



EMMAUS
BIBLE COLLEGE

2020 – 2021 Student Handbook

Emmaus Bible College

Welcome

Welcome to Emmaus Bible College! Emmaus is a place of Christ Centered Education, Uncompromised Biblical Teaching, and Valuable Professional Degrees. Both inside and outside of the classroom, the College is committed to helping you to go out and ***Impact the World for Christ***.

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

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

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

Israel Chavez, *Vice President/Dean for Student Life*

OUR MISSION

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

THEME VERSE

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

THE EMMAUS EXPERIENCE

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

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

CORE VALUES

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

INSTITUTIONAL GOALS

Emmaus purposes to:

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

EDUCATIONAL GOALS

Through its academic programs, Emmaus purposes to:

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

DOCTRINAL STATEMENT

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

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

PERSONNEL

OFFICE OF THE PRESIDENT

Mr. Philip Boom President
Ms. Becky Perkins Assistant to the President

President's Cabinet

Mr. Philip Boom President
Dr. Lisa Beatty Vice President/Dean for Academic Affairs
Mr. Israel Chavez Vice President/Dean for Student Life
Mr. Chad Cunningham Vice President for Advancement
Mr. Joseph Abdy Vice President for Administration and Finance
Mr. Tom Kook Vice President for Enrollment and Marketing

DEPARTMENT OF ACADEMIC AFFAIRS

Dr. Lisa Beatty Vice President/Dean for Academic Affairs
Mrs. Jani Bennett Registrar
Mr. Cliff Conrad Global Campus Operations Manager/Course Developer
Mrs. Becky Kraus Academic Success Center Manager; Administrative Assistant
Mr. John Rush Library Services Director

Members of the Faculty

Mr. Juan Arjona	Mr. Reagan Banasky	Mrs. Elena Bell
Mr. Ben Brown	Mr. Joel Carter	Ms. Elisa Cooper
Mr. Stephen Elliot	Dr. Bruce Henning	Mr. Joel Hernandez
Mr. Timothy Iverson	Mr. John Jimo	Mr. Roy Kosin
Ms. Lori Kratzer	Mr. Raju Kunjummen	Mr. Arthur Manning
Mr. Benjamin Mathew	Dr. Kim Parcher	Mr. Jeff Riley
Mr. John Routley	Mr. Christopher Rush	Dr. Mark Stevenson
Dr. Yi Young Yuk		

Emeritus Faculty

Dr. John Fish III Dr. David MacLeod

Adjunct Faculty

Mrs. Lauren Bingham	Mrs. Laura Borke	Dr. George Bristow
Mr. Michael Eells	Mrs. Christine Faulkner	Mr. Daniel Fleming
Mrs. Tiara Gooch	Mrs. Anna Henning	Mrs. Hala Hilal
Dr. Paul Jensen	Mr. Phil Jensen	Mr. Ki Tae Kim
Mr. Tom Kook	Mrs. Tracey Kosin	Dr. Michael Leary
Mr. Mark Newland	Mr. John Smith	Mr. Michael Stoudt
Dr. Robert Tomlinson	Mrs. Micheline Witter	

DEPARTMENT OF STUDENT LIFE

Mr. Israel Chavez Vice President/Dean for Student Life
Mr. Ray Guerra Director of Campus Life; Title IX Investigator
Mr. Roy Kosin Director of Servant Leader Training (SLT)

Residence Life

Ms. Hannah Leavitt Director of Residence Life, Title IX Investigator
Mr. Luke Springer Resident Director; Clery Act Coordinator

Ms. Anna Shelley Resident Director; Title IX Coordinator

Athletics

Mr. Chris McHugh Athletic Director; Head Men's Soccer Coach
Mr. Kyle Graw Assistant Athletic Director; Head Men's Basketball Coach
Ms. Heather Cunard Head Women's Basketball Coach
Mr. Neil Pitman Head Women's Volleyball Coach

Food Services

Mrs. Linda Johnson Director, Food Services
Ms. Allison Huenfeld-Wessels Assistant Director, Food Services
Mrs. Lori Stoltz Head Shift Supervisor

DEPARTMENT OF ADMINISTRATION AND FINANCE

Mr. Joseph Abdy Vice President for Administration and Finance

Business Office

Mr. Steve Jensen Controller
Mr. Tom Major Student Accounts Administrator; Staff Accountant
Mrs. Jeanette Riley Accounts Payable Clerk
Mrs. Laura Borke Payroll Administrator

Facility Management

Mr. Jeremy Mau Director, Facility Management
Mr. Nicholas Meyer Maintenance
Mr. Josiah Crawford Maintenance
Mrs. Anita Jennings Executive Housekeeper

Financial Aid

Mr. Steve Seeman Director, Financial Aid

Information Technology

Mr. Mark Newland Director, Technology
Mr. Steven Jabini Manager, Technology

Support Services

Mr. Joel Kuruvilla Coordinator, Support Services

DEPARTMENT OF ENROLLMENT AND MARKETING

Mr. Tom Kook Vice President for Enrollment and Marketing

Enrollment Services

Mrs. Laurel Rasmussen Director of Enrollment Services
Ms. Kari Johnson Campus Visit and Event Coordinator
Mrs. Annie Crawford Office Coordinator
Mr. Taylor McBroom Admissions Counselor
Mr. Matthew Tomlinson Admissions Counselor

Marketing

Mr. Nathan Phelan Digital Communications Supervisor

DEPARTMENT OF ADVANCEMENT

Mr. Chad Cunningham Vice President for Advancement
Ms. Becky Perkins Advancement Administrator

Emmaus Ministries

Open Position Director, Emmaus Ministries & Alumni

BOARD OF TRUSTEES

Mr. Philip Boom	Dubuque, IA, <i>President</i>
Dr. Steven Leary	High Ridge, MO, <i>Chairman</i>
Mr. Frederick Schwertfeger	Brookfield, WI, <i>Vice Chairman</i>
Mr. Matthew Phelan	Lewisburg, TN, <i>Secretary</i>
Mr. Daniel Mearns	Somerset, NJ, <i>Treasurer</i>
Mr. Kenneth Murray	Wheaton, IL
Mr. Mark Barinowski	Augusta, GA
Mr. George Farber	Waterloo, IA
Mr. David Harper	Imler, PA
Mr. Michael Hart	Atlanta, GA
Mr. Quincy Howard	Seattle, WA
Mr. Chad Legel	Glen Ellyn, IL
Dr. William Moore	Ames, IA
Dr. Steve Price	Overland Park, KS
Dr. Benjamin Scripture	Warsaw, IN
Mr. Ian Taylor	Kenosha, WI
Mr. Steve Wilson	Asbury, IA

SCHEDULES

DINING ROOM SCHEDULE

Breakfast

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

Brunch

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

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

Dinner

5:00 p.m. – 6:15 p.m.	Sunday - Saturday
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LIBRARY SCHEDULE

7:30 a.m. – 11:30 p.m.	Monday - Thursday
7:30 a.m. – 4:00 p.m.	Friday
9:00 a.m. – 5:30 p.m.	Saturday
3:00 p.m. – 11:30 p.m.	Sunday

RESIDENCE HOURS

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

CLASS SCHEDULES

Monday, Wednesday, Friday

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

Tuesday, Thursday

Period 1	7:55-8:45 am
Period 2	8:55-10:10 am
Chapel (Thursday only)	10:20-10:50 am
Period 3	11:00-12:15 pm
Period 4	12:50-2:05 pm
Period 5	2:15-3:30 pm
Period 6	6:30-9:00 pm

STUDENT RESPONSIBILITY

Emmaus students are responsible for the behavior, expectations and policies set forth in this handbook. All students should be familiar with and abide by the expectations set forth in this publication.

COVID-19 RESPONSIBILITY

As we approach this academic year, we ask each student to adopt the words of Paul, “Let each of you look not only to his own interests, but also to the interests of others” (Philippians 2:4, ESV). We understand that this year is unlike any other we have faced and Emmaus students have a role to play in reducing the impact of COVID-19 on the Emmaus campus. This includes being responsible for honoring and respecting others in our campus community as well as the greater Dubuque community by following all COVID-19 guidance put forth by Emmaus Bible College. Below are some examples of the mitigation strategies that you will be asked to adopt:

- wearing of face coverings as directed by the college
- refraining from having campus visitors
- required physical distancing
- participating in health screenings (including daily temperature checks), testing, and/or contact tracing
- quarantining/self-isolating when directed
- following directions, campus signage, and occupancy limits

Additional protocols or changes will be communicated throughout the academic year (e.g. schedule changes, additional or reduced mitigation strategies). Because we take the health of each member of our community seriously, students unable to comply may be asked to return home for the remainder of the semester/year.

This handbook establishes the normal operational guidelines for Emmaus learning and living. Changes to these guidelines due to the current COVID-19 pandemic will be communicated to students. Please visit our [Emmaus COVID-19 webpage](#), which is updated on a regular basis.

RIGHT TO AMEND

The handbook does not constitute a contract between the school and the student, and the College reserves the right to update and or revise the policies and statements included in this publication at any time. Efforts will be made to inform the campus community of such updates and revisions. In addition to the rules, regulations and policies contained in this student handbook, other handbooks specific for certain groups of students apply as well (e.g. the student athlete handbook).

FERPA

It should be noted that Emmaus Bible College complies with FERPA (the Family Educational Rights and Privacy Act), which is a federal law designed to protect the privacy of student education records. It also provides guidelines for appropriately using and releasing such records. As such, Emmaus respects the right of the student to determine parental involvement while, simultaneously, encouraging students to communicate openly with their parents. Students can provide consent to release education records by completing a FERPA Release form.

FERPA also allows the College to share students' private information with those who may provide assistance in a health or safety emergency and/or after students have been found in violation of the alcohol (under 21) or drug policy. If a student is unable or unwilling to give authorization to release private information to a parent or guardian during a health or safety emergency, the College may initiate sharing and/or requesting pertinent private information with parents or guardians if it is believed they can provide information in order to effectively assist a student in a health or safety emergency. Visit <https://www.emmaus.edu/student-rights-safety> to access additional FERPA information.

ACADEMIC LIFE

For a complete statement of Academic Policies, please see the Academic Catalog at www.emmaus.edu/catalog

CLASSROOM COMPORNTMENT

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

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

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

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

LIBRARY COMPORNTMENT

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

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

GRADING, ATTENDANCE, AND EXAMINATIONS

See the 2020-2021 Catalog for the grading scale.

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

Students are expected to fully participate in the academic and spiritual programs at Emmaus. Attendance is required in all classes. Students unable to attend **for any reason** are expected to communicate with instructors in person, by email, or by phone message **prior** to the absence. Students are responsible for keeping record of all absences.

The college recognizes two types of absence—personal and administrative. **Personal absences should be for valid causes such as illness, family events, weddings, funerals, challenges, emergencies, etc.** Administrative absences are approved, college-initiated absences such as sporting events, field trips, recruitment trips, etc. The number of personal and/or administrative absences allowed without penalty is noted in the chart below.

Students suffering from extended illnesses must provide a doctor's excuse to be considered for additional absences without penalty. Students diagnosed with physical or psychiatric disabilities may be granted limited accommodations with regards to class attendance. The student in such cases is responsible for notification of absences and for timely completion of make-up work and exams. If repeated absences threaten the essential integrity of the course requirements, a withdrawal may be appropriate. Whether due to extended illness or physical or psychiatric disability, the student's personal absences must be used before additional absences without penalty are granted.

Personal absences that exceed the number noted below may result in reduction of the final course grade by 2% per *class hour* (2% for a 50 minute class, 3% for a 75 minute class, 6% for a 150 minute class). **This may result in failure of the course.** Students consistently arriving late, leaving early, or sleeping in class may also have final grades reduced as determined by the instructor. **This reduction is not reflected in the course grade in Schoology throughout the semester but is applied before posting final grades in EMPOWER.**

Classes	Personal Absences	Administrative Absences	Total Absences
Four times a week	4	8	16
Three times a week	3	6	12
Twice a week	2	4	8
Once a week	1	2	4

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

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

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

EMPOWER STUDENT INFORMATION SYSTEM

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

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

ENGLISH COMPOSITION REQUIREMENT

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

Students with transfer, AP, or CLEP credits in English Composition who score below 80 on the English Accuplacer exam will be required to register for the Writing Seminar (1 credit) concurrently with their first writing intensive course.

BIBLE READING REQUIREMENT

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

CREDIT HOUR LOAD

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

Resident students may enroll in one online course each fall and spring semester. In the summer term, a maximum of 12 online credits is allowed.

DIRECTED STUDY COURSES

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

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

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

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

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

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

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

AUDIT OF COURSES

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

the audit, exceeds 18 credits.

CHEATING/PLAGIARISM POLICY

Emmaus Bible College expects students to complete all academic work with integrity. Students are responsible to complete all of their own work. Dishonesty in the completion of assignments, papers, presentations, examinations or any other academic work is contrary to biblical principles of Christian living and is unacceptable at Emmaus.

Plagiarism is the deliberate presentation of another person's ideas or words as your own, or the failure (intentional or unintentional) to cite the source of your ideas. Below are some examples of plagiarism:

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

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

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

CLASS WITHDRAWAL POLICY

Drop/Add – Weeks 1 & 2

Students may add or drop a course without penalty and without a record on their transcript during the first two weeks of the term (extended to four weeks for Greek 1, part 1). Students adding a course after the first week must have instructor permission.

WP/WF – Weeks 3-10

Students may withdraw from a class during weeks 3-10 of a course with a grade of WP (withdraw passing) or WF (withdraw failing). The instructor indicates whether the student is passing or failing at the time of withdrawal. This grade appears on the student transcript to show that the credits were attempted but not earned. This grade does not affect the GPA. This type of withdrawal requires the signature of the instructor, the advisor, and the Vice President/Dean for Academic Affairs. Class Withdrawal forms are available for download on the Emmaus Navigator site.

Grade of F – Week 11-15

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

Withdrawal policies for EDL courses can be found in the EDL Catalog available at:
<https://emmaus.edu/edl-academic-catalog-and-handbook>

INCOMPLETE

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

1. The student must initiate the request. Print out an Incomplete Grade Contract on Emmaus Navigator.
2. If the faculty member grants your request, he or she will complete the form, give you a copy, and provide a copy for the Registrar.
3. You will have up to 4 weeks from the last day of finals to complete your work.

GRADE APPEAL PROCESS

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

1. The parties involved (student and instructor) shall discuss the problem and attempt to reach an agreement.

2. If a satisfactory agreement cannot be reached through discussion, a written appeal must be filed with the VP/Dean for Academic Affairs within the first four weeks of the following semester for semester-long courses. The VP/Dean will discuss the issue with both parties and seek a resolution.
3. Should efforts toward conciliation be unsuccessful, the VP/Dean will call the Academic Committee to review the appeal. The decision of the Academic Committee will be deemed final.

REPEAT OF COURSES

Students may elect to repeat a course in which they have earned a C-, D+, D, or F. Students may repeat a course in which they have previously received a failed grade (F) as many times as needed to successfully pass the course. Students may repeat a course one time in which they have previously earned a C-, D+, or D. Additional course repeats or repeats of higher earned grades must receive approval from the VP/Dean of Academic Affairs prior to enrollment.

When a course is repeated, the highest grade will be used to calculate the current and cumulative GPA. Each course attempt will remain on a student's transcript with the original grade, but will be marked with an R to indicate the course was repeated, and the lower grade will not be calculated in the student's GPA. Students will be charged the current tuition rate for each credit repeated course.

CHANGE OF MAJOR

Students who wish to change majors must submit a completed Change of Intent form to the Registrar. The form requires signatures from the program directors of both the new major and the current major. Forms are available on Emmaus Navigator.

ACADEMIC PROBATION

A student will be placed on Academic Probation if his or her cumulative GPA drops below 2.0, or if his or her GPA is below 1.5 in any given semester. To provide the student additional academic support, the following measures may be applied:

- Bi-weekly or regular meetings with a member of the Student Life staff
- Bi-weekly meetings with an assigned faculty advisor
- Required engagement with the Academic Success Center
- Limitation of employment to 16 hours per week
- Limitation of participation in athletics and intramurals
- Limitation of off-campus overnights and weekend travel
- Completion of time management worksheet to be filled out weekly
- Limitation of hours attempted
- Potential dorming, rooming, or camping

Students who do not comply with academic probation requirements may be subject to administrative withdrawal.

WITHDRAWAL

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

If at any point in the term a student is found to have excessive absences (or online inactivity) or to have no reasonable likelihood of passing any of his or her classes, the student may be administratively withdrawn from the college without regard to eligibility for W's (versus earned grades) or prorated tuition and fees. If the student has legitimate reasons for excessive absence (or online inactivity), s/he is responsible for notifying instructors and making up missed work, as allowed by the instructor.

ADMINISTRATIVE WITHDRAWAL

Under most conditions, the responsibility for withdrawal from a class or from the college rests with the student. However, in certain situations, it may be in the best interest of the student and/or the college community to implement an administrative withdrawal from course(s), a program, or from the College. Students may be withdrawn at any time during the term, with written notice, due to (but not limited to):

- A. incarceration
- B. inability to comply with student visa regulations

- C. extenuating circumstances due to medical or mental health conditions
- D. behavioral/academic misconduct violations as defined in the Student Conduct Code policy and processes
- E. a failed drug test, background check and/or health requirements as mandated by individual programs
- F. students who do not comply with academic probation requirements
- G. other situations as deemed appropriate by college administration

If administratively withdrawn, students will receive a letter from the college indicating the rationale and any re-enrollment procedures. Any adjustments in tuition and fees due to an administrative withdrawal will be based on the college's published tuition refund policy. All circumstances leading to an administrative withdrawal will be documented and a record of action maintained in the student's academic record.

DISABILITY SERVICES

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

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

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

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

TRANSFER CREDITS WHILE ENROLLED

Students taking courses through other institutions to meet Emmaus requirements must seek approval for all such courses prior to registration. Proposed courses must be equivalent in content. All transfer policies apply as published in the Admissions section of the Academic Catalog. **Courses with grades below C (or a grade-point below 2.0) are not transferable.** Transfer credits do not affect GPA. Up to seven credits will be considered from providers such as StraighterLine. Total credits received in transfer cannot exceed 15 credits for a certificate, 30 credits for an associate degree, or 60 credits for a bachelor degree. Please check the Final Credits policy below and specific program requirements for more information.

FINAL CREDITS

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

GRADUATION

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

The following requirements must be met in order to graduate from Emmaus Bible College:

- Passing grades in all required courses
- Passing grades in chapel for each semester of full-time attendance
- Completion of minimum credit hours required by program
- Minimum cumulative GPA of 2.0 (2.5 for Teacher Education graduates)
- Completion of the Bible reading requirement

- Completion of required units of Servant Leader Training (SLT)

TRANSCRIPTS OF RECORD

Upon written request, students may obtain official copies of their permanent records from the Registrar. Requests should be accompanied by \$5.00 for each copy desired. Transcripts cannot be processed without a completed and signed Transcript Request form. The forms can be found on the Emmaus website under Academics/ Resources/ Transcript Request.

STUDENT CONCERNS

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

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

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

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

How to File a Formal Student Concern:

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

FORMAL COMPLAINTS

It is the desire of Emmaus Bible College to adhere to the accreditation standards of the Higher Learning Commission (HLC) and the Association for Biblical Higher Education (ABHE). If issues arise causing a student to question the college's adherence to the standards of HLC or ABHE, the following procedure should be followed. A student wishing to lodge a formal complaint must do so in writing to the following:

Academic Issues

Dr. Lisa L. Beatty
Vice President for Academic Affairs
Emmaus Bible College
2570 Asbury Road

Financial or Operational Issues

Mr. Joseph R. Abdy
Vice President for Finance and Administration
Emmaus Bible College
2570 Asbury Road

Dubuque, IA 52001
(563) 588-8000, ext. 1103

Student Life Issues

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

It is the teaching and expectation of the college that members of the Emmaus community follow Matthew 18 principles for confronting an issue. However, in the event that you address the proper college authority and the issue remains unresolved, you may contact either accrediting association at the following addresses:

The Higher Learning Commission

230 South LaSalle Street, Suite 7-500
Chicago, IL 60604
(800) 621-7440
www.hlcommission.org

Emmaus Teacher Education (K-8 and 5-12), ESL Education (K-12), and Music Education (K-12) programs are approved by the State of Iowa for teacher licensure. Students with unresolved concerns related to Teacher Education programs at Emmaus may contact the State of Iowa at the following address:

State of Iowa Department of Education

Board of Educational Examiners

Grimes State Office Building
400 East 14th St.
Des Moines, Iowa 50319-0147
(515) 281-3245
www.boee.iowa.gov

In an effort to assist Iowa's students and families in their pursuit of continued education, the Iowa College Aid Commission has created the Student Dispute Resolution Form to document questions, concerns, and complaints related to postsecondary educational institutions in the State. The online form is available at www.iowacollegeaid.gov under the For Students tab; click Forms and Applications.

SPIRITUAL LIFE

THE LOCAL CHURCH

Emmaus views church attendance as an essential part of a student's life and desires for each student to grow in fellowship with other believers. Emmaus is committed to the application of New Testament church principles in the full scope of church life. Active and weekly participation of each student in a local evangelical church is required, at a church of the student's choosing. Students will be asked to confirm that they have selected a local church to attend weekly. Students demonstrating a lack of consistency in church attendance will meet with the Dean of Student Life. Students who persistently miss weekly church services, after meeting with the Dean for Student Life, will be subject to disciplinary action.

If you need assistance in finding a church, please see the Director of Campus Life.

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

CHAPEL

Our chapel program is an essential part of the educational experience at Emmaus. Each chapel seeks to enhance Christian life and character by encouraging the disciplines of corporate worship, Bible teaching, and prayer.

CHAPEL ATTENDANCE

Chapel is held four times a week, Mon, Wed, Thurs, and Fri and is required for all full-time students (12 credits or more). In addition, there are two required conferences each year listed below as Spiritual Emphasis Days and Christian Ministry Seminars.

- 8 absences from chapel are permitted each semester. Attendance at all M/W/F chapels is recorded by means of swiping the student's ID card upon entrance to the chapel service. Attendance at all other chapels will be taken by Student Life staff.
- Students must attend the entire chapel in order to receive credit. If students leave early or arrive more than 5 minutes late, they will not receive credit. (Exceptions may be made for students who work on campus.)
- Because each student is allotted 8 chapel absences per semester, failure to swipe in with a current ID card will be charged as an absence. If an ID card is lost or damaged see the "Student ID Card and Room Key Replacement" section.
- Any dispute over Chapel attendance more than two weeks old will not be considered. Therefore, students should keep track of their own attendance through Schoology throughout the semester.
- For students participating in extracurricular or co-curricular activities (e.g. inter-collegiate athletics, field trips, field studies, etc.) the following chart will be used.

Chapel	Personal Absences	Administrative Absences
Four times a week	8	6

- **Administrative absences** that exceed the number noted above will be counted as personal absences

Tardiness for chapel is handled in the following manner:

- One to five minutes is considered late.
- Three late offenses during the semester is counted as one absence.
- Students arriving more than 5 minutes late will be counted absent for that day.

CHAPEL ABSENCES

- Students accumulating 1-3 absences over the allotted, may make-up chapel requirements by listening to a podcast issued by the Student Life Office and writing a three-hundred-word reflection/response paper **for each absence**.
- Students accumulating 4-6 absences over the allotted will be required to pay \$15 fine for each chapel missed in addition to listening to a podcast and writing a three-hundred-word reflection/response paper **for each absence**.
- Students accumulating 7-10 absences over the limit at any point during the semester will be placed on immediate disciplinary probation. At the conclusion of the semester, the student will be required to pay \$15 fine for each chapel missed in addition to listening to a podcast, and writing a three-hundred-word reflection/response paper for each. **All limitations of disciplinary probation will be applied.** (*See Discipline and Accountability section below*)
- Students accumulating more than 10 absences over the allotted will not be allowed to return the following semester. The student must re-apply for readmission and readmission is not guaranteed. To be considered for re-admission, the student must first pay \$15 fine for each chapel missed in addition to listening to a podcast, and writing a three-hundred-word reflection/response paper for each. Students who are readmitted will be placed on disciplinary probation upon their return. **All limitations of disciplinary probation will be applied.** (*See Discipline and Accountability section below*)
- Students with a chapel failure on their transcript will not be allowed to begin classes in the semester following until make-up assignments are submitted and approved for a grade change from Fail (F) to Pass (P), and a \$15 fine for each absence is paid past the third absence.
- Students found swiping and leaving the chapel should expect to be counted absent and held accountable through disciplinary processes from the Student Life Office.

CHAPEL EXEMPTIONS

Semester-long exemptions for conflicts such as regular employment may be granted at the beginning of the semester by obtaining permission from VP/Dean for Student Life and/or Director of Campus Life. Allotted absences will be

reduced by two for each chapel day that a semester-long exemption is given.

Chapel attendance is recorded on student transcripts as Pass/Fail. **Students must pass chapel each semester of full-time attendance in order to graduate.**

CHAPEL DECORUM

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

- Prepare your heart for worship, spiritual challenge, and reflection.
- Silence all cell phones and refrain from using electronic devices to communicate or perform tasks that distract you or others around you.
- Refrain from actively studying for other courses.
- Refrain from eating.
- Refrain from standing in the back.
- Men, no hats or hoods are to be worn.

Students unable to comply with these standards will be requested to meet with the Director of Campus Life or Dean for Student Life.

SPIRITUAL EMPHASIS DAYS

Spiritual Emphasis Days is a long-standing tradition at Emmaus where time is set aside at the beginning of each fall semester to come together as a campus community in order to deepen one another's faith. No commitments should be made which will keep you from attending Spiritual Emphasis Days. Students may apply for a limited exemption from attendance only for regularly scheduled employment and evening-classes. Missed SED sessions will count against a student's personal Chapel absences. Failure to attend SED will result in a \$50 fine. SED will take place September 21-23, 2020.

CHRISTIAN MINISTRY SEMINARS

Christian Ministries Seminar takes place each February to showcase and challenge students to consider summer and full-time ministry opportunities. Camps, ministries, and organizations from across the U.S. and Canada come to the college to present opportunities for both short-term and long-term service and ministry. No commitments should be made which will keep you from attending Christian Ministry Seminars. Students may apply for a limited exemption from attendance only for regularly scheduled employment and evening-classes. Missed CMS sessions will count against a student's personal Chapel absences. Failure to attend CMS will result in a \$50 fine. CMS will take place, February 8-9, 2021.

CAMPUS COMMUNITY GROUPS

Often called "CCGs," Campus Community Groups are small groups which seek to create an atmosphere for spiritual growth through accountability, prayer, open discussion, and loving community. Led by fellow students under the direction of the Director of Campus Life, the groups start in the fall and meet once a week for the duration of the school year at a time designated by the group. The meetings vary between scripture studies and discussions of a topic of study. Sign-ups occur early in the fall and spring semesters.

FLOOR CHAPEL

Weekly residence hall devotions are held for the purpose of spiritual encouragement and for the communication of information. Locations for residence hall devotions are decided by the Resident Assistants on each floor. All students enrolled in chapel are expected to participate unless excused.

SERVANT LEADERSHIP TRAINING (SLT)

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

Each student must complete a minimum of 30 SLT hours a semester, 15 of which must be in service to the broader

Dubuque community (e.g., Maria House, Clarity Clinic, etc.). Upon completion of a student's senior year, he or she must submit a SLT Capstone Paper. This paper should be completed during a student's final semester at Emmaus. See the SLT Handbook for details about the requirements for the Capstone Paper.

A unit of SLT equals 30 hours of service completed during a semester and completion of all other SLT requirements.

- For a Bachelor of Science degree, the SLT requirement is 6-8 units (depending on your major).
- For an Associate of Arts degree, the SLT requirement is 4 units.
- For the Certificate in Biblical Studies or Continuing Education Certificate programs, the SLT requirement is 2 units.

Students taking 6 or more credits in any given semester must register for SLT unless all SLT unit requirements are met. Students who complete degree programs one course at a time must complete the required units of SLT.

Transfer students are required to complete 1 unit of SLT for each semester at Emmaus (a minimum of 4 units are required).

See the SLT Handbook for additional information about service hour restrictions, failure of SLT, and other requirements.

COMMUNITY LIFE

FRONT DESK

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

Purchases may be made at the front desk for the following items: regular postage stamps and faxes (\$1 per fax sent).

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

Daytime Hours

4:00 p.m. – 8:00 p.m.	Sunday
8:00 a.m. – 8:00 p.m.	Monday-Thursday
8:00 a.m. – 9:00 p.m.	Friday
1:00 p.m. – 9:00 p.m.	Saturday

RA Desk Duty Hours

8:00p.m. – 11:00pm.	Sunday-Thursday
9:00p.m. – 11:00pm	Friday-Saturday

PHOTOCOPYING

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

OPEN AREAS

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

Student Center	Open Hours and Senior Privilege
Marble Chapel	Open Hours
Eagle's Nest Cafe	Open Hours and Senior Privilege
Racquetball Courts	8:00 a.m. – 10:00 p.m.
Laundry	Open Hours and Senior Privilege
Office Area and Classrooms	Class Hours
Auditorium	Class Hours
Dining Room	Meals only
Fitness Center	6:00 a.m. – 11:00 p.m.

Gymnasium	Open Hours
Practice Rooms	Open Hours
The Coffee Bean	Open Hours and Senior Privilege
Library	See Library schedule
Computer Lab	8:00 a.m. – 11:30 p.m.

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

ANNOUNCEMENTS

Announcements are communicated primarily through the weekly Campus Life Update. Any material posted publicly is reserved for official institutional use only and must receive approval from the Student Life Office.

Including:

- TV Monitors - Submit an announcement submission form found on the Emmaus Navigator and attach your requested image to display by 4:00 p.m. the day you want it to run.
- Poster Strips – Posters must be approved and stamped by the Student Life Office. Poster strips are reserved for Emmaus sponsored activities only.

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

Check the Emmaus Navigator website often for new announcements.

SCHOOL VEHICLES

The school vehicles are for official use only and are not available for personal use by students at any time. The front desk receptionist is authorized to issue keys to the vehicles only upon approval from the Coordinator of Support Services.

Students must be approved by Emmaus' insurance company before they are able to use a school vehicle. See the Coordinator of Support Services for applications.

BICYCLES

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

SNOW PARKING POLICY

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

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

be moved.

- When “Snow Park Day” signs are removed and the parking lots are cleared of snow, you may return your vehicle to the cleared parking lots.

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

EMPLOYMENT

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

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

- All student employees are required to sign up for direct deposit.
- Please note, on-campus employment will affect your Federal Stafford Loan limit (see the Director of Financial Aid for more information).
- If you need assistance in obtaining a job please see the Student Life Office.

DINING HALL

Every resident student has purchased a full meal plan. A Student ID card is used to allow you access to the dining hall and meal. To ensure an enjoyable dining experience, the steward is in charge of the dining hall and is authorized to do what is necessary to make mealtimes more pleasant. Food may not be taken out of the dining hall except in the case of illness or with permission from the Director of Food Services. Non-disposable cups, dishes, and silverware may not be taken out of the dining hall. The Director of Food Services must have confirmation from Athletic Staff for student-athletes to remove food from the dining hall.

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

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

MENTAL HEALTH AND COUNSELING SERVICES

Students are expected to be able to manage the rigors of college life and operate relatively independently. Occasionally students are faced with life circumstances and issues which cause significant mental, physical, or emotional distress, making it necessary for the students to cooperate with the counseling and administrative staff to obtain appropriate care. Students experiencing such difficulties are encouraged to contact their families, their RA, RD, or the VP/Dean for Student Life’s office, or to schedule a counseling appointment with Student Counseling Services.

Living in a college community requires consideration of the impact that your choices have on others. Behaviors which cause emotional and/or physical distress to other students and/or staff substantially above that normally experienced in daily life may be addressed through the use of a behavioral contract. This contract will delineate the concerning behavior and expectations for mitigating the disruption to the community. The individualized behavioral contract will be completed by the student with Student Life staff, allowing opportunity for feedback and discussion regarding the behavior, its impact, and expectations for addressing it. Failure to complete required expectations of the behavioral contract may result in disciplinary action being taken, up to and including involuntary leave from the college.

Counseling services are available for all currently enrolled students. Pastoral counseling for students is coordinated through the Student Life Office and is available from the VP/Dean for Student Life, Director of Campus Life, Director of Residence Life, and other members of the faculty. Should the need arise for more specialized clinical counseling, students may schedule an appointment with Student Counseling Services (SCS). SCS may provide an evaluation, ongoing counseling, and referrals as needed to help address student needs. It will be the student’s responsibility to ensure insurance coverage or other payment for outside services.

Pastoral counseling that is coordinated through the Student Life Office will respect the privacy of students and will,

within certain limitations, hold in confidence information obtained within the counseling relationship. There are certain situations in which information about students may be released without their permission. While not an exhaustive list of all possible situations, the following situations are those that arise most often:

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

Counseling that is provided through Student Counseling Services respects the privacy of students and maintains confidentiality regarding services provided, including the identity of students seeking services. Details regarding confidentiality and limitations thereof, along with additional policies for Student Counseling Services, will be provided to students seeking counseling prior to starting services.

RESIDENCE LIFE

RESIDENT DORM POLICY

Emmaus Bible College is a historically residential college. This residential environment provides the opportunity to live and learn beside peers who are similarly invested in their pursuit of academic study and faith development. Students have the opportunity to enjoy healthy fun through floor events or sharing meals together. They grow personally and spiritually through service projects, floor devotions, and impromptu prayer times. Living in close proximity also offers opportunities to learn and practice Christian virtues and live out values of love, humility, and forgiveness. We believe that students living together in community offers an enriched atmosphere for learning.

Therefore, Emmaus requires all full-time (12 credits for more) students to live in the residence halls.

Exceptions to this policy are:

- Married students
- Students living with parents, grandparents, or legal guardians.
- Students 24 years old or older prior to the start of the semester
- Students who are entering their 5th year in the Emmaus residence halls but are not yet 24 years old

The College reserves the right to remove a student from college housing or relocate a student within college housing for unforeseen emergencies or due to behavioral concerns. Access to other college-owned facilities may also be restricted. Examples of behavior that could result in such removal or restrictions would be disruptive, rude, or threatening behavior or destruction of community/College property, and other violations of the Emmaus Student Handbook. The parents of the student may be notified of the student's status.

Only students who are enrolled may live in the residence halls. Additionally, students enrolled but not attending classes may be asked to vacate the residence halls.

Partial semester dorm occupancy results in prorated Room and Board charges (e.g. dorm occupancy before or after an internship, etc.).

ROOM PRIVACY

Students are asked to respect the privacy and rights of fellow students by not entering another person's room without permission. Students are not permitted in the residence halls of the opposite gender, unless under specified times e.g. move-in days, open dorms, etc.

ROOM INSPECTIONS

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

Disorderly or unkempt rooms will be grounds for a warning and/or the issuance of write-ups along with the following:

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

ROOM ENTRY

Authorized Emmaus staff reserve the right to enter student rooms at any time for the purposes of emergency care, maintenance, repair, health inspection, safety, violation of regulations, or any other legitimate reason. Staff may also take note of, and follow up on, violations of the Community Standards and College Policies found upon room entry. Exercise of this right will be used with restraint.

ROOM ASSIGNMENTS

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

ROOM FURNISHINGS

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

Students bringing their own furniture (e.g. loft, chair, bed, mattress, etc.) should contact the Director of Residence Life to have the standard furniture removed and stored. Students are responsible for the set-up, tear-down, and storage of their own loft each year. Emmaus does not provide lofts, assistance, tools, or equipment for the setting up of personal lofts. A \$50 fee will be assessed to students not removing their loft at the close of each year. Cinder blocks are not approved for use in the residence halls.

Waterbeds are not allowed.

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

ROOM DECORATIONS

Decorations (symbols, posters, containers, etc.) promoting or displaying alcohol, tobacco, content appealing to sensual desires, or content contrary to the Word of God are not permitted for any reason.

Duct tape, adhesive tape, screws and nails are not allowed to be used by students to hang items on their walls or ceilings. Only non-destructive adhesive such as white 'sticky tac' and removable 3M command strips are to be used in the residence halls. Command strips that are not "removable 3M" are not to be used, and will cause damage to walls and doors. Any damages done to the room will result in fines.

RESTRICTED ITEMS

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

EXTENSION CORDS

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

PERSONAL FURNITURE

For health and safety reasons, students are discouraged from bringing used or second-hand furniture onto Emmaus's campus. Items that are discouraged include any used or second hand upholstered chairs and sofas, futons, bean-bag chairs, and any other furniture containing cushions or stuffing. For this reason, and because of space limitations in

the residence hall rooms, students are strongly advised to bring minimal furniture to campus and to bring only furniture that was originally purchased new by the student/family. Students desiring to bring second-hand furniture must have permission from the Director of Residence Life prior to moving furniture into the building. Students are responsible for the removal, storage, or disposal of any furniture they bring to campus. If the furniture is left, the student will be charged a fine as stated in the moving out section of the Student Handbook.

PETS

No pets except for fish are allowed. A \$100 fine will be imposed on a student found to be in violation of this policy in addition to the cost of a professional cleaning of the student's room. The student will automatically be charged for the cost of a new mattress. Emmaus has a Service and Assistance Animal Policy; please see the Director of Residence Life for policy information.

ELECTRICAL APPLIANCES/COOKING

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

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

Student refrigerators must be cleaned and unplugged at the close of the fall semester. Please open the fridge door so the fridge does not get moldy.

Window air conditioners are not permitted in student rooms.

QUIET HOURS

Students are requested to keep noise to a minimum in the residence halls from 11:00 p.m. until 8:00 a.m. daily.

RESIDENCE HALL MEETINGS

Residence floor meetings separate from floor devotions may be held periodically to communicate important information, to make critical decisions and to set goals that the floor wants to accomplish during the year. Residents are required to attend and permission for an absence must be secured from their Resident Director in advance of the meeting time or sanctions and/or fines will be administered.

CURFEW

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

Emmaus has a nightly curfew for resident students. Resident students should be on a residence hall of their gender by the designated times each night. Students who have completed at least 90 course credits and students who are at least 21 years old at the start of any semester are exempt from curfew.

Sunday night through Thursday night, curfew begins at 12:00 a.m. Friday night and Saturday night, curfew begins at 1:00 a.m. Curfew ends each morning at 6:00 a.m.

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

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

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

LAUNDRY

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

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

PERSONAL PROPERTY INSURANCE

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

NON-RESIDENT STUDENTS

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

- Non-resident students are not allowed use of individual dorm rooms for personal use including naps and overnight stays. Non-resident students desiring to sleep over with a friend must follow the overnight guest policy below.
- College laundry facilities are for resident student use only. Off-campus students doing their laundry in campus facilities will be subject to a \$15 fine.
- All non-resident students should be off campus by the designated curfew times each night. Non-resident students in violation of this policy are subject to the curfew sanctions above.

OVERNIGHT INFORMATION

Overnight information must be recorded in case of an emergency. You can find the overnight form on the Emmaus Navigator website. Please fill out this form completely. If a delay in returning is unavoidable, please notify the RA on duty. Failure to properly sign-out may result in disciplinary action.

CAMPUS GUESTS

Overnight Guests: Guests are permitted to stay with students for a limited period of time. They are subject to the same guidelines as the students, and the host is responsible for their actions. A visitor should remain with their host during their stay. Do not give your ID dorm code to any visitors. You can find the visitor request form on the Emmaus Navigator website; please fill this form out one week prior to the anticipated arrival of your guests. If a guest arrives without notice, you must immediately fill out a visitor request form and notify your RA, who will find out from an RD whether or not the request will be approved.

- Visits that last longer than two nights must be pre-approved by a Resident Director. There will be a \$10 fee per night/per person for approved extended visits of more than two nights.
- A visitor must obtain a temporary parking permit from the front desk if their vehicle is going to be on the premises overnight or for more than three days.
- Parents and other adults should not be invited to stay overnight in College housing.
- Children under the age of 13 should not be invited to stay overnight in College housing.
- Childcare is not permitted in the residence halls or lounges.
- If you have a visitor stay overnight without an approved visitor request form, you will be charged \$10 per night.
- The Director of Residence Life has the right to retract visitation rights to guests and resident hosts.

VACATION PERIODS HOUSING POLICY

All campus residences will be closed during Thanksgiving, Christmas, and spring break vacations. Room & Board charges do not include these vacation periods. The College will assist international students and missionary students in finding off-campus housing during vacation times upon request, however, ultimate responsibility to find housing rests with the student. Prior to each break period, housing request forms will be available and will highlight when campus closes and reopens for each break period.

Full-time resident students working for the campus, dually enrolled in another institution, having other campus obligations, or international students unable to secure off-campus break housing may request permission from the Student Life office to remain on campus by filling out a housing request form, which can be obtained at the Front Desk.

Those approved to reside over breaks should expect a charge for their stay of \$15 per night. Charges will be applied for staying all or part of the break period and must be paid prior to the break period. Students who stay on campus without permission will be subject to a \$35 per day/night charge.

Exceptions of payment may be given to students on a case by case basis as determined by the Director of Residence Life (e.g. student internships, international students, student workers of EBC, etc.).

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

Student handbook policies are in effect for any students residing on campus during vacation periods. Students who have incurred write-ups or other student conduct violations through the school year may not be eligible for vacation period housing.

MOVING OUT

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

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

SUMMER HOUSING AND STORAGE

Because of reduced staffing levels, summer housing is limited. Students desiring to stay on campus must complete an application with the Director of Residence Life to receive approval. Summer Housing requests are generally considered only for students registered for the fall semester and who are employed on campus a minimum of 30 hours per week. (No charge for summer housing while employed by EBC.)

The following are some reasons why a student may not be eligible for summer housing:

- Graduates and students who are not registered for fall classes
- Students who have outstanding balances
- Students who have incurred write-ups or other student conduct violations through the school year
- Students simply wanting to return early (generally after August 1)

All students who live in the dorms will be charged a fee during the summer months until they vacate the room. Exceptions are made for full-time summer employees.

Each student who stores items over the summer must fill out a summer storage contract and will be charged a storage fee. All items must be removed from storage by September 15th or the items will be discarded. If a student wishes to store the items longer, she/he will be charged an additional storage fee per semester.

The College is not responsible, and will not be liable for loss, theft, or damage to students' personal belongings, whether by act of God, accident, negligence, or intentional act. For these reasons, students are strongly encouraged to carry personal property insurance. Any possessions left in unauthorized places or that are unclaimed may be disposed of by the College.

Vehicles being stored over the summer must be parked in the far tennis courts. Students must submit their car keys to maintenance and pay a summer parking fee which will be determined in the spring semester. Emmaus Does not assume any liability for missing or damaged vehicles.

Summer Housing and Storage fees will be set on the summer contracts each spring.

COMMUNITY STANDARDS

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

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

FAILURE TO COMPLY

The college cannot operate in an environment where students refuse to cooperate with reasonable requests such as the request to identify one's self or the request to refrain from inappropriate behavior. Failure to comply includes timely response to communication sent to the student, by a college employee, asking for a meeting or failure to attend scheduled appointments. Therefore, students are not to disregard or fail to comply with the instructions, verbal or written, of a college official (e.g. faculty, staff, administration, campus night watch, RD, RA, Library proctor, etc.) acting within the scope of his/her prescribed duties, or the police or other law enforcement officers acting in the performance of their duties. Disregarding or failure to comply with as stated above is a violation of community standards and will result in disciplinary action.

INTEGRITY AND RESPECT

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

We are also to follow biblical standards of morality in our relationships with one another. Physically or emotionally intimidating, bullying, or harassing another individual in any form is unacceptable and may lead to disciplinary actions.

Dishonesty, including lying, cheating, and plagiarism, will not be tolerated and will be grounds for disciplinary action.

SEX-BASED MISCONDUCT

Emmaus Bible College prohibits Sex-Based Misconduct. Emmaus's Title IX Policy and Complaint Procedure provides an avenue for those who have been the target of or who witness Sex-Based Misconduct (as defined by Emmaus's Title IX Policy) to report such Sex-Based Misconduct, without fear of Retaliation (as defined by Emmaus's Title IX Policy). Please refer to Emmaus's Title IX Policy at <https://www.emmaus.edu/title-ix-policy> for policies and procedures specific to Sex-Based Misconduct, and for contact information for our Title IX Coordinator.

HAZING POLICY

As a Christian Community we seek to honor the Lord and others through our relationships and actions. In desiring to accomplish a healthy and honoring community Emmaus has set in place certain policies that assist in protecting our students in cases such as hazing. The act of Hazing is not tolerated by Emmaus Bible College and will result in serious disciplinary actions. Hazing is a criminal act under Iowa Law, Code 708.10. For Emmaus's full Hazing Policy, see a member of the Student Life Office.

PHYSICAL APPEARANCE

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

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

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

CAMPUS ATTIRE

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

Since we live in a community with differences in perspective regarding dress standards, these guidelines help students make decisions about personal appearance. We ask students to abide by the college's expectations in the area of dress and appearance. Generally, students' hair and clothing should avoid extremes and be clean, neat, and modest.

The following guidelines reflect the expectations for dress and appearance while enrolled as an Emmaus student. They should be considered a baseline and not necessarily all inclusive:

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

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

Men:

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

Women:

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

DATING RELATIONSHIPS & SEXUAL PURITY

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

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

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

DISPLAYS OF AFFECTION

Our expectation is that all expressions of physical affection be characterized by a commitment to mutual respect for each other and an awareness of the impact our actions have on the surrounding community. Engaging in excessive or offensive public displays of affection (PDA) must be avoided as they are not generally appropriate and could be disruptive to the workplace or learning environment; this does not merely apply to couples in romantic relationships.

Inappropriate displays include kissing, prolonged hugs, lying on one another, and excessive physical contact that is, or can appear to be, sexual in nature. Couples should limit public displays of affection to hand holding and brief hugs. Students are encouraged to keep each other accountable by courageously and respectfully expressing their concern to their peers when they observe interactions that conflict with these values.

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

ENGAGEMENTS AND MARRIAGES

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

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

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

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

FIREARMS AND WEAPONS

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

FIREWORKS

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

and civil action.

PRACTICAL JOKES

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

MEDIA AND TECHNOLOGY

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

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

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

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

- **Social Media:** Should be edifying, building each other up for service in the church and society. Students who choose to engage in social media, should choose to do so responsibly, using discernment and not demeaning others or with intent to bully. By choosing to use social media outside of these media guidelines, a student may be subject to disciplinary action from the college.
- **Internet and Computer Usage**
 - Emmaus provides students with access to the Internet through a shared high-speed connection. Since we share this fixed bandwidth connection, the activities of one student affect every other student's ability to access the Internet. Your use of the Emmaus network constitutes your agreement to abide by the guidelines given here in the Student Handbook.
 - Streaming audio and video takes up significant bandwidth on the shared Internet connection, please be

mindful that the Emmaus network will slow down if significant streaming is taking place. It is requested that during weekday business hours (8am to 5pm), that students minimize streaming and downloading, to allow classrooms to utilize the internet connection with minimal interruption. This includes music, videos, and data transfers.

- No student will operate their own wireless access point, router, or hotspot anywhere on campus, including their own dorm room. Devices such as Roku, Amazon Fire, and Google/Amazon smart speakers may interfere with WiFi access points and are discouraged from use anywhere on campus. The dorms are already equipped with wireless network access. The wireless access key is emmaus20student for wireless access in the dorms, the library, and the coffee shop.
- Windows based devices require an active and up-to-date antivirus running on the device. This will be checked during Tech registration. It is recommended that Apple and Linux devices have an antivirus application installed and running.
- Downloads of large files (over 100 MB) should be avoided on the network during school and evening hours. If you need to get a copy of the installation CD for an open-source operating system like Linux or UNIX, check first with Mr. Newland to see if a copy has already been downloaded before you download a CD image or a large file of any other type.
- Students must have their network connecting devices registered at Tech Registration prior to each semester before accessing the network. This includes all network devices (e.g. iPod Touch, iPad, XBOX, Play Station, Wii, Smart phones, laptops, desktops, etc.).
- Students may not interfere with the configuration or security of any machine on the network other than their own personally owned machine(s). Students must not change the network configuration (IP address, gateway, etc.) of their machine(s) once set by the college's network services. Any attempts to hack into someone else's machine will be logged and appropriate action will be taken.
- Students should arrange storage on the cloud (Internet) such as Google Docs, DropBox, or a similar capability for storing course-related files so that they can be reviewed from any machine on the network. It is suggested that students move non-current materials from the cloud-based storage to their own machines if they are no longer actively using the files for academic purposes.
- Downloading copyrighted materials, where the user does not have explicit permission to do so, is a violation of federal law and an unacceptable practice at Emmaus Bible College. This includes: music, videos, movies, applications, and documents. Infractions of this nature are taken very seriously at Emmaus and are not tolerated. Federal penalties include possible prison time and fines up to \$200,000 per infraction. Emmaus will expel students for knowingly engaging in illegal copyright infringement.
- Student use of the Emmaus internet connection to view, download, or print pornography, hate crime material, or engaging in any illegal activity is strictly prohibited. The Emmaus internet connection is provided for school business, instructor / student study, and appropriate, but restricted recreational use only.

ALCOHOL, TOBACCO, and ILLEGAL DRUGS

Emmaus has established behavioral guidelines in the Student Handbook, with guidance from the Faith and Lifestyle Commitments, that we believe will help foster a Christ-honoring academic community.

Emmaus realizes that within the evangelical community there are differing perspectives about the role of alcohol in a Christian's life. Additionally, alcohol consumption can be destructive to the living/learning environment.

- According to the National Institute on Alcohol Abuse and Alcoholism (NIH) (2018), Researchers estimate that each year: 1,825 college students between the ages of 18 and 24 die from alcohol-related unintentional injuries, including motor-vehicle crashes.
- 696,000 students between the ages of 18 and 24 are assaulted by another student who has been drinking.
- 97,000 students between the ages of 18 and 24 report experiencing alcohol-related sexual assault or date rape.
- Roughly 20 percent of college students meet the criteria for AUD (Alcohol Use Disorder)
- About 1 in 4 college students report academic consequences from drinking, including missing class, falling behind in class, doing poorly on exams or papers, and receiving lower grades overall.

For more information see

<https://www.niaaa.nih.gov/publications/brochures-and-fact-sheets/alcohol-facts-and-statistics>.

Therefore, it is essential that each member of the Emmaus community has clarity concerning the College's expectations of students as outlined in the Student Handbook and Faith and Lifestyle Commitments; to give up individual freedom to consume alcohol for the greater good of the community. Specifically, Emmaus Bible College and all Emmaus related functions will be alcohol-free. This means the possession or consumption of alcohol in any form will be prohibited in, on, or around all campus properties, owned or leased. This includes advertised non-alcoholic beverages designed to look and taste like alcoholic beverages (e.g. non-alcoholic or zero alcohol beer). The same prohibition applies to all Emmaus vehicles, whether on or off campus, and to all Emmaus events or programs, wherever they may be held. While enrolled in Emmaus Bible College all students will refrain from the possession or consumption of alcohol in all settings.

In order to provide a safer and healthier environment for students, employees and visitors, Iowa law and the Drug Free Workplace Act of 1989, P.L. 101-226 and the Drug-Free Schools and Communities Act (DFSCA) prohibits the use of any/all nicotine products at all properties, including buildings, vehicles and grounds, owned or leased by the college. This prohibition is in effect both indoors and out-of-doors and at both college and non-college sponsored events. The use of any device that simulates the smoking experience such as e-cigarettes is also prohibited in college buildings, on college grounds and in vehicles. Any student, employee, or visitor of the college who violates this policy will be subject to disciplinary action.

Additionally, students are prohibited from smoking any substance, using tobacco in any form, using any kind of nicotine or smoking device (including e-cigarettes and vaping), non-medical narcotics, hallucinogenic drugs (including marijuana or hookah), CBD/hemp products, or misusing any legal or prescribed substances for the duration of their time as enrolled students in all settings. In addition, these substances may not be possessed or distributed by students on or off campus. Students are expected to inform themselves of and observe state and federal laws, which prohibit the manufacturing, delivery, and possession of illegal drugs or other controlled substances. The College also reserves the right to submit any evidence it has acquired to local law enforcement agencies.

The College expects that students will personally uphold their commitment to the Student Handbook guidelines and the Faith and Lifestyle Commitments by refraining from the use of illegal drugs and alcohol while they are enrolled, and to create living environments that are free from alcohol and illegal drug use. These guidelines apply not only to the school year but also includes vacation periods including summer break while enrolled at Emmaus.

Emmaus considers the illegal use of drugs and the use and/or abuse of alcohol a serious offense which will result in disciplinary action and may include sanctions expressed in the Student Handbook up to suspension or dismissal and referral for prosecution. Inappropriate behavior resulting from the use of alcohol or other illegal drugs may result in additional disciplinary action. Additional sanctions by state and federal agencies are listed below.

- A. Alcohol Laws - Iowa State Code states that it is unlawful for any person "to sell, give, or otherwise supply alcoholic liquor, wine, or beer to any person knowing or having reasonable cause to believe that person to be under legal age, and a person or persons under legal age shall not individually or jointly have alcoholic liquor, wine, or beer in their possession or control." The law further states that "no person under legal age shall misrepresent the person's age for the purpose of purchasing or attempting to purchase any alcoholic beverage, wine, or beer from any licensee or permittee." Penalties range from a simple misdemeanor to a serious misdemeanor. In Iowa the legal drinking age is 21.
- B. Drug Laws - Iowa State Code states that it is unlawful for any person not authorized by Chapter 124 of the state code "to manufacture, deliver, or possess with intent to manufacture or deliver a controlled—or counterfeit substance—or to act with, enter into a common scheme or design with, or conspire with one or more other persons to manufacture, deliver, or possess with intent to manufacture or deliver a controlled substance." Penalties range from a simple misdemeanor to a felony. For greater detail of these laws, see Chapters 123 and 124 of the Iowa State Code.
- C. The federal law with respect to drug abuse prevention and control may be found in Title 21, Chapter 13, of the United States Code.
- D. A number of different penalties (sanctions) may be imposed by the magistrate or other representatives of the civil judicial system. Penalties include criminal charges, ranging from a simple misdemeanor to a felony. Sentencing may include one or more of the following: monetary fines, incarceration, and community service. Penalties may be different for persons under or over the age of 18 years old. Persons under 18 who violate drug and alcohol laws may be turned over to juvenile authorities or are dealt with

through the court system. Persons over 18 are dealt with through the court system. Persons over 18 who are charged with the use or possession of illegal drugs are treated as adults. Fines, jail sentences, and community service are at the discretion of the magistrate or district court judge. Similarly, penalties may also be different for persons who hold non-immigrant status in the United States. Arrests can impact visa renewal, clearance through a port of entry, and/or adjudication of immigration applications or benefits. Consequences for a criminal conviction may include: inadmissibility; deportability; failure to maintain status; and/or ineligibility for adjustment of status and/or other immigration benefits.

- E. Students convicted of any offense under Federal or State law involving the possession or sale of a controlled substance will lose eligibility to receive any grant, loan, or work assistance.

It is important to note that alcohol and drugs affect each person differently. The health risks of drug and alcohol use consist of physiological and psychological dependence, acute and chronic medical complications, and erratic behavior (alcohol is a depressant, not a stimulant). Being under the influence of alcohol or drugs can result in tragedy such as automobile fatalities or sexual assault. Further health risks associated with chemical use include (but not limited to): heart disease; cancer; obstructive lung diseases; impaired judgment, coordination, and memory; organ damage; insomnia; paranoia; delusions and hallucinations; seizure; elevated blood pressure; stroke; anxiety and mood disturbances; respiratory depression; brain damage; coma; and death.

For more information, consult your physician. Students struggling with alcohol and/or drug use may contact the Emmaus Counseling Services to request help and to learn about drug and alcohol treatment options. The Emmaus Counseling services is a free, confidential resource. Emmaus Counseling services may be accessed on Emmaus Navigator at <http://navigator.emmaus.edu/home/student-counseling-services>

Additional local resources and support are listed below:

- Hillcrest Mental Health: <https://hillcrest-fs.org/services/brain-health-community-services/>
- Turning Point Treatment Center: <https://www.mercyone.org/dubuque/find-a-service-or-specialty/substance-use-disorder>
- Substance Abuse Services Center: <http://www.sasc-dbq.org/>
- Alcoholics Anonymous: <https://www.dubuqueaa.org/aa>

Federal Drug Free Work-Place Requirements:

The following are required of Emmaus Bible College and its employees and students:

1. An employee or student shall notify his or her supervisor, or other appropriate management representative, of any criminal drug statute conviction for a violation occurring in the work place no later than (5) days after such conviction.
2. The School shall notify any federal contracting agency within ten days of having received notice that an employee or student engaged in the performance of such contract or grant has had a criminal drug statute conviction for a violation occurring in the workplace.
3. The School will take appropriate action against any employee or student who is convicted for a violation occurring in the workplace and will require the employee or student’s satisfactory participation in a drug abuse assistance or rehabilitation program.

DANCING AND NIGHTLIFE

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

- Sensual dancing and attendance at establishments or events that encourage such dancing is prohibited.
- College-sponsored dances will not be permitted on or off campus.
- Students are not permitted to patronize pubs, bars, nightclubs, casinos, comedy clubs, and similar establishments.

EBC Policy Guide				
Policy	While	Visits	Visits to a Friend’s	Breaks: Holidays, Spring Break,

	Enrolled	Home	Home	Summer
Entertainment and Media				
Pubs, bars, night clubs, comedy clubs, gambling	NO	NO	NO	NO
Dancing	Allowed	Allowed	Allowed	Allowed
Tobacco, Alcohol, Smoking, and Illegal Drugs				
Tobacco, Alcohol, Smoking/Vaping, and Illegal Drugs	NO	NO	NO	NO
Bartending/Security at such establishments	NO	NO	NO	NO

STUDENT CONDUCT

In voluntarily joining the Emmaus Bible College community, students are choosing to live and learn together with the patience and kindness demonstrated by Christ’s love for us, which includes exercising freedom responsibly and with sensitivity to one another’s needs. The Student Handbook and the Faith and Lifestyle Commitments outline the College’s expectations related to student conduct. Enrolling as a student at Emmaus Bible College means agreeing to follow the student conduct expectations. Failure to follow the student conduct expectations outlined in the Student Handbook and Faith and Lifestyle Commitments will constitute student misc conduct.

The goals of the student conduct process are the growth of the student and maintaining a safe environment conducive to academic study, not just the consequence. As a result, since each student is an individual with unique needs, and at different growth stages, it is possible that cases involving similar violations may result in differing outcomes, sanctions, and/or assignments.

Personal growth and maturity are encouraged most when the entire College community shares in supporting each other by keeping their commitments. Therefore, deviations from the Student Handbook or Faith and Lifestyle Commitments are best handled among peers using the redemptive model found in Matthew 18:12-17. We understand this scripture to mean that individuals care enough to confront – one student to another. If you are aware that another student has violated the Student Standards of Conduct, you should speak to that person in a spirit of humility and concern. If the alleged violation is true, it is the responsibility of both students to ensure that the matter is resolved with Student Life personnel. If the student who has committed the violation is unwilling to admit the infraction to a member of the Student Life Office, you are encouraged to discuss the matter with a member of the Student Life Office after first informing the student who committed the violation.

STANDARD OF PROOF

The standard of proof for determining if an incident of misconduct/policy violation has occurred, is a preponderance of evidence. Preponderance of evidence is defined as facts/evidence that are more probable or likely than not to have occurred.

REPORTING MISCONDUCT

Students are encouraged to self-report their misconduct to a member of the Student Life Office in an effort to seek help and support. The College encourages students to walk in freedom that can follow self-reporting misconduct. When a student self-reports to violating the Faith and Lifestyle Commitment or a Student Handbook policy, the College will respond with care and support resources as well as with a reduced consequence when appropriate in order to honor the acknowledgement of wrongdoing. This may not apply to serious or repeat violations, criminal activity, or arrests.

Additionally, once you have been confronted and/or formal discipline has begun, your situation can no longer be

addressed within the framework of a self-report. Also, it may be the case that, because of the nature of certain behaviors, specific consequences may be unavoidable even when a self-report is in place (e.g. a student leader, athlete, club leader, music/ensemble participant, etc., because of his/her leadership, community, or representative responsibilities may be asked to take leave from their role).

Anyone outside or within the College community can report a violation of EBC's Student Handbook and/or Faith and Lifestyle Commitment in person, via telephone, via email, or by using the [Student Conduct Incident Report Form](#). When Student Handbook and/or Faith and Lifestyle Commitment violations come to the attention of Emmaus faculty and/or staff one or more of the following actions may be taken with regard to any rule or policy violations at the College. When deemed appropriate by the College, EBC reserves the right to notify parents, coaches, and academic advisors of a student conduct matter. In situations where the safety of students, faculty, or staff may be involved, the College reserves the right to hold an emergency student conduct meeting, and if necessary at the discretion of the College, remove a student or individual from campus prior to or at any time during the student conduct process.

College sanctions are independent of other responses that may be imposed as a result of any civil action or criminal prosecution. The sanction(s) in response to misconduct will depend upon the circumstances of each situation, including but not limited to:

- the seriousness of the alleged offense,
- the student's response when confronted,
- the effect of the conduct on the victim and/or college community,
- and the student's conduct history.

The sanctions listed in this section are not exhaustive but are merely designed to serve as guidelines. Responses may be imposed in any combination. Prior determinations of misconduct under this or other student conduct policies may be considered in determining sanctions for a present violation. The following are examples of possible sanctions in response to misconduct:

VERBAL WARNING

The student is contacted personally and a discussion is held about behavior or attitudes. This verbal warning will be documented for possible future violations.

WRITTEN WARNING

Written warnings are designed for minor infractions. The following are examples, though not exhaustive, of what you might be receive a written warning for:

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

A student receiving five write-ups in a single semester will automatically be placed on Disciplinary Probation. Upon the student's sixth "write-up" the student is suspended immediately, pending a hearing before the Student Life Committee. Please note that the College reserves the right to suspend or dismiss any student whose presence puts the security or safety of the campus at risk, or whose attitude or behavior is not in harmony with Emmaus' standards.

BEHAVIORAL REQUIREMENT

This includes required activities including, but not limited to, seeking a mentor, counseling, substance abuse screening, or writing a letter of apology.

EDUCATIONAL REQUIREMENT

Requirement to attend, read, write, present and/or participate in a program related to the violation.

COMMUNITY SERVICE

Students may be assigned community hours in service to the Emmaus community. Failure to complete community service will result in further sanctions and fines. The purpose of a community service sanction is to:

- Hold students accountable for their actions and impact on the community around them
- Repair any harm inflicted on the Emmaus community. This is included but not limited to inside residence halls, classrooms, and any other on-campus environment as well as individuals who were harmed by the behavior
- Positively impact and engage students with other offices and individuals on campus.

FINES and RESTITUTION

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

Violating campus spaces intended to be secured

(e.g. buildings, classrooms, offices, dorm rooms, etc.)

\$100 fine

Tampering with fire safety equipment

\$100 fine

Water fights

\$100 fine

Being on the roof of any College building

\$100 fine

Removing window screens

\$50 fine

Removing lounge furniture

\$50 fine

Removing workout equipment

\$50 fine

Destruction of property

\$50 fine

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

DISCIPLINARY PROBATION

Students who receive discipline and accountability actions may be placed on probation for a specified time. Probation is meant to be an encouragement and a reminder to respect and uphold the guidelines set forth in the Emmaus Student Handbook and Faith and Lifestyle Commitments, and that the student's behavior is of such a nature as to jeopardize continued enrollment at the College. One or more of the following means of discipline may also be applied during part of the probationary period to encourage cooperation:

- a mentoring relationship with a faculty/staff member
- community service hours
- being campused, dormed, or roomed
- referred for counseling
- fines/restitution, (i.e. payment or service)
- loss of college employment
- loss of curfew privileges
- loss of extracurricular or co-curricular privileges (students involved in leadership activities such as Emmaus Student Union, Emmaus Student Ambassadors, other clubs, intramural and intercollegiate athletics, ministry teams, music teams not required for credit, etc.)
- suspension of automobile privileges
- offense-specific project
- notification of parents

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

SUSPENSION OF ACTIVITY

The student(s) or an entire roster of participants is involuntarily separated from a competitive team or an artistic ensemble (e.g. varsity athletic team, club sport team, student organization, student club, music ensemble) for a specified length of time.

SUSPENSION

This action is appropriate to give the student time to reflect and adjust his or her behavior to the standards of conduct expected of the College. The student is involuntarily suspended for a stated length of time. The student will be required to leave campus and return to his or her parent's home or the location of his or her permanent address if possible. The College reserves the right to require a student to leave immediately while an investigation is conducted.

If it is impossible to return to the aforementioned address, then the College will assist the student in finding housing

for the duration of the suspension. Because of the College's obligation to the safety of the student, the parent(s) of the suspended student will be notified of the student's status. No leadership involvement (extracurricular or co-curricular) will be permitted during this period. Any classroom assignments, presentations, or projects requiring classroom attendance will be forfeited and absences will be counted towards semester totals.

DISMISSAL

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

PERSON NON GRATA

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

ADDITIONAL SANCTIONS

- Loss of privilege or employment
- Referred for counseling and/or assessment
- Campused: staying on campus
- Dormed: being on your own dorm floor
- Roomed: being in your own dorm room

DISCIPLINARY PROCESS

The Office of Student Life is responsible for the administration of discipline. Student Life staff in Athletics, Residence Life, and Campus Life share some of the disciplinary responsibility.

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

In applying discipline, we appeal to the highest form of discipline, self-discipline. We assume that students will conduct themselves in accordance with the guidelines set forth in this handbook. If that fails, other forms of discipline may be utilized. Depending upon the nature of the alleged incident, the investigation and review may also involve meetings with other appropriate witnesses and with the complainant before a decision is made.

Whenever possible, the student will be disciplined by those who are in the closest supervisory relationship with. For instance, resident students will most likely meet with their RA, Resident Director or Director of Residence Life for most minor disciplinary actions and conversations. In cases of more serious infractions, it is at the discretion of the VP/Dean for Student Life (or his or her designee) to hear the case or refer it to the Student Life Committee.

In situations that rise to the VP/Dean for Student Life (or his or her designee) or the Student Life Committee, she/he/they may involve other College personnel (e.g., the student's RD/RA, Director of Residence Life, Director of Campus Life, coach, faculty advisor, or supervisor etc.) as he/she deems appropriate to assist in the investigation, sanction, and restoration process of the student to the community. These levels progressively followed will produce the most meaningful discipline and effect harmonious living.

- I. If handled by the VP/Dean for Student Life (or his or her designee):
 - The student will be notified to meet with the VP/Dean for Student Life (or his or her designee).
 - The student will be advised of the charges.
 - Necessary evidence and witnesses will be gathered.
 - Content of the witnesses' statements and evidence against him/her will be given.
 - The student will be given the opportunity to defend himself/herself against the charges.
 - The VP/Dean for Student Life (or his or her designee) will determine the outcome or refer to the Student Life Committee
 - The student will then be informed of the outcome of the deliberations either in person, in writing via email, or

via letter delivered to the student's campus mailbox.

- An appeal of a decision made by VP/Dean for Student Life (or his or her designee) may be made to the Student Life Committee, in which case the VP/Dean for Student Life will not chair the committee nor vote, but will be involved in the proceedings.
- Reasons for the appeal must meet those stated in the appeal section and be made in writing to the VP/Dean for Student Life within 3 working days (see III).

II. If handled by the Student Life Committee:

- The VP/Dean for Student Life will chair the committee but will not be involved in deciding the outcome.
- The committee will be informed of the nature of the incident, those involved, and the content of the witnesses' statements.
- The student will be advised of the charges and that the case is being handled by the Student Life Committee.
- The student will be given an opportunity to meet with the committee to defend himself/herself.
- The committee will be given an opportunity to question the student.
- The committee will meet and deliberate the outcome without the accused student present.
- The student will then be informed of the outcome of the deliberations either by a subset of the committee in person, in writing via email, or a sanction letter delivered to the student's campus mailbox.
- Emergency suspension may be authorized at any time and a hearing of the case by the Student Life Committee set at a later time.

III. Appeal of the Student Life Committee decision must be made in writing to the VP/Dean for Student Life (or his or her designee) within 3 working days as long as it is based on one of the following:

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

IV. Possible outcomes from the appeal:

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

ATHLETICS AND INTRAMURALS

INTERCOLLEGIATE SPORTS

Emmaus Bible College is a member of the National Christian College Athletic Association (NCCAA) and the Midwest Christian College Conference (MCCC). We offer four intercollegiate sports: Men's Soccer, Women's Volleyball, Men's Basketball, and Women's Basketball. Each season, our teams travel to compete in conference and regional tournaments. Participation on these teams is decided following determination of eligibility, proper submission of all required forms including medical release, team tryouts and team selection, and good academic standing.

INTRAMURALS

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

Intramural sports are available for current students, faculty and staff of Emmaus Bible College, and the spouses of faculty and staff, including those of regularly scheduled part-time employees. All students must sign and turn in the Intramural Sports Liability Waiver in order to participate in an organized sporting activity and have proof of insurance on file.

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

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

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

to play in a scheduled game or activity.

Intramural activities are supervised and/or officiated by faculty, staff, or students appointed by the Intramural Department.

The Intramural Department reserves the right to deny anyone the privilege of participation due to unsportsmanlike conduct, disrespect, use of inappropriate language, etc.

ATHLETIC DRESS CODE

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

GYMNASIUM AND FITNESS CENTER

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

ELIGIBILITY

- **Faculty and Staff:** All full-time employees of Emmaus and BSS, and their spouses or dependent children 22 and under may use Pollard Fieldhouse and Fitness Center free of charge.
- **Part-Time Staff:** All part-time employees of Emmaus and BSS, under 20 hrs./week may use Pollard Fieldhouse and Fitness Center free of charge. Spouses or dependent children ages 16-22 may purchase a membership affordably priced at monthly, 6-month, and 12-month rates. Please contact the Athletic Office or Student Life Office for membership information.
- **Children:** Children under age 16 must be accompanied by an adult and under direct supervision of parents or guardians within Pollard Fieldhouse. Children of faculty and staff age 16+ may use the gymnasiums upon signing-in at the Pollard Desk.
- **Guests:**
 - o **Fitness Center:** Visiting family and friends (age 16+) of students and full-time employees of Emmaus and BSS are welcome to use the Fitness Center on a short-term basis while visiting. Visiting guests must be accompanied by the student or employee. The Fitness Center is not open to children under the age of 16.
 - o **Gymnasiums:** Visiting family and friends of students and full-time employees of Emmaus and BSS are welcome to use the gymnasiums on a short-term basis while visiting. Visiting guests must be accompanied by the student or employee. Children of faculty and staff age 16+ may use the gymnasiums upon signing-in at the Pollard Desk. Children under 16 must be accompanied by an adult and under direct supervision of parents or guardians.
- **Alumni:** Alumni in good standing with Emmaus Bible College may request a membership to use the Fitness Center and the Pollard Fieldhouse gymnasiums. Monthly memberships are affordably priced for individuals and Alumni families at monthly, 6-month, and 12-month rates. Please contact the Athletic Office for membership information.
- **Emmaus Worldwide Employees:** Emmaus Worldwide employees may purchase Fitness Center and Pollard Fieldhouse gymnasium memberships. Monthly memberships are affordably priced for individuals and families at monthly, 6-month, and 12-month rates. Please contact the Athletic Office for membership information.
- **Community:** Regular individual use of the Fitness Center or the Pollard Fieldhouse gymnasiums is not available to the local community. Any unknown and unaccompanied individual may be asked to leave the facility until their party arrives.
- **Rentals:** Short-term rental of the Pollard Fieldhouse gymnasiums or Athletic Fields is limited to constituents of Emmaus Bible College with approval from the Student Life Office or Athletics Office. Rental of the Fitness Center is not allowed.
- **Organized Events:** Organized group events for non-Emmaus guests must be approved through the Athletic

Office or the Student Life Office prior to use. (e.g. pick-up basketball, soccer games, or volleyball games.) Any non-student guest must be accompanied by a current student or employee of Emmaus or BSS. Any unknown and unaccompanied individual may be asked to leave the facility until their party arrives. Students may not organize open events or gym nights for outside guests without approval from the Athletic Office or Student Life Office. Both gymnasiums are available for use from 6:00 a.m. until curfew. The Fitness Center will be open from 6:00 am to 11:00 pm.

Unsupervised Hours

Every Day 6:00 am – 4:00 pm

Supervised Hours

Every Day 4:00 p.m. – Curfew

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

Gym Guidelines

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

Direct any questions to the Athletic Director or the Student Life Office.

CAMPUS SAFETY

SECURITY

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

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

ONE CALL NOW ALERT SYSTEM

One Call Now is the Emergency Notification System for the Emmaus community. One Call Now is used by Emmaus as a way to instantly reach mobile devices and email when an urgent situation needs to be communicated. All faculty, staff, and students are automatically enrolled in One Call Now using the @emmaus.edu email address and cell phone number provided to the College through the application process or employment process.

REPORTING CRIMES OR OTHER EMERGENCIES

In emergency situations, dial 9-1-1 for local emergency personnel. Calls are answered 24 hours a day, 7 days a week, 365 days every year by the local emergency services personnel. Local police and fire or medical departments will respond immediately and according to your needs.

Students may also report any incident to an employee or Campus Security Authority. Campus Security Authorities include, but are not limited to Student Life Staff including Coaches, Resident Assistants, Resident Directors, and Student Nightwatch, along with various other employees who have responsibilities over students.

STUDENT ID CARD AND ROOM KEY REPLACEMENT POLICY

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

If you damage or lose your ID card, follow these procedures:

- Report immediately to the Front Desk and fill out the “Student ID Card Replacement” form. This form will be sent to the facilities office and a new card will be issued.
- A \$10 replacement fee will be charged for a lost or broken ID card.
- After filling out the paperwork at the Front Desk, the student will be marked as “present” in chapel that day.
- You will receive a note via email when your new card is ready to be picked up at the Front Desk.
- *Please note: You must follow this procedure as soon as your card is damaged or lost. Attendance will not be adjusted for previous days when your card was damaged/lost.*

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

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

PERSONAL PROPERTY

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

TORNADO WARNING

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

FIRE

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

ACTIVE SHOOTER

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

- **Run:** Have an escape route and plan in mind. Leave your belongings behind. Help others if you are able. Keep your hands visible. Call 911 when you are safe.
- **Hide:** If you can’t escape, hide in an area out of the shooter’s view. Block entry to your hiding place, turn off lights and lock the doors. Take cover behind furniture or fixtures away from windows and doors. Silence your cell phone.

- Fight: Only as a last resort and only when your life is in imminent danger. Attempt to incapacitate the shooter. Act with physical aggression. Use items around you as weapons. Commit to your actions...your life depends on it.

Information to provide 911:

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

When law enforcement arrives:

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

MISSING PERSONS

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

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

INTERNET AND SOCIAL MEDIA SAFETY

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

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

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

MOTOR VEHICLE REGULATIONS

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

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

Emmaus Navigator website.

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

HEALTH

GENERAL INFORMATION

Emmaus does not provide health services on campus; therefore, each student is responsible for his or her own medical needs. The Director of Residence Life, RAs and RDs will have information for local medical facilities and can provide assistance with transportation if needed. Students and parents should be aware of the best facility to use for medical services and insurance purposes. The primary two medical facilities in Dubuque which also offer acute care services are:

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

IN CASE OF EMERGENCY

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

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

ILLNESS

Emmaus does not provide health services on campus. In a life-threatening situation, students should call 911. Students who are ill should notify a Resident Director immediately for guidance concerning reducing the spread of the illness. Students should also notify their instructors if they will need to miss class. Meals from the dining hall will be provided to students unable to come to the dining hall. The ill student is responsible to notify Residence Life Staff to help coordinate receiving meals to their dorm room.

HEALTH PLAN

Every full-time student living in the residence halls and every student athlete at Emmaus Bible College is required to be covered by a health plan that covers a student while in the state of Iowa. If students have questions regarding health insurance please see the Director of Residence Life.

ORGANIZATIONS

STUDENT UNION

The Emmaus Student Union exists to promote community and unity amongst the student body. We do this by programming events throughout the school year that fosters students' growth in their friendships and strengthens our connection within our campus community.

During the year, the Emmaus Student Union (ESU) plans annual campus traditions like Labor Day Weekend, Costume Floor Volleyball, Winterfest, etc. Throughout each semester, ESU also collaborates with other campus departments to provide programming for events such as Orientation Week, Parents Weekend, Emmaus Day, and Discover Emmaus Weekend.

The 2020-2021 members are:

Jonathan Snow	President
Rebekah Wright	Vice President
Grace Drevenstedt	Treasurer
Jacob Bauder	Secretary
Emmaline Barsness	Marketing Director

RESIDENT ASSISTANTS

The RAs are available to assist you on your residence hall. Two are on-duty each evening from 8:00 p.m. to 12:00 a.m. Sunday through Thursday, and 9:00 p.m. to 1:00 a.m. Friday and Saturday.

The 2020-2021 Resident Assistants are:

Men:	Sam Tran	Ron Allen	Jared Gambill
	Luca Drago	Carter Hage	
Women:	Isabelle Kook	Jen Mathew	Olivia Abdy
	Amy Hansen	Verah Banasky	Lexi Taylor
	Debbie Cornell		

STUDENT MISSIONARY FELLOWSHIP (SMF)

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

YEARBOOK

The Yearbook program is a scholastic journalism program whose goal is to create a print monument to what God has done at Emmaus Bible College each school year. Direct any questions or interests you may have to the Director of Campus Life.

STUDENT CHAPLAINS

The purpose of the Student Chaplains is to help cultivate an environment in which faculty, staff, and students develop a love for Jesus Christ. This team organizes focus chapels and events throughout the school year to encourage the spiritual atmosphere of our campus. Direct any questions or interests you may have to the Director of Campus Life.

COUNSELING PSYCHOLOGY STUDENT COUNCIL

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

CREW (Cultivating Responsible Educators Worldwide)

CREW is a student-run organization for the Teacher Education majors. This group meets regularly for fellowship, planning, and information. All declared majors are eligible for voting membership in the group. Interested freshmen may also participate in the CREW with voice but no vote.

STUDENT ACCOUNTS

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

PAYMENT DUE DATES

Payment (less Emmaus approved financial aid) for tuition, room and board, and fees, as appropriate, is always due no later than the first day of class of the semester or term. For the fall semester full payment is due when students arrive on campus in August before securing their Student ID. For the spring semester and summer terms full payment is due by the first day of class. Payment plans are available during the fall and spring semesters (not summer) for those unable to pay in full. Prior to the beginning of the fall and spring semesters students can enroll in a 5 month payment plan for a \$75.00 fee per semester. Under this plan, charges (less Emmaus approved financial aid) for the semester are divided into 5 equal payments. Due dates for the 5-month plans are as follows:

5 Month Payment Plan Due Dates	
Fall Semester	Spring Semester
Aug 1, Sept 1, Oct 1, Nov 1, Dec 1	Jan 1, Feb 1, Mar 1, Apr 1, May 1

To utilize this plan you must contact the Student Accounts Office before the start of each semester. Students who cannot pay in full at the beginning of the semester or have not selected the 5 month payment plan are automatically enrolled in a three payment plan for the semester. The payment amounts are 40%, 30% and 30% of the balance due after deducting Emmaus approved financial aid. Due dates for the 3-month payment plan are as follows:

3 Month Payment Plan Due Dates	
Fall Semester	Spring Semester
Arrival on Campus (40%) October 1st (30%) November 1st (30%)	First Day of Classes (40%) February 1st (30%) March 1st (30%)

Late payments may result in a service charge of 1% per month (\$5.00 minimum) on the current account balance. Any account adjustments during the semester, such as a change in fees, financial aid, fines, etc., are the responsibility of the student. Any new charges posted to a student's account subsequent to the end of the drop/add period (replacement I.D. card fee, room rental, etc.) are due immediately.

NICC OR UD CHARGES

Some students must enroll in NICC or UD courses as part of their Emmaus program. In such cases, Emmaus will charge the student and pay the cooperative school when invoiced (usually later in the semester). Students enrolled in NICC or UD courses who incur any costs associated with dropping a class, will be billed for that amount. Students who take NICC or UD courses that are not required for their Emmaus program are responsible to NICC or UD directly for the associated costs.

REFUNDS/WITHDRAWING

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

schedule:

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

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

24/7 ACCESS TO STUDENT ACCOUNTS

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

PAYMENT

Payments by cash or check only can be made in person at the Student Accounts Office (2nd floor of Smith Hall). Debit or credit card (Visa, MasterCard, or Discover) payments can be made online only by accessing the "Billing Detail Summary" of your Empower account. A fee will be charged for online credit/debit card payments. Payments by check with the student ID # noted on the check can be sent via U.S. mail to:

Emmaus Bible College
Attn: Student Accounts
2570 Asbury Road
Dubuque, IA 52001

PARTICIPATION IN COLLEGE SPONSORED TRIPS

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

PAYMENT AND RETURNING STUDENTS

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

COMMUNICATION

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

OVERDUE ACCOUNTS

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

IN SUMMARY

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

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