the organization, and the general student body.
 - Adhere to all general policies and regulations of the College.
 - Any organization not satisfying the above requirements may be suspended by the Director of Student Activities.

Establishing New Campus Organizations

Any groups desiring to initiate a new campus organization will proceed as follows:

1. Guidelines for establishing new organizations can be obtained from the Student Activities Office.
2. File the request with the Director of Student Activities for chartering campus organizations and the Vice President for Student Affairs for final action.

Eligibility Requirements for Student Officers

Officers in student organizations shall be designated as a major and minor by the Director of Student Activities at the beginning of the year.

If a student is eligible and willing to hold two (2) *major* offices, including an office in the SGA, the student should be allowed this opportunity without jeopardizing the efforts of others.

Officers in student organizations are carefully apportioned among the classes, and each organization also has its requirements for nomination and election. The list of candidates for student offices shall be submitted to the Director of Student Activities at least two (2) weeks in advance of any election. In determining the eligibility of candidates for office, the cumulative grade point and the social adjustment of the student shall be considered. The names of all prospective officers will be official for consideration only after receiving final approval from the Assistant Vice President of Student Services.

Classification Rules

A junior who wishes to qualify as a candidate for a position as senior representative in a campus organization for the following year must, at the close of the semester in which he/she is nominated, have at least 91 hours of credit.

A sophomore who wishes to qualify as a candidate for a position as junior representative in a campus organization for the following year must, at the close of the semester in which he/she is nominated, have attained classification as a junior and have earned at least 61 semester hours of credit.

A freshman who wishes to qualify as a candidate for a position as sophomore representative in a campus organization for the following year must, at the close of the semester in which he/she is nominated, have earned at least 31 semester hours of credit.

Exclusion from Office

A student on probation may not be elected to student office during the period of probation.

A student who is placed on academic, disciplinary or social probation will immediately be removed from the office he/she held in any organization for the remainder of the term.

A student cannot hold office with less than a 2.0 cumulative grade point average except for first semester students.

Fund Raising and Solicitations

1. Any student project to raise funds from sources other than the group’s general membership must be approved by the Office of Student Activities prior to the announcement of the event or start of the project.
2. When funds are solicited campus wide, the Office of Development will be consulted by the requester and/or the Office of Student Activities prior to giving approval.
3. The offices of Development and Student Activities must approve all student projects involving external (away from campus) solicitation of funds and advertisements.

Outdoor Recreational Activities

There are periods during the week when outdoor recreational activities on the College premises are not permitted. Those are listed below:

Tuesday.....11:00am – 12:00noon
 Wednesday.....7:00pm – 8:00pm
 Sunday.....9:45am – 12:30pm

MEDIA CONTACT

Students are prohibited from speaking on behalf of Jarvis Christian College with any media organization or publication, or from inviting the media to any Jarvis Christian College property or campus event without permission of the President of the College or the Department of Public Relations. Violation of this policy may lead to dismissal.

APPROPRIATE ATTIRE POLICY

Jarvis Christian College is committed to the highest standards of student conduct. All students in their dress and appearance should demonstrate a mature attitude. This is especially true in public areas of the campus. **OBVIOUS DISREGARD FOR SUCH STANDARDS WILL SUBJECT A STUDENT TO DISCIPLINARY ACTIONS.** Refusal to comply with reasonable request by faculty and staff and administrators to make adjustments in their dress by students will be grounds for disciplinary actions including fines and suspension from the College. To this end, the College strictly prohibits the wearing of “doo rags,” wave caps, bandanas and other inappropriate dress in public areas of the campus. Whether male or female, students are not allowed to “SAG” which means wearing their pants in a manner that would allow their under garments to show.

Specifically, individuals will be denied admission to various functions if their manner of dress is inappropriate. Members of the Jarvis Christian College family are expected to be mature and dress appropriately. The following are examples for appropriate dress for various occasions:

1. Classrooms, Cafeteria, Student Center, Weekly Assemblies, Campus Events and College Offices – neat, modest, casual attire.
2. Interviews and Formal programs in the Chapel – business or church attire;
3. Coronations, Lyceum Performances, Convocations – formal, semi-formal and church attire, respectively.

Examples of inappropriate or prohibited dress and/or appearance **INCLUDE BUT ARE NOT LIMITED TO:**

- Bandanas, doo-rags, hoods, wave caps, skullcaps, headbands and any other inappropriate headgear for men and women in classrooms, the cafeteria, student center, and other public areas on campus. Caps are not to be worn by men, while in any building. Caps worn by women should be worn appropriately.
- Midriffs or halters, mesh, netted shirts, short-shorts, short dresses, and skirts, sagging pants (male or female), tube tops or cutoff tee-shirts in public areas such as classrooms, dining hall, campus offices, student activities center and gym (during organized events).
- Bare feet or house shoes or slipper in public areas.
- Not wearing a shirt or wearing sleep or lounge wear in public areas.
- Swimwear anywhere other than the swimming pool area.
- Undershirts, shorts, jeans, etc., at formal programs.

- Clothing with derogatory, offensive and/or lewd messages either in words or pictures, “Social Club Paraphernalia,” anywhere on the campus.

The following are examples of appropriate dress based on occasion:

- Classroom, Cafeteria, Student Center, College Offices- Neat Modest, Casual or Dressy Attire,
- Formal programs in Meyer Auditorium, Howard-Smith Chapel, Rand Mirror Room-Business or Dressy Attire.
- Interviews- Business Attire.
- Social/Recreational Activities, Residence Hall Lounges/Lobbies (during visitation hours)-Modest, Casual or Dressy Attire.
- Balls, Galas, and Coronations-Formal, Semi-formal and Dressy respectively.

STUDENT DECORUM POLICY DISCIPLINARY PROCEDURES

When the Vice President deems that a student has violated the Student Decorum Policy, the following procedures will be implemented.

Verbal Warning.

A verbal warning will be given to the student by the faculty or staff member who reported the misconduct, and a written record of the incident will be given to the student as well as placed in the student’s file. The student may provide a written response (of reasonable length) which reflects his or her view of the incident and such response shall also be included in the file.

Informal or Student Life Judicial Hearing.

If the verbal and written warning has no impact on a student’s behavior and further violations occur, the student will be contacted by the Vice President of Student Services or designee thereof in regard to an informal or formal hearing.

For allegations of misconduct of a less serious nature, the student will be summoned to appear before the Vice President for a hearing. The student will be allowed to know the allegations which he or she are accused of and be given an opportunity to respond. Based on the discretion of the Vice President, the student may be given a final warning or directed to attend counseling. If the Vice President believes that a fine, community service, probation, suspension, or expulsion is appropriate, the matter will be referred to the Student Life Judicial Committee for adjudication. The judicial committee shall hear all cases in which fines, community service, probation, suspension, or expulsion may be imposed. The judicial committee may impose one of these actions only after the student has been informed of the allegations against him or her, and the student has been given a meaningful opportunity to explain why the allegations are incorrect or why a certain sanction is too harsh. The decision of the Vice President of Student Services is final.

All administrative, faculty and support staff are expected to monitor student compliance with this dress code and report any violations to the Office of Student Affairs.

APPROPRIATE DISCIPLINARY SANCTIONS WILL BE ASSIGNED TO ANY STUDENT IN VIOLATION OF COLLEGE POLICY. SANCTIONS MAY INCLUDE SUSPENSION FROM THE COLLEGE.

Prohibited Language

This policy does not prohibit language based on the expressive viewpoint of one's ideas, but rather proscribes certain language based on the disruptive or destructive manner and context in which such language is used.

Lewdness, Obscenity. Lewd and obscene language is prohibited.

Fighting Words. Language that by its very utterance tends to incite an immediate breach of the peace or imminent lawless action is prohibited. These words include those which when directed to the person of the hearer would naturally tend to provoke violent resentment. Such words also include those personally abusive epithets which, when addressed to the ordinary citizen, are, as a matter of common knowledge, inherently likely to provoke violent reaction.

Profanity. Profane, vulgar, and curse words are prohibited in limited contexts although their use is widely discouraged by the College. The proscription against profanity shall only regulate the manner of such speech rather than the content of any message conveyed. Profanity may subject a person to discipline when it lacks any artistic or literary value in connection with a College curriculum, it inherently tends to provoke a violent reaction, and it substantially interferes with the educational environment.

Speech in violation of State or Federal Law. Illegal speech is also prohibited. Language usage can violate specific laws depending on the context. Some examples of such laws include disturbing the peace, intimidation, stalking, harassment, defamation, or libel.

Litter-Free Campus

Jarvis Christian College takes great pride in the beauty of our campus. Littering is strictly prohibited and a violation of the University. Littering shall include, among other things, the throwing of debris such as cigarette butts, food wrappers, paper, cans, bottles, or other trash on the ground.

No student shall intentionally dispose of refuse of any kind in or near any building owned or operated by the College except in receptacles provided for that purpose. Intentionally discarding such will be seen and adjudicated as a violation of the College Littering Policy. Fines may be imposed in an amount not to exceed two hundred dollars (\$200.00).

STUDENT IDENTIFICATION INFORMATION

The College provides a full-time security staff to provide safety and security and to control measures for the campus and its constituents. Officers are stationed at the main campus entrance. They engage in regular foot and vehicle patrols and monitor all vehicles entering the campus as

well as those approved for campus parking. These uniformed officers are authorized to investigate any unusual situations on campus and may, at their discretion, counsel students, issue reports and referrals, and make campus arrests as warranted.

The College requires each student to be responsible for the following:

1. Identification Cards

All JCC students are required to carry a JCC I.D. card at all times and be willing to produce it promptly upon request of any College official acting with proper authority.

JCC I.D. cards are not transferable, and lost cards must be reported to the Office of Student Services within 24 hours of the student's first awareness of loss. Students failing to comply with this directive will be held accountable for any abuse of the I.D. card and must bear the cost of replacement. The identification card entitles a student to admission to most athletic events, campus social activities, cultural and educational events, and the dining hall, and participation in student elections.

2. Correct Current Address

Every JCC student is required to have a current local and permanent home address on file in the Registrar's office. Students are held accountable for any communication sent by the College to the student's address of record. Every student is required to file an address through which close relatives may be contacted in the event of an emergency. A campus or U.S. post office box mailing address is an insufficient local address for the campus residents and must be augmented by the student's physical address.

3. Automobile Registration and Parking

All JCC student operating motor vehicles and motorbikes on campus must register such vehicles with the College Security Department. Vehicles which are not registered and are cited for violations are subject to towing at the owner's expense.

4. Withdrawal from the College

A student who voluntarily withdraws or is involuntarily separated from the College must surrender the JCC I.D. card to the Office of Student Services.

Texas State Laws

In 1985 Texas amended its legal definition of "minor" to mean a person younger than 21 years of age. Minors are prohibited by Section 106.02(a) of the Alcoholic Beverage Code from purchasing alcoholic beverages. Further, Section 106.03(a) makes it unlawful for a person to sell alcoholic beverages to a minor. The statutes prohibit consumption of alcoholic beverages by persons less than 21 years of age. Students are expected to know the Texas State laws regarding the sale and consumption of alcohol.

The Campus Security Office should be notified immediately if an unsafe living, working condition, or hazard to safety exists on campus.

STUDENT CODE OF CONDUCT

Students are expected to maintain acceptable standards of conduct, as identified by the College, both on and off-campus. Students must observe the rules and regulations regarding student demonstrations, coeducational visitation in the residence halls, membership intake activities for fraternities and sororities, the use of illegal drugs, weapons, and conduct in college buildings and student activities.

STUDENT CODE OF CONDUCT VIOLATIONS

PROHIBITED STUDENT CONDUCT

I. Code One Behavior:

A student who has been found in violation of any provisions of this section and in the opinion of the appropriate authority does not merit a more severe sanction may receive an official oral or written warning or reprimand. A repetition of or any further violation may result in a more severe sanction(s). A copy of any warning letter or letter of reprimand will be kept in the Office of Student Services and remains active for the specified time stated in the letter.

II. Code Two Behaviors:

The following behavior may result in a maximum sanction of conduct probation, or any lesser sanction authorized by this code.

A. Alcoholic Beverages. (Alcoholic liquor, wine, or non-intoxicating beer.) The legal age in Texas for purchasing alcoholic liquor, wine or beer is 21. An individual who is less than 21 years of age cannot purchase alcoholic liquor, wine, or beer. Any student who is disruptive while under the influence of alcoholic beverages is considered in violation of Institutional regulations. Possession or use of alcoholic beverages on state property is prohibited.

B. Placing Banners, Posters, and Stickers on Institution Property without Proper Authorization.

C. Bringing Dogs or Other Pets onto the Campus. For health and safety reasons, dogs and other pets (except Seeing Eye dogs accompanying blind persons) are not permitted in Institution buildings or on Institution property.

D. Gambling. Gambling by organizations or individuals is prohibited.

E. Solicitation. The term “solicitation” is used to describe the sale of products, the taking of orders, or the seeking of funds, services, signatures, or merchandise. Solicitation of any kind is not permitted on Institution property except by contract with the Texas Higher Education Policy Commission, or as a regular process that is necessary to support an administrative or academic service of Jarvis Christian College. All solicitation activities must be consistent with the educational and operational objectives of the sponsoring department. Jarvis Christian College will audit all solicitation activities.

F. Smoking (Tobacco). For health and safety reasons, state law prohibits smoking in certain Institution owned buildings. Instructors are required to enforce this law in classrooms. Smoking

is prohibited in all Institution facilities. Smoking is permitted outdoors farther than twenty (20) feet from all entrances and exits to buildings.

G. Failure to Appear on Official Request before a Duly Constituted Judicial Body.

H. Public Use of Abusive or Obscene Language.

I. Disrespect toward an Institution Faculty or Staff Member or Administrator. Treats a faculty, staff, or administrator with contempt or is disrespectful in language or deportment.

J. Disturbing the Peace. Disruption of peace on campus by fighting, disorderly conduct, etc. Includes violation of Institutional policies concerning demonstrations and use of sound amplifying equipment.

K. Failure to Maintain a Current Address with the College.

III. Code Three Behaviors:

The following behavior may result in a maximum sanction of suspension from the Institution for a period not to exceed one year or any lesser sanction authorized by the Code.

A. Misuse of Institution Documents. Forging, transferring, altering or otherwise misusing any student identification card or registration form or any other official student or Institution document.

B. Misuse of Institution Telephones. Placing long-distance telephone calls by using fictitious and unauthorized billing numbers, and/or obtaining unauthorized access of telephone for long-distance calls.

C. Negligent Destruction of Institutional or Personal Property. Failure to exercise care, thereby damaging, defacing, or destroying Institutional property or property of any person while on Institution premises or Institution related premises.

D. Negligent Infliction or Threat of Bodily Harm, including but not limited to:

1. Failure to exercise care, thereby causing bodily harm to any person while on Institution property or related Institution premises;
2. Failure to exercise care, or willfully creating a risk or apprehension of bodily harm to any person on Institution property or related Institution premises.

E. Misbehavior at Sporting Events, Concerts, & Social/Cultural Events, including but not limited to:

1. Bringing onto the field, court, stage, or other venue any banners, flags, bottles, cans, or thermos jugs;
2. Throwing of any article into a crowd or onto a playing field, a court, or a stage.

F. Use or Illegal Drugs. Possession or use of any drug that is illegal by municipal, state, or federal law.

G. Unauthorized Use of Institutional Keys. Causing the unauthorized duplication, attempted duplication, use, loan, or possession of any key to any building, room property, or facility owned or controlled by the Institution.

H. Bad Checks. The passing of worthless check(s) or failure to redeem promptly a worthless check.

I. Violations of Housing Contract General Conditions. Otherwise covered in this Code, all general conditions of the housing contract.

J. Violation of Residence Life or Dining Service Regulations. Except as may be superseded by regulations previously set forth in this Code, this includes any and all rules, regulations, and policies established for student use of residence hall and dining service facilities.

K. Drunken or Reckless Driving. Operation of any vehicle on the campus while drunk, high on illegal drugs, or in a reckless or wanton manner.

L. Under the Influence of Alcohol or Illegal Drugs in Class or on a Campus Job. Found to be under the influence of alcohol or illegal drugs in class or on a campus job.

M. Unauthorized Possession of Institutional Property.

N. Perjury. In a hearing, willfully and knowingly giving any false testimony material to the issue of matter of inquiry.

IV. Code Four Behaviors:

The following behavior is considered of the utmost gravity by the Institution and may result in a maximum sanction of expulsion from the Institution or any other sanction authorized by this code. Expulsion is the cessation of all educational services.

A. Dishonesty including, but not limited to:

1. Stealing, forgery, alteration of documents or records, tampering with machines or misappropriation of Institutional or organizational funds.
2. False statements in an Institution disciplinary hearing or to Institution officials conducting investigations.

B. Disruptive Conduct. Disruptive picketing, protesting, or demonstrating on Institution owned or controlled property or at any place in use for an Institution sponsored or supervised function. Such disruptive activity includes but is not limited to:

1. Unauthorized occupancy of Institution facilities or buildings;
2. Interference with the rights of students, faculty, staff, and/or administration to gain access to any Institution facility for the purpose of attending classes, going to work, participating in interviews and conferences, or any other authorized purpose;
3. Interference with the orderly operations of the Institution by destruction of property, breach of the peace, physical obstruction or coercion, or by noise, tumult, or other forms of disturbance;

4. Deliberate interference with Institution pedestrian or vehicular traffic;
5. Disorderly conduct or lewd, indecent, or obscene conduct or expression on Institution owned or controlled property or at Institution sponsored or supervised functions;
6. Failure to comply with the directions of Institution officials, police, and other law enforcement officers acting in performance of their duties.

C. Weapons and/or Explosive Devices. A student shall not supply, possess, handle, use, threaten to use, or transmit any weapon or any other tool or instrument capable of inflicting bodily injury as a weapon. The only exception to this rule is in an academic program where these activities are part of completion of the degree, program and/or course requirements. In these cases, the student must be under the direct supervision of the course instructor who must be present at the time the student engages in these activities. If the instructor is not present, then the student may not engage in these activities. The terms “weapons,” “tools,” or “instruments” shall include by way of illustration, but are not limited to, the following items:

1. any loaded or unloaded firearm (pistol, blank pistol, signal pistol, revolver, rifle, shotgun, stun gun, pellet gun, BB gun, bows and arrows, etc.)
2. any knife (Bowie, Dirk, lock blade, hunting, pen, pocket, X-Acto knives, dissection tools, switchblade, utility, etc.)
3. any martial arts device (Chinese Star, nunchaku, dart, etc.)
4. any razor (straight, regular, retractable, etc.)
5. any defensive device (gas repellent, mace, stun gun, chemical sprays, chemical acids, etc.)
6. any tool or instrument which school staff could reasonably conclude as being a violation of the intent of this offense section, which by way of illustration, shall include, but is not limited to:
 - a) Blackjack
 - b) Chains
 - c) Clubs
 - d) Metal, brass, or any artificial knuckles nightstick
 - f) Rings
 - g) Pipe
 - h) Studded or pointed bracelets
 - i) Ax handles
 - j) Etc.
7. A student shall not supply, possess, handle, use, threaten to use, or transmit any explosive device or item that ejects or releases a spray, foam, gas, spark, fire, smoke, odor, etc.. By way of illustration, such devices or items shall include, but are not limited to:
 - a) Bullets
 - b) Ammunitions
 - c) Fireworks of any shape or design that give the appearance of any of the aforementioned (e.g., fake bombs, fireworks fuse, explosive devices, detonators, etc.)
 - g) Chemical acids

A student is deemed to be in possession of an illegal and/or banned item(s) under this section when such item(s) is found on the person of the student, in his/her possession, in his/her locker, in a student's vehicle on Institution property, or in any vehicle a student brings on Institution property being used by the Institution, at any Institution function or activity, or any Institution event held away from the Institution.

The use, possession, or transmittal on Institution property or at any Institution function or activity of non-facsimile water pistols or matches is not permitted. However, if such water pistols or matches are not used offensively, then the penalty for violation of this rule shall range from a conference with the student to suspension.

D. Infliction or Threat of Bodily Harm. Assault, battery, abuse of or threat to any person, or conduct that threatens or endangers the health, safety, or well-being of other persons on Institution owned or controlled property or at an Institution sponsored or supervised function.

E. Theft or Unauthorized Possession of Property. Theft, commandeering, or misuse of or to Institution owned or controlled property or to a member of the Jarvis Christian College community or any person on Institution owned or controlled property. Unauthorized possession of keys to Institution owned or controlled property. Destruction of Institution Property. Malicious destruction, misuse of, or damage to Institution owned or controlled property or to a member of the Jarvis Christian College community or any person on Institution owned or controlled property.

G. Unauthorized use of Emergency or Safety Equipment. Tampering with or unnecessary use of Institution fire alarm systems and firefighting equipment, and or any other Institution equipment of an emergency or safety nature.

H. False Reporting of Emergency. False reporting of a fire or that a bomb or other explosive has been placed in any Institution building or on Institution owned or controlled property.

I. Distribution or Sale of Illegal Drugs. The distribution or sale of any drug of which is illegal by municipal, state, or federal law on the campus or in Jarvis Christian College owned or controlled property.

J. Hazing. Any action or situation created intentionally, whether on or off campus, to produce a mental, emotional, or physical discomfort, embarrassment, harassment, or ridicule. Such activities and situations may include paddling in any form; creation of excessive fatigue, i.e., any activity which deprives a student of at least six (6) hours of continuous sleep; physical or psychological shocks; inappropriate suggestions, i.e., stealing of items; treasure hunts, scavenger hunts, off campus. Wearing publicly any apparel which is conspicuous and not normally in good taste, as defined by the people hearing bodies; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; or any other activities which are not consistent with fraternal law, ritual, or policies or regulations of national organizations or this educational institution. Any act that would degrade or otherwise compromise the dignity of the individual, including forced uses and abuse of alcohol and drugs.

K. Trespassing. Knowingly entering in, upon, or under a structure, conveyance, or vehicle owned or controlled by Jarvis Christian College without having been authorized, licensed, or invited and is requested to depart by the owner, tenant, agent, or official of Jarvis Christian College but refuses to do so.

L. Misuse of the Institution Computer Network and/or Computer System.

1. Disruption or interference with the normal use of computers, computer related equipment, data, or programs of individuals, the network, or the Institution;

2. Use of this equipment, data, or programs in performance of any act listed as prohibited in this document;

3. Attempts to breach security in any manner;

4. Use of a computer account for other than the purpose for which assigned; Illegal Download & Distribution. Includes any unauthorized distribution and/or downloading of copyrighted materials through use of University or personal computers on the institutional network.

M. Unlawful Discrimination. Discrimination on the basis of race, sexual orientation, color, religion, national origin, political affiliation, handicap, or age.

N. Conspiracy. Any student subject to this code who conspires with any other person to commit an offense under this code, if one or more of the conspirators does an act to effect the object of the conspiracy.

O. Rape. Commits an act of sexual intercourse or sexual intrusion without the other person's consent or engages in sexual intercourse or intrusion with another person who would be outside the statutory age of consent for this person's age group.

Students who fail to leave the campus upon receiving a directive (written or verbal) to do so from College officials will be arrested for disturbing the peace and criminal trespass.

Failure to Observe Sanction

Failure to observe the terms and conditions of the sanction is a violation of this Code and subjects the student to the next higher sanction.

General Conduct Provision

All disorders and neglects to the prejudice of good order and discipline at the Institution, all conduct of a nature to bring discredit upon the Institution, and crimes and offenses not covered above of which a student is found guilty.

ADMINISTRATION OF STUDENT CONDUCT

Student Discipline

The Vice President for Student Services reports to the President of the College and is the senior College Administrator responsible for the management and enforcement of the Student Code of Conduct. The Vice President for Student Services may take immediate interim action when he/she believes the presence of a student on campus poses a continuing danger to persons or property or presents a threat of disrupting the College environment.

Authority is delegated to the Dean of Students, who reports to the Vice President for Student Services, to investigate, consistent with the rules and regulations, violations of the Student Code

of Conduct and after thorough review, render decisions that are consistent with approved disciplinary actions.

Conduct Standards

Rules and regulations at the College are set forth in writing to give students notice of prohibited conduct. They should be read and are not designed to define prohibited conduct in exhaustive terms. Regulations may also be found in other College publications such as the catalog and residential life policies. When changes are necessary, they will be written, approved and the updated documents will be posted on the Student Services website.

Violations of any city ordinance, law of the state of Texas or law of the United States may result in disciplinary actions. Any disciplinary action imposed by the College may precede and may be in addition to any penalty that is imposed by any off-campus authority.

Due Process

Procedures and rights in student conduct proceeding are conducted with fairness to all, but do not include the same protections of due process afforded by the courts. Due process, within these procedures, assures:

- Written notice;
- A hearing before an objective decision maker;
- A finding that the JCC Student Code of Conduct was violated will not be made without information showing that it is more likely than not that a policy violation occurred; and
- Sanctions will be proportionate to the severity of the violation.

Awareness of Policies

Every student, including those who are participating in any program that is College-sponsored, on or off-campus, must abide by the rules and regulations governing student conduct. The rules and regulations listed here are available on the Student Services webpage or by contacting the Office of Student Services.

Jurisdiction of the Student Code of Conduct

The JCC Student Code of Conduct shall apply to conduct that occurs on the College premises, at JCC-sponsored activities, and off-campus conduct that adversely affects the College community or the pursuit of its objectives. Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment. The Student Code of Conduct shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending. The Student Conduct Investigator shall determine whether the Student Code of Conduct shall be applied to conduct occurring off-campus, on a case by case basis.

Notification of Outcomes.

The outcome of a hearing is part of the educational record of the accused student, and is protected from release under federal law, FERPA. However, Jarvis Christian College observes the legal exceptions as follows:

- Complainants in non-consensual sexual contact/intercourse incidents have an absolute right to be informed of the outcome and sanctions of the hearing and any subsequent appeals, in writing, without condition or limitation.
- Complainants in sexual exploitation/sexual harassment complaints have a right to be informed of information regarding sanctions that personally identifies and is directly pertinent to them, such as the imposition of a restriction on physical contact between the complainant and the accused student. Otherwise, information on the outcome and sanction cannot be shared.
- Jarvis Christian College may release publicly the name, nature of the violation and the sanction for any student who is found in violation of a JCC policy that is non-forcible sex offense or a “crime of violence,” including: arson, burglary, robbery, criminal homicide, sex offenses, assault, destruction/damage/vandalism of property and kidnapping/abduction. JCC may release this information to the complainant in any of these offenses regardless of the outcome, but complainants are cautioned that FERPA does not permit them to re-release this information to others.
- The College may, in its discretion, send notice or copies of disciplinary documents to the parents or legal guardians of students involved in disciplinary matters. The College may also contact parents or legal guardians of students involved in alcohol or drug violations if the student is under 21 at the time of the violation.

SANCTIONS

Sanctions may be recommended by the Residential Life Peer Committee, Pan-Hellenic Council, and All Campus Disciplinary Hearing Committee or imposed by the Vice President for Student Services and the President of the College. Violations of the Student Code of Conduct will result in disciplinary sanctions placed upon the students who are found to be in violation of the Student Code of Conduct. These sanctions for violations of disciplinary rules and regulations may consist of, but are not limited to the following:

- **EXPULSION:** Permanent involuntary separation from the College which prohibits a student from future enrollment in the College, and prohibits a student from being present of the campus without permission.
- **SUSPENSION:** Involuntary separation and withdrawal from the College which prohibits the student from being on the College campus without written permission. Suspension also involves the loss of the privilege of registration. A suspended student must petition the Vice President for Student Services for readmission; however, the petition does not necessarily mean that the student will be readmitted. Such a decision strictly lies with the Vice President for Student Services and the College President. In the event that the student is allowed re-admittance, the student must remain on a probationary status for one semester. Following readmission, the student is required to adhere to all rules, regulations and policies adopted by the College and the Student Code of Conduct. Any violation of such rules, regulations, codes or policies may result in the immediate suspension and/or expulsion of the student.
- **TEMPORARY SUSPENSION:** When there is evidence that the continued presence of a student at JCC poses a substantial and immediate threat to him/her or to others, or to the stability and continuance of normal College function, the Vice President for Student Services or authorized representative may impose such temporary sanctions as necessary,

including exclusion from campus property. The temporary sanction shall become effective immediately without prior notice. Upon taking such action, The Vice President for Student Services shall immediately notify the All Campus Disciplinary Committee of the sanction.

- **DISCIPLINARY PROBATION:** Conditions imposed for a definite or indefinite period of time with or without loss of privilege(s). All sanctions requiring disciplinary probation are final and cannot be appealed. During this time the student's behavior is monitored and critically examined. Any misconduct while on disciplinary probation may result in a more serious sanctions, suspension, or expulsion. Loss of Privilege(s) may include, but is not limited to, the following restrictions and/or removal:
 - a. Restriction from membership, participation or holding office in student organizations or elective office during the probationary period
 - b. Assignment of penalty work
 - c. Assignment of a special project which may be, but is not limited to, writing an essay, attending a special class or lecture, attending counseling sessions, or performing penalty work service. The special project may be imposed only for a definite period of time
 - d. Restitution whether monetary in the form of fines or by specific duties or reimbursement for damage to or misappropriation of College, student or employee property
 - e. Counseling referral
 - f. Denial of College representation in sports, organizations or intramural recreation
 - g. Restriction to the campus, College sponsored events, activities, other extracurricular activities, resident halls or living facilities, residential activities or athletics.
 - h. Expulsion/suspension from residential living facilities or disciplinary room charge
 - i. Expulsion/suspension from dining facilities.
 - j. Revocation of the right to represent Jarvis Christian College in any honorary position that includes but is not limited to the following: " Mr. or Miss Jarvis," Student Government Association officers, etc.
 - k. Restriction from using or driving an automobile on the campus for a designated period of time
 - l. Restriction from voting, campaigning for another student, or attending organization meetings during the probationary period.
 - m. Ineligibility for election to student office for a specified period of time;
 - n. Removal from student or organizational office for a specified period of time and/or prohibition from representing the College;
- **DISCIPLINARY WARNING:** An official written notice of unacceptable behavior, emphasizing the fact that further misconduct will result in the more serious disciplinary sanction or probation, suspension, or expulsion.
- **DISCIPLINARY REPRIMAND:** An official written criticism for the first violation of the Student Code of Conduct when misconduct is less serious.

- **PENALTY WORK:** The requirement of the student who has committed a disciplinary violation to complete a specified number of hours by working without wages within a specific area/department of the campus or community.
- **COUNSELING:** Any enforcement of required counseling to a student as a result of the student's violation(s) or misconduct according to the Student Code of Conduct. Lack of, failure to report for counseling, or the failure to complete the required counseling will result in more serious disciplinary sanctions which include, but are not limited to, probation, suspension, or expulsion.
- **LOSS OF DINING PRIVILEGES:** Revocation of campus dining privileges as a result of disciplinary violation.
- **LOSS OF CAMPUS PARKING PRIVILEGES:** Revocation of campus vehicle registration and forfeiture of a permit as a result of disciplinary violation.
- **LOSS OF CAMPUS HOUSING PRIVILEGE:** Removal from College housing for disciplinary reasons.
- **RESTITUTION:** Restitution may be ordered by the appropriate official or Jarvis Christian College hearing or conduct committee in connection with, or in lieu of, any sanction which may be imposed in accordance with the rules of Jarvis Christian College for damages to, destruction of, or misappropriation of property.
- **OTHER SANCTIONS:** Any enforcement needed to administer a fair standard of discipline to a student as a result of student's violation(s) or misconduct, according to the Student Code of Conduct.

All disciplinary sanctions imposed upon students are cumulative in nature and will be recorded in the student's disciplinary record.

Table of Offense and Fines

Prohibited Conduct	1st Offense	2nd Offense	3rd Offense
Unauthorized Visitation/Entry	\$100	\$150.00 fine plus Service	Eviction form the Residential Halls
Littering	Penalty Work or \$100.00 Fine	\$150.00 fine plus Penalty Work	Fine up to \$200.00 and disciplinary action.
Removal of Furniture/Fixtures	At cost of replacement of furniture/fixtures	At cost plus suspension	XXXXXXXXXXXX
Open flame devices, combustibles or hazardous chemicals	Penalty Work or \$75.00 fine	\$100.00 plus Penalty Work...	Fine up to \$150.00 and disciplinary action.
Pets	Penalty Work or \$100.00 Fine	\$150.00 plus Penalty Work	Fine up to \$200.00 and disciplinary action.
Alcohol Violations	Counseling or \$100.00 Fine	Counseling, \$150.00 fine plus penalty work service	Fine up to \$200.00 and disciplinary action.
Quiet Hours Violation	Penalty Work Service	\$75.00 plus Penalty	Fine up to \$100.00

	or \$50.00 Fine	Work Service	and disciplinary action.
Failure to Comply	Penalty Work Service or \$50.00 Fine	\$75.00 plus Penalty Work Service	Fine up to \$100.00 and disciplinary action.
Violation of Published Residence Hall Rules	Penalty Work or \$50.00 Fine	\$75.00 plus Penalty Work	Fine up to \$100.00 and disciplinary action.
Failure to attend Chapel on Tuesdays	Verbal Warning	\$75.00 plus Penalty Work	\$100.00 fine and disciplinary action.
Violation of Appropriate Attire Policy	Verbal Warning	\$75.00 plus Penalty Work	\$100.00 fine and disciplinary action.
Misuse of Institutional Property	At cost of replacement of property plus sanctions	Cost of replacement plus suspension	XXXXXXXXXXXX
Defacement of College Property	At cost of replacement of property plus sanctions	Cost of replacement plus suspension	Expulsion from the College
Tampering with fire alarms, extinguishers and emergency safety systems	Housing Suspension, one semester; Deferred College Suspension; and \$200 fine or community restitution	XXXXXXXXXXXXXXX	XXXXXXXXXXXXXXX
Student Identification Replacement	\$15.00 for each replacement identification issued	XXXXXXXXXXXXXXX	XXXXXXXXXXXXXXX
Residential Key Replacement	Living & Learning Center Hallway/Room \$500.00	Alphin, Ervin, Waddleton, Berry, Hurdle, Washington, Perpena Halls \$225.00	XXXXXXXXXXXXXXX
Cooking in Residential Halls	Penalty Work or \$100.00 Fine	\$150.00 plus Penalty Work	Fine up to \$200.00 and disciplinary action.
Gambling	Penalty Work or \$100.00 Fine	\$150.00 plus Penalty Work	Fine up to \$200.00 and disciplinary action.
Fighting	\$150.00 plus Penalty Work	Fine up to \$200.00 and disciplinary action.	Suspension
Disorderly Conduct	\$150.00 plus Penalty Work	Fine up to \$200.00 and disciplinary action.	Suspension

Possession of Illegal Substance	Fine up to \$200.00 and disciplinary action.	Suspension	XXXXXXXXXXXXXX
Possession of Paraphernalia	Penalty Work or \$100.00 Fine	\$150.00 plus Penalty Work	Fine up to \$200.00 and disciplinary action.
Unauthorized Parties/Socials	Penalty Work or \$100.00 Fine	\$150.00 plus Penalty Work	Fine up to \$200.00 and disciplinary action.
Unauthorized Use of College Facilities	Penalty Work or \$100.00 Fine	\$150.00 plus Penalty Work	Fine up to \$200.00 and disciplinary action.
Unauthorized Room Change	Penalty Work or \$100.00 Fine	\$150.00 plus Penalty Work	Fine up to \$200.00 and disciplinary action.
Unauthorized Entry of Campus Building	Penalty Work or \$100.00 Fine	\$150.00 plus Penalty Work	Fine up to \$200.00 and disciplinary action.
Theft of Property	\$150.00 plus Penalty Work & worth of property	Fine up to \$200.00 and disciplinary action.	XXXXXXXXXXXXXX
False Identification	\$150.00 plus Penalty Work	Fine up to \$200.00 and disciplinary action.	
Bullying	Disciplinary Action	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX
Cyber Threats	Disciplinary Action	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX
Sagging Pants	Penalty Work or \$50.00 Fine	\$75.00 plus Penalty Work	Fine up to \$100.00 and disciplinary action.
Wearing Hats in Unauthorized Areas	Penalty Work or \$50.00 Fine	\$75.00 plus Penalty Work	Fine up to \$100.00 and disciplinary action.
Room Key Entry	\$5.00 for each entry	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX
Harboring an Off-Campus Student/ Non-Jarvis Student	Disciplinary Action	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX

Disciplinary Withdrawals

In the event that a student's inappropriate actions result in mandatory suspension/disciplinary withdrawal by the College, the student is held accountable for the full term and payments owed to the College for the semester in which the disciplinary action was taken.

Psychiatric or Medical Mandatory Withdrawals

Students who prominently display (a) mental disorders, (b) emotional disorders, and (c) other psychological or physical disabilities which strongly suggest that the student may do serious harm to self and/or other persons in the College environment may be administratively withdrawn from the College under these conditions:

1. The student is unable to meet reasonable standards of conduct required by the College of all students.
2. The student continues to engage in behavior expressly prohibited by the Student Code of Conduct.
3. The student functions either by attempt or repeated threats in a consistent manner, which suggests suicide. Any student found in such circumstances, except in extreme emergencies, will be provided a statement indicating the type of behavior exhibited and the evidence, which indicates that the student has failed to meet reasonable College standards of academic or social conduct. The statement will indicate that because of these circumstances the student may be subjected to involuntary psychiatric withdrawal from the College. The student will be given an opportunity for a review of these circumstances by a psychiatrist or other mental health professional not employed by the College. The psychiatric review serves as a condition for readmission. If the evaluation of the psychiatrist or mental health professional supports withdrawal from the College, the student will be provided an informal hearing before an appropriate College administrator. A member of the student's immediate family and/or a faculty member in the student's major discipline may accompany the student to the hearing to act as an advisor. Any student withdrawn from the College for medical and/or psychological reason may return upon written application for readmission sent to the Vice President for Student Services. If the sanctions and conditions imposed for the negative behavior have been satisfied and the psychiatrist or mental health professional recommends in writing that the risk of threat to self or other persons by the student is sufficiently diminished or non-existent to the extent that the student's presence in the College environment is no longer dangerous to anyone, the student must then appear before the same individuals (who were present at the informal hearing used to withdraw the student) for the readmission hearing. A student may be readmitted with the understanding that any reoccurrence of similar behavior may reactivate the withdrawal process.

Temporary Suspension

The Vice President for Student Services may suspend a student temporarily or for a specified period of time when the student violates the Student Code of Conduct to the extent that it appears that violence involving threat to life or property is imminent. Failure to respond to a summons may result in temporary suspension. A hearing will be conducted by the All-Campus Disciplinary Committee within a 7-day period of time.

Restrictions during Suspension

No student who has been suspended for disciplinary reasons will be permitted on the College campus during the period of suspension without the prior written approval of the Vice President for Student Services.

Procedures

Anyone may file a written complaint charging a student with a violation of the Student Code of Conduct. The complaint must be filed with the relevant evidence to substantiate the charge by completing an Incident Report form. The Incident Form will list the following:

- Date, location and approximate time of the incident
- The specific location
- Names and i.e. numbers of persons involved
- Names of all witnesses
- Actions taken

Students Rights to Challenge Impartiality

An accused student may challenge the impartiality of an individual involved in the disciplinary process at any time prior to the introduction of any evidence. The Vice President for Student Services shall be the sole judge of whether the member can serve with fairness and objectively or will assign a substitute.

Student Complaint Procedure

Jarvis Christian College has adequate procedures for addressing written student complaints and is responsible for demonstrating that it follows those procedures when resolving student complaints. The primary objective of the Student Complaint Procedure is to establish a process for students to express and resolve misunderstandings, concerns, or Student Grievances that they have with any College employee in a prompt, fair and equitable manner while emphasizing informal resolution. The procedure clearly defines the steps students should take to file complaints against a College employee and the process for investigating and reporting Student Grievances. It is intended that the complaint procedures provide a problem-solving atmosphere which stresses “resolution” and reflects the best interests of the complainant and the College. All academic complaint records are maintained and stored in the Office of the Provost/Vice President for Academic Affairs. Non-academic complaints except for those involving Human Resources are maintained and stored in the respective Offices of the Vice Presidents. All files and records related to personnel and personnel related issues are maintained and stored in the Office of Human Resources.

A complaint is defined as a dispute of a student regarding the College with respect to the following:

- The interpretation and application of the policies and regulations of the College in areas such as grading, attendance and instructional quality.
- Acts of reprisal as a result of utilization of the complaint procedure.
- Complaints of discrimination on the basis of the protected rights of race, national origin, religion, gender, sexual orientation, age, disabling condition, or marital status, or allegations of sexual harassment.
- Acts of malicious intent to violate the constitutional rights of individuals.

Student Grievance: A Student Grievance is defined as an academic or non-academic issue that a student has with a faculty/instructor, staff member, administrator or department or program of the College that is not formally recorded in writing.

Formal Complaints: A formal complaint is defined as an academic or non-academic issue that a student has with a faculty/instructor, staff member, administrator or department or program of the College that is formally recorded in writing. All complaints shall be in writing.

Academic Complaint: An academic complaint occurs when a student has made a complaint because the student believes that he/she has been dealt with arbitrarily, unfairly or in ways which violate established laws, rules, policies and procedures of the College and in a manner that has caused actual harm to the student, involving issues of academic policy and procedures. For example, the student may not like a particular faculty member's classroom style or grading practices as a whole, but this does not constitute grounds for a complaint.

Non-Academic Complaint: A non-academic complaint occurs when a student has made a complaint because the student believes that he/she has been dealt with arbitrarily, unfairly or in ways which violate established laws, rules, policies and procedures of the College and in a manner that has caused actual harm to the student but does not involve issues of academic policy and procedures.

Complainant: A complainant is an individual who believes his/her rights have been violated.

Respondent: A respondent is an individual who is the subject of the complaint, if applicable.

Appellant: An individual who is filing an appeal.

Appeal: The resolution of an academic or non-academic complaint may be appealed. Appeals must be based on the issue of substantive or procedural errors which are prejudicial to impartial consideration of the case.

Confidentiality: It is understood that faculty, staff and administrators involved in the discussion of complaints or Student Grievances will maintain professional standards of confidentiality. Students should be aware that every effort will be made to maintain confidentiality; however, College officials may be obligated to disclose information to law enforcement or other agencies as required by law. Copies of the reports are kept in the offices where they originated.

Student Grievance Procedure

The student must first discuss and attempt to resolve the issue with whomever the issue arose, if at all possible. This requirement does not apply in cases of alleged sexual harassment, sexual misconduct, or discrimination. In those cases, the student should contact the Director of Human Resources for guidance. In the event that such an informal discussion is not possible or the issue is not resolved, then the student should contact the appropriate administrator, or the designee

shall attempt to resolve the matter and report the decision, in writing, to the complainant(s) and respondent(s) within fifteen (15) business days of receiving the complaint.

Formal Complaint Procedure

Given the nature of complaints covered by this procedure, it is expected that in all but the most unusual circumstances, students will first address the issue with the faculty/instructor. In the event that this is not feasible, or the student and faculty/instructor have not resolved the issue, the student will contact the Division Chair. In the event that this is not feasible, the student will contact the Provost/Vice President for Academic Affairs within fifteen (15) business days after the alleged issue. The Division Chair or the Provost/Vice President for Academic Affairs receiving the complaint shall attempt to resolve the matter and report the decision in writing, to the complainant(s) and respondent(s) within fifteen (15) business days of receiving the complaint.

Filing a Student Complaint

A student may file a complaint by presenting the complaint, in writing, to the appropriate administrative officer of the College in which the alleged violation of rights occurred.

Prior to any complaint action, the complainant(s) must attempt to obtain a satisfactory resolution through the Student Grievance process. A complaint must be filed no later than fifteen (15) business days after the notice of informal complaint resolution decision, or if no decision was issued, no later than fifteen (15) business days after the applicable decision deadline. The appropriate offices for various types of complaints are listed below:

Sexual Harassment	Director of Human Resources
Academic Matters	Provost/Vice President for Academic Affairs
Financial Matters	Vice President for Business and Finance
Student Code Violations	Vice President for Student Services

The Written Complaint

The complaint must be in writing and contain the following information:

- The complainant(s)'s name, student identification number (if applicable) and contact information, including email address
- The name(s) of the respondent(s).
- A detailed description of the nature of the complaint and the actual harm suffered by the student.
- A detailed description of attempts at informal resolution.
- A detailed description of the solution sought

- Signature of the complainant(s)
- Date of complaint submission

Non-Academic Complaint Procedure

A non-academic complaint must be reviewed and a determination must be made that the complaint is not covered by any other College policy, procedure or administrative rule (i.e., student code of conduct).

The administrator or designee receiving the complaint shall attempt to resolve the matter and is required to report the decision, in writing, to the complainant(s) and respondent(s) within fifteen (15) business days of receiving the complaint.

If the complainant(s) wishes to appeal the complaint decision, the student must submit an appeal to the administrator or designee's written response to previous resolution attempts within ten (10) business days of receiving the decision or if no decision was issued, not later than ten (10) business days after the applicable decision deadline.

Academic Complaint

A student may submit a completed written complaint to the Division Chair or the Provost/Vice President for Academic Affairs. The appropriate administrator shall investigate the complaint.

The administrator has fifteen (15) business days to make a determination and report the decision, in writing, to the complainant(s) and respondent(s). The administrator has the discretion to accept a complaint filed after the fifteen (15) business days deadline.

In instances where the Division Chair is the subject of the complaint, or has decided the student's Student Grievance, the student should submit the completed written complaint to the Provost/Vice President for Academic Affairs for resolution. The Provost/Vice President for Academic Affairs then has fifteen (15) business days to make a determination and report the decision, in writing, to the complainant(s) and respondent(s).

If the complainant wishes to appeal the complaint decision, the student must submit an appeal to the Provost/Vice President for Academic Affairs along with the Division Chair's written response to previous resolution attempts no later than ten (10) business days of receiving the decision or if no decision was issued, no later than ten (10) business days after the applicable decision deadline.

Appeal

Should the student desire to appeal the decision of the Administrator, the student may submit a signed statement of appeal within ten (10) business days to the appropriate Vice President. The Vice President will review the appeal, may choose to meet with the student and/or other parties as identified and respond in writing to all parties concerning the disposition of the appeal within ten (10) business days. If the student desires to appeal a decision from the appropriate Vice President then the appeal must go to the President of the College. The appeal must consist of the following:

- The written decision of the Administrative/Academic Unit that is being grieve
- The specific written College policy (or policies) alleged to have been violated
- A description of the facts and evidence supporting the allegation
- A description of the redress that the Complainant seeks

Final Review

Should the student desire to request a final review of the appropriate Vice President's decision, the student may submit a signed statement of appeal within ten (10) business days to the President. The President will review the appeal, may choose to meet with the student, and/or other parties as identified and respond in writing to all parties concerning the final review within ten (10) business days.

DISCIPLINARY HEARING BODIES

Allegations set forth in a complaint against a student will result in a hearing conducted by the Vice President for Student Services or his/her designee or one of several hearing bodies according to (1) the type of alleged violation, and (2) the sanctions which may be imposed. At the conclusion of the hearing, the hearing body will make a recommendation to the Vice President for Student Services. Decisions and/or disciplinary sanctions will become final for hearings or meetings that, at the students request, have been waived by the student and require adjudication by the Vice President for Student Services. The Vice President for Student Services may designate a Student Services Representative to appear and advise committee members within disciplinary hearing.

The Pan Hellenic Council

The Pan Hellenic Council under the sponsorship of the Director of Student Activities serves as the hearing body, when rules and regulations governing Greek-letter fraternities and sororities are violated. In the event of alleged hazing activities, the Vice President for Student Services will make a determination of whether students and fraternities/sororities will appear before his/her designee, the Pan Hellenic Council, or the All Campus Disciplinary Committee. The Council hears all cases referred by the Vice President for Student Services and through the direction of the Director of Student Activities. The Pan Hellenic Council consists of a president, vice president, recording secretary, corresponding secretary, treasurer, historian, chaplain and a parliamentarian. These officers are determined by the Pan Hellenic Constitution.

The All-Campus Disciplinary Hearing Committee

The All-Campus Disciplinary Hearing Committee appointed by the President is composed of faculty, staff, students, and administrators. This Committee has the original or appellate jurisdiction over all student disciplinary matters and original jurisdiction for all hearings involving students and College employees, when referred by the Vice President for Student Services. The Committee generally hears cases where the maximum sanctions are expulsion or suspension. The Committee is chaired by a faculty member or administrator/staff member who is appointed by the President. The members of the Committee are appointed for one academic year, but may succeed themselves when appropriate. The All Campus Disciplinary Committee may recommend to the Vice President for Student Services any sanction consistent with the penalties outlined in the Student Code of Conduct. The chairperson will submit in writing recommendations to the Vice President of Student Services indicating the status count of the vote. A simple majority of Committee members is sufficient to win recommendation for a course of action. In the event of a tie vote caused by absence or abstention, the chairperson will break the tie. A quorum will consist of one-half plus one of the members, including the chairperson; a quorum is required to conduct a hearing, but the hearing may not proceed without the presence of at least one student member. Members of the Committee who miss three (3) consecutive meetings without excuses will be replaced.

The Committee receives cases for the purpose of making recommendations for the disposition of such cases to the Vice President for Student Services, Vice President for Academic Affairs, or the President and must be in writing. Also, the Committee has the right to review hearings. Information obtained during these hearings is strictly confidential. Information regarding all hearings and business meetings of the All-Campus Disciplinary Hearing Committee and its subcommittees will be released from the Office of the Vice President for Student Services.

Procedures for Committee Hearings

- I. Receive incident reports or complaints from Campus Security, faculty, staff, students, etc.
- II. Review each report to determine if the Student Code of Conduct has been violated
- III. Obtain student's personal information from Jenzabar:
 - Student's name (Last, First, Middle Initial)
 - Address
 - A. Permanent: As listed on Jenzabar
 - B. Local: Campus residence (Residential Hall & Room Number)/ Off Campus Address
 - Classification
 - Email
 - A. Jarvis Christian College Email
- IV. Notify student of the initial receipt of incident report or complaint by the Office of Student Services via Jarvis email and SMS to his or her cell phone. Note: No review or sanctions have taken place at this time. This is only to establish contact and dialogue between Student Affairs and accused student.
- V. Upon receipt of incident statements and personal information, create a student judiciary file. The tab should display the student's last name, first name, middle

initial, and must have the student code to indicate the type of student code of conduct violation as listed below:

- A. Value I – Worth of the Individual
 - B. Value II – Self-Discipline
 - C. Value III – Academic Dishonesty
 - D. Value IV – Property and the Environment
 - E. Value V – Community Authority
- If there is more than one student involved in an incident, each student should have a copy of the incident report and statements in his/her file.
- VI. Prepare documents for an Administrative Disciplinary Meeting which will consist of:
1. Administrative Disciplinary Meeting Form and 2. Student Infraction Complaint Form.
 - VII. Schedule an Administrative Disciplinary Meeting for each accused student. An Outlook meeting invitation will be sent via Jarvis Bulldog student email and SMS message to his/her cell phone number that is on file in Jenzabar. The following documents are attached: Administrative Disciplinary Meeting Form and Student Infraction Complaint form.
 - VIII. If a student misses the schedule Administrative Disciplinary Meeting, a follow-up email is sent as a reminder and an administrative hold id placed on his/her account.

During the Administrative Disciplinary Meeting:

- IX. The student is read the alleged charge and the incident is discussed
- X. The student is presented with two options for adjudication. The student has already received these options via the documents sent to him/her when scheduling the Administrative Disciplinary Meeting, and had the opportunity to review them prior to the meeting:
 - A. The sanctions that are recommended by the Office of Student Services
 - B. A judiciary hearing that will be heard by the Jarvis Christian College Judiciary Committee
- XI. If the student chooses the recommended sanctions, the Student Infraction Complaint Form is signed by the student, an officer of the Student Services Office, and a witness and the matter has been resolved. The student will proceed forward and work to satisfy the prescribed sanctions and at further waives his/her right to appeal those sanction(s).

If the student chooses to have a hearing:

- XII. The case may be assigned to campus security for impartial review
- XIII. Upon receipt of the investigative report, it will be forwarded to the Judiciary Committee to be included in the information reviewed during the hearing.
- XIV. Determine a judiciary hearing date for the student based on the judicial hearing schedule distributed for the semester
- XV. Generate notification letter(s) for the student(s) and send them via Jarvis Bulldog email and SMS message to cell phone that's provided in Jenzabar. Also deliver a copy of the notification letter to the student(s) residential address. If a student doesn't reside on campus, letter is to be mailed to address that is on file in Jenzabar.
- XVI. The entire incident file will delivered to the judiciary committee via Jarvis email the day before the judiciary hearing.

- XVII. At the judiciary hearing, the hearing must be recorded via a tape recorder.
- XVIII. The Office of Student Services coordinates the logistics for every hearing. At the time of the hearing, the committee chairperson will conduct the hearing.
- XIX. The Judiciary Committee hears and provides recommendations for sanctioning to the Office of Student Services.
- XX. The approved final draft of sanction(s) are sent from the Office of Student Services to the student(s) Jarvis Bulldog email and a letter from Jarvis Campus Security is delivered to the student's residential address. If the student(s) reside off campus, a letter will be mailed to the address provided in Jenzabar.
- XXI. The letter is placed in the student's judiciary file and copies are distributed to the following Jarvis Christian College administrators:
- A. Vice President of Student Services
 - B. Campus Security
 - C. Jarvis Christian College Director of Counseling (in cases of alcohol and illegal substances)
- In case of a suspension or expulsion, the letter should also be forwarded to the following administrators:
 - A. Registrar
 - B. Financial Aid Director
 - C. Business Office
 - D. Provost/Vice President of Academic Affairs
 - E. President's Office
- XXII. Sanctions are administratively entered into Jenzabar as holds on student records. Arrangements to satisfy sanction(s) must be met in order to remove the hold
- XXIII. Upon completion of sanction(s) the file is considered 'closed' and moved to complete/closed disciplinary files for a period of three years after graduation or last date of attendance
- XXIV. After the three year period, the file will be destroyed. Suspension or expulsion disciplinary files will not be destroyed.



Administrative Disciplinary Meeting Form

Date: _____

Incident Report Number: _____

Name: _____

JCCID Number: _____

Residential Hall: _____

Off Campus Address: _____

Dear Mr./ Miss _____:

Based on a written incident report(s) from a Jarvis Christian College administrator, you have been charged with violation of the Student Code of Conduct:

Violation:

Violation:

Description of Reported Incident

If you choose to accept responsibility for this incident and waive your right to a hearing by a panel of the Jarvis Christian College Judiciary Committee, you will be assigned the following sanctions:

Recommended Sanctions:



Administrative Disciplinary Meeting Form

If you deny responsibility for this violation, your case will be forwarded to and heard by the Jarvis Christian College Judiciary Committee during its next session. You will be notified via your Jarvis Christian College student e-mail account, prior to the hearing notifying you of the date and time. You will be provided a copy of the following items which will be submitted to the Committee: the Jarvis Christian College Security incident report and the Residential Managers Incident report. You can obtain a hard copy of the incident report through the Jarvis Christian College Security or the Office of Student Services.

- Please review the Student Code of Conduct (found online at www.jarvis.edu)

If you choose to accept responsibility for the infraction and accept the recommended sanction(s) as indicated above, you must notify The Office of Student Services within 48 hours of receiving the notification via your student email account. If you fail to notify me by the aforementioned deadline, the recommended sanctions will stand as indicated. You may contact The Office of Student Services at (903)730-4890 ext. 2250 or via email at cmott@jarvis.edu. The Office of Student Services will only respond to emails coming from the Jarvis Christian College student email.

If you have any questions or concerns, please contact The Office of Student Affairs.

Signature: _____ Date: _____

Title: _____ Date: _____

Student Signature: _____ Date: _____



**Jarvis Christian College
Student Infraction/Complaint Form**

Case Number: _____

Date: _____

Regarding academic misconduct, prior to submitting a Student Infraction/Complaint Form, the faculty member should first contact the Office of Academic Affairs, to determine if student has prior history.) Please note that all cases of academic misconduct are referred to the Office of Academic Affairs, while all other cases of misconduct are referred to the Office of Student Services.

Check Appropriate Response:

First Academic Infraction

First Non-Academic Infraction

Second Academic Infraction

Second Non-Academic Infraction

Student Name

Last

First

MI

JCC ID No.

Campus Address

Street

City

State

Zip

Complainant

First

MI

Last

JCC Security

Title

2775
Phone

security@jarvis.edu
Email Address

Description of Infraction:

Date

Approximate Time

Location

Witness: (Full name, address, phone, email address)

1. See incident report

Detailed summary of evidence on which charge is based: (Attach additional page(s) if necessary)

1. Sanction.
2. Sanction

Description of infraction:

Sanction(s) imposed by the Office of Student Services:

1. _____
2. _____
3. _____



Jarvis Christian College Student Infraction/Complaint Form

Check Appropriate Response:

- Student accepts sanction and waives hearing and appeal rights
- Student will appeal to Student Conduct Officer within five University business days

See Jarvis Christian College Handbook to review of the Student Code of Conduct, to include due process rights and hearing procedures. Jarvis Student Handbook is located on the Jarvis Christian College website (www.jarvis.edu).

Signatures:

_____ Office of Student Services Official/Date	_____ Student/Date
---	-----------------------

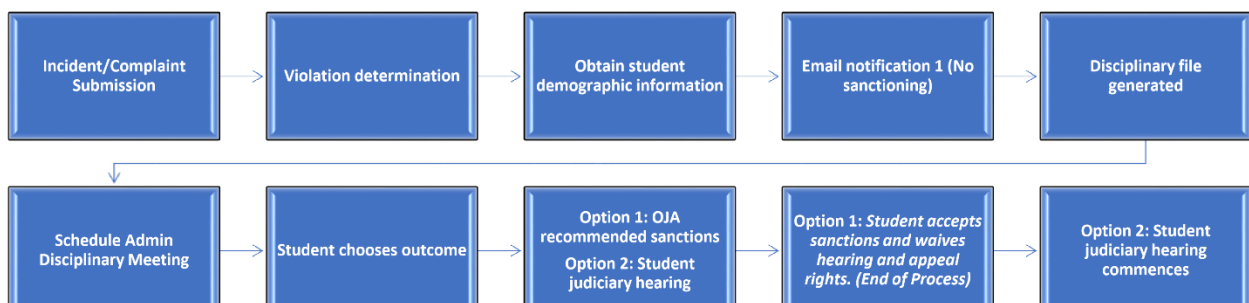
Action Taken by Student Conduct Officer:

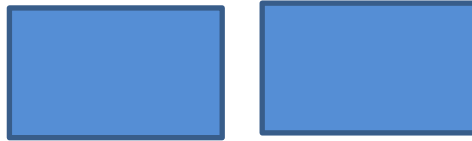
- Student Accepts Penalty - Matter Resolved
- Student Requests Hearing

Date form received by

Student Services Officer: _____

OFFICE OF STUDENT SERVICES ADJUDICATION PROCESS





If a student disputes the allegations set forth in a complaint, a hearing will be conducted by the All-Campus Disciplinary Hearing Committee.

Except in those cases where immediate interim disciplinary action has been taken, the accused student shall be given at least three (3) days written notice by the Vice President for Student Services of the date, time and place for the hearing. If the Committee is scheduled to meet, a student may have his/her case reviewed as early as possible by waiving this three (3) day period. The President of the College or the Vice President for Student Services may take immediate interim disciplinary action, including suspension, pending a hearing against a student who poses a danger to persons or property or an ongoing threat of disrupting the academic process.

1. The Chairperson will control the hearing and take whatever action is necessary to insure an equitable, orderly and expeditious hearing. As presiding officer, the Chairperson may remove anyone not complying with the rulings and/or disrupting the hearing. Parties may object to clearly irrelevant or repetitive material, but technical objections to testimony as used in a court of law will be sustained.
2. Each party shall have the right to appear and present evidence in person and to be advised during the hearing by a designated representative or counsel of choice. Each party shall limit its presentation to relevant evidence. The accused student must attend the hearing if the student desires to present evidence.
3. To the extent that the College representatives use legal counsel for other than advisory purpose during the hearing procedure, the student shall be afforded the same opportunity. The College shall give the student notification of its intent to use legal

- counsel for other than advisory purposes at the time the student is notified of the hearing.
4. The hearing will be recorded. If either party desires to appeal the finding, the record will be transcribed or summarized at the expense of the party appealing the finding; and both parties will be furnished a copy of the transcript or summary.
 5. The appeal and charges are read for all members of the Committee to acquaint them with the accusation in the presence of the accused.
 6. The accused (a) pleads guilty or not guilty, (b) gives his/her version of the case, and (c) defends questions from members of the Committee.
 7. The accuser states his/her version of the case. The accuser defends questions of the witness.
 8. Witnesses are called to give statements. Committee members may ask questions of the witnesses.
 9. The accused is asked to give a final statement that may help the Committee to arrive at a fair decision.
 10. All except the Committee members are dismissed. The members make recommendations based on evidence and factual information, if any, on the accused and the accuser, which related to the case in sought and presented, along with any necessary discussion. If the accused is found guilty, the Committee will recommend a penalty.
 11. The Chair of the Committee will forward its decision and/or recommendation to the Vice President for Student Services within one (1) class day.
 12. After a hearing has been concluded, the proceedings, documents and any other items pertaining to the matter shall be forwarded to the Vice President for Student Services, who shall be responsible for maintaining their security and confidentiality.
 13. The College will not release any information obtained during an investigation after the conclusion thereof unless directed by the Vice President for Student Services, the President, or Legal Counsel. All documentation, pictures, videos, statements, and any other information collected in an investigation are the property of Jarvis Christian College. All investigatory information is deem confidential and is not to be shared or viewed unless directed by aforementioned College officials.

Appeals Procedures

Within three (3) business days after the decision has been made, a student (student defined as a registered individual of the College) may give written notice of appeal to the All Campus Appeals Committee. The Committee may review the case with in five (5) days of receipt of the appeal. The decision will be reviewed upon the basis of the transcript or summary of the case. The student may, at the discretion of the Committee, submit oral or written arguments to support his/her position. In order for the appeal to be considered, all the necessary documentation must be filed by the appealing party, including notice of appeal

. The All Campus Appeals Committee may approve, reject or modify the decision in question or may require that the original case be reopened.

If the Committee upholds the sanction imposed against the student, the student may appeal to the Vice President for Student Services. A student should file a written notice of appeal within 48

hours following notification of the hearing body's decision. The student should submit written documentation stating clearly the evidence and facts justifying a hearing review and present the names of persons willing to testify on the student's behalf. The appeal must be filed with the Vice President for Student Services to determine whether or not the appeal is of sufficient merit to warrant an appellant hearing. Dissatisfaction with the decision of the hearing body will not be justification for an appeal hearing.

The Vice President for Student Services has the final appeal and his/her decision is binding, except in those cases where there is cause to believe that the Vice President for Student Services cannot render an unbiased decision and/or when the Vice President for Student Services renders the initial disciplinary decision. In these cases, the Office of the President will render the final appeal.

If the Office of the President upholds the sanction imposed against the student, the student has then exhausted all College appeal sources and must abide by the sanctions imposed. Any sanction imposed by the All Campus Disciplinary Committee is completely in force during the appeals process.

The All Campus Appeals Committee will hear appeals when a student can show: (1) due process was not received; (2) procedures of the Student Code of Conduct were not followed; or (3) reasonable indication that the facts presented did not prove the student guilty as charged. If an appeal is granted, the Vice President for Student Services or his/her designee will notify the student at least 48 hours prior to the appeal hearing as to the time, place, and date of the hearing. The Vice President for Student Services or a designated appointee will present the charges and fact of the case to the All Campus Appeals Committee.

Departure from Campus following Suspension or Dismissal and Request for Reinstatement

- A student who has been required to withdraw from the College for disciplinary reasons shall leave the premises within 24 hours of notification or sooner, if so directed by the Vice President for Student Services.
- A student who has been required to withdraw from the College for disciplinary reasons and who desires to be reinstated after completion of the withdrawal period shall present a request in writing to the Vice President for Student Services.

Student Conduct Files and Records

The record of disciplinary action shall be maintained by the Office for Student Services. The file of a student found responsible for any violations of the Code shall normally be retained as a disciplinary record for five (5) years following the incident.

- The address on file with the Office of the Registrar will be used for all disciplinary notices sent to the student. E-mailed notifications will be sent to the assigned JCC e-mail address.
- Students may have access to the information in their file by submitting a written request to the Office for Student Services. The access will be provided in accordance with federal and state laws regarding the privacy of educational records and College policy.

HAZING POLICY

The College reserves the right to take disciplinary action against individual students and/or groups who are involved in hazing activities. Such disciplinary action may be taken independently of state or local prosecutorial actions regardless of the outcome of such prosecutorial actions. Hazing on the part of students, faculty, or staff is strictly forbidden, whether on or off campus. The state law providing penal sanctions in the event of a conviction of hazing is set forth in section 4.51-4.58, Texas Education Code and provided in part, as it pertains to students, the following:

Hazing- Hazing means any intentional, or reckless act, occurring on or off campus of an educational institution, by one person alone or acting with others, directed against a student that endangers the mental or physical health or safety of a student while pledging, being initiated into, or affiliated with, holding office in, or maintaining membership in any organization whose members are, or include students at an educational institution. The term includes but is not limited to

1. Any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of harmful substance on the body or similar activity;
2. Any type of physical activity, such as sleep deprivation, exposure to the elements confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
3. Any activity involving consumption of a food, liquid, alcoholic beverage, drug, or other substance which subjects the student to an unreasonable risk or harm, or which adversely affects the mental or physical health of the student;
4. Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, or that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described in this subsection; and
5. Any activity that induces, causes, or requires that student to perform a duty or task, which involves a violation of the Penal Code.

B. Personal Hazing Offense

A person commits an offense if the person

1. Engages in hazing
2. Solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing;
3. Intentionally, knowingly, or recklessly permits hazing incident involving a student in an educational institution, or first-hand knowledge that specific hazing incident has occurred, and knowingly fails to report said knowledge in writing to the Vice President for Student Services or other appropriate officials of the institution.

C. Penalties for Hazing

1. The offense of failure to report is a misdemeanor punishable by a fine not to exceed \$1,000, by confinement in county jail for not more than 180 days, or both such fine and confinement.
2. Any other serious offense under this section which does not cause serious bodily injury to another is a misdemeanor punishable by a fine of not less than \$500 nor more than \$1,000. Confinement in county jail for not less than 90 days nor more than 180 days, or both such fine and confinement.
3. Any other offense under this section which causes serious bodily injury to another is a misdemeanor punishable by a fine of not less than \$1,000 nor more than \$5,000, confinement in county jail for not less than 180 days nor more than one year, or both such fine and confinement.
4. Any other offense under this section which causes the death of another is a misdemeanor punishable by a fine of not less than \$5,000 nor more than \$10,000; or if a court finds that the offense caused personal injury, property damage, or other loss, then the court may sentence the organization to pay a fine of not less than \$5,000 nor more than double the amount loss or expenses incurred as a result of such injury, damage, or loss.

D. Organization Hazing Offense

1. An organization commits an offense if the organization condones or encourages hazing or if any combination of members, pledges, or alumni of the organization commit or assist in the commission of hazing.
2. An offense under this section is a misdemeanor punishable by a fine of not less than \$5,000 nor more than \$10,000; or if a court finds that the offense caused personal injury, property damage, or other loss, the court may sentence the organization to pay a fine of not less than \$5,000 no more than double the amount lost or expenses incurred as a result of such injury, damage, or loss.

E. Consent: Not a Defense

It is not a defense in the prosecution of an offense under this subchapter that the person against whom the hazing was directed consented to or acquiesced in the hazing activity.

F. Immunity from Prosecution Available

In the prosecution of an offense under this subchapter, the court may grant immunity from prosecution for the offense to each person who is subpoenaed to immunity from prosecution and who does testify for the prosecution. Any person reporting a specific hazing incident to the Vice President for Student Services that involves a Jarvis student performed on or off the campus of Jarvis Christian College, may receive immunity only in written approved circumstances, from civil or criminal liability that might otherwise be incurred or imposed as a result of the report. Immunity extends to participation in any judicial proceeding resulting from the report. This section does not protect a person reporting in bad faith or with malice. The College reserves the right to pursue civil or criminal liability for incidents occurring or likely to occur as a result of hazing

DINING HALL POLICIES

All Jarvis Christian College students are expected to comply with specified rules and regulations governing dining facilities on campus. Failure to do so may result in a referral for disciplinary action.

Food Service Rules

- a. All persons are expected to form a line at the dining hall entrance as they arrive and no one will take a position other than at the end of the line. Food, dishes, silverware or other equipment may not be taken from the cafeteria without the written permission of the Dining Hall manager. Students are prohibited from entering the kitchen and service areas.
- b. All food and beverages must be consumed in the Dining Hall.
- c. Dining Services reserves the right to not serve patrons who do not have on appropriate attire.
- d. Students are expected to display proper behavior when using the Dining Hall. Prohibited behavior includes but is not limited to: sitting on tables, standing on chairs, playing music loudly and disrespecting Dining Hall personnel.
- e. Persons who fail to cooperate with Dining Hall personnel or comply with cafeteria regulations could lose their dining hall privileges without reimbursement.
- f. A student identification card may not be used by anyone other than the person to whom it is issued. Students who use another person's identification card or students who allow others to use their identification card may be charged with fraud.
- g. Proper attire, including shirts and shoes, must be worn in the cafeteria for all dining. Students who fail to dress appropriately will be denied access.
- h. Students must present their identification card when entering the cafeteria. Only valid identification cards, cash or credit cards will be accepted in the cafeteria.

Attire. Listed below are examples of attire considered inappropriate:

Sheer garments
Midriff blouses
Sagging pants
Shirts displaying profanity/indecent messages
Hair rollers or bedroom slippers
Display of underwear
Doo-rages, hats or caps
Form fitting shorts or boxing shorts

Identification

Students are required to present a valid JCC identification card when they enter the dining Hall. JCC cards will be confiscated if presented by anyone other than the responsible student. A replacement fee of \$15.00 (this fee is subject to change) will be charged for all lost, stolen or damaged cards.

Food Fights

Throwing food or utensils in the Dining Hall can be dangerous and is disrespectful to other diners. The Office of Fiscal Affairs will seek disciplinary action against any student observed throwing food and utensils in the Dining Hall. Fines and fees associated will be used to cover any damage incurred. The individual(s) will also be subject to the appropriate disciplinary action as deemed appropriate by the Office for Student Services.

Courtesy

Students are expected to be courteous to fellow students and dining personnel.

Self-Busing.

All students and guests are required to clear their table and deposit tableware in the proper location before leaving the Dining Hall.

TITLE IX

I. Policy Statement

Title IX of the Education Amendments of 1972 is a federal civil rights law that prohibits discrimination under any education program or activity receiving federal financial assistance (i.e., any academic, extracurricular, athletic, housing, or any other program or activity). This protection extends to conduct that occurs both on and off campus. This policy also addresses the requirements of the Campus Sexual Violence Elimination Act, or Campus SaVE Act, a 2013 amendment to the federal Jeanne Clery Act.

It is the policy of Jarvis Christian College to provide equal employment and educational opportunities to students, parents, employees, and any parties having business with the College. Jarvis is committed to maintaining a positive learning, working, and living environment that promotes personal integrity and respect in an environment free of discrimination and harassment, particularly on the basis of sex, which includes all forms of sexual discrimination, sexual harassment, or sexual violence, such as rape, sexual assault, sexual battery, sexual coercion, and sexual exploitation or misconduct. Sex discrimination violates an individual's fundamental rights and personal dignity, and Jarvis Christian College considers sex discrimination in all its forms to be serious. The College does not discriminate on the basis of race, color, national origin, religion, age, sex, sexual orientation, gender identity, marital status, ethnic origin, covered veteran status, disability, or any other basis protected by law.

To ensure compliance with Title IX and other federal and state civil rights laws, the President has designated a Title IX Coordinator as the primary contact responsible for developing, adopting, and/or assuring the dissemination of policies and procedures that prohibit sex discrimination in all of its forms; however, each member of the College shares common responsibility to maintain an environment free from discrimination and harassment. This policy was created to address issues of student sex discrimination, employees who feel they have been treated unfairly based on sex, and/or third parties that feel they have experienced some form of sex discrimination.

II. Mandatory Reporting

Jarvis Christian College encourages any student or employee, who believes that he/she has been subjected to discrimination or sexual harassment, to report the incident(s) to the Title IX Coordinator. Students may feel more comfortable seeking assistance initially through the Office of Student Affairs to seek all available assistance, and where appropriate, to pursue criminal prosecution of the offender; however, the incident(s) must ultimately be reported to the Title IX Coordinator.

The College encourages timely reporting of any incident(s) of this nature. All employees must promptly report any information they have about alleged or possible sexual harassment, sex-based discrimination, or sexual misconduct involving students or employees to the Title IX Coordinator. The exception would be those employees who are statutorily prohibited from reporting such information, including licensed health-care professionals and members of the clergy. The College is committed to investigating all alleged and/or suspected violations of this policy to the fullest extent possible and will respond promptly, equitably, impartially, and fairly.

Jarvis Christian College takes complaints very seriously and will work with complaining parties to ensure their safety and to remedy the situation. See *Student Handbook* or the *Administrative Handbook* for more information.

Reporting Allegations

If you have *supervisory responsibilities* and possible harassment or other violations of this policy are reported to you, whether or not the person making the report is personally affected, you are obligated to immediately advise the Title IX Coordinator, either verbally or in writing, or both. Emails are acceptable.

If you are a *faculty member* who receives information from a person who believes that he/she is being or has been sexually harassed, you must immediately advise the Title IX Coordinator.

If you are a *student, contractor, or employee* without supervisory responsibility who has been harassed, witnessed someone else being harassed, or became aware of harassment, you should contact the Title IX Coordinator, a supervisor, or a faculty/staff member for assistance with the situation, who should then report it to the Title IX Coordinator immediately.

Reporting Process

1. The student or employee who files a complaint alleging sexual discrimination, sexual harassment, or sexual misconduct, (the “complainant”), may submit a written statement of allegations which clearly and concisely describes the alleged incident(s), when and where it occurred, and the desired remedy sought, or they must complete the form attached, *The Notice of Sex or Gender-based Misconduct, Discrimination, or Harassment*. If the complainant does not submit a written statement, the person receiving the complaint shall prepare a written report of the facts that describes the alleged incident(s), when and where it (they) occurred, and the desired remedy sought. This statement should be approved and signed by the complainant, and it should be submitted to the Title IX Coordinator immediately.

2. This reporting will be reported to the President immediately.
3. Trained Title IX Investigators will be notified by the Title IX Coordinator of the suspected or alleged violation of this policy, and they will form a committee (the “Committee”) and conduct the investigation to determine if a violation has occurred and recommend resolution(s).
4. The complainant and the alleged person accused of misconduct, (the “respondent”), will be informed of the investigation and notified of their interview times. They may offer a list of witnesses at this time.
5. The Committee will meet with the complainant and the respondent, along with other witnesses identified throughout the investigative process.

NOTE: Audio or video recording of any proceedings is prohibited by any party other than the College throughout the investigative process.

6. The Committee will make a determination of whether an alleged violation of policy occurred or not, based on the preponderance of the evidence (i.e., it is more likely than not that a violation occurred).
7. A written report will be prepared and submitted with a determination of “violation” or “no violation” of policy, as well as recommended corrective action(s) and/or remedies appropriate for the determination, if warranted.
8. Typically, an investigation will be completed within 60 days from the date on which the complaint was filed or the date the College became aware of a suspected violation of this policy. Within seven (7) business days of the conclusion of the investigation, both the complainant and the respondent will be informed of the outcome of the investigation.
9. Depending on the finding(s), a Review Team may be asked to review the case and present their findings.
10. Appropriate sanctions for violation of policy will be imposed.

NOTE: Graduation, study abroad, internships, or other extenuating circumstances do not, in and of themselves, constitute exigent circumstances, and the accused may not be able to participate in those activities during the investigation process.

Making an Appeal

The complainant, respondent, or College may appeal the findings and/or sanctions by petitioning the Title IX Coordinator in writing within five (5) business days of receiving the results of an investigation. Appeals must include relevant new information for consideration, which should

include information that was unavailable at the time of the decision, concerns about procedural errors, or concerns about the level of sanction imposed according to the policies of the College. Disagreement with the findings of an investigation is not sufficient grounds for an appeal. All appeals received will be dated and time stamped.

The College as Complainant

If the College becomes aware of conduct which may violate this policy, the College will commence its own investigation and/or remedial actions. In matters alleging sexual harassment and/or sexual misconduct, the Title IX Coordinator will investigate the allegations to the extent possible, even without the cooperation of the party against whom the alleged harassment or conduct was directed.

In situations where the student or employee does not want to file a complaint or does not request that the College take any action, if the College has knowledge of possible sexual harassment or sexual violence, it will investigate the matter promptly to determine what occurred and then take appropriate steps to resolve the situation.

The complainant's interest in confidentiality and the reputation of the accused are of equal importance at every stage of this process in considering information disclosed during this process.

III. Confidentiality

All inquiries, complaints, and investigations are treated with the utmost discretion, and all information (i.e., documents, correspondence, and notes of interviews and discussion related to the investigation of a complaint will be maintained, on a need-to-know basis, to the extent permitted by law or policy. However, during the investigation process, the identity of the complainant is usually disclosed to the person(s) accused of such conduct and to relevant witnesses to investigate meaningfully, take corrective action, comply with the intent of this policy, and/or fulfill the College's legal obligations. Publicizing information about alleged sex discrimination or sexual violence is strictly prohibited and is considered a violation of College policy. The Title IX Coordinator shall maintain all information pertaining to a complaint or investigation in secure files.

Campus Security officials have a duty to report violations of this policy for federal statistical reporting purposes. However, all personally identifiable information is kept private, but statistical information must be passed along to Campus Security officials for publication in the annual Campus Security Report regarding the type of incident and its general location (i.e., on or off-campus or in the surrounding area); however, no addresses are given. This report helps to provide the community with a clear picture of the extent and nature of campus crime, to ensure greater community safety.

IV. Definitions and Terms

Complaint – an allegation of discrimination, harassment, or misconduct made under this policy

Complainant – any person making or filing a claim of discrimination, harassment, or misconduct under this policy, which may include faculty, staff, students, applicants for

employment, or any other individual participating in campus sponsored activities, events, projects, or programs

Consent – a knowing and voluntary agreement between participants, expressed by words or by actions, to engage in sexual activity.

Examples of consent are listed below:

- Consent to participate in sexual activity is freely and actively given, and requires clear communication between all persons involved in the sexual encounter.
- Consent is active, not passive. Consent can be communicated verbally or by actions, but in whatever way consent is communicated, it must be mutually understandable. Silence, in and of itself, cannot be interpreted as consent.
- Consent cannot be given by a person under the age of 17.
- It is the responsibility of the initiator of sexual contact to make sure they understand fully what the other person involved in the activity wants and does not want sexually.
- Consent to one form of sexual activity does not imply consent to other forms of sexual activity, and past consent to sexual activity does not imply present or future consent.
- Previous relationships do not imply consent.
- Consent cannot be procured by use of physical force, compelling threats, intimidating behavior, or coercion. Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another.
- Consent cannot be given by mentally disabled individuals, or persons incapacitated as a result of consumption of drugs or alcohol, other intoxicants, sedatives, or “date-rape” drugs. If you have sexual activity with someone you know to be—or should know to be—mentally or physically incapacitated (by alcohol or drug use, unconsciousness or blackout), you are in violation of this policy.

Dating Violence – violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; or the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, or the frequency of interaction between the persons involved in the relationship

Discrimination – conduct that excludes an individual from participation in or denies an individual the benefits of employment, education, or participation in a college program or activity, based on an individual’s age, race, color religion, sex, sexual orientation, gender identity, covered veteran status, or any other basis protected by law.

Domestic Violence – a pattern of abusive behavior that is used by an intimate partner to gain or maintain power and control over the other intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone.

Harassment – acts that are prohibited by this policy that are based on an individual’s age, race, color, religion, sex, sexual orientation, gender identity, national origin, ethnic origin, disability, covered veteran status, or any other basis protected by law. Harassment can be verbal, visual, physical, or communicated in writing or electronically. It can occur in one single incident or over a period of time and can occur under the guise of humor and even when one person does not have authority over the other.

Gender identity – the way in which someone expresses his/her gender characteristics in terms of behavior, appearance, speech or movement.

Incapacitation - a state where one cannot make a rational, reasonable decision because they lack the ability to understand the “who, what, when, where, why, or how” of their sexual interaction.

- This policy also covers someone whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of a so-called “date-rape” drug. Possession, use, and/or distribution of any drugs to another student or employee, for the purpose of inducing incapacity, will be considered a violation of this policy.
- Use of alcohol or drugs will never function to excuse behavior that violates this policy.

Respondent – the person against whom a complaint is made; the accused

Relationship Violence – abuse or violence between partners or former partners involving one or more of the following elements:

- Battering that causes bodily injury;
- Purposely or knowingly causing reasonable apprehension of bodily injury;
- Emotional abuse creating apprehension of bodily injury or property damage; or
- Repeated telephonic, electronic, or other forms of communication —anonymously or directly— made with the intent to intimidate, terrify, harass, or threaten.

Sexual Assault/Sexual Violence – a particular type of sex discrimination that includes, but is not limited to, non-consensual sexual contact, non-consensual sexual intercourse, or other physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent. Sexual assault/sexual violence also includes, but is not limited to, physical assaults of a sexual nature, such as rape, sexual battery, domestic violence, dating violence, stalking, or attempts to commit these acts.

Sexual Contact – intentional contact with the breasts, buttocks, groin, or genitals of another person, or touching another person with any of these body parts; making another person touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, even where the touching does not involve contact with, of, or by the breasts, buttocks, groin, genitals, mouth, or other orifice; intercourse, however slight, meaning vaginal penetration by a penis, object, tongue or finger; anal penetration by a penis, object, tongue or finger; or oral copulation (i.e., mouth to genital contact or genital to mouth contact).

Sex Discrimination – making a distinction in favor of, or against, a person on the basis of sex rather than on individual merit; or behaviors and actions that deny or limit a person’s ability to

benefit from, and/or fully participate in, the educational programs or activities or employment opportunities because of a person's sex.

Examples of sex discrimination under Title IX include, but are not limited to, sexual harassment; sexual assault; failure to provide equal opportunity in education programs, activities, and co-curricular programs, including athletics; discrimination based on pregnancy; and employment discrimination.

Sexual Exploitation – taking advantage of the sexuality of another person without consent or in a manner that extends the bounds of consensual sexual activity without the knowledge of the other individual for any purpose, including sexual gratification, financial gain, personal benefit, or any other purpose; or taking non-consensual or abusive sexual advantage of another for his/her own advantage or benefit.

Examples of sexual exploitation include, but are not limited to, invasion of sexual privacy; prostituting another student; non-consensual video or audio-taping, broadcasting, or sharing of sexual activity; sexual activity with someone whom one should know to be, or based on the circumstances, should reasonably have known to be, mentally or physically incapacitated (i.e., by alcohol or other drug ingestion, unconsciousness, or blackout); sexual activity with someone whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of drugs; going beyond the boundaries of consent (e.g., letting your friends hide in the closet to watch you have consensual sex); engaging in voyeurism; or knowingly transmitting an STD or HIV to another.

Sexual Harassment – unwelcome sexual advances; requests for sexual favors; visual, verbal, or physical conduct of a sexual nature, including sexual assault, when such conduct is made a term or condition of employment or used as a basis for education decisions affecting the individual; or conduct so severe, persistent, or pervasive as to objectively interfere with a student's (or employee's) educational, living, or work performance or environment.

Examples of sexual harassment encompass a wide range of conduct, such as:

- Promising, directly or indirectly, a reward to a student or an employee if he/she complies with a sexually oriented request.
- Threatening, directly or indirectly, retaliation against a student or an employee if he/she refuses to comply with a sexually oriented request.
- Denying, directly or indirectly, a student or an employee an education or employment related opportunity if the student or employee refuses to comply with a sexually oriented request.
- Engaging in unwelcome sexually suggestive conversation or inappropriate physical contact or touching of a student or an employee.
- Engaging in indecent exposure.
- Making repeated or persistent sexual or romantic advances toward a student or an employee despite the student's (or the employee's) rejection of the advances.
- Engaging in unwelcome physical contact such as touching, blocking normal movement, physical restraint, or assault that is sexual in nature or because of the victim's sex.

- Retaliating against a student or an employee for filing a harassment complaint or threatening to report harassment.
- Sexual harassment can involve males or females being harassed by members of either sex. Although sexual harassment sometimes involves a person in a position of greater authority than the harasser, individuals in positions of lesser or equal authority can also be found responsible for engaging in prohibited harassment.
- Sexual harassment can be physical and/or psychological in nature. An aggregation of a series of incidents can constitute sexual harassment even if one of the incidents considered separately would not rise to the level of harassment.

Sexual Misconduct – a broad term encompassing any sexual behaviors that violate Jarvis Christian College’s Title IX Policy. In general, any harassing behavior or non-consensual physical contact of a sexual nature may constitute sexual misconduct. Sexual misconduct may vary in its severity and consists of a range of behaviors or attempted behaviors that may be grounds for student disciplinary action or employee termination/dismissal under College policy.

Prohibited conduct under this Sexual Misconduct Policy includes:

- ***Non-consensual Sexual Contact*** – any intentional sexual touching, however slight, with any object or body part, by a man or a woman upon a man or a woman, without consent.
- ***Non-consensual Sexual Intercourse*** – any sexual intercourse (i.e., anal, oral, or vaginal), however slight, with any object or body part, by a man or woman upon a man or a woman, without consent.
- ***Forced Sexual Intercourse*** – unwilling or non-consensual sexual penetration (i.e., anal, vaginal, or oral) with any object or body part that is committed either by force, threat, intimidation, or through exploitation of another’s mental or physical condition of which the assailant (the accused) was aware or should have been aware.

Stalking – purposely and repeatedly following, harassing, threatening, or intimidating another by telephone, mail, electronic communication, social media, or any other action, device, or method that deliberately or knowingly causes substantial emotional distress or reasonable fear of bodily injury or death.

V. Support Services

There are various supportive measures available for those who have experienced sex discrimination, harassment, or sexual misconduct. These support sources include, but are not limited to, the following:

Title IX Coordinator. The Title IX Coordinator is responsible for implementing and monitoring compliance of this policy on behalf of the College and serves as the central reference person for information about reporting and the investigative procedure. The Title IX Coordinator will ensure consistent application of this policy to all individuals

and allow the College to respond promptly and equitably to eliminate the harassment, prevent its recurrence, and address its effects.

Counseling Services. Students and employees, who have experienced any form of sex discrimination, including sexual misconduct, may receive free and confidential counseling at Jarvis Christian College Student Counseling Services.

NOTE: *The College encourages all individuals to seek assistance from a medical provider and/or law enforcement agency as soon as possible following an incident that poses a threat to their safety or physical well-being. This is to provide physical safety, emotional support, and medical care to the complainant. This will also ensure preservation of evidence, which may only exist for a limited period of time, and to begin a timely investigative and remedial response. If a claimant requires assistance with reporting crimes to local authorities, he/she may request assistance from the Title IX Coordinator.*

VI. Reassignment/Accommodations

All students or employees affected by personal experience of gender-based misconduct may request accommodations to support their safety, well-being, and access to education or employment opportunities. When the complainant and the accused students are in the same courses, reside in the same residence hall or in a certain proximity of each other, or participate in the same activities (e.g., sports teams), the complainant may request that the other person be reassigned and/or moved. Consultation with the Provost/Vice President for Academic Affairs may be necessary in making a determination regarding alternative classroom assignments for the accused student and/or the complainant who has experienced a sex offense, or with the Vice President of Student Services, in making a determination regarding alternative housing assignments. College administrators will work with the student(s) to provide reasonable accommodations where possible.

When a student employee makes an allegation of sexual misconduct and the accused individual works in the same department, alternative work assignments may be made by the appropriate administrator upon request by the student employee filing the complaint.

Employees of the College who need assistance regarding reassignments may contact the Human Resources Office/the Title IX Coordinator for information regarding counseling options. See *Administrative Handbook* for more information.

VII. Prohibition of Retaliation

The law prohibits retaliation against anyone making a complaint of discrimination, harassment, or misconduct; for participating, testifying, or assisting in an investigation of such; or for opposing the types of practices prohibited by this policy. Retaliation includes intimidation, threats, harassment, and any other adverse action threatened or taken against any complainant or third party because of the complaint or participation in the investigation and/or hearing process. Anyone who believes that he/she has been subjected to such unlawful discrimination or

harassment should feel comfortable with reporting their concerns without fear of retaliation. Any student or employee who violates this policy will be subject to disciplinary action and/or sanctions up to and including expulsion or termination from the College. Jarvis is committed to take the necessary steps to prevent the recurrence of any harassment and to correct its discriminatory effects on a complainant and if applicable, the College community.

VIII. Special Provisions

A. Attempted Violations

In most circumstances, the College will treat attempts to commit any of the violations listed in this policy as if those attempts were completed.

B. Filing of False Reports

The College will not tolerate intentional false reporting of incidents. Intentional false reports may also violate state criminal statutes and/or civil defamation laws. Any person who knowingly and intentionally files a false complaint of sex discrimination, sexual harassment (including sexual violence), or sexual misconduct is subject to disciplinary action, up to and including dismissal from the College.

C. Parental Notification

The College reserves the right to notify parents/guardians of dependent students regarding any health or safety risk(s) to the student or to the College community, as well as a change in student status or conduct situation, particularly alcohol and other drug violations. Where the student is not-dependent, the College will contact parents/guardians to inform them of situations in which there is a significant health and/or safety risk. The College also reserves the right to designate which College officials have a need to know about individual conduct complaints pursuant to the Family Educational Rights and Privacy Act (FERPA).

D. Notification of Outcomes

The outcome of a Title IX investigation involving students is part of the educational record of the students involved, and is protected from release under FERPA, a federal law. However, the College observes the legal exceptions that allow for notification of the parties involved and others the College determines to inform based on the law and this policy.

Students who bring any sort of sex discrimination complaint against faculty or staff shall be informed of the outcome of the investigation and the resolution at approximately the same time as the respondent.

The College may release the name, nature of the violation, and the sanction for any student who is found in violation of a College policy that is a “crime of violence,” including: sex offenses, arson, burglary, robbery, criminal homicide, assault, destruction/damage/vandalism of property, and kidnapping/abduction. The College will

release this information to the complainant in any of these offenses regardless of the outcome.



Notice of Sex or Gender-based Misconduct, Discrimination, or Harassment

Name: _____ **Date:** _____
Reported To: _____ **Date:** _____

Directions: *Anyone who believes that he/she has been subjected to sex or gender-based discrimination, harassment, or gender-based misconduct is encouraged to report these incidents by filling out this form and returning it to the Title IX Coordinator. Please continue your comments on the back of this sheet, if more space is needed.*

1. List the individual(s) who allegedly committed the harassment, discrimination, or misconduct. _____

2. Describe the nature of your complaint (*What happened?*). Include dates, times, and as much information as possible. Continue on the back, if necessary.

3. List the witness(es) of this conduct or those who have knowledge of this incident.

4. Are there documents that contain information supporting the alleged incident(s)?
 Yes No
 Letters or notes
 Emails
 Texts
 Other.
Please explain _____

5. Is there any other evidence that supports your alleged claim? Yes No
If yes, please explain. _____

6. Have you missed any class time/work time as a result of this alleged incident?
_____Yes _____No

If yes, please explain: _____

Continue on the back of this sheet.

7. As a result of these allegations, have you received any counseling or medical treatment?
_____Yes _____No

If yes, please list when and where services were rendered. _____

8. Have you previously mentioned this incident to anyone else? _____Yes _____No

If yes, please list who and when. _____

9. What do you want to happen as a result of filing this complaint? _____

10. Is there anyone else you want the College to contact who may have information regarding these allegations? _____Yes _____No

If yes, please list persons. _____

ACKNOWLEDGEMENT

Jarvis Christian College takes these types of situations very seriously and will work with all parties involved to ensure their safety and remedy the situation.

To investigate this case, it will be necessary for College representatives to interview you, the alleged wrongdoer(s), and any other witnesses who may have knowledge of these allegations.

The College will notify all those involved in this investigation that it is confidential and that any unauthorized disclosures of any information concerning the investigation could result in disciplinary action, up to and including expulsion from the College or termination of employment.

I acknowledge that the information provided in this notification is true and correct to the best of my knowledge.

I am willing to cooperate fully in this investigation and provide whatever evidence the College deems relevant.

Person Submitting this Notification:

Printed Name _____ Signature _____ Date _____

Contact Information:

Cell Number _____

Email address _____

Address (On Campus) _____

Home Address _____

Home Phone _____

Form Received by:

Printed Name _____ Signature _____

Date _____ **Time** _____

GENDER-BASED AND SEXUAL MISCONDUCT POLICY

I. Gender-Based Misconduct Policy

Introduction

Members of the Jarvis Christian College community, guests and visitors have the right to be free from sexual violence. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. The College believes in zero tolerance policy for gender-based misconduct. When an allegation of misconduct is brought to an appropriate administration's attention, and a respondent is found to have violated this policy, serious sanctions will be used to reasonably ensure that such actions are never repeated. This policy has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. This policy is intended to define community expectations and to establish a mechanism for determining when those expectations have been violated.

Overview of Policy Expectations with Respect to Physical Sexual Misconduct

The expectations of our community regarding sexual misconduct can be summarized as follows: In order for individuals to engage in sexual activity or any type with each other, there must be clear, knowing and voluntary consent prior to and during sexual activity. Consent is sexual permission. Consent can be given by word or action, but non-verbal consent is not as clear as talking about what you want sexually and what you don't. Consent to some form of sexual activity cannot be automatically taken as consent to any other form of sexual activity. Silence—without actions demonstrating permission – cannot be assumed to show consent.

Additionally, there is a difference between seduction and coercion. Coercing someone into sexual activity violated this policy in the same way as physically forcing someone into sex. Coercion happens when someone is pressured unreasonably for sex.

Because alcohol or other drug use can place the capacity to consent in question, sober sex is less likely to raise such questions. When alcohol or other drugs are being used, a person will be considered unable to give valid consent if they cannot fully understand the details of a sexual interaction (who, what, when, where, why or how) because they lack the capacity to reasonably understand the situation. Under this policy, “**NO**” always means “**No**” and “**Yes**” may not always mean “**Yes.**” Anything but a clear, knowing and voluntary consent to any sexual activity is equivalent to a “**no.**”

Overview of Policy Expectations With Respect to Consensual Relationships

There are inherent risks in any romantic or sexual relationship between individuals in unequal positions (such as teacher and student, supervisor and employee). These relationships may be less consensual than perceived by the individual whose position confers power. The relationship also may be viewed in different ways by each of the parties, particularly in retrospect. Furthermore, circumstances may change, and conduct that was previously welcome may become unwelcome.

Even when both parties have consented at the outset to a romantic or sexual involvement, this past consent may not remove grounds for a later charge of a violation of applicable sections of the faculty/staff handbooks. The College does not wish to interfere with private choices regarding personal relationships when these relationships do not interfere with goals and policies of the College. For the personal protection of members of this community, relationships in which power differentials are inherent (faculty-student, staff-student, administrator-student) are generally discouraged. Consensual romantic or sexual relationships in which one party maintains a direct supervisory or evaluative role over the other party are unethical. Therefore, persons with direct supervisory or evaluative responsibilities who are involved in such relationships must bring those relationships to the timely attention of their supervisor, and will likely result in the necessity to remove the employee from the supervisory or evaluative responsibilities, or shift the student out of being supervised or evaluated by someone with whom they have established a consensual relationship. This includes RAs and students over whom they have direct responsibility. While no relationships are prohibited by this policy, failure to self-report such relationships to a supervisor as required can result in disciplinary action for an employee.

Sexual Violence – Risk Reduction Tips

Risk reduction tips can often take a victim-blaming tone, even unintentionally. With no intention to victim-blame, and with recognition that only those who commit sexual violence are responsible for those actions, these suggestions may nevertheless help you to reduce your risk experiencing a non-consensual sexual act. Below, suggestions to avoid committing a non-consensual sexual act are also offered:

- If you have limits, make them known as early as possible.
- Tell a sexual aggressor “**NO**” clearly and firmly.
- Try to remove yourself from the physical presence of a sexual aggressor.
- Find someone nearby and ask for help.
- Take affirmative responsibility for your alcohol intake/drug use and acknowledge that alcohol/drugs lower your sexual inhibitions and may make you vulnerable to someone who views a drunk or high person as a sexual opportunity.
- Take care of your friends and ask that they take care of you. A real friend will challenge you if you are about to make a mistake. Respect them when they do.

If you find yourself in the position of being the initiator of sexual behavior, you owe-sexual respect to your potential partner. These suggestions may help you to reduce your risk for being accused of sexual misconduct:

- Clearly communicate your intentions to a possible sexual partner and give them a chance to clearly relate their intentions to you.
- Understand and respect personal boundaries.
- **DON'T MAKE ASSUMPTIONS** about consent; about someone's sexual availability; about whether they are attracted to you; about how far you can go or about whether they are physically and/or mentally able to consent. If there are any questions or ambiguity then you **DO NOT** have consent.

- Mixed messages from your partner are a clear indication that you should stop, defuse any sexual tension and communicate better. You may be misreading them. They may not have figured out how far they want to go with you yet. You must respect the timeline for sexual behaviors with which they are comfortable.
- Don't take advantage of someone's drunkenness or drugged state, even if they did it to themselves.
- Realize that your potential partner could be intimidated by you, or fearful. You may have a power advantage simply because of your gender or size. Don't abuse that power.
- Understand that consent to some form of sexual behavior does not automatically imply consent to any other forms of sexual behavior.
- Silence and passivity cannot be interpreted as an indication of consent. Read your potential partner carefully, paying attention to verbal and non-verbal communication and body language.

In campus hearings, legal terms like "guilt," "innocence" and "burdens of proof" are not applicable, but the College never assumes a student is in violation of College policy. Campus hearings are conducted to take into account the totality of all evidence available, from all relevant sources.

The College reserves the right to take whatever measures it deems necessary in response to an allegation of sexual misconduct in order to protect students' rights and personal safety measures include, but are not limited to, modification of living arrangements, interim suspension from campus pending a hearing, and reporting the matter to the local police. Not all forms of sexual misconduct will be deemed to be equally serious offenses, and the College reserves the right to impose different sanctions, ranging from verbal warning to expulsion, depending on the severity of the offense. The College will consider the concerns and right of both the complainant and the person accused of sexual misconduct.

Sexual Misconduct Offenses Include, But Are Not Limited To:

1. Sexual Harassment
 2. Non-Consensual Sexual Contract (or attempts to commit same)
 3. Non-Consensual Sexual Intercourse
 4. Sexual Exploitation
1. **Sexual Harassment:** Unwelcome, gender-based verbal or physical conduct that is, sufficiently severe, persistent or pervasive that is unreasonably interferes with, denies or limits someone's ability to participate in or benefit from the College's educational program and/or activities, and is based on power differentials (quid pro quo), the creation of a hostile environment or retaliation.

Examples include: an attempt to coerce an unwilling person into a sexual relationship; to repeatedly subject a person to offensive, unwelcome sexual attention; to punish a refusal to comply with a sexual based request; to condition a benefit on submitting to sexual advances; sexual violence; intimate partner violence, stalking; gender-based bullying.

2. **Non-Consensual Sexual Contact:** Any intentional sexual touching, however slight, with any object, by a man or a woman upon a man or a woman that is without consent and/or by force.

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

3. **Non-Consensual Sexual Intercourse:** Any sexual intercourse, however slight, with any object, by a man or woman upon a man or a woman that is without consent and/or by force.

Intercourse includes: vaginal penetration by a penis, object, tongue or finger, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

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

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

Additional Applicable Definitions

Consent: Consent is clear, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long

as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the condition of) sexual activity.

- Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.
- Previous relationships or prior consent cannot imply consent to future sexual acts.

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

- Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond the point can be coercive.
- NOTE: There is no requirement that a party resists the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but non-consensual sexual activity is not by definition forced.
- In order to give effective consent, one must be of legal age.
- Sexual activity with someone who one should know to be - - or based on the circumstances should reasonably have known to be - - mentally or physically, incapacitated (by alcohol or other drug use, unconsciousness or blackout), constitutes a violation of this policy.
- Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of their sexual interaction).

This policy also covers a person whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of rape drugs. Possession, use and/or distribution of any of these substances, including Rohypnol, Ketamine, GHB, Burundanga, etc., is prohibited, and administering one of these drugs to another student is a violation of this policy. More information on these drugs can be found at <http://www.911rape.org/>

- Use of alcohol or other drugs will never function as a defense to a violation of this policy.
- The sexual orientation and/or gender identity of individuals engaging in sexual activity is not relevant to allegations under this policy.

Sanction Statement

Any student found responsible for violating the policy on Non-Consensual or Forced Sexual Contact (where no intercourse has occurred) will receive a sanction ranging from probation to expulsion, depending on the severity of the incident, and taking into account any previous campus conduct code violations.

Any student found responsible for violating the policy on Non-Consensual or Forces Sexual Intercourse will face a recommended sanction of suspension or expulsion.

Any student found responsible for violating the policy on sexual exploitation or sexual harassment will receive a recommended sanction ranging from warning to expulsion, depending on the severity of the incident, and taking into account any previous campus conduct code violations.

Examples

1. Amanda and Bill meet at a party. They spend the evening dancing and getting to know each other. Bill convinces Amanda to come up to his room. From 11:00 p.m. until 3:00 a.m., Bill uses every line he can think of to convince Amanda to have sex with him but she adamantly refuses. He keeps at her, and begins to question her religious convictions, and accuses her of being “a prude.” Finally, it seems to Bill that her resolve is weakening, and he convinces her to give him a “hand job” (hand to genital contact). Amanda would never had done it but for Bill’s incessant advances. He feels that he successfully seduced her, and that she wanted to do it all along, but was playing shy and hard to get. Why else would she have come up to his room alone after the party? If she really didn’t want it, she could have left. **Bill is responsible for violating the College’s Non-Consensual or Forced Sexual Contact policy. It is likely that a College hearing would find that the degree and duration of the pressure Bill applied to Amanda are unreasonable. Bill coerced Amanda into performing unwanted sexual touching upon him. Where sexual activity is coerced, it is forced. Consent is not effective when forced. Sex without effective consent is sexual misconduct.**
2. Jiang is a junior at the College. Beth is a sophomore. Jiang comes to Beth’s dorm room with some mutual friends to watch a movie. Jiang and Beth, who have never met before, are attracted to each other. After the movie, everyone leaves, and Jiang and Beth are alone. They hit it off, and are soon becoming more intimate. They start to make out. Jiang verbally expresses his desire to have sex with Beth. Beth, who was abused by a baby-sitter when she was five, and has not had any sexual relations since, is shocked at how quickly things are progressing. As Jiang takes her by the wrist over to the bed, lays her down, undresses her, and begins to have intercourse with her, Beth has a severe flashback to her childhood trauma. She wants to tell Jiang to stop, but cannot. Beth is stiff and unresponsive during the intercourse. Is this a policy violation?

Jiang would be held responsible in this scenario for Non Consensual Sexual Intercourse. It is the duty of the sexual initiator, Jiang, to make sure that he has mutually understandable consent to engage in sex. Though consent need not be verbal, it is the clearest form of consent. Here, Jiang had no verbal or non-verbal mutually understandable indication from Beth that she consented to sexual intercourse. Of course, wherever possible, students should attempt to be as clear as possible as to whether or not sexual contact is desired, but students must be aware that for psychological reasons, or because of alcohol or drug use, one's partner may not be in a position to provide as clear an indication as the policy requires. As the policy makes clear, consent must be actively, not passively, given.

3. Kevin and Amy are at a party. Kevin is not sure how much Amy has been drinking, but he is pretty sure it's a lot. After the party, he walks Amy to her room, and Amy comes on to Kevin, initiating sexual activity. Kevin asks her if she is really up to this, and Amy say yes. Clothes go flying, and they end up in Amy's bed. Suddenly, Amy runs for the bathroom. When she returns, her face is pale, and Kevin thinks she may have thrown up. Amy gets back into bed, and they begin to have sexual intercourse. Kevin is having a good time, though he can't help but notice that Amy seems pretty groggy and passive, and he thinks Amy may have even passed out briefly during the sex, but he does not let that stop him. When Kevin runs into Amy the next day, he thanks her for the wild night. Amy remembers nothing, and decides to make a complaint to the Dean. **This is a violation of the Non-Consensual Sexual Intercourse Policy. Kevin should have known that Amy was incapable of making a rational, reasonable decision about sex. Even if Amy seemed to consent, Kevin was well aware that Amy had consumed a large amount of alcohol and Kevin thought Amy was physically ill, and that she passed out during sex. Kevin should be held accountable for taking advantage of Amy in her condition. This is not the level of respectful conduct expected of student.**

Other Misconduct Offenses (Will fall under Title IX when Gender-Based)

1. Threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of any person;
2. Discrimination, defined as actions that deprive other members of the community of educational or employment access, benefits or opportunities on the basis of gender;
3. Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another;
4. Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the College community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity (as defined further in the Hazing Policy);
5. Bullying, defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally (that is not speech or conduct otherwise protected by the 1st Amendment).
6. Violence between those in an intimate relationship to each other;

7. Stalking, defined as repetitive and/or menacing pursuit, following, harassment and/or interference with the peace and/or safety of a member of the community; or the safety of any of the immediate family of members of the community.

Confidentiality, Privacy and Reporting Policy

Institutions must clearly articulate who are “responsible employees” under Title IX for purposes of initiating notice and/or investigation, and those who have more discretion on how they act in response to notice of gender-based discrimination. Different people on campus have different reporting responsibilities and different abilities to maintain confidentiality, depending on their roles at the College and upon College policy.

When consulting campus resources, all parties should be aware of confidentiality, privacy and mandatory reporting in order to make informed choices. On campus, some resources can offer you confidentiality, sharing options and advice without any obligation to tell anyone unless you want them to. Other resources are expressly there for you to report crimes and policy violations and they will take action when you report your victimization to them. Most resources on campus fall in the middle of these two extremes. Neither the College nor the law requires them to divulge private information that is shared with them except in certain circumstances, some of which are described below. A victim may seek assistance from these College officials without starting a formal process that is beyond the victim’s control, or violates her/his privacy.

To Report Confidentially

If one desires that details of the incident be kept confidential, they should speak with on-campus mental health counselors, campus health service providers or off-campus rape crisis resources who can maintain confidentiality. East Texas Crisis Center counselors are available to help you free of charge, and can be seen on an emergency basis. In addition, you may speak on and off-campus with members of the clergy and chaplains, who will also keep reports made to them confidential.

Reporting to those who can maintain the privacy of what you share

You can seek advice from certain resources that are not required to tell anyone else your private, personally identifiable information unless there is cause for fear for your safety, or the safety of others. These are individuals who the College has not specifically designated as “responsible employees” for purposes of putting the College on notice and for whom mandatory reporting is required, other than in the stated limited circumstances. These resources include those without supervisory responsibility or remedial authority to address sexual misconduct, such as RAs, faculty members, advisors to student organizations, career services staff, admissions officers, student activities personnel, and many others. If you are unsure of someone’s duties and ability to maintain your privacy, ask them before you talk to them. They will be able to tell you, and help you make decisions about who can help you best.

Some of these resources, such as RAs, are instructed to share incident reports with their supervisors, but they will not share any personally identifiable information about your report unless you give permission, except in the rare event that the incident reveals a need to protect you or other members of the community. If you’re personally identifiable information is shared,

it will only be shared as necessary with as few people as possible, and all efforts will be made to protect your privacy.

Non-confidential Reporting Options

You are encouraged to speak to officials of the institution to make formal reports of incidents (deans, vice presidents, or other administrators with supervisory responsibilities, campus security, and human resources). The College considers these people to be “responsible employees.” Notice to them is official notice to the institution. You have the right and can expect to have incidents of sexual misconduct to be taken seriously by the institution when formally reported, and to have those incidents investigated and properly resolved through administrative procedures. Formal reporting means that only people who need to know will be told and information will be shared only as necessary with investigators, witnesses, and the accused individual.

Federal Statistical Reporting Obligations

Certain campus officials have a duty to report sexual misconduct for federal statistical reporting purposes (Clery Act). All personally identifiable information is kept confidential, but statistical information must be passed along to campus law enforcement regarding the type of incident and its general location (on or off-campus, in the surrounding area, but no addresses are given) for publication in the annual Campus Security Report. This report helps to provide the community with a clear picture of the extent and nature of campus crime, to ensure greater community safety. Mandated federal reporters include: student/conduct affairs, campus law enforcement, local police, coaches, athletic directors, residence life staff, student activities staff, human resources staff, advisors to student organizations and any other official with significant responsibility for student and campus activities. The information to be shared includes the date, the location of the incident (using Clery location categories) and the Clery crime category. This reporting protects the identity of the victim and may be done anonymously.

Federal Timely Warning Reporting Obligations

Victims of sexual misconduct should also be aware that College administrators must issue immediate timely warnings for incidents reported to them that are confirmed to pose a substantial threat of bodily harm or danger to members of the campus community. The College will make every effort to ensure that a victim’s name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger. The reports for timely warning purposes are exactly the same as detailed at the end of the above paragraph.

JARVIS CHRISTIAN COLLEGE MISSING STUDENT POLICY

Purpose

The purpose of this policy is to establish procedures for the College’s response to reports of missing students, as required by the Higher Education Opportunity Act.

A student will be considered missing, if a roommate, classmate, faculty member, family member, or other campus person has not seen the person in a reasonable amount of time. A reasonable amount of time may vary with the day and information available regarding the missing person’s daily schedule, habits, punctuality, and reliability. Individuals will also be considered missing

immediately, if their absence has occurred under circumstances that are suspicious or cause concerns for their safety.

Missing Student Policy and Procedure

At the beginning of each academic year, Jarvis Christian College will inform students residing in on-campus housing that Jarvis will notify either a parent or individuals selected by the student not later than 24 hours after the time the student is determined to be missing. This information will include the following:

- *Students age 18 and older and emancipated minors* – Students will be given the opportunity during each semester registration process to designate an individual or individuals to be contacted by the College “in case of emergency.” In the event a student is reported missing, College personnel will attempt to contact his/her emergency designee no more than 24 hours after the time that the student is determined to be missing in accordance with the procedures set forth below. An emergency contact designee will remain in effect until changed or revoked by the student.
- *Students under the age of 18* – In the event a student who is not emancipated, is determined to be missing pursuant to the procedures set forth below, the College is required to notify a custodial parent or guardian no more than 24 hours after the student is determined to be missing in accordance with the procedures set forth below.

Official notification procedures for missing persons

- Any individual on campus who has information that a residential student may be a missing person must contact a member of the residence hall staff within that student’s residence hall as soon as possible. Residence hall staff will then notify Campus Security. Note: If a commuter student is believed missing, the reporting person should immediately notify local law enforcement authorities. The campus safety office will assist outside agencies with these investigations as requested.
- Residence life staff and the campus security officer will gather information about the residential student from the reporting person and from the student’s acquaintances (description, clothes last worn, where student might be, who student might be with, vehicle description, information about the physical and mental wellbeing of the student, an up-to-date photograph, class schedule, etc.) Appropriate campus staff will be notified to aid in the search for the student.
- If the above actions are unsuccessful in locating the student within four hours of the report or it is apparent immediately that the student is a missing person (e.g., witnessed abduction), the campus security officer will contact the Hawkins Police Department to report the student as a missing person and the local law enforcement agency will take over the investigation.
- No later than 24 hours after determining that a residential student is missing, the Vice President for Student Services and/or designee will notify the emergency contact (for

students 18 and older) or the parent/guardian (for students under the age of 18) that the student is believed to be missing.

Campus communication about missing students

In all cases of a missing student, the law enforcement agency conducting the investigation will provide information to the media that is designed to obtain public assistance in the search for any missing student. The Director of Public Information or designee is available to provide consultation on communication with the investigating law enforcement agency. Any media requests to the College will be directed to the Director of Public Information.

STUDENT DEATH RESPONSE POLICY

The policy is to assist those dealing with the crisis to respond appropriately in a timely manner; provide coordination with external individuals and agencies; provide communication within the College community; assist with the post-crisis support and resolution; and provide an empathetic and caring voice from the College to family and friends of the deceased.

Procedures

When a student death occurs on campus, the first responder will contact the Campus Security. Campus Security officers will respond and be in charge of the scene of the incident until all appropriate actions have been taken. A ranking College official will be available, as appropriate. At the first opportunity, Campus Security will contact the Vice President for Student Services. The Vice President for Student Services will contact appropriate staff members and coordinate their efforts. If the student was a resident of campus housing, the Vice President for Student Services will contact residential housing staff.

Anyone who is aware of the death of a student which has occurred off-campus will contact the Vice President for Student Services with the information. The Vice President for Student Services will contact the President of the student's death. The Office of Public Information will coordinate with the media. The Vice President for Student Services will notify, via email, the deceased student's instructors and campus employer of the death.

It is the Coroner's responsibility to notify the family in consultation with the Chief of Police. Only then will the Vice President for the Student Services contact a member of the deceased student's family. The Vice President for Student Services will serve as the primary campus contact for the family of the deceased student and will meet with family members should they decide to come to campus. When appropriate, the Vice President for Student Services will assist the deceased student's family in making arrangements to come to campus, reserve local housing, and other assistance as needed.

The Vice President for Student Services will provide information to the Office of the President, who will then write a letter of condolence from the President and the College Community to the family of the deceased student, as appropriate. Next upon being notified by the Vice President for Student Services, the Registrar will close the student's academic record. Before closing, the Registrar will forward the name and address of the next of kin to the Vice President for Student Services.

The Vice President for Student Services will request a copy of the Death Certificate from the family or some verification of the student's death. Copies of the death verification will be distributed to the Director of Financial Aid and/or other appropriate offices, when such verification is required; and the Vice President for Student Services will retain a copy. Federal Health and Human Services Regulations and NACUBO Guidelines require the Death Certificate, if student is receiving financial aid.

Upon being notified by the Vice President for Student Services, the Director of Financial Aid will finalize any remaining wage payments and close any employment records. The deceased student's financial aid situation will also be reviewed and the proper steps taken so that any federal student loans can be forgiven.

Upon being notified by the Vice President for Student Services, the Director of Library will determine if the deceased student had library materials checked out of the library. If the deceased student did have materials check out of the library, the Vice President for Student Services will inform the family.

When appropriate, the Vice President for Student Services will ensure that the families of any students with the same full name as the deceased student will be notified that their student was not the student involved. Then the Vice President for Student Services will inform the Residence Hall Managers and the Student Government Association (SGA) leadership of the death of any student who was an on-campus resident.

The Residence Hall Managers will facilitate the return to the family of any of the deceased student's property which may have been in the Residence Hall. Upon being notified by the Vice President for Student Services, the Business Office will process any allowable refund of tuition and fees. Generally, the student is withdrawn from all course work registered for in that semester and provided full tuition and fees refunds. The refund check is made payable to the student's estate and mailed separate from the College's condolence letter.

At a time after the death of a student, a meeting may be called by the Vice President for Student Services to ensure that all appropriate measures have been taken in response to the student's death. This meeting will include the following: Residence Hall Managers, Campus Security, Registrar, Business Office staff member, Director of Financial Aid, Director of Religious Life, Director of Library, and SGA President.

Emergency Management Plan

The Jarvis Christian College Emergency Management Plan has been developed to provide guidance to college officials in mobilizing an effective, efficient and timely response to crisis situations that may occur. All members of the College community should be familiar with it – an effective response depends on having an informed campus community familiar with expectations and procedures for crisis preparedness and response.

The plan is to be implemented in the event of a major emergency or disaster as declared by the President of the College.

The purposes of this Plan are:

- To protect the lives and property of the Jarvis Christian College community during emergencies.
- To preserve the orderly functioning of the College community during emergencies.
- To establish clear lines of authority and communication among College departments and with external constituencies during an emergency.
- To coordinate decision making and effective use of available manpower and resources in the event of an emergency.
- To identify the College's role in coordinating emergency operations with outside agencies.

Events which adversely affect the normal operations of the College are inevitable. In all emergency situations, the highest priority is given to the safety and security of the members of the College community. Although the protection of the College's buildings and property is an important consideration, the College's commitment is to first provide for the well-being of our students and employees.

EMERGENCY RESPONSE PLAN MISSION STATEMENT

To the maximum extent possible, Jarvis Christian College is dedicated to providing a safe and secure environment through the development and implementation of a comprehensive Emergency Response Plan. Preparedness information will be available and disseminated to ensure the entire College community will be armed with knowledge needed to respond appropriately. Campus Security will work cooperatively with all members of the Campus community to achieve these goals.

TYPES OF EMERGENCIES

The Jarvis Christian College community may face many types of emergencies, including the following, but not limited to:

Active Shooter

Bomb Threat

Death of a Student

Natural Disaster

Hazardous Material Incident

Hostage Situation

Student Protests

Loss of Dining Facility

Residence Hall Destroyed by Fire

Tornado

Loss of Power/Utilities

Widespread Illness

INITIAL EMERGENCY RESPONSE NOTIFICATION

Individuals witnessing or involved with an emergency situation at Jarvis Christian College can notify Campus Security by dialing (903)730-4890 ext. 2775.

Upon receiving a report of an emergency, the Director of Campus Safety or designee, will make an initial judgment as to the level of response required and will communicate with all appropriate personnel.

If the situation is labeled as a non-containment emergency, the Campus Security will contact appropriate outside emergency agencies prior to contacting administrative personnel. If an emergency situation begins to escalate, appropriate institutional administrative personnel will be notified and necessary action will be initiated to respond to conditions as they unfold. Once outside emergency agencies arrive on the scene, i.e., fire department, law enforcement, etc. the heads of these agencies will assume coordinated command of the scene.

EMERGENCY PREPAREDNESS: EQUIPMENT AND TESTING

Jarvis Christian College emergency equipment should be checked and tested regularly as follows:

Fire alarms in on-campus residences are tested at least two times per semester. Note: These are full fire drills with complete evacuations; response and evacuations are both timed and recorded.

Fire alarms in all non-residential buildings are tested at least once a semester.

Outside lighting is checked, at a minimum of once a week.

A Fire Safety "walk-through" is conducted in the residence hall randomly throughout the academic year. This program is conducted through the Director of Residence Life.

Residential Managers perform safety checks on other items such as lighted exit signs, daily as a part of routine patrols. Any malfunction of, or damage to this equipment is noted, logged and forwarded to the maintenance/facilities services department. Follow-up on repairs is essential.

Campus Emergency Response Team (CERT)

The Campus Emergency Response Team (CERT) is a College -wide committee consisting of representatives from several departments at Jarvis Christian College. The committee's mission is to collaborate on emergency management strategies and initiatives designed to enhance preparedness and improve the College's ability to respond to all threats. This committee will analyze emergency management initiatives and evaluate their effectiveness for emergency preparedness, response, recovery, and mitigation at Jarvis Christian College. The (CERT) committee will consist of:

President's Successive Designees for Determination of College Emergency:

- Vice President of Student Services
- Provost/ Vice President of Academic Affairs
- Vice President of Finance Administration
- Public Relations
- Jarvis Campus Security
- Jarvis Christian College Building Supervisors
- Director of Food Services

General Duties of the Campus Emergency Response Team:

A. Emergency Director – President of College or designee

- The president or designee is responsible for the overall direction of the College's response to disasters.
- The president works with CERT and others in assessing the emergency and preparing the College's specific response.
- The president declares and ends the campus state of emergency when appropriate.

B. Emergency Coordinator – Vice President of Student Services

- The coordinator is responsible for the overall coordination of the College emergency response.
- The coordinator initiates immediate contact with the president and college administrators and makes an assessment of the condition of the College.
- The coordinator notifies the members of CERT, advises the nature and scope of the emergency.
- The coordinator ensures that appropriate notification is made to off-campus staff as necessary.

- The coordinator performs other related duties as directed by the nature and scope of the disaster.
- C. Damage Control – Vice President of Finance Administration**
- Provides equipment and personnel, performs shutdown procedures, hazardous area control, barricades, damage assessment, debris clearance, emergency repairs and equipment protection.
 - Provides vehicles, equipment and operators for movement of personnel and supplies, assigns vehicles as required to the CERT for emergency use.
 - Obtains the assistance of utility companies as required for emergency operations.
 - Furnished emergency power and lighting systems such as generators as might be required.
 - Surveys habitable space and relocates essential services and functions.
 - Provides facilities for emergency generator fuel during actual emergency or disaster periods.
 - Provides for storage of vital records at an alternate site, coordinates with building and area coordinators for liaison and necessary support.
- D. Campus Public Safety – Jarvis Campus Security**
- Assists in maintaining the Emergency Command Center in a state of constant readiness.
 - Notifies and utilizes police, public safety and, if necessary, student aides in order to maintain safety and order.
 - Monitors campus emergency warning and evacuation systems.
 - Takes immediate and appropriate action to protect lives, property and to safeguard records as necessary.
 - Obtains assistance from the city, county and federal government for radiological monitoring and first aid that might be required.
 - Provides traffic control, access control, perimeter and internal security patrols and fire prevention services as needed.
 - Provides and equips an alternate site for an Emergency Command Post.
 - Maintains liaison with the Vice President for Finance and Administration.
 - Notifies and contacts appropriate outside organizations such as fire, police, emergency management services, etc.
- E. Public Information – Director of Public Relations**
- Establishes liaison with the news media for dissemination of information as requested by the President or the Vice President for Institutional Advancement and Development.
 - Establishes liaison with local radio and TV stations for the public announcements
 - Advises the President or designee of all news concerning the extent of disaster affecting the campus.
 - Prepares new releases for approval and releases to media concerning the emergency.
- F. Food Services – Director of Food Services**
- Will provide food services for any relocates.
 - Work with the Director of Residential Life in setting up alternative server areas if present areas are affected.
 - Will take necessary action should the ability to store food safely be adversely affected for a long period of time.

DIRECTOR OF CAMPUS SAFETY

This person will be responsible for assessing the severity of the emergency and for assisting in coordinating the efforts of outside agencies. The Director of Campus Safety will also assist emergency agencies in the communication of instructions to the community.

College Communications is a vital aspect of this plan. During any emergency situation, the Director of Public Relations and the Vice President of Student Services must work in close coordination to assure appropriate release of information. Other duties may consist of but are not limited to:

- Insure that all appropriate personnel have been notified per emergency notification procedure.
- Assure that the scene has been secured, if appropriate ER agency is not yet on scene.
- Confer with Director of Residential Life on possible relocation needs if housing areas affected.
- Appoint designee to meet and coordinate with responding outside emergency agencies.

DIRECTOR OF FACILITIES SERVICES:

The Director of Facilities will be notified when any area of the Jarvis Christian College Facilities is involved in the emergency. It will be the responsibility of The Director of Facilities to assist outside agencies with such items as floor plans, blue prints, and any other information needed regarding the Facility Services that may be required to assist. Other duties may consist of but are not limited to:

- Work with the Director of Residential Life in establishing relocation facilities.
- Work on the After Disaster Plan to assess damages and identify recovery needs.
- Will assist in possible evacuations.

THE DEAN OF STUDENT LIFE/ DIRECTOR OF RESIDENCE LIFE:

This office will be notified whenever a student is ill or injured, and requires professional medical care either at the scene or when transferred to the hospital. Also included in this office's responsibilities will be the availability of professional counselors when needed. These counselors will be available for Critical Incident Debriefing involving college personnel and students, as needed. Other duties may consist of but are not limited to:

- With consultation from the President or Provost, the ability to locate alternative housing for relocates, if necessary.
- Work with food services to insure students and emergency responders have proper meal service.
- Assist Student Health Services in establishing after care counseling if needed.
- Maintain a roster of housing assignments and assist with census to ensure students are accounted for, especially in a situation where an evacuation is initiated.

DEFINITIONS OF EMERGENCIES

The following definitions of an emergency are provided as guidelines to determine the appropriate response:

MINOR EMERGENCY (Level III): Any incident, which will not seriously affect the overall functional capacity of the college, such as minor water damage to a building basement. These types of incidents are normally handled by College resources and don't require the activation of the Emergency Response Plan.

MAJOR EMERGENCY (Level II): Any incident that affects an entire building or buildings, and which will disrupt the overall operations of the College. Examples might be a building fire or HAZMAT spill. Outside emergency services will probably be required, as well as major efforts from campus support services. Major policy considerations and decisions will usually be required from the College Administration during times of crisis. The Emergency Response Plan may be activated by the President.

DISASTER (Level I): Any event or occurrence which has taken place and has seriously impaired or halted the operations of the college. In some cases, mass casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency services will be essential. In all cases of disaster, the Emergency Response Plan will be activated.

DECLARING A CAMPUS STATE OF EMERGENCY

The authority to declare a campus state of emergency rests with the President of the College or in his designee.

During a State of Emergency Jarvis Christian College, with the President or Provost's authorization, shall place into immediate effect the appropriate procedures necessary to meet the emergency and to the extent possible safeguard persons and property. **The Director of Campus Safety or his/her designee shall immediately consult with the President or Provost regarding the situation and the possible need for the declaration of a campus state of emergency.** The Director of Public Relations is responsible for the release of all information outside of the campus.

When the declaration is made, only students, members of the administration, faculty and staff and emergency personnel are authorized to be on campus. Those who cannot provide proper identification proving their legitimate business on campus will be asked to vacate the premises.

Only those members of the administration, faculty and staff who have been assigned emergency response responsibilities by **the President** – will be allowed to enter the designated emergency area.

In the event of fire, flooding, storms, or other major disasters on or near the campus, or involving college property, Campus Security will be dispatched to provide an initial report of damage to any college property.

Campus Security will provide notification of the emergency situation to all appropriate college administrators.

EMERGENCY LEVEL DEFINITIONS

LEVEL I EMERGENCY

DEFINITION: An unplanned event that may adversely impact or threaten life, health or property on a large scale at one or more locations within the Jarvis Christian College campus. Control of the incident will require outside resources in order to maintain the situation.

EXAMPLES: Major fire in an on-campus residence effecting over 20% of the building, water main break affecting the entire residential building, loss of heat or power to multiple buildings, a chemical release causing the evacuation of one or more buildings.

LEVEL II EMERGENCY

DEFINITION: An unplanned event that may adversely impact or threaten life, health or college property within a single area. Control of the incident is beyond the capabilities of employees. Outside agency assistance is necessary.

EXAMPLES: Residence room fire, water main break involving most of a building or one, which threatens critical services, an odor requiring evacuation, loss of heat or power to a building.

LEVEL III EMERGENCY

DEFINITION: An unplanned event that is not likely to adversely impact or threaten life, health or property. Control of the incident is within the capabilities of College employees and the duration of the incident is short term.

EXAMPLES: Automatic fire alarm, localized water pipe break affecting a portion of a building, a localized undetermined odor problem, inclement weather, missing student, medical/illness outbreak.

Emergency Command Center

The Fellowship Hall of the Smith-Howard Chapel will serve as the primary Emergency Command Center. Should the telephone system fail, the Emergency Command Center is the location where runners should be sent with information and requests for assistance. The CERT meeting place will also be in the Emergency Command Center.

In case of severe inclement weather conditions, specific areas of temporary retreat are designated for each campus building.

College Notification System

The College has implemented two mass notification systems as the primary means to alert the college community of emergency situations: The Vice President for Student Services send alerts through Telecommunications and/or Communications by dialing 500. The President of the College will be notified.

The Information Technology Department will also send emergency notification alerts via Jarvis Christian College email and SMS messages that are on file within our Jenzabar system.

NOTE: In an emergency, in which campus security cannot be reached, call 911. When calling, stay calm and carefully explain the problem and location to the Campus. Do not hang up until told to do so. Keep others calm.

Anticipated Risk and Crisis Assessment

It is the responsibility of the CERT to identify, assess and as needed, conduct pre-emptive intervention strategies against risks that have the potential of adversely affecting the members of the College community. Such risks include the forecasting of severe weather conditions, the presence of controversial or high profile presenters, or visitors to campus, societal unrest in the community, major increases in local crime, city-wide health risks, or major utilities or communication failures.

Periodic Evaluation, Planning and Training

The members of the CERT and designated auxiliary members should meet at least once in the fall and spring semester to:

- Review and revise the document
- Assess and discuss situations that may have occurred at other educational institutions and consider actions that the College would have taken.
- The CERT should also meet immediately following any emergency to review its performance and consider strategies for improvement
- This Emergency Management Plan is to become part of the Campus Safety and Emergency Management System. All security officers are to be trained in its usage. Each member of the president's cabinet is to retain a copy of the plan and should familiarize themselves with the contents.

Campus-based Sources of Assistance during Emergencies

- Campus Security – If dialing from on campus, the number is extension 2775. Campus security officers are on duty 24 hours a day.
- Maintenance Operations – After 5:00 p.m., please contact campus security at extension 2775. Skilled workers are available from the Office of Physical Plant always during normal working hours and as notified during an emergency to aid in the areas of utilities, equipment and transportation.
- Business Office – Emergency procurement of materials and services can be arranged in direct support of any contingency.
- Receiving –The Central Emergency Command center will serve as a receiving point.

- Emergency Shutdown Procedures – In the event of a natural disaster that causes major structural damage, it is advisable to turn off hazardous utilities such as electricity and natural gas.

EVACUATION INFORMATION

Situations requiring evacuation could include but are not limited to the following:

Natural gas leak - Flammable liquid spill/and or release - Active shooter

Bomb threat - Hostage situation - Hazardous chemical spill/and or release

Tornadoes - Flooding

In the event of a fire alarm, Jarvis Campus Security is to report to the location of the alarm to lead the evacuation effort. In the event of fire, elevators are not to be used.

Campus Buildings:

Building	Extension/ Phone Number
Alumni Heritage House	2775
Barton-Zeppa Maintenance Building	3102 or 3110
Charles A. Meyer Science and Mathematics Center	2101
Charles and Sarah Berry Student/ Parent Housing Complex	2252
Emma B. Smith Administration Building	2451 or 2701
E. W. Rand Health Center	2520 or 2521
Faculty/ Staff Apartments	2704
Ida VanZandt Student Center	2252
Men’s Residential Halls	2252
Olin Library and Communications Center	2171 or 2173
President Residence	2775
Women Residential Halls	2252
Community and Technology Building	3600
Ronald Hays Student Affairs Center	2252
Security Information Center	903-730-4890 ext. 2775

- G.** If the emergency occurs during non-office hours, the individual(s) assuming the most responsibility will be in the following descending order:
- A member of the President’s Administrative Cabinet
 - Chief of Security
 - Director of Residential Life
 - The highest ranking official from the Campus Security Team

- H. The first member of the Campus Emergency Response Team (CERT) to arrive on the campus assumes responsibility for directing activities after reporting to the Security Supervisor on duty until the President or designee or senior officer arrives. Alternates or staff of other senior officers will report to the CERT member and/or senior officer on the scene. Once notification of the President or designee has occurred, full responsibility for directing College efforts rests with the President or designee and the CERT

RELOCATION/EVACUATION OPERATING PROCEDURES FOR RESIDENCE HALL

The following represents a general strategy to be employed in the event a student residence hall becomes uninhabitable due to events such as fire, flood, contamination or loss of critical services. The type of response will be determined by the extent of the emergency.

EVACUATION PROCEDURES

Units first on the scene must decide whether immediate evacuation is necessary or not. This decision can be made independently, or in consultation with other college administrators. Immediately designate the area to be evacuated. The evacuation will require a door-to-door check of the facility. **IMPORTANT NOTE:** If a working fire, smoke or other evidence of combustion is present, under no circumstances will anyone except fire service personnel equipped with self-contained breathing apparatus (SCBA) enter any structure. Should any occupant refuse to evacuate, continue the evacuation and time permitting return to the refusal site, obtain name and advise disciplinary action will be taken. Move all evacuees to a staging area, and begin a census, to establish that the evacuation is complete.

NOTE: It is standard policy that a general evacuation takes place in each event of a fire alarm.

EVACUATION OF THE PHYSICALLY CHALLENGED

In the event that physically challenged individuals are involved in an evacuation effort, the Campus Security Officers at the scene will make every attempt to lead them to safety. As a precaution, wheel chair users are housed on the ground level floor.

SHORT TERM EVACUATIONS

Students are moved to the nearest safe designated assembly area.

Auxiliary support services are employed (emergency food, showers, medical or disability related needs are arranged as needed with other campus services.)

MEDIUM TERM EVACUATIONS

Students are assigned to other college public area spaces that can be satisfactorily arranged.

Students are assigned to vacant spaces in an unaffected housing area.

Students are evacuated to local hotels.

LONG TERM EVACUATIONS

Evacuations are only initiated when a substantial portion of the college isn't assessable.

In the event that the college classes remain in sessions and a significant portion of the residence facilities are inaccessible, arrangements will be made with local hotels or motels for student housing.

EVACUATIONS TO OFF-CAMPUS FACILITIES

In most cases evacuees, will be relocated to another shelter on campus, if necessary, evacuees will be transported off campus by private vehicle.

Important: After an evacuation, all persons are to report to their designated area assembly point. Stay in that area until an accurate head count is taken. The Building Coordinators will call the names of all persons in their areas and assist in accounting for all building occupants. No one will be allowed to re-enter an evacuated area until the all clear signal is given or when permitted by the proper authorized officials such as the fire official, police officer or campus security personnel.

TYPES OF EMERGENCIES

NATURAL:

SEVERE WEATHER (Tornadoes, Thunderstorms/Hail). Tornadoes are the most violent weather systems on earth. The potential for large losses of life and property, coupled with extremely vulnerable populations at outdoor venues like baseball, softball, and soccer games, leads to its placement as the number one hazard facing the East Texas.

FLOODS. Flooding is the most common cause of weather-related deaths in Texas. Advanced weather prediction is not always accurate and extreme precipitation can develop without adequate warning. Flooding, especially flash flooding, can impact areas around the campus that are located above designated flood plains. The frequency of extreme weather events fluctuates from year to year.

WINTER STORMS. This area is much more likely to receive frozen precipitation in the form of ice rather than snow. Generally, these storms strike between late January through early March. The lack of equipment and the susceptibility of overhead power lines to damage from the weight of ice compound the difficulty of the situation.

EARTHQUAKE. Earthquakes have been felt in some parts of Texas in the past and remain a geological possibility. There is also some risk to people from earthquakes that may occur outside of Texas. Although earthquakes are not a likely event, they have the potential to cause extensive damage to un-reinforced buildings.

TECHNOLOGICAL:

Fire. Fire represents the most likely disaster to affect the College. Fire detection methods are excellent. Most buildings on the campus have detection systems as well as fire suppression systems.

Hazardous Materials Accidents could impact the College. Fuels and chemical spills are the most widespread materials likely to create problems. Chemicals used in science experiments, cleaning, and water treatment, are also sources of possible HAZMAT incidents along with the possibility of a criminal/terrorist utilizing various chemicals and/or substances to perpetrate a crime or attack.

Aircraft Crashes can happen anywhere in the country. Small private planes and large commercial aircraft are common in air space over this area seeing that we are centered between Shreveport and Dallas-Fort Worth main airports. A commercial airliner crash remains a potential threat for creating mass casualties.

MAN-MADE:

CIVIL DISORDER: Planned or unplanned demonstrations may become large and uncontrollable. In some cases, participants could get violent causing the destruction of property and injury or even death to themselves or observers.

ADDENDUMS

These Addendums outline duties and responsibilities for specific college departments. Not all departments will be asked to provide assistance for all campus emergencies. However, each department is expected to maintain internal written procedures, which will allow it to respond to an emergency when necessary.

ADDENDUM A - ATHLETIC DEPARTMENT

If deemed appropriate by emergency personnel, the Director of Athletics or designee will report to the Athletic building.

Training room facilities may be made available as emergency rooms for the treatment of minor injuries.

The Director of Athletics or designee will alert all trainers to be on standby should their assistance be needed.

The Athletic Department will maintain a sufficient supply of emergency medical supplies and bandages to provide emergency first aid.

Authorization for the use of athletic training rooms and trainers for emergency treatment will be made by the

Director of Athletics and coordinated with the Director of Student Health Services.

ADDENDUM B - FOOD SERVICES

Upon alert, food service managers and supervisors should report to their respective operations and await instructions from the Director of Food Services.

The Director of Food Services will be responsible for having at least the following food items on hand, in sufficient quantities to provide at least two daily meals daily to persons on campus during the emergency:

Instant coffee – Cookies - Instant tea - Canned soup - Assorted Condiments - Canned meats
Powdered non-dairy products - Sliced cheese - Plastic flatware - Canned vegetables
Paper cups - Canned fruits - Paper plates and napkins - Distilled water - Individual packs of crackers

The delivery of food items to remote sites will be coordinated with the Dean of Students and the Director of Residential Life.

ADDENDUM C - STUDENT HEALTH SERVICES

Upon declaration of an alert, the DEAN OF STUDENT LIFE/DIRECTOR OF RESIDENCE LIFE will ensure that Health Services staff is available to provide emergency medical treatment. The Student Health Services commitment would not normally include the administration of first aid at locations other than the Health Center. However, a medical professional should be available for calls to the site of a severe injury or a group of casualties.

Should it be necessary to utilize the training rooms at the Athletic Facility for first aid assistance, the Director of Student Health will coordinate treatment and make every attempt to provide medical staff.

Mass casualties resulting from a major catastrophe may preclude effective medical assistance and triage at the site of the catastrophe. In such event, the Director of Student Health will assist in coordinating efforts with outside medical support organizations and prepare to receive casualties.

The Director of Student Health has the authority to request assistance from outside medical facilities. Should this become necessary, the Director should advise Campus Security to assist in the coordination.

ADDENDUM D – HOUSING

The Dean of Students/Director of Residence Life or his/her designee will be present on campus.

The Dean of Students/Director of Residence Life will ensure the presence on campus of such personnel under their supervision as the emergency may warrant, or will ensure that necessary help is available when required.

Prior to the designation of an alert, the Department of Residence Life will ensure those individuals residing in residence halls and apartments are familiar with appropriate emergency actions to take should such an alert be necessary.

Upon notification of an alert, Department of Residence Life personnel will make every effort to have Residence Hall and apartment occupants who live within the Hawkins, Tyler, Big Sandy, Gilmore, Longview, Lindale, Mineola, and Gladewater area leave the campus and proceed to their homes for the duration of the alert.

The relocation and evacuation plans of Residence Halls and the Student Apartments will be coordinated with Campus Security to ensure the security of personal effects left in the facilities. Residence Hall Assistants should be directed to obtain names of all individuals at evacuation sites during the alert and provide this list to the Campus Security and appropriate administrators.

ADDENDUM E - HUMAN RESOURCES

Upon notification of an alert during operational hours, the Vice President for Business and Finance Administration and the Director of Human Resources will ensure that appropriate individuals are available to assist in necessary personnel activities. If required, the Director of Human Resources will coordinate with the Vice President for Business and Finance Administration, and the Office of the President, to facilitate the appropriate release of personnel from their workstations.

Should the alerted event pose a threat to personnel records in the College Human Resources Office, the Director of Human Resources should coordinate the removal of appropriate documents with the Director of Facilities Services. The Director of Human Resources and the Director of Facilities Services will designate an appropriate storage location at the time of the alert.

ADDENDUM F - FACILITIES SERVICES

Upon notification of an alert, the Director of Facilities Services will ensure that appropriate personnel are on campus and available to carry out the duties already designated in this operational plan.

The Facilities Services Department has one of the most responsible and visible functions during an alert. To facilitate their operation, the Director of Facilities Services Campus Security will work in close cooperation to make sure all operational aspects are accomplished.

Facilities Services personnel will ensure that operational vehicles and necessary emergency equipment assigned to their department are filled with gasoline and available for evacuation and the relocation of equipment on or off campus when necessary.

Director of Facilities Services will maintain updated internal written procedures to ensure that physical personnel can adequately respond to emergency situations.

ADDENDUM G – CAMPUS SECURITY DEPARTMENT

Upon declaration of an alert, the Campus Security will declare the Campus Security on alert status and all members of the department will be placed on standby status for emergency recall to duty.

If necessary, Officers will be divided into teams. Each team will be assigned to work twelve-hour shifts under the supervision of a shift supervisor.

Officers who are not on duty will remain available via telephone or may be required to remain on campus. If it appears that the emergency situation will be of a long duration, the Director of Campus Security will see that food and sleeping arrangements are made for all emergency personnel. Those officers who wish to remain during their off-duty time will be allowed to do so.

Specific details of the Campus Security operation during an emergency will be outlined in Campus Safety procedures.

Infrastructure Failures

Electrical Failures

- Turn off equipment to reduce the potential for damage caused by power surges.
- Evacuate laboratories because of the inability to operate fume hoods.

Plumbing Failures / Pipe Ruptures

- Buildings will need to be evacuated if water or sewage systems cannot be restored within a reasonable time.
- Turn off electrical equipment to minimize the potential for electrocutions and equipment damage.

Natural Gas Leaks

- Open windows, if possible, to increase ventilation and let gas escape.
- Turn off all possible ignition sources.
- Do not turn on lights or any electrical equipment.
- Do not use the phone for any other reasons
- Activate building alarms if you believe there is potential danger to building occupants.
- Do not start vehicles within areas of gas leaks.

Elevator Failures

- Persons trapped in elevators should use emergency telephones in elevators to call the Campus Security.

- Do not attempt to crawl through escape hatches or force elevator doors open. Only trained mechanics, elevator technicians, and fire/rescue personnel are permitted to conduct elevator rescues.

Hazardous Materials – HAZMAT

HAZMAT incidents may be:

- Indoor and outdoor fuel spills;
- Solvent or other chemical spills in shops;
- Chemical or biological spills in buildings and laboratories;
- Chemical odors in buildings;
- Natural gas smells and leaks; or
- Fires in laboratory or other facility involving highly toxic chemicals, infectious substances or radioactive materials.

If you witness a hazardous material spill, evacuate the spill site and warn others to stay away.

If you are the HAZMAT user:

- Leave the area of the spill first and go to a safe location nearby.
- Determine if you have the proper training and protective gear to clean up the spill.
- If you are able to clean up the spill, follow proper cleanup procedures and use proper personal protection.
- Manage the generated waste appropriately.
- Consult your supervisor as necessary.
- Isolate the spill area to keep everyone away and post signs as necessary.

Additional Actions for HAZMAT

1. Close all doors and windows to the outside.
2. If there is a chemical, biological or fire hazard, do not use elevators.
3. Turn off all machinery.
4. If in laboratories, reduce all operations to safe conditions as quickly as possible, pull down sashes on chemical fume hoods, and discontinue laboratory processes that may create hazards if chemical fume hoods, bio safety cabinets, or building ventilations systems were turned off.
5. Limit the use of telephones so that emergency communications will not be hindered by non-essential calls.
6. Do not go outside or attempt to drive unless you are specifically directed to evacuate.
7. Remain in place until college or emergency management officials tell you it is safe to leave

Bomb Threats

Upon Receiving a Bomb Threat by Phone:

1. Remain calm.
2. Listen carefully.
3. Do not interrupt the caller:
4. Try to keep the caller talking;
5. Keep the caller on the line as long as possible;
6. Do not anger the caller;
7. Write down exactly what the caller says.
8. Try to determine
 - a) Time device is set to detonate;
 - b) Device location;
 - c) Description of device;
 - d) Type of explosive utilized;
 - e) What will cause the device to detonate;
 - f) If the caller is responsible for placing the device;
 - g) Why the device was placed;
 - h) Name, address, and phone number of caller;
 - i) Organization represented by the caller;
 - j) Exact wording of threat;
 - k) Time and length of call and number call was made to;
 - l) Age, gender, and voice characteristics of caller; and
 - m) Background noises in the calls.
9. **Notify Campus Security – (903)730-4890 ext. 2775**
10. Do not erase threats if they are left on voice mail.
11. Notify your supervisor.
12. Meet and cooperate with responding Campus Security personnel.

Workplace Violence/Criminal Behavior

Workplace Violence

Individuals who become violent at work or threaten to become violent have usually displayed behaviors long before they take any action. Individuals prone to workplace violence may:

1. Be chronically disgruntled;
2. Be inflexible;
3. Cause trouble on the job;
4. Frequently changing jobs;
5. Be quick to perceive unfairness or malice in others;
6. Be unwilling to take responsibility for problems – it's always someone else's fault;
7. Often challenging management's requests, either passively or actively;
8. Have a deep sense of entitlement;
9. Have a past history of violent acts or threats;

10. Have complaints that often appear to be of a paranoid nature; i.e., blown out of proportion and taken personally, especially when action was not intended that way;
11. Have recently experienced stressful events;
12. Have access to weapons or fascinations with weapons (They will often mention this to others.);
13. Abuse alcohol or other substances;
14. If there have been allusions to violent acts committed by others and an expression of empathy with those who resort to violence.

On- the- Spot Managing of Violence

1. Remain calm.
2. To the extent that you can, try to continue to communicate with the individual calmly and confidently.
3. Call the Campus Security at EXT. 2775. If you cannot call, instruct others to call. Report your name and location and information on "who, what, where and when."
4. Do not physically attempt to get the suspects to leave. Do not touch them.
5. If violent behavior is occurring, escape, hide if not already seen, or cover up if injury is likely.
6. Make every possible effort to get others out of the immediate area.
7. Never attempt to disarm or accept weapons from suspects.
8. Don't argue, threaten, or block suspects' exit.

Criminal Behavior

Immediately call the Campus Security EXT. 2775 from any on-campus phone and be prepared to report information that may include:

1. Your name and present location;
2. Nature of incidents;
3. Locations of incidents;
4. Descriptions of persons involved;
5. Description of property involved; and
6. Where suspects were last seen and their direction of travel.

Active Shooter

In the event of an active shooter, quickly determine the most reasonable way to protect your own life. Active shooter situations are very unpredictable, evolve quickly, and are often over in 10 to 15 minutes. Before law enforcement arrives on the scene, faculty, staff, and students must be prepared both mentally and physically to deal with an active shooter incident.

I. Evacuate

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind

- Help others escape, if possible
- Keep your hands visible
- Follow the instructions of any Police/ Security Officer
- Generally, do not attempt to move wounded people
- Call Jarvis Campus Security or 911 when you are safe

II. Hide-Out (Shelter in Place)

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e. an office with a closed and locked door)
- Do not trap yourself or restrict your options for movement

To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture

If an active shooter is nearby:

- Lock the door
- Silence your cell phone
- Turn off any sources of noise (i.e. radios, televisions)
- Hide behind large items (i.e. cabinets, desks)
- Remain quiet

If evacuation and hiding out are not possible:

- Remain calm
- Dial 911, if possible, to alert law enforcement to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

Take Action Against the Active Shooter

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling and committing to your actions

Emergency Management for Athletic Events (Athletic Emergency Plan – AEP)

Emergency situations may arise at any time during events. Immediate action must be taken to provide the best possible care to the sport participants of emergency and/or life threatening conditions.

Jarvis Christian College has the responsibility to develop and emergency plan that may be implemented when necessary and to provide appropriate standards of emergency care to all

sporting participants. This system should involve proper coverage of sporting events, maintenance of appropriate emergency equipment and supplies, and utilization of appropriate emergency medical personnel.

Athletic Emergency Team Personnel

The first responder to an emergency is typically a member of the sports medicine staff, most commonly a certified athletic trainer. The first responder in some instances may be coach or other institutional personnel. An athletic emergency team may consist of a certified athletic trainer, student athletic trainers, coaches, managers, and possible bystanders.

Roles within the Athletic Emergency Management Team

Roles of these individuals within the Athletic Emergency Team may vary depending on various factors such as the number of members of the team, the athletic venue itself, or the preference of the head trainer. There are four basic roles within the emergency team:

1. Establish scene safety and immediate care of the athlete by the athletic trainer or physician
 - First establish safety of the scene and immediate care of the athlete. Acute care in an emergency should be provided by the most qualified individual on the scene. Individuals with lower credentials should yield to those with more appropriate training.
2. Activation of the Athletic Emergency Plan (AEP)
 - The Athletic Emergency Plan (AEP) activation, may be necessary in situations where emergency transportation is not already present at a sporting event. This should be done as soon as the situation is deemed an emergency or a life-threatening event. This is the most critical factor under emergency conditions. Activating the AEP may be done by anyone on the Athletic Emergency Team. However, the person chosen to make the call should calm under pressure and who communicates well over the telephone. This person should be familiar with the location and address of the sporting event.
3. Emergency equipment retrieval
 - Equipment retrieval may be done by anybody on the Athletic Emergency Management Team who is familiar with the types and location of the specific equipment needed. Student athletic trainers, managers, and coaches are good choices for this role.
4. Directions of emergency transportation to the scene
 - Making sure emergency transportation can be directed to the scene of the emergency is very essential. One member of the team should be responsible for meeting the emergency transportation personnel as they arrive at the site of the emergency. Depending on ease of access, this person should have keys to any locked gates or doors that may slow the arrival of medical personnel. A student athletic trainer, manager, or coach may be appropriate for this role.

Activating the Athletic Emergency Plan (AEP)

Making the call:

- Call 911 (if available)
- Notify campus police at (903)730-4890 ext. 2775
- Telephone numbers for local law enforcement, fire department, and ambulance service

Providing Information:

- Name, address, telephone number of caller
- Nature of emergency, whether medical or non-medical
- Number of athletes
- Condition of athlete(s)
- First aid treatment initiated by first responder
- Specific directions as needed to locate the emergency scene
- Other information as requested by dispatcher

When forming the emergency team, it is important to adapt the team to each situation or sport. It may also be advantageous to have more than one individual assigned to each role. This allows the emergency team to function even though certain members may not always be present.

Emergency Procedures

The following are guidelines for emergency situations at Jarvis Christian College

Injury Occurring During Practice/Game:

- The coach should send for the Certified Athletic Trainer. The coach should hold the athlete motionless until the athletic trainer arrives
- The coach should brief the athletic trainer on the mechanism of the injury, symptoms, and any other pertinent information
- The athletic trainer will conduct the evaluation and decide as to the disposition of the injury, and the appropriate course of action.
- If the situation is an emergency, the athletic trainer will activate the Athletic Emergency Plan (AEP)

If the Certified Athletic Trainer is Unavailable, the Following Procedures Should be followed:

- Stabilize the athlete. Check for breathing and pulse. If both are not present, the coach should have another responsible person to call EMTs, and initiate CPR if certified to do so.
- The coach or assistant should obtain the athlete's insurance information and take to the hospital with the athlete
- When the ambulance arrives, allow EMTs/Paramedics to work on the athlete and clear the area. Make sure the athlete's parents are contacted as soon as possible

For Non-Life Threatening Injuries:

- The coach should send for the athletic trainer or call him/her on the phone, indicating a potential injury. The coach should give the location, and remain with the athlete until the athletic trainer arrives
- The coach should brief the athletic trainer on the mechanism of the injury, and any other pertinent information
- The athletic trainer will conduct the evaluation of the athlete, and decide as to the extent of the injury, and take the appropriate action.

If the Certified Athletic Trainer is Unavailable for a Non-Life Threatening Injury, The Following Procedures Should be Used:

- The coach should make note of the injury, instructing the athlete to see the athletic trainer the next day for further evaluation. The coach may also leave a message on the answering machine with the name and injury of the athlete
- The coach should only give the athlete ice for pain and swelling. Never give the athlete any type of medication or ointments.

Procedures for Athletes from a Visiting Team Traveling Without a Certified Athletic Trainer

- The Jarvis Christian College Athletic Training Staff will assist the athlete with any injuries and will decide what course of action to take.
- If the situation is a medical emergency, an ambulance will be notified through the Athletic Emergency Team (AEP) and the athlete will be transported the nearest emergency room. The visiting team is responsible for contacting the athlete's family and for providing proper insurance information
- All other non-life threatening injuries will be treated using first aid protocols, and the visiting coach will be instructed to have the athlete be seen by the Certified Athletic Trainer at their institution.

Non-Medical Emergencies

For the following non-medical emergencies: fire, bomb threats, severe weather, and violent or criminal behavior, refer to the Jarvis Christian College Emergency Management Plan (EMP) and follow the instructions given.

RECEIPT OF STUDENT HANDBOOK

I, _____, have received a copy of the
(Printed Name)

Jarvis Christian College Student Handbook and understand that it is my responsibility to read the rules, regulations, and guidelines set forth in this handbook. After reading this book, I understand that if I have any questions or concerns, I may discuss them with the Vice-President for Student Services accordingly.

Signed Name

Date

(Please sign and return to the Office of Student Services)

STUDENT COMPLAINT FORM

Date: _____

Student's Name: _____

Contact Number: _____

Major: _____

Classification: _____

Time of Visit: _____

Issue(s) and/or Concern(s): _____

_____/_____
Student's Signature Date

Attachments and/or Addendums: (please list attachments): _____

Expected Results: _____

Action Taken: _____

Recommendation(s): _____

_____/_____
College Official Signature Date

FACULTY/STAFF COMPLAINT FORM

Date: _____

Faculty/Staff Name: _____

Contact Number: _____

Major: _____

Classification: _____

Time of Visit: _____

Issue(s) and/or Concern(s): _____

_____/_____
Faculty/Staff Signature Date

Attachments and/or Addendums: (please list attachments): _____

Expected Results: _____

Action Taken: _____

Recommendation(s): _____

_____/_____
College Official Signature Date