

# JARVIS CHRISTIAN COLLEGE

## STUDENT HANDBOOK



**Revised June 1, 2020**

**Dr. Lester C. Newman  
President**

**Dr. Charles N. Smith  
Vice President for Student Services**



## **ACCREDITATION STATUS**

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

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

### **FOUNDED BY THE CHRISTIAN CHURCH (DISCIPLES OF CHRIST)**

#### **AFFILIATED**

With

DIVISION OF HIGHER EDUCATION: CHRISTIAN CHURCH  
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CHRISTIAN CHURCH (DISCIPLES OF CHRIST) IN OKLAHOMA  
CHRISTIAN CHURCH (DISCIPLES OF CHRIST) IN ARKANSAS

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NATIONAL COUNCIL OF EDUCATIONAL OPPORTUNITIES ASSOCIATION  
NATIONAL COLLEGIATE ATHLETIC ASSOCIATION  
ASSOCIATION OF COLLEGIATE BUSINESS SCHOOLS AND PROGRAMS

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# JARVIS

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## CHRISTIAN COLLEGE

### MESSAGE OF THE PRESIDENT

To the Student of Jarvis Christian College.

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

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

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

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

Sincerely,

  
Lester C. Newman  
President



## **Message from the Vice President for Student Services**

Welcome Students!

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

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

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

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

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

Accept my personal best wishes for a successful academic journey.

Sincerely,

Dr. Charles N. Smith  
Vice President of Student Services



**College Map**

**Jarvis Christian College**  
**P.O. Box 1470**  
**U.S. Hwy 180 E. P.R. 7631**  
**Hawkins, Texas 75765-1470**

## **ACADEMIC BUILDINGS**

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

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

***The James Nelson Ervin Religion and Culture Center***

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

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

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

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

## **RESIDENCE HALLS**

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

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

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

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

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

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

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

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

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



EDUCATING THE HEAD, THE HAND, AND THE HEART

## **EXECUTIVE COUNCIL**

**President**

**Dr. Lester C. Newman**

**Provost and Vice President for Academic Affairs**

**Dr. Glenell Pruitt**

**Vice President for Student Services**

**Dr. Charles N. Smith**

**Vice President for Finance and Administration**

**Ms. Paula Love**

**Vice President for Institutional Advancement and Development**

**Dr. Ken Eke**

**Jarvis Christian College is an equal opportunity provider and employer.**

# JARVIS CHRISTIAN COLLEGE

# **Jarvis Christian College Mission Statement**

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

## **Academic Affairs Mission Statement**

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

## **Student Services Mission Statement**

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

**JARVIS CHRISTIAN COLLEGE  
STRATEGIC GOALS  
2019-2023**

<b>STRATEGIC GOAL 1: To provide preeminent academic programs and instruction that are innovative and career-relevant.</b>	
<b>Objective 1: Strengthen academic programs and instruction</b>	<b>Timeline</b>
a. Strategy: launch approved online degree completion program (Business and Criminal Justice);	2018-2019
b. Strategy: Initiate process for the establishment of a Mass Communications and Pre-Engineering degree program;	2018-2019
c. Strategy: Increase agreements with Dallas Community College District to enhance students and community partnerships associated with Dallas Teaching Site;	2018-2019
d. Strategy: Implement the Pre-Health Academy in conjunction with the University of Texas at Tyler health Science Center;	2018-2019
e. Strategy: Increase the number of career-relevant course offerings, inclusive of data analytics, cyber-security and environmental science;	2018-2020
f. Strategy: Offer certification programs in Microsoft Word and Excel, billing and coding and medical administrative assistant;	2019-2020
g. Strategy: Offer certification in religion in conjunction with the United Theological Seminary in Dayton, OH;	2019-2020
h. Strategy: Market the Interdisciplinary Studies major in Music;	2019-2020
i. Strategy: Enhance current offerings and create new opportunities for competency-based education;	2019-2020
j. Strategy: Complete accreditation process for the Social Work and Business Programs;	2019-2020
k. Strategy: Increase Honors course offerings by 5 classes:	2019-2020

l. Strategy: Increase GE online offerings by 5%	2020-2021
m. Strategy: Add an additional online degree completion program in Religion;	2021-2022
o. Strategy: Add an additional online degree completion program in Social Work;	2021-2022

<b>STRATEGIC GOAL 1: To provide preeminent academic programs and instruction that are innovative and career-relevant.</b>	
<b>Objective 2: Establish a Lecture Series or Forum for traditional, non-traditional and adult education students</b>	
a. Strategy: College faculty, staff and students will join together with colleagues from the community for stimulation conversation about issues that cross all disciplines. Lectures and performances may address either enduring or emerging questions central to the disciplines or on relevant topics of our time; and	2018-2023
<b>Objective 3: Enhance academic support services for traditional and non-traditional students</b>	
a. Strategy: Establish a comprehensive onboarding process inclusive of orientation, tutorial support, advising, registration, and LMS navigation:	2018-2019
b. Strategy: Increase access to tutoring and academic support labs:	2018-2023
c. Strategy: Increase access to Career Services that is inclusive of all majors and career relevant (completion of job application packages, soft skills, etc.);	2018-2023
d. Strategy: Continue to develop a model program for academic and co-curricular advising and mentorship;	2018-2023
e. Strategy: Upgrade academic/administrative technology;	2018-2023
f. Strategy: Develop Fresh Start Program, Prior Learning Assessment, Certifications, Continuing Education Units (CEUs);	2018-2023
g. Strategy: Increase internship opportunities for all students; and	2018-2023
h. Strategy: Implement career pathways from freshmen to sophomore.	2018-2023
<b>Objective 4: Maintain accreditation with the Commission on Colleges of the Southern Association of Colleges and Schools</b>	
a. Strategy: Submit Fifth-Year Interim Report	2019-2020
b. Strategy: Submit QEP Impact Report	2019-2020

<b>STRATEGIC GOAL 2: To enhance the living and learning environment within our campus community</b>	
<b>Objective 1: Create a culture of learning in student living spaces that will engage them in the 21<sup>st</sup> Century techniques that will help them address 21<sup>st</sup> Century challenges</b>	<b>Timeline</b>
a. Strategy: Develop a model residential experience that provides with experience opportunities for leadership and engagement, and intellectual and personal growth.	2018-2023
b. Strategy: Establish academic programming such as tutoring and academic coaching in residence halls;	2018-2019
c. Strategy: Establish classes in residence halls;	2018-2019
d. Strategy: Equip classroom space with latest technology including smartboards; and	2018-2019
e. Strategy: Establish opportunities for faculty, alumni and staff to engage students in the residence halls.	2018-2019
<b>Objective 2: Create a culture of student-led communications by establishing various media outlets that will give students the opportunity to engage stakeholders in campus life.</b>	
a. Strategy: Hold town hall meetings; and	2019-2023
b. Strategy: Discussion forums in the residence halls w/faculty staff and alumni	2019-2023
<b>Objective 3: Create interactive modules that will engage students in leadership civic engagement, career choices, problem solving and other topics that will enhance their social experiences.</b>	
a. Strategy: Establish residence hall programming that will emphasize student leadership roles and enhance community experience such ad dorm councils and residential hall competitions.	2018-2019

**STRATEGIC GOAL 3: To establish collaborative relations with internal and external constituents to support the mission of the College.**

<b>Objective 1: Build a pipeline through partnerships with area high schools and community colleges.</b>	<b>Timeline</b>
a. Strategy: Articulation Agreement With the Dallas County Community College District (Brookhaven College, Cedar Valley College, Eastfield College, El Centro College, Mountain View College, North lake College and Richland College); Bossier Parrish Community College Southern University @ Shreveport;	2018-2023
b. Strategy: Expand MOAs and articulation agreements with community colleges and other institutions and constituents to enhance student and faculty engagement.	2018-2019
c. Strategy: Increase internship opportunities for students	2018-2019
<b>Objective 2: Increase articulation agreements/consortium agreements with graduate and professional schools</b>	2018-2023
<b>Objective 3: Increase internship opportunities with corporations and businesses.</b>	2018-2023

**STRATEGIC GOAL 4: To enhance faculty and staff professional development and life-long learning.**

<b>Objective 1: Support Employees in their academic and career advancement.</b>	<b>Timeline</b>
a. Strategy: Increase the number of faculty who engage in external professional development activities;	2018-2023
b. Strategy: Continue the “Leadership Academy” for senior and mid-level managers;	2018-2023
c. Strategy: Continue to support faculty who are pursuing terminal degrees in the teaching fields; and	2018-2023
d. Strategy: Create a Center for Teaching and Learning;	2018-2023
<b>Objective 2: Promote an environment of learning, teamwork communication, research, and positive employee morale.</b>	<b>Timeline</b>
a. Strategy: Coordinate and implement Faculty and Staff Development Workshops (August and January);	2018-2023
b. Strategy: Provide ongoing training opportunities for faculty and staff in their respective areas;	2018-2023
c. Strategy: Develop an internal protocol that impacts faculty and staff; and	2018-2023
d. Strategy: Ensure PD Team involvement in campus-wide committees (i.e. Academic Council)	2018-2023
<b>Objective 3: Educate employees to improve their job performance and service to students’ Coordinate “Passport to Administrative Success” program for new administrators.</b>	<b>Timeline</b>
a. Strategy: Continue the “Leadership Academy” for senior and mid-level managers;	2019-2019
b. Strategy: Coordinate Mentoring Program;	2018-2023
c. Strategy: Continue to support faculty who are pursuing terminal degrees in the teaching fields; and	2018-2023
d. Strategy: Provide training opportunities for staff to enhance their professional performance.	2018-2019

**STRATEGIC GOAL 5: To be fiscally sound and a good steward of resources to advance the quality of academic programs, administrative functions, and facilities management.**

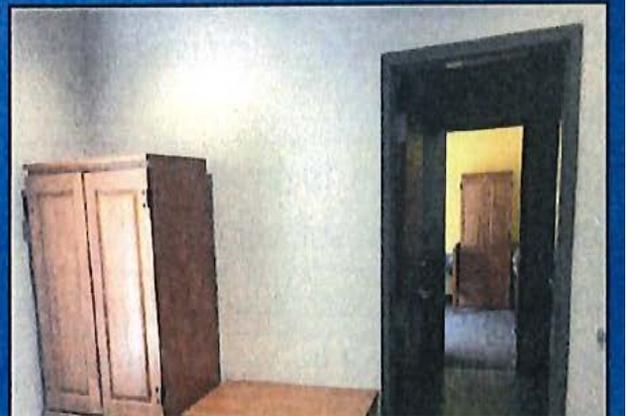
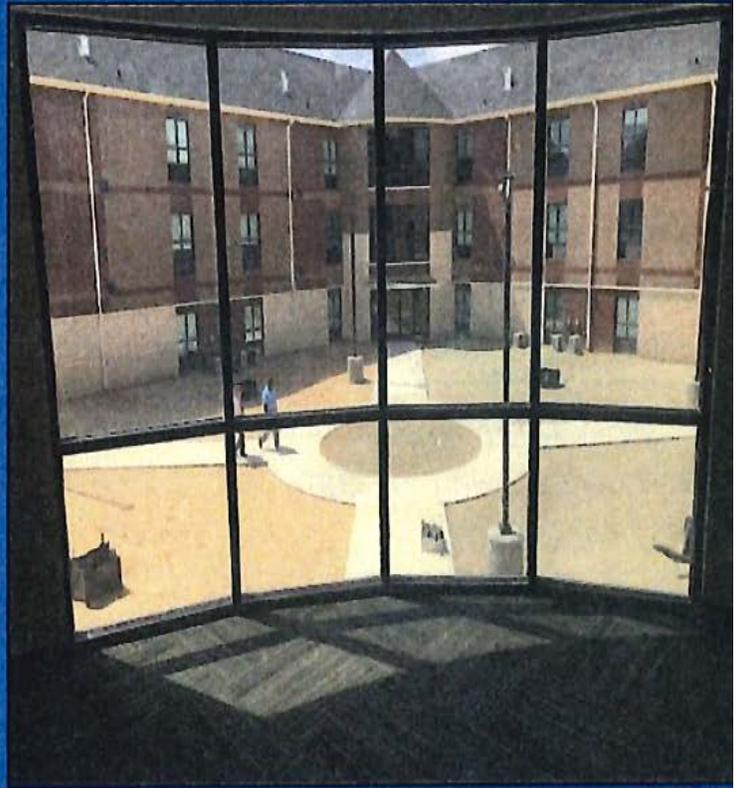
<b>Objective 1: Make continual improvements in the stewardship of financial resources.</b>	<b>Timeline</b>
a. Strategy: Conduct financial and budgetary workshops to ensure that budget managers are equipped to manage their budgets responsibly;	2018-2019
b. Strategy: Assess the budget model to ensure that there are effective internal controls, sufficient transparency, and appropriate “checks and balances” to prevent excessive financial commitments and overspending;	2018-2019
c. Strategy: Prepare and present operating and capital budgets reflecting complete programs and operating costs and sources of funding, and regular review these to ensure that planned uses of resources do not exceed funds available;	2018-2019
d. Strategy: Provide clear and explicit reporting documents for senior leadership and trustees, including annual operating budget, investments and audits; and	2018-2023
e. Strategy: Continue to enhance the purchasing process to ensure greater savings.	2018-2023
f. Strategy: Maintain positive net tuition and fees revenues	2018-2023
<b>Objective 2: Continue to increase the number of funded grants and contracts</b>	
<b>Timeline</b>	
a. Strategy: Establish grant writing workshops for faculty and staff	2018-2023
b. Strategy: Hire a grant writer	2018-2023
c. Strategy: Explore business possibilities	2018-2023
<b>Objective 3: Continue to increase the number of funded scholarships</b>	
<b>Timeline</b>	
a. Strategy: Explore business possibilities	2018-2023

<b>Objective 4: Maintain positive financial rations.</b>	<b>Timeline</b>
a. Strategy: Decrease A/R balance	2018-2023
b. Finish the year with an operating surplus	2018-2023
<b>Objective 5: Manage College resources effectively and efficiently</b>	
<b>Objective 5: Manage College resources effectively and efficiently</b>	<b>Timeline</b>
a. Strategy: Establish a college student work program to reduce the cost of personnel for facilities;	2018-2023
b. Strategy: Make more efficient use of the copy center as a revenue source; and	2018-2023
c. Strategy: Finish the year with an operating surplus.	2018-2023

<b>STRATEGIC GOAL 6: To improve the campus environment inclusive of physical facilities and auxiliary services</b>	
<b>Objective 1: Enhance and/or improve auxiliary enterprises.</b>	<b>Timeline</b>
a. Strategy: Improve student satisfaction with the food service program;	2018-2023
b. Strategy: Expand the copy center operation services to the community to generate additional revenue;	2018-2023
c. Strategy: Increase revenue through the C-Store and grill.	2018-2023
d. Strategy: Increase the number of guaranteed games, concessions and parking	2018-2023
<b>Objective 2: Assure a safe and inviting campus environment.</b>	
<b>Objective 2: Assure a safe and inviting campus environment.</b>	<b>Timeline</b>
a. Strategy: Coordinate and implement Faculty and Staff Development Workshops (August and January);	2018-2023
b. Strategy: Provide ongoing training opportunities for faculty and staff in their respective areas;	2018-2023
c. Strategy: Develop an internal protocol that impacts faculty and staff;	2018-2023

d. Strategy: Ensure PD Team involvement in campus-wide committees (i.e. Academic Council); and	2018-2023
e. Strategy: Increase campus lighting	2018-2023
f. Strategy: Conduct training and workshops with faculty, staff, and students on Title IX	2018-2023
<b>Objective 3: Improve/Enhance physical facilities to accommodate the growth and needs of academic programs, student and faculty housing, athletic facilities, and the community.</b>	
	<b>Timeline</b>
a. Strategy: Repair roofs of buildings that are currently experiencing leaks;	2018-2019
b. Strategy: Explore the feasibility of constructing a new student activity center;	2018-2023
c. Strategy: Explore the feasibility of improving athletic facilities;	2018-2023
d. Strategy: Expand the student union	2018-2023
e. Strategy: Continue road repairs;	2018-2019
f. Strategy: Upgrade air and heating units in aged buildings; and	2018-2023
g. Strategy: Improve the existing residence halls.	2019-2019

<b>STRATEGIC GOAL 6: To improve the campus environment inclusive of physical facilities and auxiliary services cont.</b>	
<b>Objective 4: Update a master plan that will guide growth of the College.</b>	<b>Timeline</b>
a. Strategy: Enhance physical facilities and improve campus infrastructure;	2018-2023
b. Strategy: Name and signage of streets on campus (110 <sup>th</sup> Year Anniversary)	2021-2022



**STRATEGIC GOAL 7: To enhance the utilization of technology and strengthen technology infrastructure to optimize learning communication, and administrative functions of the College.**

<b>Objective 1: Improve the switching and wireless infrastructure.</b>	<b>Timeline</b>
a. Strategy: Upgrade the campus' switching network from a 1 GB backbone to 10 GB.	2018-2023
b. Install 10 GB capable switches.	2018-2023
c. Install single mode fiber.	2018-2023
d. Strategy: Install additional wireless access points to provide 100% indoor coverage; and	2018-2023
c. Strategy: Replace aged and damaged ethernet cabling.	2018-2023
<b>Objective 2: Enhance student learning by improving campus technology.</b>	<b>Timeline</b>
a. Strategy: Install a computer lab that is accessible by students 24/7	2018-2019
b. Identify a person(s) that can monitor and provide basic technical assistance in the lab.	2018-2019
c. Locate a suitable location on campus that is central to the dorms for east student access.	2018-2019
d. Strategy: Install large format displays in designated classroom to increase student engagement.	2018-2023
e. Strategy: Expand the availability of conferencing software for remote student engagement.	2018-2023
f. Research, identify, and purchase video conferencing software platform that is suitable for the needs of the college.	2018-2023
g. Strategy: Deploy Microsoft Office 365	2018-2019
h. Configure Microsoft Office 365 to allow students to download office 2016 for free on their personal devices and store their documents in the cloud.	2018-2023
i. Strategy: Upgrade all computers to the most current version of Windows	2018-2023

j. Install Windows 10 on all computers to give students access to the latest software from Microsoft	2018-2023
k. Strategy: Install next generation anti-virus program	2018-2023
l. Strategy: To expand the use of EAB to enhance student engagement	2018-2023

**STRATEGIC GOAL 7: To enhance the utilization of technology and strengthen technology infrastructure to optimize learning communication, and administrative functions of the College cont.**

<b>Objective 3: Strengthen academic programs and instruction</b>	<b>Timeline</b>
a. Strategy: Develop a training schedule for faculty/staff development on current technologies	2018-2023
b. Provide training on the basic functionality of Office 2016	2018-2023
c. Provide basic and advanced training for Jenzabar by use eLearning on Demand tools.	2018-2023
<b>Objective 4: Increase the use of data analytics to improve administrative decision-making.</b>	<b>Timeline</b>
a. Strategy: Develop standard guidelines for inputting data into Jenzabar.	2018-2023
b. Work with each department to establish a standard of operating procedure to follow when inputting information.	2018-2023
c. Teach all persons inputting data about relational databases and the importance of accurate information.	2018-2023
d. Strategy: Deploy Microsoft Power BI to provide greater visibility in the College's data.	2019-2020
e. Establish various dashboards that will provide real-time information about the critical business metrics of the College	2018-2023

f. Strategy: Hire Database Administrator to assess, configure, manage integration and maintain performance of Jenzabar.	2018-2023
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<b>STRATEGIC GOAL 8: To Conduct an Annual Campaign/Global Initiative and meet annual UNCF obligation.</b>	
<b>Objective 1: To generate \$5,000,000 in private gifts and grants.</b>	<b>Timeline</b>
a. Strategy: To increase fundraising by intensifying solicitations to the Christian churches and other denominations in Texas as well as those external to the state, targeting \$1,500,000	2018-2023
b. Strategy: Increase solicitation/grant writing to foundations of major business and corporations, generating proposals per year, for a total of approximately \$1,000,000	2018-2023
c. Strategy: Make a set ask of Board, alumni and friends of the College for a minimum of \$1,000,000 collectively	2018-2023
d. Strategy: Raise \$300,000 from Parents and College Workforce	2018-2023
e. Strategy: Raise an additional \$200,000 for scholarships	2018-2023
<b>Objective 2: To create Centers of Excellence, in conjunction with Academic Affairs.</b>	
<b>Timeline</b>	
a. Strategy: Generate an additional \$250,000 over the previous year for the Center of Excellence in	2018-2023
b. Strategy: Generate an additional \$250,000 over the previous year for the Center of Excellence in	2020-2021
c. Strategy: Seek Board approval to initiate the capital campaign.	2018-2023
<b>Objective 3: To raise \$90,000 for UNCF JOINT CAMPAIGN from the community by March 31 of each year.</b>	
a. Strategy: Engage in area fundraising effort with Texas College	2018-2023

b. Strategy: To grow the College's Endowment	2018-2023
<b>Objective 4: Increase revenue of fundraising projects by 3%</b>	
<b>Timeline</b>	
a. Strategy: Expand copy center as revenue producing unit.	2018-2023
b. Strategy: Implement the E-team sponsors encouraging campus-wide participation;	2018-2023
c. Strategy:	2018-2023
d. Strategy: Enhance the Pioneer Hall of Fame	2018-2023
e. Strategy: Increase fundraising goals (\$1,000,000)	2018-2023

<b>STRATEGIC GOAL 9: To provide a Christian environment that promotes the integration of faith, learning, and ethical behavior.</b>	
<b>Objective 1: Enhance and/or improve auxiliary enterprises.</b>	
<b>Timeline</b>	
a. Strategy: Enhance the relationship with the Christian Church;	2018-2023
b. Strategy: Ensure that the Chaplain/Church Relations Coordinator is engaged in the church community to build relationships;	2018-2023
c. Strategy: Continue conflict reconciliation training for faculty, staff, students;	2018-2023
d. Strategy: Promote interfaith activities, in keeping with the Christian faith.	2018-2023
e. Strategy: Recruit out students for the Explores Program	2018-2023
f. Strategy: Include students, faculty, and staff at the General Assembly of the Christian Church (Disciples of Christ)	2018-2023
<b>Objective 2: Develop relevant campus programs to engage students</b>	
<b>Timeline</b>	

a. Strategy: Maintain programs that support the founding principles of the institutions through convocations, lectures, performances, and chapel services.	2018-2023
b. Strategy: Enhance religious life programming and experiences	2018-2019
c. Strategy: Continue the inter-faith dialogue to expand student’s knowledge regarding diverse faiths;	2018-2019
d. Strategy: Increase the number of chapel speakers from various cultural, racial, religious and social backgrounds;	2018-2019
e. Strategy: Increase enrollment	2018-2023

<b>STRATEGIC GOAL 10: To increase enrollment and retention of a diverse student body by providing programs and services that are conducive to the holistic development of students.</b>	
<b>Objective 1: Increase student enrollment by 5 percent over the previous year.</b>	<b>Timeline</b>
a. Strategy: Expand recruitment target areas. Recruit in areas beyond current state to include MS, LA, TN, IL, CA, etc.;	2018-2019
b. Strategy: Involve entire campus community in recruitment process;	2018-2019
c. Strategy: Launch a student recruitment campaign-“Each One Reach One”;	2018-2019
d. Strategy: Enhance online presence and social media engagement with prospective and current students;	2018-2019
e. Strategy: Engage alumni in the recruitment efforts;	2018-2019
f. Strategy: Continue training of staff on EAB module;	2018-2019
g. Strategy: Increase the number of students recruited	2018-2019
h. Strategy: Increase FTE enrollment by 4%	2018-2019
<b>Objective 2: Enhance marketing of programs and services.</b>	
	<b>Timeline</b>

a. Strategy: Redesign the website to ensure accessibility and a user-friendly experience	2018-2023
b. Strategy: Increase strategic marketing of programs to the appropriate audiences	2018-2023
c. Strategy: Reevaluate advertising campaign	2018-2023
<b>Objective 3: Explore community college partnerships for increase transfer enrollment.</b>	
	<b>Timeline</b>
a. Strategy: Increase articulation agreements with community colleges	2018-2023
<b>Objective 4: Build an energetic and efficient Enrollment Management team.</b>	
	<b>Timeline</b>
a. Strategy: Cross-train persons in the offices of Admissions, Financial Aid and Registrar's on their respective Jenzabar modules;	2018-2023
b. Strategy: Utilize data analytics to drive recruitment and enrollment	2018-2023

<b>STRATEGIC GOAL 10: To increase enrollment and retention of a diverse student body by providing programs and services that are conducive to the holistic development of students cont.</b>	
<b>Objective 5: Increase retention by 3% over the previous year.</b>	<b>Timeline</b>
a. Strategy: Continue training of Student Success Services staff on the EAB retention software;	2018-2023
b. Strategy: Establish recognition award to encourage participation in campus programming to enhance retention	2018-2023
c. Strategy: Involve campus community in retention process; and	2018-2023
d. Strategy: Enhance retention of students by providing student mentors and intrusive advising with the use of technology and personal interventions.	2018-2023
e. Strategy: Loyalty Program Card	2018-2023

## The Division of Student Services

<b>Position</b>	<b>Personnel</b>
Vice President of Student Services	Dr. Charles N. Smith
Assistant Vice President of Student Services & Director of Student Development	Dr. Rosette Howard
Administrative Assistant	Mrs. Eryn Culmer
Director of Student Residence Life and Housing	Mr. Courtney Gray
Director of Bands	Mr. Thomas Perry
Director of Choral Activities	Mr. Bruce Alvin-Thompson
Director of Health Services	Mr. Tony Watson
Director of Counseling Services	Mr. Stanley Miller
Campus Chaplin	Rev. Sedaric Dinkens
Coordinator of Student Organizations & Campus Life	Mr. Charles Smith
Coordinator of Diversity Programming	Mrs. Linda Hernandez
Coordinator of Intramural Sports & Student Center Activities	Vacant

## **Alma Mater**

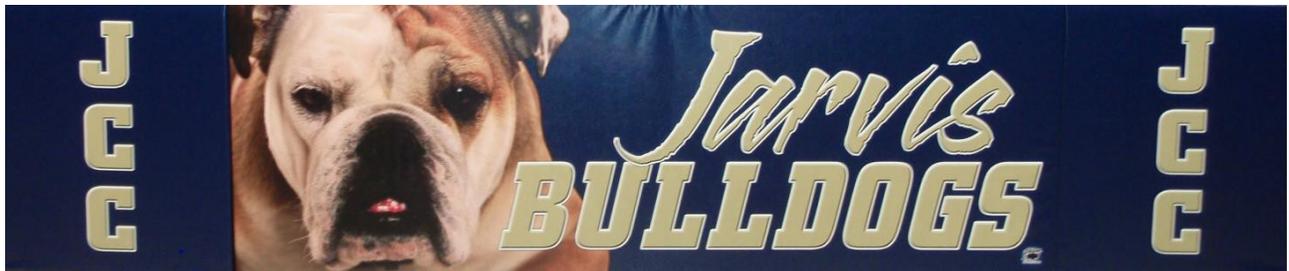
**J.C.C., We Love You; You  
Can Be None But Great As You  
Climb, God Bless You;  
Be an idol of our state.**

**Gold And Blue  
Which We Wear,  
You Have Worth, Truth We Share;  
To And Fro, Here And There,  
J.C.C. Marches On.**

*Lyrics by Mrs. J.L. Edwards, Sr.  
Music Arrangement:  
Alice N. Gay and Joseph C. Hayes*

## **Mascot**

**The Jarvis Christian College Mascot is the BULLDOG.**



## **Colors**

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

## HISTORY OF THE COLLEGE

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

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

In turn, Mrs. Jarvis worked to persuade her husband, Major James Jones Jarvis, to donate land upon which a school could be built. In 1910, Major and Mrs. Jarvis deeded 456 acres of land near Hawkins, Texas, to the Christian Woman's Board of Missions on the condition that it

*-keep up and maintain a school for the elevation and education of the Negro race... in which school there shall be efficient religious and industrial training.¶*  
Inherent in the spirit of the donation was the idea that the land would be used to educate *-head, heart, and hand¶* and to produce *-useful citizens and earnest Christians.¶*

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

In 1912, Mr. Thomas Buchanan Frost served as the, Superintendent and Mr. Charles Albert Berry served as Principal, both were graduates of Southern Christian Institute. These men and their families were the Jarvis pioneers, a small group who accepted the monumental challenge of clearing the swampland and erecting the buildings in order that instruction could begin. In 1914, Mr. James Nelson Ervin was selected as the first president. He served in until 1938, a period of twenty-four years. Under his leadership high school subjects were added to the curriculum, and during this time Jarvis Christian Institute was one of the few schools available in East Texas where Black youth could earn a high school

diploma.

Some college work was offered as early as 1916, but in 1927 the junior college courses were added to the regular curricular. The school was incorporated as a college in 1928. Senior college courses were introduced in 1937.

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

In 1938, Mr. Peter Clarence Washington became the second president. All high school work was eliminated that year. The original charter by the State of Texas, granted in 1939, states that Jarvis Christian College proposes to offer - . . . *practical, domestic, manual, and agricultural training, as well as high grade instruction in the arts and sciences...* ¶

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

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

Dr. Eubanks was named the third President of Jarvis Christian College in 1951 and served until 1953. In 1953, Dr. Cleo Walter Blackburn, began his eleven-year tenure as the fourth President of Jarvis Christian College.

The Blackburn presidency culminated with an affiliation between Jarvis Christian College and Texas Christian University in 1964, through a *-Memorandum of Understanding*¶ (revised in 1965, reaffirmed in 1969, and discontinued in 1976).

In 1966, Dr. Perpener became the fifth president of the College. He was the first alumnus to be appointed to the office. Also, in 1966, Jarvis Christian College gained membership in the Southern Association of Colleges and Schools.

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

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

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

Dr. John Paul Jones was appointed the sixth president of Jarvis Christian College in 1972. A major improvement to the physical plant during his

administration was a water purification system and sewage disposal plant that was completed in 1973.

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

In 1976, Dr. Earl Wadsworth Rand, an alumnus and a former dean of Jarvis Christian College, became the seventh president. Recognizing a need for special attention to entering students, the academic sector added the Division of Basic Studies in 1976. .

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

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

The James Nelson Ervin Religion and Culture Center named in honor of the first president of Jarvis Christian College and consisting, currently, of two structures, was completed in 1983. The two structures are the Smith-Howard Chapel and the Peoples-Dickson Religion Building.

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

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

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

On January 2, 2009, Dr. Cornell Thomas was appointed the eleventh president. Dr. Thomas is committed to students receiving a quality education. .

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

## HISTORY OF JARVIS CHRISTIAN COLLEGE PRESIDENTS

NAME	YEARS
Mr. Thomas Buchanan Frost, Superintendent	1912-1914
Mr. Charles Albert Berry, Principal	1912-1914
Mr. James Nelson Ervin, President	1914 -1938
Mr. Peter Clarence Washington	1938-1949
Dr. John B. Eubanks, (served as Exe. VP)	1949 -1951
(Became President)	1951-1953
Dr. Cleo Walter Blackburn, President	1953 -1964
Dr. James Oliver Perpener, Jr., President	1966 -1971
Dr. John Paul Jones, Acting President	1971-1972
(Became President)	1972-1976
Dr. James O. Griffin, Interim Admin.	1976 (2 month)
Dr. Earl Wadsworth Rand, President	1976 -1979
Dr. Charles Albert Berry, Jr., President	1980 -1988
Dr. Julius Franklin Nimmons, Jr., President	1988 -1990
Dr. Sebetha Jenkins, President	1991- 2008
Dr. Cornell Thomas, President	2009 -2011
Dr. Lester C. Newman, President	2012-current

# Jarvis Traditions

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

## FREQUENTLY DIALED NUMBERS

### EMERGENCY CONTACTS

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

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

### CAMPUS NUMBERS

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

# STUDENT CODE OF ETHICS

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

**Key Terms of the Jarvis Student Code of Ethics:**

## ***HONESTY:***

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

## ***INTEGRITY:***

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

## ***PROFESSIONALISM:***

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

## ***RESPECT:***

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

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

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

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

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

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

## **STUDENT RIGHTS, RESPONSIBILITIES AND REQUIRMENTS**

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

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

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

#### Students' Rights:

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

#### Students' Responsibilities:

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

#### **Behavioral Expectation**

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

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

### **Involuntary Withdrawal/Residence Hall Suspension**

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

### **Policy on Arrest and/or Conviction**

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

## **Student Records**

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

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

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

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

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

### **Directory Information and Its Release**

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

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

### **Location of Records**

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

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

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

## **STATEMENT ON POLITICAL AFFILIATION**

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

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

## **ACADEMIC REGULATIONS ACADEMIC POLICIES**

### **ACADEMIC INTEGRITY**

#### **Policy on Academic Integrity**

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

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

#### **Cheating** includes:

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

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

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

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

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

**Process:**

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

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

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

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

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

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

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

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

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

## **ACADEMIC PROBATION, SUSPENSION, REINSTATEMENT AND EXPULSION**

### **Academic Probation**

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

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

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

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

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

### **Academic Suspension**

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

### **Procedure for Appealing Academic Suspension**

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

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

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

### **Reinstatement or Readmission of Suspended Students**

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

## Academic Expulsion

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

### CLASS ATTENDANCE

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

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

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

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

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

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

## **CLASS ROSTERS**

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

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

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

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

## **CLASSIFICATION OF STUDENTS**

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

Classifications by type are:

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

Classification by semester hours satisfactorily completed are:

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

## **DISTANCE LEARNING COURSES**

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

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

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

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

### **CREDIT**

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

### **CREDIT HOUR LOAD**

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

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

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

### **GRADE APPEAL**

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

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

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

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

the Registrar's Office for processing.

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

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

### **GRADE DISTRIBUTION**

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

### **GRADES AND QUALITY POINTS**

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

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

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

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

#### **Grade of "I" (Incomplete)**

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

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

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

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

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

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

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

#### **COMPUTATION OF THE GRADE POINT AVERAGE**

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

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

## **SEMESTER HOURS**

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

## **RELEASE OF TRANSCRIPTS**

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

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

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

## **SCHOLASTIC ELIGIBILITY FOR PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES**

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

## **REGISTRATION**

### **CHANGES IN REGISTRATION**

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

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

### **SUBSTITUTION OF COURSES**

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

### **REPEATED COURSE WORK**

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

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

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

### **TRANSFER OF COURSES**

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

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

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

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

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

### **AUDITING**

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

### **WITHDRAWAL FROM THE COLLEGE**

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

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

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

### **UNOFFICIAL WITHDRAWAL POLICY**

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

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

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

### **STUDENT SUCCESS SERVICES**

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

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

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

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

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

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

## **Academic Advising**

### **What is Academic Advising?**

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

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

### **Tools to Successful Advising**

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

### **Student Centered**

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

### **Being Proactive**

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

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

## **Expectations From Your Advisor**

### **Academic Advisors**

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

### **Tutoring Service**

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

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

### **Operating Hours of Student Success Services are as follows:**

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

## **The Writing/Reading Center**

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

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

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

## **Retention Service**

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

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

## **Student Engagement**

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

## **Student Success Services Testing and Evaluation Unit**

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

## **AVID-AHE-Advancement Via Individual Determination for Higher Education**

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

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

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

## **STUDENT HEALTH SERVICES**

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

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

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

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

## **CHURCH AND RELIGIOUS LIFE**

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

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

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

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

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

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

### **Student Ministerial Association**

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

### **Wednesday Evening Vesper Services---7pm**

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

### **College Chapels**

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

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

## **CAREER SERVICES**

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

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

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

Graduate/Professional School Fair

Annual Career Fair

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

## **RESIDENCE LIFE AND HOUSING**

### **Residence Life**

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

### **Housing Procedures**

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

### **Off-Campus Housing Policy**

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

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

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

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

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

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

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

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

### **Resident's Responsibilities**

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

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

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

### **Responsibility for Guests**

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

## **Visitation Guidelines**

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

## **JARVIS CHRISTIAN COLLEGE STUDENT VISITATION**

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

### **Definitions:**

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

### **Visitation Hours:**

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

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

### **Policy**

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

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

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

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

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

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

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

### **Parent/Student Apartments**

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

### **Eviction Policy**

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

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

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

### **First Offense Evictions:**

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

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

### **Bacterial Meningitis**

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

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

### **Bacterial Meningitis - Policy Revision and Rules Change**

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

#### **Policy Revision**

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

New students (**age 18 years or older**) at institutions of higher education and NOT living or residing in on-campus housing, who wish to file an affidavit stating that the student declines the vaccination for bacterial meningitis for reasons of conscience, may use the official Texas Higher

Education Coordinating Board's form, accessible from the website at the link below. The student must print the form, have it notarized, and file it with the institution's Registrar's Office or other designated department or unit.

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

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

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

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

### **What are the Symptoms?**

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

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

- Severe generalized headache
- Neck stiffness/pain

- Fever
- Nausea and vomiting
- Eyes sensitive to light
- Red pin-point rash or purple blotches on skin
- Confusion, sleepiness or lethargy
- Seizures

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

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

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

### **Children in Residence Halls**

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

### **Personal Property Insurance**

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

### **Pets**

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

### **Quiet Hours**

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

### **Room Conduct**

Residents are responsible for the physical upkeep of their rooms and for the conduct of their individual guests. Students should report to the Housing Coordinator any illegal activities which

violate College policy, such as unauthorized visitation, use or sale of drugs and alcohol, any violation of the Student Code of Conduct.

### **Room Security**

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

### **Search Policy**

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

### **Smoking in Residence Halls**

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

### **Storage**

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

### **Student Computer Use**

It is expected that persons using the computer systems and services will do so in responsible fashion, including conserving computer resources and being considerate of other users. The College views abuse of computer facilities and services as a serious offense. Such abuse includes but not limited to: depriving or attempting to deprive other users of College-owned computer resources or access to those resources; seeking to penetrate the security of any campus communications network or computer system; using a computer account belonging to another individual or sharing your account with another; using any College-owned equipment or programs for commercial purposes; inspecting, modifying, or copying programs or data without authorization from the owner; using any electronic mail or messaging system to send abusive, obscene, or otherwise harassing communications; and/or illegally copying software.

### **Participation in Online Forums**

Many students often choose to participate in online forums including social networking sites, virtual communities, blogs, online journals, and other websites (familiar examples of this forum include but are not limited to Facebook, Myspace, Tweet, and Friendster). The College recognizes that these forums are an integral part of modern communication, but we caution students to consider carefully the information, comments, photos, and videos they post in online

forums. For their own safety and success, students should assume that any information they publish online is visible and accessible to everyone. Students are responsible for their words and actions in online forums as they are in any interpersonal interaction, private forum, or public forum. Behavior inconsistent with the College's mission, community standards or the Student Code of Conduct will not be exempted from disciplinary action simply because it occurred or originated in an online forum.

### **Unauthorized /Illegal Web-Use**

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

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

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

### **Social Media**

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

### **Sanction:**

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

## **DINING HALL POLICIES**

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

### **Food Service Rules**

- a. All persons are expected to form a line at the dining hall entrance as they arrive and no one will take a position other than at the end of the line. Food, dishes, silverware or other equipment may not be taken from the cafeteria without the written permission of the Dining Hall manager. Students are prohibited from entering the kitchen and service areas.
- b. All food and beverages must be consumed in the Dining Hall.
- c. Dining Services reserves the right to not serve patrons who do not have on appropriate attire.
- d. Students are expected to display proper behavior when using the Dining Hall.

- Prohibited behavior includes but is not limited to: sitting on tables, standing on chairs, playing music loudly and disrespecting Dining Hall personnel.
- e. Persons who fail to cooperate with Dining Hall personnel or comply with cafeteria regulations could lose their dining hall privileges without reimbursement.
  - f. A student identification card may not be used by anyone other than the person to whom it is issued. Students who use another person's identification card or students who allow others to use their identification card may be charged with fraud.
  - g. Proper attire, including shirts and shoes, must be worn in the cafeteria for all dining. Students who fail to dress appropriately will be denied access.
  - h. Students must present their identification card when entering the cafeteria. Only valid identification cards, cash or credit cards will be accepted in the cafeteria.

**Attire.** Listed below are examples of attire considered inappropriate:

Sheer garments

Midriff blouses

Sagging pants

Shirts displaying profanity/indecent messages

Hair rollers or bedroom slippers

Display of underwear

Doo-rages, hats or caps

Form fitting shorts or boxing shorts

### **Identification**

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

### **Food Fights**

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

### **Courtesy**

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

### **Self-Busing.**

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

## **Information Services and Technology Anti-Router Security Policy**

### **PURPOSE**

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

### **APPLICABILITY**

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

### **ACCOUNTABILITY**

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

### **POLICY**

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

### **NON-COMPLIANCE AND SANCTIONS**

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

### **Hover Board Policy**

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

### **STUDENT ACTIVITIES AND ORGANIZATIONS**

#### **The Ida Van Zandt Jarvis Student Center**

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

#### **The Game Room Hours will be:**

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

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

### **Office of Student Activities**

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

### **Intramural and Campus Recreational Services**

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

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

### **Student Government Association**

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

### **Student Clubs & Organizations**

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

“Underground clubs” are not recognized by the College. If persons are found associating with or claiming membership in or pledging or being hazed or hazing individuals to become a part of a social club, those individuals will be suspended from the College. Additionally, the wearing or displaying of social club paraphernalia on campus such as dog tags, license plates, paddles, jackets, hats, t-shirts, sweaters, and other items will subject individual(s) to suspension from the

College. The Office of Student Affairs provides a list of confirmed student organizations. If you are interested in becoming a member of an organization or in establishing a new student organization, contact the Office of Student Activities for further information. Each approved campus organization shall be required to perform at least two (2) campus-related community service projects per semester. One project must be completed before mid-semester. Detailed documentation must be submitted to the Office of Student Activities no later than one (1) week after completion of the project. Organizations failing to perform community service projects by the target date will have their scheduled activities cancelled, one activity at a time, until projects are completed.

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

### **Risk Management Program for Members and Advisors of Student Organizations**

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

### **Use of Facilities**

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

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

### **The Pan Hellenic Council**

The Pan Hellenic Council under the sponsorship of the Director of Student Activities serves as the hearing body, when rules and regulations governing Greek-letter fraternities and sororities are violated. In the event of alleged hazing activities, the Vice President for Student Services will make a determination of whether students and fraternities/sororities will appear before his/her designee, the Pan Hellenic Council, or the Judicial Hearing Committee. The Council hears all

cases referred by the Vice President for Student Services and through the direction of the Director of Student Activities. The Pan Hellenic Council consists of a president, vice president, recording secretary, corresponding secretary, treasurer, historian, chaplain and a parliamentarian. These officers are determined by the Pan Hellenic Constitution.

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

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

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

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

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

## **CAMPUS ORGANIZATION REQUIRMENTS**

### **Campus Organization Requirements**

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

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

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

### **Establishing New Campus Organizations**

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

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

### **Eligibility Requirements for Student Officers**

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

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

Officers in student organizations are carefully apportioned among the classes, and each organization also has its requirements for nomination and election. The list of candidates for student offices shall be submitted to the Director of Student Activities at least two (2) weeks in advance of any election. In determining the eligibility of candidates for office, the cumulative

grade point and the social adjustment of the student shall be considered. The names of all prospective officers will be official for consideration only after receiving final approval from the Assistant Vice President of Student Services.

### **Classification Rules**

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

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

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

### **Exclusion from Office**

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

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

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

### **Fund Raising and Solicitations**

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

### **Outdoor Recreational Activities**

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

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

## **MEDIA CONTACT**

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

## **APPROPRIATE ATTIRE POLICY**

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

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

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

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

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

- Swimwear anywhere other than the swimming pool area.
- Undershirts, shorts, jeans, etc., at formal programs.
- Clothing with derogatory, offensive and/or lewd messages either in words or pictures, “Social Club Paraphernalia,” anywhere on the campus.

The following are examples of appropriate dress based on occasion:

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

## **STUDENT COMPLAINT PROCEDURE**

The Student Complaint Procedure is a process for students to express and resolve misunderstandings, concerns, or disputes that they have with any College official (i.e. faculty/instructor, staff or administrator) in a prompt, fair and equitable manner. It is intended that the complaint procedures provide a problem-solving atmosphere which stresses resolution and reflects the best interests of the complainant and the College. **This procedure is not used in cases of Sex and Gender Based Misconduct, Discrimination or Harassment. In those cases, please contact the Director of Human Resources.** When a student has a complaint about mistreatment by another student, the procedure under the Student Code of Conduct should be followed.

All complaint records are maintained and stored in the respective Offices of the Vice Presidents and Chief of Staff. All files and records related to sexual harassment, sexual misconduct, discrimination, personnel and personnel related issues are maintained and stored in the Office of the Director of Human Resources.

**Informal Complaint:** An informal complaint is defined as an academic or non-academic dispute or complaint that a student has with a College official that is verbally communicated.

**Formal Complaint:** A formal complaint is defined as an academic or non-academic dispute or complaint that a student has with a College official that is in writing. All formal complaints shall be in writing.

**Complainant:** A complainant is a student who files a grievance or complaint.

**Respondent:** A respondent is a College official subject of the complaint, if applicable.

**Appellant:** An individual who is filing an appeal.

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

**Confidentiality:** Faculty, staff and administrators involved in the discussion of complaints or grievances will maintain professional standards of confidentiality. Students should be aware that every effort will be made to maintain confidentiality; however, College officials may be obligated to disclose information to law

enforcement or other agencies as required by law. Copies of the reports are kept in the offices where they originated.

### **Filing a Student Complaint**

It is assumed that most student concerns or complaints can be resolved informally through communication between the students and appropriate College official. Recognizing that complaints should be raised and settled promptly, a complaint should be raised within ten (10) business days (a business day is defined as any day the College is in operation as specified in the College calendar) following the event giving rise to the complaint.

Prior to initiating an informal or formal complaint under this policy a student may choose to contact a College official to assist him or her in making a decision about how to address the situation of concern and whether to pursue an informal or formal complaint under this policy. College officials will maintain confidentiality to the extent reasonably possible.

The student must first discuss and attempt to resolve the dispute with whomever the issue arose, if at all possible. This requirement does not apply in cases of **Sex and Gender Based Misconduct, Discrimination or Harassment**. In those cases, the student should contact the Director of Human Resources. Academic grievances should follow the chain of command as listed below.

- Faculty/Instructor
- Department Chair (if applicable)
- Dean
- Provost & Vice President for Academic Affairs

In the event that such an informal discussion is not possible or the issue is not resolved, then the student should submit a written, formal complaint within ten (10) business days of the informal complaint. The written, formal complaint shall be submitted to the appropriate College official as follows.

<b>Complaint/Issue</b>	<b>College Official</b>
Sexual Harassment/Misconduct, Discrimination	Director of Human Resources
Academic Matters	Provost & Vice President for Academic Affairs
Financial, Facilities, Food Services Matters	Vice President for Finance and Administration
Athletics Matters	Chief of Staff
Student Services, Residence Halls Matters	Vice President for Student Services

### **The written complaint must contain the following information:**

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

### **Review and Decision**

**The College official will review the written complaint and attempt to resolve the matter. He/she** may choose to meet with the student and/or other parties as identified and respond in writing to all parties concerning the decision of the complaint within ten (10) business days.

### **Appeal**

Should the student desire to appeal the decision of the College official, the student may submit a signed statement of appeal within five (5) business days to the appropriate Vice President with the written response to previous resolution attempts by a College official. The Vice President will review the appeal, may choose to meet with the student and/or other parties as identified and respond in writing to all parties concerning the disposition of the appeal within ten (10) business days.

### **Final Review**

Should the student desire to request a final review of the appropriate Vice President's decision, the student may submit a signed statement of appeal within five (5) business days to the President. The President will review the appeal, may choose to meet with the student, and/or other parties as identified and respond in writing to all parties concerning the final review within ten (10) business days. **Academic grievances may not be submitted for review by the President.** The Provost & Vice President for Academic Affairs has the final decision for all academic grievances or complaints.

## **STUDENT DECORUM POLICY DISCIPLINARY PROCEDURES**

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

### ***Verbal Warning.***

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

### ***Informal or Student Life Judicial Hearing.***

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

For allegations of misconduct of a less serious nature, the student will be summoned to appear before the Vice President for a hearing. The student will be allowed to know the allegations which he or she are accused of and be given an opportunity to respond. Based on the discretion of the Vice President, the student may be given a final warning or directed to attend counseling. If the Vice President believes that a fine, community service, probation, suspension, or expulsion is appropriate, the matter will be referred to the Student Life Judicial Committee for

adjudication. The judicial committee shall hear all cases in which fines, community service, probation, suspension, or expulsion may be imposed. The judicial committee may impose one of these actions only after the student has been informed of the allegations against him or her, and the student has been given a meaningful opportunity to explain why the allegations are incorrect or why a certain sanction is too harsh. The decision of the Vice President of Student Services is final.

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

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

## **Prohibited Language**

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

***Lewdness, Obscenity.*** Lewd and obscene language is prohibited.

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

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

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

## **Litter-Free Campus**

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

No student shall intentionally dispose of refuse of any kind in or near any building owned or operated by the College except in receptacles provided for that purpose. Intentionally discarding

such will be seen and adjudicated as a violation of the College Littering Policy. Fines may be imposed in an amount not to exceed two hundred dollars (\$200.00).

## **STUDENT IDENTIFICATION INFORMATION**

The College provides a full-time security staff to provide safety and security and to control measures for the campus and its constituents. Officers are stationed at the main campus entrance. They engage in regular foot and vehicle patrols and monitor all vehicles entering the campus as well as those approved for campus parking. These uniformed officers are authorized to investigate any unusual situations on campus and may, at their discretion, counsel students, issue reports and referrals, and make campus arrests as warranted.

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

### **1. Identification Cards**

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

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

### **2. Correct Current Address**

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

### **3. Automobile Registration and Parking**

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

### **4. Withdrawal from the College**

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

## **Texas State Laws**

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

the sale and consumption of alcohol.

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

## **STUDENT CODE OF CONDUCT**

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

### **Judicial Authority**

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

Authority is delegated to the Dean of Students, who reports to the Vice President for Student Services, to investigate, consistent with the rules and regulations, violations of the Student Code of Conduct and after thorough review, render decisions that are consistent with approved disciplinary actions.

### **Conduct Standards**

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

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

### **Due Process**

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

- Written notice;
- A hearing before an objective decision maker;
- Opportunity to have witnesses;
- Enough time to prepare for the hearing;

## **Awareness of Policies**

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

## **Procedures**

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

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

## **Students Rights to Challenge Impartiality**

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

## **Jurisdiction of the Student Code of Conduct**

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

## **Director of Judicial Affairs/Dean of Students**

### **Review of the Violation (s) with the student**

Receive incident reports or complaints from Campus Security, faculty, staff, students, etc.

Review each report to determine if the Student Code of Conduct has been violated

Obtain student's personal information from Jenzabar:

- Student's name (Last, First, Middle Initial)
- Address
  - Permanent: As listed on Jenzabar
  - Local: Campus residence (Residential Hall & Room Number)/ Off Campus Address
- Classification

- Email

Jarvis Christian College Email

Notify student of the initial receipt of incident report or complaint by the Office of Student Services via Jarvis email and SMS to his or her cell phone. Note: No review or sanctions have taken place at this time. This is only to establish contact and dialogue between Student Affairs and accused student.

Upon receipt of incident statements and personal information, create a student judiciary file. The tab should display the student's last name, first name, middle initial, and must have the student code to indicate the type of student code of conduct violation as listed below:

If there is more than one student involved in an incident, each student should have a copy of the incident report and statements in his/her file.

Prepare documents for an Administrative Disciplinary Meeting which will consist of:

1. Administrative Disciplinary Meeting Form and 2. Student Infraction Complaint Form.

Schedule an Administrative Disciplinary Meeting for each accused student. An Outlook meeting invitation will be sent via Jarvis Bulldog student email and SMS message to his/her cell phone number that is on file in Jenzabar. The following documents are attached: Administrative Disciplinary Meeting Form and Student Infraction Complaint form.

If a student misses the schedule Administrative Disciplinary Meeting, a follow-up email is sent as a reminder and an administrative hold id placed on his/her account.

## Judicial Hearing Committees

### Administrative Hearing

**This Hearing is conducted by the Judicial Hearing Officer appointed by the Vice President for Student Services**

- The student is read the alleged charge and the incident is discussed
- The student is presented with two options for adjudication.
  - The student can decide to have his or her case adjudicated by the Judicial Hearing Officer or by the Judicial Hearing Committee.
  - Any violation where the sanction may be suspension or expulsion must be heard by the Judicial Hearing Committee.
  - Once the Judicial Hearing Officer has made his or her decision, the decision is recommended to the Vice President of Student Services. If the VP agrees the student is notified of the decision in writing.
  - Students must comply with sanctions or they could possible face a stronger sanction.
- If the student chooses the recommended sanctions, the Student Infraction Complaint Form is signed by the student, an officer of the Student Services Office, and a witness and the matter has been resolved. The student will proceed forward and work to

satisfy the prescribed sanctions and at further waives his/her right to appeal those sanction(s).

## **The Judicial Hearing Committee**

This Committee appointed by the President is composed of faculty, staff, students, and administrators. This Committee has jurisdiction over all student disciplinary matters and jurisdiction for all hearings involving students. When referred by the Vice President for Student Services.

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

The Committee receives cases for the purpose of making recommendations for the disposition of such cases to the Vice President for Student Services. Information obtained during these hearings is strictly confidential. Information regarding all hearings and business meetings of the Judicial Hearing Committee will be released from the Office of the Vice President for Student Services.

### **Students Rights**

Any student appearing before the Judicial Hearing Committee must be afforded his or her Due Process of Rights.

- The Judicial Hearing Officer will meet and advise the student of his or her obligations to appear before the Judicial Hearing Committee;
- Student will be given at least three (3) to five (5) business days to prepare for the Hearing;
- Students will have the right to request to have witnesses on his or her behalf;
- If the student decides he or she would like to have witnesses to testified on his or her behalf, the Judicial Hearing Officer must be notified at least two days before the

Hearing is to take place.

- The accused student has a right to have an advisor present at the Hearing, however, the advisor is not allowed to speak or participate in any form during the Hearing;
- All witnesses will testify individually with no other witnesses in the room.
- If the student would like an advisor to assist him or her and does not have one or know anyone, the Judicial Hearing Officer in conciliation with the Assistant Vice President or the Vice president of Student Services and appoint an advisor.

### **Procedures for the Judicial Hearing**

If a student disputes the allegations set forth in a complaint, a hearing will be conducted by the Judicial Hearing Committee.

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

1. The Chairperson will control the hearing and take whatever action is necessary to insure an equitable, orderly and expeditious hearing. As presiding officer, the Chairperson may remove anyone not complying with the rulings and/or disrupting the hearing. Parties may object to clearly irrelevant or repetitive material, but technical objections to testimony as used in a court of law will be sustained.
2. Each party shall have the right to appear and present evidence in person and to be advised during the hearing by a designated representative or counsel of choice. Each party shall limit its presentation to relevant evidence. The accused student must attend the hearing if the student desires to present evidence.
3. To the extent that the College representatives use legal counsel for other than advisory purpose during the hearing procedure, the student shall be afforded the same opportunity. The College shall give the student notification of its intent to use legal counsel for other than advisory purposes at the time the student is notified of the hearing.
4. The hearing will be recorded. If either party desires to appeal the finding, the record will be transcribed or summarized at the expense of the party appealing the finding; and both parties will be furnished a copy of the transcript or summary.
5. The appeal and charges are read for all members of the Committee to acquaint them with the accusation in the presence of the accused.
6. The accused (a) pleads guilty or not guilty, (b) gives his/her version of the case, and (c) defends questions from members of the Committee.
7. The accuser states his/her version of the case. The accuser defends questions of the witness.
8. Witnesses are called to give statements. Committee members may ask questions of the witnesses.

9. The accused is asked to give a final statement that may help the Committee to arrive at a fair decision.
10. All except the Committee members are dismissed. The members make recommendations based on evidence and factual information, if any, on the accused and the accuser, which related to the case in sought and presented, along with any necessary discussion. If the accused is found guilty, the Committee will recommend a penalty.
11. The Chair of the Committee will forward its decision and/or recommendation to the Vice President for Student Services within one (1) class day.
12. After a hearing has been concluded, the proceedings, documents and any other items pertaining to the matter shall be forwarded to the Vice President for Student Services, who shall be responsible for maintaining their security and confidentiality.
13. The College will not release any information obtained during an investigation after the conclusion thereof unless directed by the Vice President for Student Services, the President, or Legal Counsel. All documentation, pictures, videos, statements, and any other information collected in an investigation are the property of Jarvis Christian College. All investigatory information is confidential and is not to be shared or viewed unless directed by aforementioned College officials.

### **Judicial Appeals Procedures**

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

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

If the Committee upholds the sanction imposed against the student, the student may appeal to the Vice President for Student Services. A student should file a written notice of appeal within 48 hours following notification of the hearing body's decision. The student should submit written documentation stating clearly the evidence and facts justifying a hearing review and present the names of persons willing to testify on the student's behalf. The appeal must be filed with the Vice President for Student Services to determine whether or not the appeal is of sufficient merit to warrant an appelland hearing. Dissatisfaction with the decision of the hearing body will not be justification for an appeal hearing.

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

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

The Judicial Appeals Committee will hear appeals when a student can show:

- Lack of due process (i.e., when a student can show an error in the hearing: or arbitrariness in finding against the weight of the evidence);
- Lack of substantial evidence and/or,
- Evidence that was considered or available that would subsequently change the nature of the case.

If an appeal is granted, the Vice President for Student Services or his/her designee will notify the student at least 48 hours prior to the appeal hearing as to the time, place, and date of the hearing. The Vice President for Student Services or a designated appointee will present the charges and fact of the case to the All Campus Appeals Committee.

### **Student Conduct Files and Records**

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

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

### **The Judicial Appeal Committee**

After the appeal request is sent to the Judicial Appeals Committee, this group will convene within three days to make one of the following determinations.

1. Find no error and affirm the decision of the Hearing Officer or Hearing Committee, which adjudicated the case; or
2. Find no irregularities and additional pertinent evidence, or prejudicial error sufficient enough to overturn the decision; or remand the case to be appropriate body for further adjudication.
3. If it is determined that the new evidence or new witnesses will possibly alter the decision. The Appeal Committee will hear only the new evidence or witnesses and make their decision; and recommend new sanctions or uphold the sanctions of the Hearing Officer or Hearing Committee.

### **Appeal to the Vice President of Student Services**

1. In the event that the sanction is less than suspension or full expulsion from the University, the decision by the Vice president for Student Services is final, however, if the recommendation is suspension or expulsion the Vice President of Student Services will meet with the President to make the final decision.

### **Notification of Outcomes.**

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

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

### **Departure from Campus following Suspension or Dismissal and Request for Reinstatement**

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

# COLLEGE POLICIES THAT YOU SHOULD KNOW

## ZERO TOLERANCE POLICIES

### UNAUTHOIZED POSSESSION ANDD/OR USE OF WEAPONS OR WEAPONARY POLICY, AND OR EXPOSIVE DEVICES

It is the entire campus' responsibility to ensure that our community remains weapon-free. A student shall not supply, possess, handle, use, threaten to use, or transmit any weapon or any other tool or instrument capable of inflicting bodily injury as a weapon. A violation of this policy will lead to disciplinary and possibly legal action up to and sanctions (i.e. summarily suspension, suspension or full expulsion from the college and possible arrest and imprisonment).

You may face sanctions at the highest level, if you are found:

1. Possessing, discharging/using or the displaying of any rifle, shotgun, handgun or other lethal or dangerous device capable of launching a projectile by air, gas explosion or mechanical means (i.e., water guns/projectiles, BB guns, airsoft guns, stun guns, and paintball guns), on property owned, controlled or leased by the college (unless authorized by the college or as a part of a college-sponsored event);
2. Possessing, discharging/using or the displaying of any toy weapons which resembles a real weapon (including water guns/projectiles); swords/daggers, knives, pepper spray, explosives (including fireworks or "poppers"); any martial arts weapons or devices which are used to threaten the safety and well-being of person on any property owned, controlled or leased by the college (unless authorized by the college or as a part of any college sanctioned event.
3. Using any sharp or blunt object/item to injure, attempt to injure or harass another person (i.e. scissors; baseball bat; Taser);
4. Violating local, state or federal law as it relates to a brass knuckles; nunchucks; pocket knife; razor; switchblade; dagger; sword and/or bow and arrow/crossbow.

### FIGHTING, INFLICTION OF THREAT OF BODILY HARM, ASSAULT AND /OR BATTERY POLICY

Students who find themselves at the center of a verbal and/or physical disagreement with his or her fellow peers, may face stiff sanctions-particularly when these types of incidents disrupt our living and learning environment. The office of Judicial Affairs will adjudicate cases and instances where there has been:

1. Any intentional endangerment of to health and, physical safety or well-being of other persons on institution owned or controlled property or at an Institution sponsored or supervised function. Students' sanctions (i.e. depending on the seriousness, students' sanction for this violation may lead to **summarily suspension**, **suspension** or **full expulsion** from the college).

## **ILLEGAL DRUGS AND /OR DRUG PARAPHERNALIA POLICY**

As a college community, we take seriously our obligation to ensure the safety and well-being of our students. The presence, use or selling of illegal drugs and/or drug paraphernalia is not tolerated; and, when in possession of it, student's sanctions (i.e. depending on the quantity may lead to **summarily suspension**, **suspension** or **full expulsion from the college**) can be swift. **Further, violation of this policy can lead to legal action, arrest and /or imprisonment.**

## **BULLYING including CYBER BULLYING**

Jarvis Christian College will not tolerate ANY form of bullying behavior. Student found in violation of this policy will be disciplined under applicable procedures established under the Jarvis Christian College Student Code of Conduct.

- Verbal Bullying: slandering, ridiculing or maligning a person or his/her family; persistent name calling which is hurtful, insulting or humiliating; using a person as the butt of jokes; remarks that would be viewed by others in the community as abusive and offensive; persistently interrupting another person or otherwise preventing another person's legitimate attempts to speak; use of nicknames after being warned that the nickname is considered by the victim to be offensive.
- Physical Bullying: pushing; shoving; kicking; poking; tripping; assault, or threat of physical assault; damage to a person property.
- Gesture Bullying: non-verbal threatening gestures, such as, but not limited to, the following: approaching another person with fists clinched or with one or more other fighting gestures which, could reasonably be interpreted as threatening; brandishing a weapon; making gestures that would reasonably be interpreted as amorous or sexual in nature.
- Social Bullying which includes Cyber –bullying): engaging in verbal bullying via mail, email, text messages, phone, voicemail, or social media; deliberately interfering with mail, email, text messages, phone, voicemail or communication; spreading malicious rumors or gossip about another student/person.

## **HAZING POLICY**

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

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

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

#### B. Personal Hazing Offense

A person commits an offense if the person

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

#### C. Penalties for Hazing

1. The offense of failure to report is a misdemeanor punishable by a fine not to exceed \$1,000, by confinement in county jail for not more than 180 days, or both such fine and confinement.
2. Any other serious offense under this section which does not cause serious bodily injury to another is a misdemeanor punishable by a fine of not less than \$500 nor more than \$1,000. Confinement in county jail for not less than 90 days nor more than 180 days, or both such fine and confinement.
3. Any other offense under this section which causes serious bodily injury to another is a misdemeanor punishable by a fine of not less than \$1,000 nor more than \$5,000, confinement in county jail for not less than 180 days nor more than one year, or both

such fine and confinement.

4. Any other offense under this section which causes the death of another is a misdemeanor punishable by a fine of not less than \$5,000 nor more than \$10,000; or if a court finds that the offense caused personal injury, property damage, or other loss, then the court may sentence the organization to pay a fine or not less than \$5,000 nor more than double the amount loss or expenses incurred as a result of such injury, damage, or loss.

#### D. Organization Hazing Offense

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

#### E. Consent: Not a Defense

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

#### F. Immunity from Prosecution Available

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

## **OTHER BEHAVIORS THAT CAN BE SANCTIONED**

The conduct listed below are considered as behaviors that students will not engage or participate. These violations may result in the student being reprimanded, fined, placed on probation, or other minor sanctions. However, if these behaviors persist, a student (s) could be evicted from the **Residence Halls or restricted from campus and possible suspension.**

**1. Alcoholic Beverages.** Alcoholic liquor, wine, or non-intoxicating beer.) The legal age in Texas for purchasing alcoholic liquor, wine or beer is 21. An individual who is less than 21 years of age cannot purchase alcoholic liquor, wine, or beer. Any student who is disruptive while under the influence of alcoholic beverages is considered in violation of Institutional

regulations. Possession or use of alcoholic beverages on state property is prohibited.

1. **Underage Drinking** - possession and consumption of alcoholic beverages.
2. **Drunken or Reckless Driving. Operation** of any vehicle on the campus while drunk, high on illegal drugs, or in a reckless or wanton manner.
3. **Under the Influence of Alcohol or Illegal Drugs in Class or on a Campus Job.** Found to be under the influence of alcohol or illegal drugs in class or on a campus job.
4. **Posting on Campus** - Placing Banners, posters, and Stickers on Institution Property without Proper Authorization.
5. **Animals on Campus** - bringing Dogs or other Pets onto the Campus (except Seeing Eye dogs accompanying blind person or emotional support animals, but students must have proper documentation)
6. **Gambling** - no gambling of any form.
7. **Solicitation** – there is absolutely no selling products, the taking of orders, or the seeking of funds, services, signatures, or merchandise on campus. Solicitation of any kind is not permitted on College property except by the contract with the Texas Higher Education Policy Commission. Or as regular process that is necessary to support an administrative or academic service of the college. All solicitation activities must be consistent with the educational and operational objectives of the sponsoring department. If you are found to be violating all items will be confiscated and you will face an administrative hearing.
8. **Smoking** - JCC is a smoke free campus, no smoking is permitted in any buildings.
9. **Misuse of College Property** - institution telephones. Placing long-distance telephone calls by using fictitious and unauthorized billing numbers, and/or obtaining unauthorized access of telephone for long- distance calls.
10. **Abusive or Obscene Language** - all of the students are expected to be respectful and civil to all members of the college community and abusive or obscene is not tolerated.
11. **Fighting** – with no intent of bodily harm.
12. **Disrespect toward Institution Faculty or Staff Member** -Treats a faculty, staff or administrator with contempt or is disrespectful in language or deportment.
13. **Negligent Destruction of Institutional or Personal Property** - Failure to exercise care, thereby damaging, defacing, or destroying Institutional property or property of any person while on Institution premises or Institution related premises.
14. **Disturbing the Peace.** Disruption of peace on campus by fighting, disorderly conduct, etc. Includes violation of Institutional policies concerning demonstrations and use of sound amplifying equipment.
15. **Misbehavior at College sponsored Events** - sporting events, concerts, & social/cultural Events, including but not limited to (i.e. bringing onto the field, court, stage, or other venue any banners, flags, bottles, cans, or thermos jugs; throwing of any article into a crowd or onto a playing field, a court, or a stage.
16. **Unauthorized Use of Institutional Keys** - Causing the unauthorized duplication, attempted duplication, use, loan, or possession of any key to any building, room property, or facility owned or controlled by the Institution.
17. **Bad Checks.** The passing of worthless check(s) or failure to redeem promptly a worthless check.
18. **Violations of Housing Contract General Conditions.** Otherwise covered in this Code, all general conditions of the housing contract.

19. **Violation of Residence Life or Dining Service Regulations.** Except as may be superseded by regulations previously set forth in this Code, this includes any and all rules, regulations, and policies established for student use of residence hall and dining service facilities.
20. **Perjury.** In a hearing, willfully and knowingly giving any false testimony material to the issue of matter of inquiry.
21. **Stealing, forgery, alteration of documents or records,** tampering with machines or misappropriation of Institutional or organizational funds.
  - a. False statements in an Institution disciplinary hearing or to Institution officials conducting investigations.
22. **Disruptive Conduct.** Disruptive picketing, protesting, or demonstrating on Institution owned or controlled property or at any place in use for an Institution sponsored or supervised function. Such disruptive activity includes but is not limited to:
23. **Theft or Unauthorized Possession of Property. Theft,** commandeering, or misuse of or to Institution owned or controlled property or to a member of the Jarvis Christian College community or any person on Institution owned or controlled property. Unauthorized possession of keys to Institution owned or controlled property. Destruction of Institution Property. Malicious destruction, misuse of, or damage to Institution owned or controlled property or to a member of the Jarvis Christian College community or any person on Institution owned or controlled property.
24. **Unauthorized use of Emergency or Safety Equipment** -tampering with or unnecessary use of Institution fire alarm systems and firefighting equipment, and or any other Institution equipment of an emergency or safety nature.
25. **False Reporting of Emergency.** False reporting of a fire or that a bomb or other explosive has been placed in any Institution building or on Institution owned or controlled property.
26. **Trespassing** - Knowingly entering in, upon, or under a structure, conveyance, or vehicle owned or controlled by Jarvis Christian College without having been authorized, licensed, or invited and is requested to depart by the owner, tenant, agent, or official of Jarvis Christian College but refuses to do so. Misuse of the Institution Computer Network and/or Computer System.
27. **Unlawful Discrimination** - discrimination on the basis of race, sexual orientation, color, religion, national origin, political affiliation, handicap, or age.
28. **Conspiracy** - any student subject to this code who conspires with any other person to commit an offense under this code, if one or more of the conspirators does an act to effect the object of the conspiracy.
29. **Rape** - Commits an act of sexual intercourse or sexual intrusion without the other person's consent or engages in sexual intercourse or intrusion with another person who would be outside the statutory age of consent for this person's age group.

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

### **Failure to Observe Sanction**

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

### **General Conduct Provision**

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

## **SANCTIONS**

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

- **DISCIPLINARY WARNING:** An official written notice of unacceptable behavior, emphasizing the fact that further misconduct will result in the more serious disciplinary sanction or probation, suspension, or expulsion.
- **DISCIPLINARY REPRIMAND:** An official written criticism for the first violation of the Student Code of Conduct when misconduct is less serious.
- **PENALTY WORK:** The requirement of the student who has committed a disciplinary violation to complete a specified number of hours by working without wages within a specific area/department of the campus or community.
- **COUNSELING:** Any enforcement of required counseling to a student as a result of the student's violation(s) or misconduct according to the Student Code of Conduct. Lack of, failure to report for counseling, or the failure to complete the required counseling will result in more serious disciplinary sanctions which include, but are not limited to, probation, suspension, or expulsion.
- **LOSS OF DINING PRIVILEGES:** Revocation of campus dining privileges as a result of disciplinary violation.
- **LOSS OF CAMPUS PARKING PRIVILEGES:** Revocation of campus vehicle registration and forfeiture of a permit as a result of disciplinary violation.
- **LOSS OF CAMPUS HOUSING PRIVILEGE:** Removal from College housing for disciplinary reasons.
- **RESTITUTION:** Restitution may be ordered by the appropriate official or Jarvis Christian College hearing or conduct committee in connection with, or in lieu of, any sanction which may be imposed in accordance with the rules of Jarvis Christian College for damages to, destruction of, or misappropriation of property.
- **TEMPORARY SUSPENSION:** When there is evidence that the continued presence of a student at JCC poses a substantial and immediate threat to him/her or to others, or to the stability and continuance of normal College function, the Vice President for Student

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

- **Restrictions during Suspension**

- No student who has been suspended for disciplinary reasons will be permitted on the College campus during the period of suspension without the prior written approval of the Vice President for Student Services.
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- **SUSPENSION:** A forced withdrawal from the college which prohibits the student from being on the College campus without written permission. Suspension also involves the loss of the privilege of registration. A suspended student must petition the Vice President for Student Services for readmission; however, the petition does not necessarily mean that the student will be readmitted. Such a decision strictly lies with the Vice President for Student Services and the College President. Once re-admitted the student is on probation for one semester.
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- **EXPULSION:** Permanent involuntary separation from the College which prohibits a student from future enrollment in the College, and prohibits a student from being present on the campus without permission.
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- **DISCIPLINARY PROBATION:** All sanctions requiring disciplinary probation are final and cannot be appealed. During this time the student's behavior is monitored and critically examined. Any misconduct while on disciplinary probation may result in a more serious sanctions, suspension, or expulsion. Loss of Privilege(s) may include, but is not limited to, the following restrictions and/or removal:
    - a. Restriction from all organization membership, leadership positions, athletics teams, participation in activities, except those related to the student's academic and classroom work. Students are not allowed to travel for any college business unless academically related.
    - b. Assignment of penalty work, special projects or other activities
    - c. Assignment of a special project which may be, but is not limited to, writing an essay, attending a special class or lecture, attending counseling sessions, or performing penalty work service. The special project may be imposed only for a definite period of time
    - d. Counseling referral
    - e. Revocation of the right to represent Jarvis Christian College in any honorary position that includes but is not limited to the following: "Mr. or Miss Jarvis," Student Government Association officers, etc.
    - f. Restriction from using or driving an automobile on the campus for a designated period of time
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- **OTHER SANCTIONS:** Any enforcement needed to administer a fair standard of discipline to a student as a result of student's violation(s) or misconduct, according to the Student Code of Conduct.

**Disciplinary Withdrawals**

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

**Psychiatric or Medical Mandatory Withdrawals**

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

- a. The student is unable to meet reasonable standards of conduct required by the College for all students.
- b. The student continues to engage in behavior expressly prohibited by the Student Code of Conduct.

Students who exhibit symptomology suggestive of suicidal or homicidal ideation; should be remanded to campus security, the local mental health authority, and or law enforcement as the need or situation warrants. Students found exhibiting maladaptive behavior that would cause extreme emergency or duress upon themselves or others; and indicates that the student has failed to meet college standards of academic or social contact would be professionally assessed. The students will be remanded to local authorities; and removed from campus. These tenets of conduct should extend to all students; and each student displaying such said behavior be given a full psychiatric evaluation; by an outside mental health or psychiatric entity.

Students having been found to display maladaptive behavior; considered suicidal or homicidal will be subject to a judicial hearing conducted by College Administration. Judicial hearings conducted for instances of maladaptive behavior will conclude the severity of each incident; and a family member or faculty may serve as an advisor to the student during such hearings. Students who are withdrawn for negative and or maladaptive behavior may be reinstated upon a written application for readmission; when submitted to the VP of Student Affairs.

Student consideration for readmission due to maladaptive and or negative behavior will be based upon risk assessment; and clearance for return to campus initiated by a qualified mental health professional and or psychiatrist. The determination will

conclude if the student remains a threat to self or others and or the presence of any psychosis. If determined that psychosis, diminished capacity, suicidal, or homicidal ideation remains present could warrant dismissal; or if found capable may be reinstated to the college environment.

## **TITLE IX**

### **I. Policy Statement**

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

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

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

## II. Mandatory Reporting

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

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

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

### **Reporting Allegations**

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

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

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

### **Reporting Process**

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

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

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

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

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

### **Making an Appeal**

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

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

### **The College as Complainant**

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

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

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

### **III. Confidentiality**

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

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

### **IV. Definitions and Terms**

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

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

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

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

*Examples of consent are listed below:*

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

*Prohibited conduct under this Sexual Misconduct Policy includes:*

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

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

## V. Support Services

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

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

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

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

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

## **VI. Reassignment/Accommodations**

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

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

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

## **VII. Prohibition of Retaliation**

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

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

## **VIII. Special Provisions**

### ***A. Attempted Violations***

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

### ***B. Filing of False Reports***

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

### ***C. Parental Notification***

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

### ***D. Notification of Outcomes***

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

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

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

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

### **ACKNOWLEDGEMENT**

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

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

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

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

### **GENDER-BASED AND SEXUAL MISCONDUCT POLICY**

#### **I. Gender-Based Misconduct Policy**

##### **Introduction**

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

##### **Overview of Policy Expectations with Respect to Physical Sexual Misconduct**

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

Additionally, there is a difference between seduction and coercion. Coercing someone into

sexual activity violated this policy in the same way as physically forcing someone into sex. Coercion happens when someone is pressured unreasonably for sex.

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

### **Overview of Policy Expectations with Respect to Consensual Relationships**

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

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

### **Sexual Violence – Risk Reduction Tips**

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

- If you have limits, make them known as early as possible.
- Tell a sexual aggressor **“NO”** clearly and firmly.
- Try to remove yourself from the physical presence of a sexual aggressor.
- Find someone nearby and ask for help.

- Take affirmative responsibility for your alcohol intake/drug use and acknowledge that alcohol/drugs lower your sexual inhibitions and may make you vulnerable to someone who views a drunk or high person as a sexual opportunity.
- Take care of your friends and ask that they take care of you. A real friend will challenge you if you are about to make a mistake. Respect them when they do.

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

- Clearly communicate your intentions to a possible sexual partner and give them a chance to clearly relate their intentions to you.
- Understand and respect personal boundaries.
- **DON'T MAKE ASSUMPTIONS** about consent; about someone's sexual availability; about whether they are attracted to you; about how far you can go or about whether they are physically and/or mentally able to consent. If there are any questions or ambiguity, then you **DO NOT** have consent.
- Mixed messages from your partner are a clear indication that you should stop, defuse any sexual tension and communicate better. You may be misreading them. They may not have figured out how far they want to go with you yet. You must respect the timeline for sexual behaviors with which they are comfortable.
- Don't take advantage of someone's drunkenness or drugged state, even if they did it to themselves.
- Realize that your potential partner could be intimidated by you, or fearful. You may have a power advantage simply because of your gender or size. Don't abuse that power.
- Understand that consent to some form of sexual behavior does not automatically imply consent to any other forms of sexual behavior.
- Silence and passivity cannot be interpreted as an indication of consent. Read your potential partner carefully, paying attention to verbal and non-verbal communication and body language.

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

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

depending on the severity of the offense. The College will consider the concerns and right of both the complainant and the person accused of sexual misconduct.

**Sexual Misconduct Offenses Include, But Are Not Limited To:**

1. Sexual Harassment
2. Non-Consensual Sexual Contract (or attempts to commit same)
3. Non-Consensual Sexual Intercourse
4. Sexual Exploitation

1. **Sexual Harassment:** Unwelcome, gender-based verbal or physical conduct that is, sufficiently severe, persistent or pervasive that is unreasonably interferes with, denies or limits someone's ability to participate in or benefit from the College's educational program and/or activities, and is based on power differentials (quid pro quo), the creation of a hostile environment or retaliation. Examples include: an attempt to coerce an unwilling person into a sexual relationship; to repeatedly subject a person to offensive, unwelcome sexual attention; to punish a refusal to comply with a sexual based request; to condition a benefit on submitting to sexual advances; sexual violence; intimate partner violence, stalking; gender-based bullying.

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

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

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

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

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

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

### **Additional Applicable Definitions**

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

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

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

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

understand the “who, what, when, where, why or how” of their sexual interaction).

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

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

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

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

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

### **Examples**

1. Amanda and Bill meet at a party. They spend the evening dancing and getting to know each other. Bill convinces Amanda to come up to his room. From 11:00 p.m. until 3:00 a.m., Bill uses every line he can think of to convince Amanda to have sex with him but she adamantly refuses. He keeps at her, and begins to question her religious convictions, and accuses her of being “a prude.” Finally, it seems to Bill that her resolve is weakening, and he convinces her to give him a “hand job” (hand to genital contact). Amanda would never had done it but for Bill’s incessant advances. He feels that he successfully seduced her, and that she wanted to do it all along, but was playing shy and hard to get. Why else would she have come up to his room alone after the party? If she really didn’t want it, she could have left. **Bill is responsible for violating the College’s Non-Consensual or Forced Sexual Contact policy. It is likely that a College hearing would find that the degree and duration of the pressure Bill applied to Amanda are unreasonable. Bill coerced Amanda into performing unwanted sexual touching upon him. Where sexual activity is coerced, it is forced. Consent is not effective when forced. Sex without effective consent is sexual misconduct.**
2. Jiang is a junior at the College. Beth is a sophomore. Jiang comes to Beth’s dorm room

with some mutual friends to watch a movie. Jiang and Beth, who have never met before, are attracted to each other. After the movie, everyone leaves, and Jiang and Beth are alone. They hit it off, and are soon becoming more intimate. They start to make out. Jiang verbally expresses his desire to have sex with Beth. Beth, who was abused by a baby-sitter when she was five, and has not had any sexual relations since, is shocked at how quickly things are progressing. As Jiang takes her by the wrist over to the bed, lays her down, undresses her, and begins to have intercourse with her, Beth has a severe flashback to her childhood trauma. She wants to tell Jiang to stop, but cannot. Beth is stiff and unresponsive during the intercourse. Is this a policy violation?

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

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

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

1. Threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of any person;
2. Discrimination, defined as actions that deprive other members of the community of educational or employment access, benefits or opportunities on the basis of gender;
3. Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another;

4. Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the College community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity (as defined further in the Hazing Policy);
5. Bullying, defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally (that is not speech or conduct otherwise protected by the 1<sup>st</sup> Amendment).
6. Violence between those in an intimate relationship to each other;
7. Stalking, defined as repetitive and/or menacing pursuit, following, harassment and/or interference with the peace and/or safety of a member of the community; or the safety of any of the immediate family of members of the community.

### **Confidentiality, Privacy and Reporting Policy**

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

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

### **To Report Confidentially**

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

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

You can seek advice from certain resources that are not required to tell anyone else your private, personally identifiable information unless there is cause for fear for your safety, or the safety of others. These are individuals who the College has not specifically designated as “responsible employees” for purposes of putting the College on notice and for whom mandatory reporting is required, other than in the stated limited circumstances. These resources include those without supervisory responsibility or remedial authority to address sexual misconduct, such as RAs, faculty members, advisors to student organizations, career services staff, admissions officers,

student activities personnel, and many others. If you are unsure of someone's duties and ability to maintain your privacy, ask them before you talk to them. They will be able to tell you, and help you make decisions about who can help you best.

Some of these resources, such as RAs, are instructed to share incident reports with their supervisors, but they will not share any personally identifiable information about your report unless you give permission, except in the rare event that the incident reveals a need to protect you or other members of the community. If you're personally identifiable information is shared, it will only be shared as necessary with as few people as possible, and all efforts will be made to protect your privacy.

### **Non-confidential Reporting Options**

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

### **Federal Statistical Reporting Obligations**

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

### **Federal Timely Warning Reporting Obligations**

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

## JARVIS CHRISTIAN COLLEGE MISSING STUDENT POLICY

### **Purpose**

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

A student will be considered missing, if a roommate, classmate, faculty member, family member, or other campus person has not seen the person in a reasonable amount of time. A reasonable amount of time may vary with the day and information available regarding the missing person's daily schedule, habits, punctuality, and reliability. Individuals will also be considered missing immediately, if their absence has occurred under circumstances that are suspicious or cause concerns for their safety.

### **Missing Student Policy and Procedure**

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

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

### **Official notification procedures for missing persons**

- Any individual on campus who has information that a residential student may be a missing person must contact a member of the residence hall staff within that student's residence hall as soon as possible. Residence hall staff will then notify Campus Security. Note: If a commuter student is believed missing, the reporting person should immediately notify local law enforcement authorities. The campus safety office will assist outside agencies with these investigations as requested.
- Residence life staff and the campus security officer will gather information about the residential student from the reporting person and from the student's acquaintances (description, clothes last worn, where student might be, who student might be with, vehicle description, information about the physical and mental wellbeing of the student, an up-to-date photograph, class schedule, etc.) Appropriate campus staff will be notified

to aid in the search for the student.

- If the above actions are unsuccessful in locating the student within four hours of the report or it is apparent immediately that the student is a missing person (e.g., witnessed abduction), the campus security officer will contact the Hawkins Police Department to report the student as a missing person and the local law enforcement agency will take over the investigation.
- No later than 24 hours after determining that a residential student is missing, the Vice President for Student Services and/or designee will notify the emergency contact (for students 18 and older) or the parent/guardian (for students under the age of 18) that the student is believed to be missing.

### **Campus communication about missing students**

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

## **STUDENT DEATH RESPONSE POLICY**

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

### **Procedures**

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

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

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

and other assistance as needed.

The Vice President for Student Services will provide information to the Office of the President, who will then write a letter of condolence from the President and the College Community to the family of the deceased student, as appropriate. Next upon being notified by the Vice President for Student Services, the Registrar will close the student's academic record. Before closing, the Registrar will forward the name and address of the next of kin to the Vice President for Student Services. The Vice President for Student Services will request a copy of the Death Certificate from the family or some verification of the student's death. Copies of the death verification will be distributed to the Director of Financial Aid and/or other appropriate offices, when such verification is required; and the Vice President for Student Services will retain a copy. Federal Health and Human Services Regulations and NACUBO Guidelines require the Death Certificate, if student is receiving financial aid.

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

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

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

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

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

