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# Student Handbook

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# GENEVA COLLEGE STUDENT HANDBOOK

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## **The 2019–2020 Academic Year is here!**

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As always, we are committed to your success inside the classroom, as well as the various areas outside of the classroom. The integration of the Christian faith with your learning journey encompasses a wide range of experiences. Engage with your experience, learn about God's world and your place in it, and ultimately, be transformed through the power of God's Holy Spirit. May God bless the work of your hands.





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Jamie R. Swank

Dean of Student Development

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## 1. Purpose of Handbook

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The Student Handbook outlines college procedures and expectations for students, as well as describes the support services available to help students flourish in the Geneva College community. By virtue of enrollment, students are expected to be familiar with, and adhere to, Geneva's community standards, academic policies, and campus procedures as stated in this handbook and the College Catalog.

Geneva College admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. The College does not discriminate on the basis of race, color, sex, disability, national and ethnic origin in the administration of its educational policies, admissions policies, scholarships and loan programs, and athletic and other school-administered programs.

Geneva College has programs that serve different student populations. Policies described in this student handbook are





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Geneva College. Please inquire of the Dean of Student Development and/or Provost if you have questions about how a policy applies in a particular situation.

The College reserves the right to make changes to this handbook as necessary and once those changes are posted online, they are in effect. Students are encouraged to check this webpage ([www.geneva.edu/student-life/vp/student-handbook](http://www.geneva.edu/student-life/vp/student-handbook)) for the updated versions of all policies and procedures.

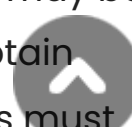
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## 2. Jurisdiction

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The Student Handbook and the student conduct process apply to the conduct of individual students, and all College-affiliated student organizations. For the purposes of student conduct, the College considers an individual to be a student when an offer of admission has been extended and thereafter as long as the student has a continuing educational interest in the College.

The College retains student conduct jurisdiction over students who choose to take a leave of absence, withdraw or have graduated for any misconduct that occurred prior to the leave, withdrawal or graduation. If sanctioned, a hold may be placed on the student's ability to re-enroll [and/or obtain official transcripts and/or graduate] and all sanctions must





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serious misconduct committed while still enrolled but reported after the accused student has graduated, the College may invoke these procedures, and should the former student be found responsible, the College may revoke that student's degree.

The Student Handbook may be applied to behavior conducted online, via email or other electronic medium. Students should also be aware that online postings such as blogs, web postings, chats and social networking sites are in the public sphere and are not private. These postings can subject a student to allegations of conduct violations if evidence of policy violations is posted online. The College does not regularly search for this information but may take action if and when such information is brought to the attention of College administrators.

Alleged violations of federal, state and local laws may be investigated and addressed under the student conduct process. When an offense occurs over which the College has jurisdiction, the student conduct process will usually go forward notwithstanding any criminal complaint that may arise from the same incident.

Geneva College reserves the right to exercise its authority of interim suspension upon notification that a student is facing criminal investigation and/or a report has been filed. Interim suspensions are imposed until a hearing can be held, typically within two weeks. Within that time, the suspended student



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Residence Life to show why the interim suspension should be lifted. This hearing may resolve the allegation or may be held to determine if the interim suspension should be continued. The interim suspension may be continued if a danger to the community is posed and the College may be delayed or prevented from conducting its own investigation and resolving the allegation by the pendency of the criminal process. In such cases, Geneva College will only delay its hearing until such time as it can conduct an internal investigation or obtain sufficient information independently or from law enforcement upon which to proceed. This delay will be no longer than two weeks from notice of the incident unless a longer delay is requested in writing by the complaining victim to allow the criminal investigation to proceed before the College process.

The Student Conduct Process also applies to student hosts who may be held accountable for the misconduct of their guests.

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### 3. Academic Integrity

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Please refer to the [College Catalog](#) for policies and procedures related to academic dishonesty.

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## NETWORKS POLICY

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As a member of the Geneva community, the College provides students with access to computer systems, servers, software and databases, to the campus telephone and voice mail systems, and to the Internet. Students have a reasonable expectation of unobstructed use of these tools, of appropriate degrees of privacy and of protection from abuse and intrusion by others sharing these resources. In turn, students are responsible for knowing the regulations and policies of the College that apply to appropriate use of the College's technology resources. Please see the Acceptable Use of Geneva Computers and Networks [Insert Link] policy for further details. Violations of the College's policies regarding acceptable use of College computers and networks will subject a student to the Student Conduct process.

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## 5. Accomodations for Meal Plans or Housing

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Residence hall living provides opportunities to develop new friendships and skills, and to learn about new ideas, beliefs, and cultures within a caring community atmosphere. Living on campus also provides unique opportunities for interpersonal learning and growth as students live, study, and interact with the rest of the campus community. Residential living is a key part of a liberal arts education. Subsequently, full-time





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housing and participate in an on-campus meal plan.

Students with a documented temporary or permanent medical disability or medical condition requiring accommodation may request housing or meal plan accommodations to meet their medical needs. Housing and meal plan accommodations are determined according to documented need and prevailing legal standards for reasonable accommodations. These accommodations are made after a determination of the student's disability status and that his or her particular disability necessitates adjustments to the living environment and/or available housing and dining hall options.

A determination regarding whether a student qualifies for accommodations for any kind is made by the Director of the Student Success Center (SSC).

For the Director of the Student Success Center to determine appropriate accommodations, the student must:

1. Provide documentation of the disability from a qualified health care provider (see [documentation guidelines](#));
  2. Complete the "Request for Housing/M meal Plan Accommodation;"
  3. Schedule an intake interview with the Director of the SSC.
- New students are strongly urged to provide this information as soon as possible after they decide that they will attend Geneva College.







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advantageous to have the process completed before upperclassmen student room selection which occurs in the spring semester (April) to ensure appropriate accommodations can be arranged. Returning students are to discuss warranted housing accommodations with the Director of the SSC in advance (at least 30 days) of the housing selection process.

Please note that students who request a housing or meal plan accommodation by default are granting permission for the appropriate Residence Life Staff, Food Services Staff, and the Director of the SSC to share relevant information regarding the student's disability situation with appropriate college personnel. If it is determined that an accommodation is warranted, the Residence Life Office, Food Services Staff, and the SSC will work together to make necessary changes to housing and/or the meal plan accordingly.

## **Off-Campus Housing**

In the rare instance that a student needs to live off-campus to have his/her accommodation needs met, the Residence Life Office may require documentation from the proposed landlord that such an accommodation will be made at the off-campus location.

## **Single-Room Housing**

In addition, single room assignments are granted to students for whom no other accommodation is deemed reasonable



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condition alone does not qualify a student for a single room assignment. Examples of conditions that ordinarily do not warrant a single room assignment include asthma, allergies, learning disorders, ADHD, insomnia and sleep problems, and orthopedic problems. However, for those students seeking an accommodation, the same procedures are to be followed as with all accommodations and each application for accommodation will be evaluated on a case by case basis.

### **Meal Plan Exemption**

The Food Services Staff work closely with students to meet their dining needs. Because of this effort and the variety of options available, it is rare for a student to need a meal plan accommodation. However, for those students seeking an accommodation, the same procedures are to be followed as with all accommodations.

### **Grievance Policy**

If the student does not agree with the decision by the Director of the Student Success Center regarding their accommodation request, the student should appeal the decision in writing to the Dean of Student Development. The Dean of Student Development, after consulting with the student and the Director of the SSC, will rule on what accommodations will be granted in a particular situation. The ruling of the Dean of Student Development will be final.

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While under the jurisdiction of the College—on campus, at College-sponsored events, or on a College-sponsored trip—all students are required to abstain from the consumption, possession, sale or transport of alcoholic beverages. No student, of any age, may be on Geneva College property with any amount of alcohol in their system. Any student under the age of 21 is required to refrain from consumption of alcoholic beverages at all times in accordance with state law. Students of legal age may consume alcohol in a responsible and appropriate way but are not permitted to do so while on campus or participating in College activities.

All students are expected to refrain from the possession, distribution, use, and sale of illegal drugs and the inappropriate use, sale or distribution of prescription drugs at all times.

Any student found in violation of these policies will be subject to the student conduct process. The College also maintains the right to involve local law enforcement when appropriate.

### **Alcohol Policy**

When supervisory personnel reasonably suspect any student of consuming or possessing any alcoholic beverage, the student may be required to take a Breathalyzer or an alternative method test which estimates blood alcohol concentration to demonstrate whether there is alcohol in the student's system. The use of the Breathalyzer is designed to



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innocence. Only personnel who have been trained in the use of the testing device and procedures will conduct the test. If a student registers any percentage of blood alcohol content, he/she will be subject to disciplinary action. Refusal to take the test may be considered an admission of guilt and may result in disciplinary action. If an underage student is found to have alcohol in their system, the Beaver Falls Police Department may be called, and the student will likely be cited for underage drinking.

Since there are some alcohol-based medications sold over the counter that could give a measurable blood alcohol concentration, the student should understand that unless a physician has prescribed the medication in question, the College reserves the right to reject medication as the proposed cause of a positive test reading. Non-alcoholic beer should be avoided, as it contains a percentage of alcohol and may register as blood alcohol on the Breathalyzer device.

In some situations, the Breathalyzer may not be administered due to the nature of the circumstances surrounding the events in question. This does not preclude the college from taking action or working with the police department to cite the student for underage drinking.

## **Illegal Drug Policy**

When supervisory personnel reasonably suspect any student of possessing or using an illegal drug, the student may be asked to submit to the use of a drug detection device and/or





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designed to offer the student an opportunity to demonstrate his/her innocence. Refusal to take the test may be considered an admission of guilt. Should drug use be confirmed by any of the above means, the student will be responsible for payment of all incurred costs as well as possible disciplinary fines. In some situations, the use of a drug detection device may not be administered due to the nature of the circumstances surrounding the events in question. This does not preclude the college from taking judicial action.

Geneva College does not recognize medical marijuana as an exception to its drug policies.

If College personnel deem appropriate, the Beaver Falls police department may be contacted to assist with any situation involving suspected illegal drug use, possession, or potential distribution. As a result, involved students may be subject to additional penalties and procedures that result from police jurisdiction.

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## 7. Amnesty Policy

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Students who struggle with concerns that may put them in violation of the Student Handbook are encouraged to seek support and assistance from appropriate College personnel. Examples include, but are not limited to: drug use,





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relationships, same-sex intimacy or same-sex sex.

Knowing that many college students who struggle with these concerns may fear to ask for help because of potential consequences, Geneva College has established an Amnesty Policy. This policy allows students who want to accept accountability and receive assistance for related concerns to receive appropriate support from College personnel without going through the normal discipline process. Those students who seek help from Student Development will receive appropriate assistance. Students requesting help in good faith are asked to abstain from the behavior in question and may be required to seek professional help. Students must request Amnesty in good faith before any disciplinary action addressing the specific inappropriate behavior(s) occurs. This is any action initiated by staff members from the offices of Residence Life (Resident Assistants included) Campus Security, Office of the Dean of Student Development, or any person specifically designated on the College's behalf.

Students must be honest, cooperative, and compliant with amnesty requirements and demonstrate a true desire to grow and correct any questionable behavior. Students may contact the Office of the Dean of Student Development, Residence Life, or the Health & Counseling Center to request amnesty or learn more about the policy. Confidentiality related to amnesty is fully detailed in the Amnesty Informed Consent Form, which is available in any of the above-named offices.





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who requests amnesty. However, Geneva College reserves the right to deem suspension necessary when extreme factors such as public safety or requests from law enforcement are involved.

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## 8. Anti-Hazing, Bullying, & Cyber-bullying

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Geneva College considers hazing in any form a serious offense and does not differentiate in terms of degree. The College reserves the right to determine the violation of College anti-hazing regulations in terms of the College's definition of the anti-hazing law, civil prosecution notwithstanding.

Anti-hazing Law (Title 24; §5352). In 1986, Pennsylvania adopted the Anti-hazing Law, Title 24; §5375. The law defines hazing as follows: *Any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization operating under the sanction of or recognized as an organization by an institution of higher education.*

The term shall include, but not be limited to: any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of





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physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. For purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be “forced” activity, the willingness of an individual to participate in such activity notwithstanding.

### ***Bullying & Cyber-bullying***

Geneva College affirms the dignity and worth of every student and employee. There is no place within our community for bullying or cyber-bullying (including, but not limited to: cell phone calls and text messages, websites, social networks, instant messages, and emails).

Bullying has been defined as any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:







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- harm to the student's or students' person or property;
2. causing a substantially detrimental effect on the student's or students' physical or mental health;
  3. substantially interfering with the student's or students' academic performance; or
  4. substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Examples of bullying behavior may include but are not limited to: direct or indirect relational aggressive behavior such as rumor-spreading, name-calling or belittling; ignoring, isolating or segregating a person; physical acts of aggression; damage to another's property.

Bullying should be reported to the Office of Student Development. Reported complaints of bullying or cyber-bullying will be investigated and resolved promptly. Where the accused is a student, any potential disciplinary proceeding will be resolved using the College's [Student Conduct Process](#).

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## 9. Chapel

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As part of the educational mission of Geneva College, a weekly devotional time is conducted on Wednesdays from 10:10–11:00 a.m. for the entire college community. This devotional time provides an opportunity for the campus to





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favor and direction. Attendance is mandatory for students. Faculty and staff are encouraged to participate, and campuses offices are closed during the Chapel hour.

Chapel is, however, not meant to be a substitute for regular involvement in a local church. The church is the ordained means for “teaching, fellowship, and administration of the sacraments and prayer” (Acts 2:42) and involvement in a local church is strongly encouraged of every student.

### **Chapel Attendance Policy**

1. REQUIREMENT: Students are required to attend 11 chapels and/or convocation each semester.
  - There are at least 14 chapels each semester (there is one academic convocation opportunity during the Fall semester).
  - Students should track their attendance on myGeneva.
  - Students must have their ID cards with them in Chapel in order to receive credit.
2. PENALTY: If a student fails to attend the minimum 11 chapels/convocation, they will be fined \$50.00 for each missed chapel/convocation. The fine will be placed on a student's account at the end of the semester.
3. ABSENCE MAKE-UPS: If students would like to have the fine(s) set aside, they will have one opportunity to attend a group meeting. In addition to attending the group meeting, students will be required to: (a) listen to the





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page reflection paper for each chapel they have missed.

- Due to scheduling issues, the meeting will only be held on Reading Day each semester. There will be no additional meeting opportunities and no makeup meetings.
- Students will have ten (10) calendar days from the day of the meeting to submit their reflection papers.
- The paper(s) are due at the close of business on the tenth (10<sup>th</sup>) day.
- If the paper(s) are deemed acceptable the student's fine will be set aside.
- If a paper is deemed unacceptable, the fine will be imposed for that chapel.
- Requirements for this paper will be explained further at the above mentioned Reading Day meeting.

4. DISCREPANCIES: Any dispute over Chapel attendance older than four (4) weeks old will not be considered.

5. TEMPORARY ID CARDS: If students lose their ID cards, they may request a temporary ID card from the Student Development office. The temporary ID card must be obtained prior to the day of chapel. Students seeking to receive chapel credit with a temporary ID card must present that card at the information desk in the lobby of Metheny Fieldhouse as they exit chapel. The temporary ID card is good for seven days and may be renewed one time.



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Commuters are encouraged to get involved in campus life and to take full advantage of all the activities and services offered to students. Commuters are also encouraged to join the Commuter Club which exists to design social activities specifically for commuters. The Commuter Club also exists to provide support and advocacy for commuter student needs.

The following services are available for commuting students:

### **Identification Cards**

Commuter ID cards may be programmed to give a commuter student access to residence hall facilities. Those desiring this access should make their request in the Student Development Office. Commuters can have access to residence halls (of their same gender) daily from 10 a.m. to midnight and to opposite gender halls during visitation hours.

### **Locker Rentals**

Arrangements for locker rental can be made in the Student Development Office, located on the upper level of the Student Center. A \$10 deposit will be charged at the time of rental and returned to the student at the end of the year when the locker key is turned into the Student Development Office. If the locker key is lost, the \$10 deposit will be used to purchase a new lock, and the student will be required to pay a new \$10 deposit to continue to use a locker. Lockers are available on a first-come, first-serve basis.





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Geneva welcomes all commuter students to the campus community and desires to include commuters in campus life and activities. We encourage commuter students to use public spaces such as the Brig/Coffee shop, Skye Lounge, the dining hall, and the library to study and meet with friends when these facilities are available.

## Meal Plan

Commuter students can purchase a meal plan or FLEX points which may be used to purchase meals in the Alexander dining hall or food items in the Brig/Coffee shop.

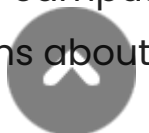
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## 11. Campus Dances

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Geneva College does not allow on-campus and/or college-sponsored dances. In addition, the College does not allow college clubs, classes, organizations, athletic teams, etc. to sponsor off-campus dances without preapproval from the Dean of Student Development. Geneva College's name, or the name of any official campus organization, is not to be used in the advertisement (posted either on or off campus) of non-approved off-campus dances.

Students who individually desire to attend dances off-campus may do so, but are encouraged to make wise decisions about the environments to which they go.





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## 12. Disability Services

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Geneva College works to create an accessible environment for all students to achieve their academic goals. The Student Success Center serves as the liaison for students with disabilities. Students with a diagnosed disability, who have met the college's academic standards and have confirmed their intention to enroll, may request accommodations.

Students with visible and invisible disabilities who desire access to specific reasonable accommodations must register with and submit professional documentation to the Director of the Student Success Center who serves as the contact and liaison for students. The type of accommodation provided will be tailored to the needs of the student, the circumstances of the student's classes, and the current resources of the College. Determination of whether an accommodation can be provided will be at the discretion of the College. It may not be possible to serve all the desired needs of a student with a disability.

If special equipment or technologies are required, the student must notify the Student Success Center at least two (2) months before classes begin to allow adequate time to prepare for the student accommodation. Students requesting an Emotional Support Animal (ESA) must also notify the Student Success Center at least two months before classes



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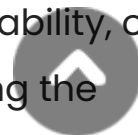
appropriate arrangements can be made.

Within the first two (2) weeks of each semester, students desiring accommodations must:

1. Self-disclose to the Director of Student Success Center;
2. Schedule an intake interview to discuss the functional impact of his/her disability in the college environment. This interview will ensure that the Director has a clear understanding of the student's need and the student knows what documentation is required;
3. Student will submit the required professional documentation;
4. If the requested accommodations are approved, the student will sign a release for the Director to assist in informing instructors and other relevant College personnel about his or her eligibility for accommodations; and
5. Once registered with the Student Success Center, the student must introduce him/herself to each professor and other recommended College personnel within the first two (2) weeks of the semester to discuss the accommodations to be implemented.

The Student Success Center will facilitate the implementation of accommodations when necessary.

Students who suspect they have an undiagnosed disability, or experience an unanticipated physical limitation during the semester, should contact the Director of the Student Success





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direction, including temporary accommodations, administration of a learning disability screening and/or a referral for the necessary professional assessment.

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## 13. Drones

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The Federal Aviation Administration (FAA) has defined “unmanned aircraft system[s] (UAS), sometimes called a drone, [as] an aircraft without a human pilot onboard – instead, [a] UAS is controlled from an operator on the ground” ([faa.gov/uas](https://www.faa.gov/uas)). The FAA requires that all UAS between .55 and 55lbs, or small UAS (sUAS), have a registered sUAS pilot in control of the sUAS during flight, as well as the pilot’s registration number affixed to the sUAS. Special rules apply to the commercial operation of sUAS under FAA 14 CFR part 107. Although sUAS have increasing commercial applications and recreational uses, it is essential for Geneva College to address the challenges to the safety and security of our campus and the surrounding community that may arise from the unsafe operation of these devices on or above our campus or elsewhere in college-sponsored research or educational activities.

The College prohibits the flight of all sUAS which require FAA registration, unless the flight is preapproved by the college. This includes but is not limited to: remotely operated model airplanes, helicopters, quadcopters, and other remotely





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recreational use of any college-owned sUAS equipment under any circumstances in any location on college property. Failure to comply with this policy may result in confiscation of the sUAS, the imposition of disciplinary measures, and possible state and/or federal penalties.

The use of Geneva College equipment or the use of sUAS for approved college business needs to be centrally coordinated and regulated for safety reasons. Service providers or vendors using sUAS for college business need to provide documentation of FAA compliance (part 107 or 333 exemption) and adequate insurance prior to conducting business at Geneva College. These requests should be directed to the Business Office. Students who wish to operate sUAS on college property must seek authorization from the Residence Life Office prior to flight and provide proof of both pilot competency (preferably FAA part 107 certification) and adequate liability insurance. Approval for student use of sUAS on college property is on a case by case basis, at the discretion of the Residence Life Office.

For more information regarding the federal regulations surrounding sUAS, please visit [faa.gov/uas](https://www.faa.gov/uas)

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## 14. Emergency Protocols





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informed of the guidelines and precautions that the Geneva College Campus Emergency Response Team has established. Please ensure that you are familiar with how to respond to different circumstances. Some dangers can be avoided or lessened by those around being observant and taking quick action. Please reference the [Emergency Information](#) campus page for more details.

## General Emergency Information

If an emergency occurs, appropriate emergency personnel should be contacted. If appropriate, students should contact 9-1-1 then contact Geneva Security at 724-846-9632. Students may also contact Geneva Security first who will in turn contact any appropriate emergency personnel. In the event of a campus emergency, alerts and updates will be provided by the campus text alert system, GC Alert, and on the home page of the college website.

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## 15. Family Education Rights and Privacy Act (FERPA)

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Geneva College focuses on educating the whole person. Educating the whole person involves students' curricular, co-curricular and living experience, physical and emotional health, and financial management, as well as the College's engagement with students regarding these areas. The term





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Rights and Privacy Act (1974) as those records that are: (1) directly related to a student; and (2) maintained by an educational agency or institution, or by a party acting for the agency or institution. Students' educational records at Geneva College are managed in accordance with the Family Educational Rights and Privacy Act (FERPA), which is designed to protect the privacy of educational records, to establish the right of students to inspect and review their records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings.

FERPA protected student records fall into two categories: public, "directory information," or private, "nondirectory" information. Directory information may be released at the discretion of the College without written permission from students. The College defines directory information to include the following: name; local and home address and telephone; e-mail address; photographs taken for College purposes; class year; major field of study; enrollment status; dates of attendance; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, awards (including merit scholarships awarded); and the most recent educational institution attended. The College provides students with an annual notice of this policy.

Students may request, at any time, that the Registrar's Office treat their directory information as confidential. Disclosure of non-directory information (e.g. admissions application, academic records from past schools, recommendation letters,





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student financial services statements, academic transcript, student teaching application material, medical records, athletic physical records, car registration and ticket information) requires either the consent of a student or a relevant exception as described below. Both directory and non-directory information may be shared between Geneva College employees who have a legitimate educational reason to know the information.

FERPA does not guarantee any rights to parents or guardians of students who are attending postsecondary education institutions. FERPA does, however, allow such institutions to provide parents or guardians with access to private student records if the student is a tax dependent as defined by the Internal Revenue Code. Geneva College treats students as young adults who are learning to manage their public and private educational records. Students are encouraged to discuss with their parent(s) or guardian(s) which private student record(s) they are comfortable sharing with their parents or guardians. The College must receive proper documentation before it will share student records with a requesting parent or guardian. Such documentation may include student consent forms, verification of tax dependent status, or other acceptable documentation indicating the College's authority to release the requested record(s). In an effort to treat students as young adults, the College defers, in most cases, to students' decisions regarding contacting parents with private information.





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information with those who may aid in a health or safety emergency and/or after students have been found in violation of the alcohol or drug policy. If a student is unable or unwilling to give authorization to release private information to a parent or guardian during a health or safety emergency, the College may initiate sharing and/or requesting pertinent private information with parents or guardians if it is believed they can provide information to effectively assist a student in a health or safety emergency.

Students have the right to file complaints with the Family Educational Rights and Privacy Act Office concerning alleged failures by Geneva College to comply with provisions of the Act. Such complaints should be sent to: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-5920.

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## 16. Identification Cards

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ID cards are used as personal identification on campus, as a library card, to gain entrance to residence halls, and other buildings and rooms on campus, to access copy/print services, to use a meal plan, to receive credit for chapel and as a season pass for all home sporting events.

An official picture ID card is issued to every full-time undergraduate student. Any part-time student who requests





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paid.

Lending an ID card to anyone is a violation of College policy and may subject both the lender and the borrower to disciplinary action. If a student's ID card is lost, the Student Development office should be notified immediately. A temporary card or a new card (if necessary) will be issued. Lost, broken or damaged cards will be replaced for the cost of \$20 to the student.

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## 17. Insurance Policy

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Geneva College cares about the health and well-being of each Geneva student. We want to do all we can to ensure that students seek and receive medical attention (for both physical and mental health needs) as soon as possible. Therefore, in addition to having an on-campus Health & Wellness Center, Geneva College requires that ALL full-time undergraduate students carry health Insurance.

To help our students comply with this policy, each full-time undergraduate student will be enrolled in the UnitedHealthcare Plan through Geneva College, unless the student completes an online waiver with policy information showing that they already have health insurance coverage.

Please refer to the [Student Accounts](#) policy page for further information.





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## 18. Involuntary Medical Withdrawal

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In order to provide an environment conducive to the achievement of the College's mission, the College reserves the right to require a student to take an involuntarily medical withdrawal. This occurs when the student's behavior compromises a minimum standard of academic performance and/or community life. At that time, the student would be qualified for a medical withdrawal. Students to whom this policy applies includes, but is not limited to:

1. Students who are deemed to be in a danger to others.  
Danger to others is here defined to include: risk of homicide, assault, or threat of harm substantially above the norm for college students which necessitate unusual measures to monitor, supervise, treat, protect, or restrain the student to ensure the safety of others.
2. Students whose behavior is severely disruptive to others.  
Disruptive is defined to include behavior which causes emotional and/or physical distress to other students and/or staff substantially above that normally experienced in daily life. Such disruption may be in the form of a single incident or a pattern of behavior.
3. Students whose physical or psychological condition requires specialized services beyond those available through the College's Health & Wellness Center.





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Health & Counseling Center will make a recommendation to the Dean of Student Development as to whether the student should be required to take a medical withdrawal. The Dean of Student Development will make the final decision but may authorize other college officials to make the decision based on the contextual and individual circumstances. The Office of the Dean of Student Development will notify the student, appropriate Directors, Registrar, and the Chief Academic Officer. For the student to return to campus and resume course work, they must follow the guidelines provided in the Medical Withdrawal Policy.

All students are encouraged to meet with the Business Office and Student Financial Services to learn what financial implications there may be resulting from their involuntary medical withdrawal.

A student placed on involuntary medical withdrawal may request an appeal regarding the College's decision in writing to the President. Students have three (3) business days to request an appeal. During the appeal process, the student must honor the decision to withdrawal.

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## 19. Lord's Day Observance

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The College honors the Fourth Commandment ("Remember the Sabbath day, to keep it holy. Six days you shall labor, and







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your God. On it you shall not do any work, you, or your son, or your daughter, your male servant, or your female servant, or your livestock, or the sojourner who is within your gates. For in six days the Lord made heaven and earth, the sea, and all that is in them, and rested on the seventh day. Therefore, the Lord blessed the Sabbath day and made it holy.” Exodus 20: 8-11). In the New Testament era, the day of observance changed from the 7<sup>th</sup> day to the 1<sup>st</sup> day of the week (Sunday), and is referred to in Scripture as the Lord’s Day. Geneva College believes that God has given His people the gift of the weekly Lord’s Day in which people are given rest from their usual labor and the opportunity to engage in public worship. Therefore, in so far as is possible, the College orders its affairs such that faculty, staff, and students are not required to work on the Lord’s Day. Works of necessity (e.g., food service, security) and works of love and mercy are recognized as a legitimate activity on the Lord’s Day. However, classes, organized athletic competitions, programmed student activities and the like are not scheduled. In addition, College offices, recreation facilities, and the library, will be closed on the Lord’s Day.

In honoring the Lord’s Day, the College encourages faculty, staff, and students to celebrate the Lord’s Day through public and private worship of Jesus Christ and by resting from the routine labor of the other six days. Some local churches provide student transportation, and several church facilities are within easy walking distance.





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involving students, which include the Lord's Day.

1. College-sponsored educationally purposeful trips may span the time of the Lord's Day. These include, but are not limited to, mission trips, retreats, trips for athletic competition, trips connected to courses, and study abroad.
2. If the trip/activity spans the Lord's Day, the sponsoring department and/or trip leader will arrange for students to attend an appropriate local church to the extent possible. This will be added to the itinerary of the trip, reviewed during pre-trip orientation, and attendance will be expected by all participants.
3. If the trip/activity spans the Lord's Day, the sponsoring department will make it clear, in the orientation materials, what the activities on the Lord's Day will be so that if a student who has objections based upon her/his beliefs or conscience will be able to opt out of the event/trip.
4. To the extent possible, the sponsoring department will allow a student to participate in the trip, but to opt out of activities scheduled for the Lord's Day, if that student has objections based upon her/his beliefs or conscience.
5. If the nature of the event does not allow church attendance (e.g., backpacking), the sponsoring department and/or trip leader will honor and recognize the Lord's Day with a special time of devotions, including prayer, fellowship, sharing of testimonies, and so on.





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## 20. Lost and Found

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Lost and found articles may be claimed in the Student Development Office in the Student Center, the switchboard in Old Main, the Library Reception Desk in McCartney, and the equipment room in Metheny Fieldhouse.

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## 21. Meal Plans

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The College provides a complete food service program in Alexander Dining Hall, with unlimited seconds available except on selected entrees. Meal plans are divided into two levels, Level A and Level B.

Freshmen are required to choose Level A. Level A offers three options:

- 21 meals/week plan
- 220 meals block plan
- 180 meals block plan with 150 FLEX points

Upperclassmen can choose either Level A or Level B. Level B also offers three options:

- 14 meals/week plan
- 180 meals block plan
- 140 meals block plan with 150 FLEX points





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The block plan allows the flexibility of eating higher amounts of meals some weeks and less on others.

An individual having a block plan may also bring up to four (4) guests to any meal and use the Block Plan account to pay for them.

Current students are given the opportunity to register their meal plan selection for the following year in the spring of each year. Upperclassmen may change their preference through myGeneva by the end of the first week of classes each semester. Those wishing to change their choice for the spring semester may do so by visiting myGeneva.

All students will be required to present their student ID card for each meal. Students are not allowed to give their ID number to a checker or cashier. Temporary ID cards are available in the Student Development Office.

### **Special Considerations**

Any student who is regularly away from campus due to an academic internship or student teaching requirement may apply for a seven (7) meals/week plan. This meal plan is available for one semester and may only be awarded to a student enrolled in the required academic courses. Meal plan assignment will automatically revert to a 21 meals/week plan the following semester unless designated differently in writing by the student. To be eligible for this option, students are



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off-campus internships or requirements.

If a student notifies food service personnel in advance, a bagged lunch can be prepared for takeout. In addition, students can purchase decorated birthday cakes and other food products and may do so by contacting the Director of Food Service.

## **Medical Concerns**

For any student who has medically documented special dietary needs, the Accommodations for Meal Plans or Housing section should be referenced.

If a resident student is too ill to go to the dining hall, his/her Resident Assistant or floormate may take a signed slip from the Residence Director and the ill student's ID card to the dining hall to pick up a to-go meal.

## **Abuse of Food Service Privileges**

To avoid problems with the abuse of food services, any student found dining at Alexander Hall without having registered for his or her meal will be subject to disciplinary action.

Bringing food containers to the dining hall is not permissible. Due to health concerns and cost-effectiveness, taking unauthorized quantities of food and/or drink from the dining hall is prohibited.





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FLEX points are redeemable for meals at Alexander Hall and may be used in the Brig and Riverview Café as well as with local partners such as Papa Johns in Beaver Falls. Each resident student can also add FLEX points to his/her card in increments of \$25, \$50, and \$100 with a 10% bonus on each purchase.

FLEX points can be used in the Dining Hall, the Brig or Riverview Café to purchase extra food items or meals for guests. To add FLEX points to their student ID card, students may go online to myGeneva or contact the Food Service Director at the Food Service Office in Alexander Hall, located in the kitchen area behind the serving line. Please keep in mind that balances will transfer from fall semester to spring semester, but not from one academic year to the next.

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## 22. Medical Withdrawal Policy

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Geneva College cares deeply about the physical and mental health of its students. At times, a student may experience extreme medical or psychological circumstances such that their ability to function is significantly impaired. Students are encouraged to prioritize their health and safety and take steps toward establishing health even if academic progress must be delayed. Geneva College supports students to initiate a self-care plan. The College may initiate actions that consider





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community.

**Medical Withdrawal** is available for students who, due to a documented serious physical or psychological illness, need to leave the College during the semester without completing their coursework. Medical withdrawal requests will not be considered during the final two weeks of a semester or the last week of May for a summer term. Students granted a medical withdrawal are regarded as having permanently withdrawn from the College and need to apply for readmission through the Registrar's Office. Students applying for readmission must also be approved for fitness to return to campus through the process described in this policy.

Students are highly encouraged to discuss the medical withdrawal request process with a counselor, a medical provider, and appropriate campus personnel as soon as it becomes apparent that their health is preventing them from completing their coursework. The Director of Health & Counseling will direct the student to provide appropriate documentation from a licensed physician or therapist.

A student who is granted a medical withdrawal receives a W (withdraw) for all classes on their official semester report and transcript. A medical withdrawal hold is placed on the student's record indicating the student is unable to register for classes until all responsibilities have been met for readmission. Students who are approved for medical withdrawal are eligible for tuition, room, and board refunds





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date of the medical withdrawal. Financial aid will be returned according to the policy published on the college's website (<http://www.geneva.edu/student-financial-services/policies/refund-policy>). Any questions about the financial impact of a withdrawal should be directed, in advance, to the Student Financial Services Office ([SFS@geneva.edu](mailto:SFS@geneva.edu) or 724.847.6530).

## Requesting a Voluntary Medical Withdrawal

A student requesting a medical withdrawal must:

- Submit the Request for Medical Withdraw form to the Director of Health & Counseling Services. An appointment to discuss the request is strongly encouraged.
- Submit the Licensed Medical Professional Questionnaire documentation
  - Documentation must be received within seven (7) business days of the original request.
  - Documentation must specify the student's condition/diagnosis, treatment plan, and reasoning for requesting a medical withdraw.
- Schedule an appointment with Student Financial Services to discuss the financial impact of the withdraw.

## Determination & Process of Medical Withdrawal Request

A decision approving or disapproving the medical withdrawal request will be process as follows:







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be sent to the Dean of Student Development, or designee;

- The Dean of Student Development, or designee, will review the request with appropriate college personnel, which may include: the Provost, the Director of the Student Success Center, and/or the Director of Health & Counseling Services;
- The Dean of Student Development, or designee, will approve or disapprove the request. The student will be notified in writing, and appropriate College personnel will receive copies;
- If approved, the Registrar will notify appropriate academic offices on campus of the student's status;
- Financial aid and tuition adjustments will be made, and the student will be notified of the changes by email;
- Original documentation from the student's medical records will be maintained by Health & Counseling Services.

### **Effective Date of Medical Withdrawal**

The effective date of an approved medical withdrawal will be the date on which the student begins the withdrawal process. The granting of a medical withdrawal by the College does not guarantee that the student will be permitted to return.

### **Determination of Fitness To Return To Campus**

A student requesting to reenroll following a medical withdrawal must:





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a specific diagnosis based on the DSM-V or ICD-10 criteria and provide a written detailed report that speaks to the nature of the psychological or medical condition and how it affects the student in the College environment, describes the major symptoms of the disability, and outlines a treatment plan and medications currently prescribed, including substantial side effects. Any recommended accommodations should also be included in the report if a long-term disability exists.

- Sign a release allowing the Health & Counseling Services staff to communicate with the physician or therapist regarding the readiness to return to the college and the treatment requirements upon return.
- Have completed all recommendations from the licensed physician or licensed therapist.
- If permitted to return, participate in appropriate support services as outlined by the College and as recommended by the licensed physician or licensed therapist.

The appropriate College personnel will review the documentation and determine whether all requirements have been satisfied and evaluate the student's readiness to return to campus.

## Student Financial Planning

When considering a Medical Withdrawal Request, a student should immediately contact Student Financial Services to





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on their student account and financial aid. Student Financial Services can assist the student in understanding how their tuition charges will be adjusted, their financial aid eligibility, what will occur with each award when a withdrawal takes place, and how to handle any resulting balance that may be due to the college. In addition, SFS can explain the loan deferment, financial aid suspension appeal and application process if a student is readmitted in the future. All semester tuition, room and board charges will be based upon the effective date of the medical withdrawal. Fees are not refundable. Financial aid will be adjusted based on federal and state guidelines as published on the college website (<https://www.geneva.edu/student-financial-services/policies/refund-policy>).

### **Refund Schedule**

Tuition will be refunded accordingly:

- If the effective withdrawal date is prior to the beginning of the eighth (8th) week of the semester, a 70% refund will be granted;
- If the effective withdrawal date is after the start of the eighth (8th) week of the semester, a 30% refund will be granted;
- If applicable, room and board charges will be prorated based on the effective date of the withdrawal.

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It is the policy of Geneva College to investigate any report of a missing student enrolled at the College. Missing persons should be reported for several reasons, including but not limited to, students changing their normal routine without telling roommates or friends or students who are absent under suspicious circumstances that would lead others to feel a concern for their safety. For the purpose of this policy, a student is considered missing if a roommate, classmate, family member, faculty or staff member has not seen or heard from the student in a reasonable amount of time. Generally speaking, a reasonable amount of time is 24 hours or more. However, this could change due to the time of day or information given about the student's normal schedule and/or habits.

If it is believed that a student is missing, the Resident Director (RD) of the student's residence hall should be contacted or in the case of a commuter student please contact the Student Development Office. They will in turn immediately contact the Director of Residence Life, Dean of Student Development and the Security Department. Immediate efforts will be made to locate the student and determine their state of health and well-being by the following means, but not limited to, talking to the student's friends, family, and roommate(s), checking the student's room, confirming class schedule and attendance, and/or reviewing ID card access history. An effort will be made to locate the student's vehicle when applicable.





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enforcement (Beaver Falls Police Department) as well as other outside law enforcement agencies when appropriate and advise them of the situation. The Security Department will continue to investigate and work in a collaborative effort with the staff from Student Development till the matter is resolved.

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## 24. Off-Campus Resident Expectations

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A student may commute from the permanent and primary residence of their parent/legal guardian or grandparent, provided that the legal place of residence is within a 40-mile radius of Geneva College. Any request for a change in housing status must be submitted through the Commuter Form found on myGeneva. Please see the [Commuter Application Process](#) for further explanation on procedures.

Students may live off campus by meeting at least one of the following requirements. Students must:

- Have completed eight semesters (consisting of 12 or more credits each) of undergraduate study.
- Be 23 years of age or older by the start of the Fall or Spring semester.
- Be married (as [defined](#) by the College).
- Be an approved resident at City House.

Whenever the College has reason to think that students are residing off-campus in violation of the housing policy, these





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Falsifying any documents for the purpose of gaining permission to live off of Geneva's campus is prohibited and will lead to the student being charged with room and board charges for each semester in question and/or the revocation of their commuting privileges. Furthermore, an approved off-campus student housing a Geneva student who has not been officially approved to live off campus could also result in disciplinary action being taken.

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## 25. Parking

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The operation of motor vehicles on campus roadways and the registering of motor vehicles for the purpose of obtaining parking permits to park in College parking lots are considered privileges and not rights of individuals.

### Vehicle Registration

All students, faculty, and staff who possess, maintain, or operate motor vehicles (including motorcycles, motorbikes, motor scooters or any other motor-driven vehicle) on the Geneva College campus must register each motor vehicle that will be parked on campus by completing the online registration form located on myGeneva. It is an individual's responsibility to notify Campus Security of any changes to his/her vehicle information within two business days of the change taking effect.



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Upon the completion of the online registration form and payment of a permit fee (where applicable), the operator will receive a single vehicle permit that must be displayed on the vehicle in the appropriate location which is the non-mirror side of the vehicle's rearview mirror. Operators of motorcycles, motorbikes, motor scooters, and other motor-driven vehicles with no rearview mirror should affix their permit below the front windshield area of the vehicle.

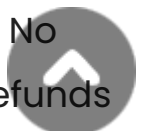
### **Permit Fees**

Before receiving a parking permit, payment is required. Once payment and a completed online registration form have been received, the operator will be assigned a permit number and given a permit to display in their vehicle. Only one valid permit may be displayed on a vehicle at a time

### **Student Parking**

Students with an excess of three (3) campus parking violations in one semester could have their parking permit revoked for the remainder of the academic year without refund of any portion of the parking permit fee. If the parking permit is revoked, that student will be required to park on public streets, not on campus property.

All students must register their vehicles each year. Students will receive a new color permit for the year registered. No previous permits will be honored. No parking permit refunds





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student parking (subject to change):

- Alumni Lot
- Alumni Lot Upper
- Young/Geneva Arms Halls Lot
- Field House Lot
- Memorial Hall Lot
- Northwood Hall Lot
- Rapp Center Area
- Stadium Parking Lot

In addition, all Faculty/Staff lots will be open for student use from 5:00 p.m. to 7:00 a.m. weekdays and all-day Saturday and Sunday.

## **Faculty and Staff Parking**

Faculty/Staff permits are to be used for the duration of employment at Geneva College. Registration information should be updated as needed. Vehicles legitimately displaying faculty/staff permits may park in any parking lot on campus. Faculty and staff dependents who are enrolled at the College are not to use their parent's permit when parking on campus

## **Handicapped Parking Permits**

Persons requiring a handicap permit must go to the Security Office and procure a dash plaque permit. All handicap parking permits must be approved by the Director of Security







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parking permit will be issued to those who are eligible to park in handicap parking. This plaque is always to be displayed on the driver's side dashboard and serves as the individual's permit to park on campus in designated handicapped parking areas.

If a community member has been temporarily disabled, a temporary handicap parking permit may also be obtained at the Security Office.

### **Campus Parking Regulations**

All vehicle operators are expected to abide by College parking regulations and signage. Parking is prohibited in fire lanes, in NO PARKING ZONES, in Yellow Safety Zones, in Handicapped areas (without a handicapped dash plaque), in loading zones, in front of dumpsters or in any area that will impede the flow of traffic or block the garage entrance of a community resident.

Handicapped parking areas are clearly designated and only for those individuals with a state-issued handicapped plate or a school-issued handicapped parking plaque. Unauthorized vehicles parked in handicapped areas will be subject to ticketing, possible loss of driving privileges on campus, and/or judicial sanctions.

Parking on the lawn or on any athletic field within campus limits is not permitted. Anyone doing so will be subject to





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occurring to the property.

Motor vehicle operators must obey directional signs. Reckless driving on the campus is not permitted. If confronted for reckless driving, a fine may be assessed or campus driving privileges revoked.

## **Parking Tickets**

Parking violation tickets will be issued to vehicles illegally or improperly parked. The owner/operator of a ticketed vehicle is responsible for the penalty as directed on the ticket. All parking ticket fines are to be paid at the Business Office. A receipt should be obtained at the time of payment. Payment in coins will not be accepted, and all fines not paid within ten (10) business days will be applied directly to a student's bill.

Any individual who wishes to appeal a parking ticket must do so within ten (10) business days of the citation issuance. Failure to appeal within the above time period will result in the loss of the right to appeal. All appeals must be made in writing to the Security Office.

If a parking violation is recorded, and the offender has failed to obtain a parking permit, a \$75 parking permit fee will automatically be assessed and billed to the student's account. In addition, the student will be responsible for payment of the fine for his/her parking violation (in accordance with the amounts listed above). Once the parking permit fee has been assigned, a parking permit will be sent to



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individual will be required to complete a parking permit request form.

## **Towing Procedures**

Vehicles parked in the prohibited areas designated above are subject to immediate towing based on the violation and will be towed and stored at the expense of the owner/operator. A vehicle with an outdated vehicle registration is also subject to towing.

A towing service will remove from College property any vehicle designated by the Security Department.

A towing service will remove from College property any vehicle designated by the Security Department. Towing is provided by The Auto Body Works (AAA, 724-827-2660) or by Campbell's Towing (724-846-2823 or 724-846-9706). The Security Department will have information on all vehicles towed from College property. The vehicle owner should contact Campus Security at (724) 846-9632 or the above listed towing companies. The owner of the towed vehicle may recover the vehicle from the towing company upon payment of the appropriate charge

Once a tow truck is called, the operator of the vehicle is responsible for all fees that follow. Please note that penalties for all fire lanes, tow-away zones, etc. will be strictly enforced.

## **Keys Locked in Car**





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campus for a fee of \$45. Auto Body Works (724) 827-2660 in Darlington also provides this service and is an AAA member.

## City Parking Regulations

State and City regulations apply when driving on public streets. Please observe speed limits and parking regulations. Vehicles parked in no-parking areas on the city streets are subject to fines and/or towing by the City of Beaver Falls at the owner's expense.

## Street-Sweeping Schedule

It is the responsibility of the Beaver Falls Police Department to enforce the Street Sweeping Schedule. Anyone receiving a street sweeping ticket should pay it directly to THE CITY OF BEAVER FALLS.

The City of Beaver Falls Street Sweeping Schedule is as follows:

NO PARKING WEDNESDAY NIGHT (Thursday 12:00 a.m. to 7:00 a.m.) on the AVENUES, which include College Avenue and all parallel avenues which run North and South. NO PARKING THURSDAY NIGHT (Friday 12:00 a.m. to 7:00 a.m.) on the STREETS. Streets run East and West at right angles to College Ave.

## Snow Removal

Due to inclement weather, it may become necessary for individuals to move their vehicles to make it possible to remove snow on campus. All persons operating motor





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responsible for snow removal.

## **Abandoned / Disabled Vehicles**

No person(s) shall abandon a motor vehicle of any kind on College property. Should any vehicle parked on campus become disabled, the owner/operator of that vehicle should report the vehicle's location to the Security Office immediately. The vehicle owner/operator should tend to vehicle repairs within 24 hours.

## **Liability and Disclaimers**

The College assumes no responsibility for damages or theft to automobiles and/or automobile contents while parked on Geneva College property. Any problems related to vandalism or theft should be reported to the Security Office or the Beaver Falls Police Department.

Those leaving a vehicle unattended on the College campus should make sure that all windows are up, the vehicle is secure, and there is no property in plain view inside the vehicle.

Parking lots are patrolled regularly, and each person is expected to park in accordance with the posted rules and regulations. Any unsafe conditions should be reported to the Security Office.

Due to limited parking spaces on campus, the College cannot always guarantee all students, staff, and faculty members a





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space convenient to a specific residence hall or classroom building. Campus parking areas will be available on a first-come basis, except for posted Handicapped and Faculty/Staff parking areas. Please note the posted restrictions.

The College reserves the right to alter parking assignments on a permanent or temporary basis as new construction, major repairs, and/or emergency situations may require.

All student and Faculty/Staff vehicles must be moved upon request.

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## 26. Posting and Advertising on Campus

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### Where to Post

Students are permitted to post in the following areas on-campus in the following ways:

1. *Approval Process*: All student-initiated table tents and posters need to be approved by the Center for Student Engagement located on the lower level of the Student Center.
2. *Bright Signs*: Located in the entrance of the Student Center, Brig, and entrance to Alexander dining hall. Please contact Bridgette Hinzman ( [bhinzman@geneva.edu](mailto:bhinzman@geneva.edu)) in the Student Development office for posting for all Bright Sign announcements.



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throughout campus. Table Tents are permitted to be displayed for a two (2) week period.

4. *Bulletin Boards/Strips*: Use only designated bulletin boards/strips located throughout the campus.
5. *Bathrooms*: Announcements posted inside bathrooms across campus are permitted.

### Where Not to Post

Students are not allowed to post in the following areas on campus:

1. No posting on any exterior/interior wall, door, panel, column or window.
2. There is to be no posting in any of the following Academic or Administrative buildings other than designated Bright Signs, bulletin boards, bulletin strips, table tents and any bathroom:
  - Old Main 1<sup>st</sup> Floor Lobby & Stairwell
  - Northwood
  - Science & Engineering Building
  - Alexander Hall
  - Fieldhouse
  - Except for athletic sponsorships, external commercial or other organizational promotions are generally not permitted on campus.

### When to Remove a Post

Remove all postings one day after the event.





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## 27. Pregnancy

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Whatever circumstances have resulted in the pregnancy, the College is committed to responding in a healing, supportive, and redemptive manner. Where applicable, the College seeks to balance compassion with accountability. Students can expect to be treated with Christian love as they respond to their new circumstances. Every effort will be made to ensure confidentiality as well as academic progress for the mother, but the life and health of the mother and child, the well-being of the parents, and the Geneva College community are primary concerns.

Scripture urges believers to seek wise and godly counsel when faced with significant or difficult life choices (Proverbs 11:14). Therefore, should a Geneva College student become pregnant while unmarried, she is encouraged to communicate with the Dean of Student Development or Health & Counseling Personnel. Appropriate campus personnel are prepared to support both the mother's and father's reflection on what it means to be pregnant and to support the decision-making processes that naturally result from pregnancy.

Geneva also recognizes that pregnancy can be the result of sexual violence and trauma. In cases of sexual violence, the College is committed to supporting the student in the various areas of need that are outlined in the College's policy that





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## 28. Residence Life

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The Residence Life program at Geneva College provides living environments which prepare students to: deepen their relationship with Christ; cope effectively with social change; resolve conflicts with others; strive to reach personal potential; establish an individual identity while working effectively in groups; and appreciate the differing perspectives and unique qualities of others.

### Residence Life Office

The Residence Life staff creates programs and policies that provide opportunities for the total development of Geneva's resident students. To fulfill this commitment, the Residence Life program develops its staff into responsible resourceful individuals who, as a team, form the foundation of the residential growth experience. The Residence Life Office is located in the Student Development Office in the Student Center, Upper Level, with hours Monday-Friday 8:00 a.m.-5:00 p.m. The office phone number is 724-847-6642.

### Residence Hall Staff

Both Residence Directors and Resident Assistants play a vital role in the life of Geneva College, serving as educators who





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these staff members enforce the community standards to maintain both order and a maximum degree of personal freedom and privacy amid community living.

The staff has been carefully selected to serve the resident students of Geneva College and is deeply committed to providing the following objectives:

- Opportunities for spiritual growth and maturity.
- Opportunities for individual growth and development.
- Opportunities for development of interpersonal skills that reflect responsible citizenship and a concern for others.
- Guidelines that provide structure for compatible and cooperative community living in a satisfactory physical environment.
- An atmosphere conducive to learning and growing.

Essential to each of the residential living and learning objectives is the role of the Residence Life staff member. Each staff member strives to foster a comfortable, accepting, supportive community environment and help develop open, friendly, and honest relationships among residents.

### **Role of the Residence Life Staff**

Residence Directors (RDs) are Student Development staff dedicated to higher education, professional excellence, and ministry to students. They provide counsel, discipline, and





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responsible for all facets of residence hall supervision and report directly to the Director of Residence Life.

Resident Assistants (RAs) are upperclassmen employed by the College to serve as assistants to the RDs. They desire to help resident students adjust to living in a college environment and to aid students with any personal problems such an environment may generate. Striving to maintain a balance between each student's personal freedom and the well-being of the community, the RA works to develop community in a residential living environment. To accomplish this, the RA plays an active role in enforcing the Community Standards.

### **On-Campus Residence Requirement**

Geneva College desires that students have the opportunity to experience the developmental value of college community living and relationship development. All full-time undergraduate students between the ages of 17 and 23 are required to live in College housing. (For criteria that may allow for an offcampus exception, see Off-Campus Living Criteria). Any student younger than 17 years of age (as of the first day of orientation) must be interviewed by the Director of Residence Life before he/she will be assigned College housing. Please note, students older than 26 years of age at the time of their enrollment may not be permitted to live in College housing.

Students who are part-time must seek approval with Residence Life to live on campus. Part-time status does not





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courses should expect their housing status to carry over. If a current residential student wishes to switch to a commuting status for May term, the student is responsible for applying to commute and meeting off-campus living criteria.

## Room Sign-Up

Room sign-ups for a new academic year will be held in the spring semester of the preceding year. In order to reserve a room or be assigned a room on Housing Selection Day, a student must be registered for a full course load (at least 12 credit-hours) for the subsequent fall semester and their desired roommates must all agree together to fill a room/apartment. No incoming freshmen or transfers can be assigned a room during spring housing sign-ups. Roommates must be selected from students presently enrolled and registered for the fall semester or a student that has been readmitted for the fall semester. After Housing Selection Day, students still needing a housing assignment for the subsequent semester will be able to sign-up for housing on a first come, first serve basis.

The Residence Life Office reserves the right to change a student's room assignment at any time during the academic year.

## Check-In Procedures

A "Room Condition Form" (RCF) is completed by an RA for each residence hall room after a thorough inspection of the





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are encouraged to look over the RCF and the room to make sure all damage is reported correctly. The resident can add any additional damages that an RA may have missed. The student will then sign the RCF to show that he/she is in agreement with the RA's evaluation of the room. Students are encouraged to pay attention to this process as they will be responsible for all damages that occur during their occupancy that are not previously documented on the RCF.

### **Check-Out Procedures**

Students are required to check out with their RA before vacating College housing. Students are responsible for arranging a meeting with their RA with reasonable notice to check out. Failure to check out in person will result in a \$50 fine, in addition to any damage assessment.

Before check-out, all trash is to be removed, furniture returned to its original arrangement, and the room cleaned. During check-out, the RA will inspect the room for damage caused during the student's occupancy. If any damage is found, it will be noted on the Room Condition Form (RCF). Upon completion of room check-out, the RA will present the student with the RCF. This allows the student to see the damage for which he/she will be charged. The student is to sign the RCF signifying that he/she has read it and return it to the RA. Any damage to permanent surfaces or furnishings will be charged to the student at the end of each semester.



### **Room Furnishings**



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bookshelf, and a lighted desk shelf for each resident. In addition, each room is equipped with blinds. Some rooms also come equipped with dressers.

Rooms in Young Hall, the Schoolhouse, and Geneva Arms are also equipped with full-size refrigerators and stoves. Residents in other halls may bring small-scale refrigerators (5 cubic feet or smaller) for their rooms. Residence hall rooms and furnishings should be treated with respect. Furniture should be used for the purpose for which it was originally designed. The College reserves the right to ask students to rearrange furniture at any time there is a perceived health or safety risk. No furniture should be removed from any room. Occupants will be responsible for all missing furniture.

All who reside in the residence hall share the responsibility for maintaining it in a sanitary, safe, and economical fashion. Furniture and other furnishings are not to be taken from residence hall lounges or other college rooms.

Damages to, or malfunctions of, room furnishings should be reported immediately to the RA or RD. Only Geneva Physical Plant personnel may make alterations to electrical wiring or other permanent fixtures.

In Young Hall and Geneva Arms, balconies are considered a part of the apartment. They are not to be used as general storage areas or for entering or leaving the building. The cost of damage to screens will be borne by the occupants of each apartment and fines will be assessed. Bicycles may be stored





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prohibited.

## Room or Roommate Changes

The proper time to make room, roommate, and/or residence hall changes is at the end of each semester. Room sign-up is coordinated by the Residence Life staff who will post information regarding the process for each hall.

Students are encouraged to work together with their roommate(s) and/or RA to resolve roommate conflicts in good faith. In extreme situations, students may request permission to change rooms midsemester.

The College reserves the right to place additional residents in student rooms. The College also reserves the right to move any student or group of students to another room/apartment for disciplinary or other reasons.

## Room Occupancy

At the end of each semester, students are expected to vacate their room within 24 hours after their last exam.

Any arrangement for students to stay in the residence halls over a College break where halls are closed must be requested in writing. A letter should be submitted to Housing at [housing@geneva.edu](mailto:housing@geneva.edu) no later than seven (7) days before the start of the break in question. A charge of \$50 per night will be assessed if the stay is approved. Students wishing not to travel on the Lord's Day may return at no charge on the



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required. It should be noted that dining hall services will not be available when campus is formally closed.

Student rooms are sometimes used during the school year to provide housing for students who find it necessary to remain on campus during vacation periods. The College reserves the right to use rooms for any vacation occupancy.

Students are to occupy and vacate College housing according to the college schedule unless express permission is otherwise indicated.

### **Room Alterations**

Any plans for alteration of the standard physical living space (i.e. partitions) must be submitted in writing to the Director of Residence Life for approval before the alteration can be carried out. When a resident terminates occupancy (end of the year/withdraws), the room must be returned to its original state. All alterations are subject to the following requirements:

1. Under no circumstances should any of the alterations be attached to furniture, walls, ceiling, trim work or anchored to the floor. There should be no obstruction that restricts the view into a room or apartment from the entry door such as beds, furniture, or curtains. Students are not permitted to remove shower heads and/or install their own.
2. Students may attach borders with the use of sticky-tac only and are responsible for removing the border before





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damage the hanging of borders may cause.

3. Self-designed or pre-purchased lofts are not permitted in the residence halls. No beds may be triple-bunked. Top sleeping surfaces cannot be more than 60 inches from the floor.
4. Waterbeds are prohibited.
5. Closets in Clarke Hall are not to be moved.
6. At no time, shall anything be attached or hung from any sprinkler head or sprinkler cage.
7. In Clarke, McKee, Memorial, and Pearce Halls, no more than two beds are permitted in regular size rooms. In Geneva Arms and Young Hall (6-person apartments) a maximum of four beds is permitted in the larger back bedroom. The College may make exceptions to these policies as temporary housing measures to accommodate changing enrollment.

## Room Inspections

Rooms and apartments will be inspected weekly by the RAs or RDs to determine whether proper standards of sanitation and safety are being observed. Guidelines are as follows:

1. Beds are not to be used without sheets. Sheets should be changed on a regular basis.
2. Heating appliances constitute a serious fire hazard. Therefore, electrical appliances such as irons, curling irons, hair dryers and popcorn poppers are to be in proper working condition and should be used with caution. Use of



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the Beaver Falls Fire Department.

3. Due to extreme fire hazards, no deep fat frying is permitted in any residential facility. This includes stove-top frying and the use of commercially available deep fryers. Extreme caution should be exercised when cooking with any type of oil.
4. Because of health code concerns, all cooking appliances (except those prohibited by this handbook) are to be used only in residence hall lounge and apartment kitchens. Students are not permitted to process animals in any College facility.
5. All extension cords or multi-plug adapters are prohibited within College housing. Students should use only grounded power strips to plug in multiple items.
6. The use of electric heaters, halogen lamps, and five bulb multi-lamp lights are prohibited due to the potential electrical circuit overload and related fire hazards. Should a loss of heat situation arise, the Residence Life staff may provide space heaters for use on a temporary basis only. All air conditioners are prohibited.
7. As a matter of general safety, any open flames, candles with burnt wicks, incense, etc. are strictly prohibited.
8. To avoid the presence of insects and unpleasant odor, general debris, including empty soft drink cans or bottles, milk cartons, and open food, should be disposed of in the designated trash or recycling bins in timely fashion. Dishes should also be washed regularly.





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ledges should not contain anything that would damage the blinds. Clothing and other objects are not to be hung from the window inside or outside the building. Removal of screens is prohibited. Windows are not to be used to enter or exit any room or apartment except for a Campus emergency. Porches of houses should not have overstuffed furniture or garbage placed on them.

10. Alcoholic beverage containers, whether empty, partially full, or unopened, are not permitted in student rooms. If such containers are found in a resident room, they will be confiscated and considered evidence of an alcohol violation.
11. Devices, objects, posters, flags, magazines, or articles of clothing that depict, promote, or advertise alcohol; drugs; lewd, obscene, pornographic, or sexually suggestive behavior; or are interpreted to be racially or sexually degrading, Satanic or occult material (as determined by the Student Development staff) are not to be possessed or displayed on Geneva College property.
12. It is a violation of Geneva College policy to possess or display government or municipal signs or equipment obtained illegally.
13. Refrigerators must be kept clean and should be defrosted as needed. Students are required to defrost refrigerators prior to the semester break and at the end of the academic year. Refrigerators may not be defrosted in common bathrooms. Personal refrigerators must not exceed five (5) cubic feet in size.



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exception is that fish may be kept in a proper aquarium.

Aquariums are not to be more than 10 gallons in volume.

15. Rooms are to be cleaned on a regular basis. Students must provide their own cleaning supplies.
16. Each apartment and/or room may not have weight-lifting sets and/or nautilus equipment weighing more than a total of 150 pounds, including the weightlifting bar. This limit is for the entire living unit (apartment and/or room).
17. Due to fire hazards, live Christmas trees, personal curtains, and the hanging or posting of any material on ceilings are prohibited in all student housing.
18. Items hung on the apartment and/or room walls may only be attached with "sticky-tac" or "plastic-tac," and care should be taken when removing items from walls. Tape of any kind (duct, scotch, foam, masking, etc.) may not be used for hanging items on walls or doors or for attaching items to floors or ceilings.
19. No more than three strings of decorative or Christmas lights may be used in any student room. It is recommended that students not sleep with any such lights on. Christmas lights are also not to be attached to any bed frame.
20. Mattresses are not to be used on the floor of any room/apartment.
21. Snowball or water fights are prohibited inside any college facility. Snow or water (water balloons for example) should not be thrown at, into, or from any college building.



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passersby. Water balloon launchers are prohibited.

## Room Searches

In addition to the routine room inspections, rooms may be entered if there is good reason to believe that there is a health or safety risk or if College policy is being violated. Searches of rooms, personal effects and vehicles are not to be made except when in the presence of the Dean of Student

Development, the Director of Residence Life, or their designee, and only in the presence of one of the room's residents unless extenuating circumstances exist. It is to be understood, however, that when any College employee in the routine discharge of his/her responsibilities encounters a violation of College policy, he/she is responsible for reporting such a violation immediately.

## Room Codes

When a student moves into a residence hall, he/she will be issued a room code for entrance to his/her room. Students are strongly encouraged not to share their code with others. Students who have had their code compromised should report this information to their RD immediately. Students must receive authorization from the Director of Residence Life to have their code changed. Any tampering with an assigned room code will result in disciplinary action being taken.

## Security/Card Access





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specific residence hall. Because these cards are used to access College facilities, it is necessary that lost cards be reported immediately to the Student Development Office.

Upon notice of a missing card, the old card will be invalidated, and the resident will receive a new card. In most circumstances, a \$20 fee will be assessed to the student to process a new card.

Lending an ID card to an unauthorized user is against College policy.

### **House Keys**

A \$15 fee will be charged for the replacement of a lost house key. When a key is perceived to be lost, it should be reported to the Student Development Office immediately.

### **Hallways and Other Public Areas**

Furniture and/or personal belongings may not be placed in hallways and/or stairwells. Hallways, stairwells, and other public areas are also not to be used for athletic purposes such as hockey, frisbee, playing catch, etc. Hallway entry doors provide a fire barrier and not to be propped open at any time.

### **Hall Damage or Vandalism**

When damage to the residence hall occurs, the student(s) responsible for the damage is/are expected to report the damage to their RD and take responsibility for the cost of





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repairs to college property. If no one takes responsibility for hall damage and those responsible for the vandalism can be determined, the full cost of repair or replacement and a fine for failure to report will be assessed to the appropriate party/parties. When damage/vandalism occurs in the residence hall and the perpetrator(s) cannot be determined, all occupants of the hall may be assessed for the damage.

## Hall Services

*Cable* – TV cable service is available in all main residence hall lounges. Any tampering with or tapping into TV cable is a criminal offense. Such action is a form of theft and when discovered will be referred to the Geneva College Student Conduct process and to the TV cable company. Residents of Young Hall, Geneva Arms, and the Schoolhouse may make individual arrangements for apartment connections with the local cable company. Cable modems are prohibited in all student housing.

*Housekeeping* – Geneva College provides a cleaning staff for each residence hall that is responsible for the general cleanliness of public areas. However, students are expected to clean up after themselves in restrooms, lounges, and other public areas of the building. In addition, residents are to regularly dispose of their personal garbage in dumpsters provided outside each residence hall. Students must provide their own cleaning supplies.





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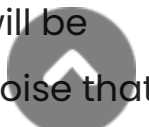
each residence hall. Special care should be taken not to overload the machines, and the facilities should be left in the condition in which they were found. Any malfunction of the machines should be reported to the RD immediately. Students are encouraged not to leave their laundry unattended. Laundry machines are only to be used by current resident students.

## **Lounge Behavior**

Residence hall lounges are to be used for relaxation and/or study. Designated residence hall lounges in each hall are open to the opposite sex beginning at 10:00 a.m. and lasting until midnight each night except Friday and Saturday, when the closing hour is 1:00 a.m. Students are encouraged to enjoy use of the lounge while showing concern for others who use the area. This consideration includes, but is not limited to noise levels, television viewing selections, and appropriate behavior. Lounges and other campus areas are not to be used for excessive or inappropriate public displays of affection. The viewing of copyrighted material (e.g. movies) is prohibited in residence hall lounges, which are considered public areas.

## **Quiet Hours**

In order to encourage an academic atmosphere conducive to study and sleep, students are reminded to be considerate of others at all times. However, mandatory quiet hours will be enforced from 10:00 p.m. to 10:00 a.m. Any excessive noise that can be heard outside of closed doors is not acceptable during







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and Saturday night quiet hours will begin at 12:00 Midnight.

Whether or not quiet hours are in effect, television and stereo equipment should be used with sensitivity to the study and sleep schedules of others. It is suggested that owners of sound-producing equipment use earphones as a courtesy to other residents. In addition, stereos are not to be played out of windows or doors.

When a student has a complaint about noise, it should first be addressed with the offender. If this proves unsuccessful, the student should ask the RA to intervene.

### **Guest Policy**

Students may have an occasional overnight guest of the same sex; no overnight guest of the opposite gender is permitted at any time in student housing. If the guest is a minor (under the age of 18), there must be a letter of consent from the parent(s)/guardian(s) of the guest that is submitted in advance to the RD or Student Development Office. A student must register any overnight guest with the RD. All guests are expected to observe the regulations of the College, and the host or hostess will be held responsible for the behavior of guests. Meals may be purchased for guests at the dining hall or Flex Dollars may be used. Students with any of the block meal plans may also use these meals to feed up to four guests at any one meal.





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Students may not rent out their rooms or use their on-campus living spaces as an Airbnb options.

## **Suspension of Resident Students**

When the Chief Academic Officer notifies the Residence Life Office that a resident student is not eligible to register for the following semester, the student will forfeit his/her room reservation for the following academic year. If Residence Life is informed that a resident student has been academically dismissed during the course of a semester, the student must move out of his/her room in a timely manner as determined by the Director of Residence Life.

## **Personal Property/Storage**

Geneva College is not responsible for insuring or protecting personal property. It is recommended that students pursue this matter with an insurance broker or seek coverage through the insurance program of a parent or guardian.

Money or valuables should be kept in a secure place and any loss should be reported immediately to the

Residence Life staff. Students are advised not to keep large amounts of money in their rooms. The College provides locks on the doors, and it is the student's responsibility to keep the room secure. For safety reasons, students may not use any locking device that has not been provided or approved by the College on any door.





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summer.

## Summer Housing

Any student attending summer classes may apply for summer housing through the Residence Life Office. Summer housing includes the use of kitchen facilities. Check with the Residence Life Office for pricing information. Please note that during the summer all College policies are in effect, and any violation of College policy will result in the student participating in the Student Conduct Process.

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## 29. Route 18

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A major road runs through the middle of campus and separates the main part of campus, from the upperclassmen apartments. In order to promote safety when crossing this busy road, students, staff, and faculty should adhere to the following guidelines:

1. In Pennsylvania, at crosswalks where traffic signals are not in place, drivers are obligated to yield when pedestrians are in a crosswalk. However, the law also says that pedestrians should not “suddenly leave a curb ... and walk or run into the path of a vehicle which is so close as to constitute a hazard.” So, both drivers and pedestrians have legal obligations to be safe.





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stop for them until there is clear evidence to the contrary.

3. Pedestrians should be careful not to let electronic devices such as phones distract them while crossing roadways.

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## 30. Same-Sex Attraction and Behavior

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Following the teaching of the College's controlling denomination, Geneva holds that intimate sexual behavior outside of male-female marriage, whether with a same-sex or opposite-sex partner, is wrong. The College expressly forbids this behavior and will deal with this in the context of the College's student conduct policy. When the College becomes aware that a Geneva student is engaging in this behavior, the College will take steps to counsel, and perhaps discipline, the responsible person or persons. As with all student discipline matters, the College's amnesty policy for self-reported behavior violations applies in this context as well. Geneva has three additional policies that arise out of the College's understanding of Scriptural teaching about same-sex attraction and behavior.

- The College will not discipline someone for having and/or revealing that he or she has feelings of same-sex attraction.
- The College expressly forbids abusive behavior towards persons who have, or who are perceived to have, feelings of same-sex attraction.



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behavior – for example, extended or repeated hand holding, hugging, and kissing – between members of the opposite sex and between members of the same sex. The former, between persons of the opposite sex, is permitted if it is done with appropriate restraint. The latter, between persons of the same sex, is not permitted. The rationale for this distinction is that romantic behavior between members of the opposite sex can lead, in time, to an appropriate, godly sexual relationship in marriage. There is no such possibility for persons in same-sex relationships (based on the College's understanding of Scripture). Note that while the College does permit opposite-sex romantic behavior, the College strongly encourages persons involved in opposite-sex romantic relationships to guard against the temptations to lustful feelings and sinful behavior that often arise.

The Synod of the College's controlling denomination approved a document in 2011 entitled "Contemporary perspectives on sexual orientation: A theological and pastoral analysis." (See the Minutes of the 2011 Synod of the Reformed Presbyterian Church of North America, pp. 84-131.

Pittsburgh, PA: Crown and Covenant Publications.) Here are a few excerpts from the section entitled "Pastoral Implications."

- "... while same-sex sins are treated very seriously in Scripture, they are not all that different from other temptations common to human experience. Homosexual





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hopeless plight. Christians must avoid the stereotype of homosexuality as a sin greater than all others, along with the presumption that those experiencing same-sex desires necessarily chose to feel that way.”

- “Same-sex temptation is just one among the many different burdens carried by each of us who need the redeeming work of Christ in our lives. Like many other temptations, same-sex desires often arise without warning and feel hopelessly overpowering. But all human brokenness is within reach of the Gospel’s power.”
- “Deep-seated desires are never resolved easily. They are certainly not resolved by mere willpower or “steps of treatment.” We dare not promise quick solutions; but neither should we shy away from the full hope of the Gospel for total redemption by the working of God’s Spirit.”
- “As significant as homosexual temptations may be in a person’s life, a pastor should show concern for the whole person, not just for his or her sexual struggles. In fact, a person’s struggle in sexuality is often related to other needs.”
- “Faith in the cross of Christ, with repentance for all one’s sin against God, is of course foundational to any work of sanctification (including sexual renewal).”

The document concludes with 14 “points of guidance” for pastors, and by extension, for Christian believers involved in these matters. The College commends the entire document, and especially these points of guidance, to interested persons.





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## 31. Service Animals

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Geneva College complies with the Americans with Disabilities Act (ADA) in allowing service animals that are used to directly address functional physical limitations of a disability.

The ADA defines service animals as “any . . . animal individually trained to do work or perform tasks for the benefit of an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals who are hearing impaired to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair or fetching dropped items.” Service animals are typically dogs. Because of health and safety concerns, the Student Success Center suggests that faculty, staff, and students:

- Allow a service animal to accompany the partner at all times and everywhere on campus, except where service animals are specifically prohibited.
- Do not pet, feed, or deliberately startle a service animal.
- Do not attempt to separate a partner/handler from his or her service animal.

For more information on the requirements of Service Animals and their Partners/Handlers, and the conditions for keeping a service animal, please contact the Student Success Center.

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Please read the [Sexual Misconduct Equity Resolution Process](#).

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### 33. Skateboarding and Rollerblading

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Skateboarding and rollerblading are permitted on campus by currently registered students so long as riders demonstrate appropriate control, yield to pedestrians, do not threaten health and safety of themselves or others, and ensure that no damage is done to College property. This includes parking lots, roadways, sidewalks, and court areas. Skateboarding and rollerblading are not permitted on campus lawns and/or inside College facilities.

Geneva College has an obligation to provide a safe environment for faculty, staff, students, and visitors. Any use of skateboards, long boards, roller blades, etc., which is deemed inappropriate by the College will result in Student Conduct proceedings.

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### 34. Smoke-Free Campus

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Geneva College is a smoke and tobacco-free campus. Smoking or the use of tobacco in any form, including, but not limited to chew, snuff, e-cigarettes, or vaporizers, is not







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policy will result in disciplinary action.

Having a used ashtray or spittoon type receptacle in a residence hall room will be considered a violation of College policy as they demonstrate that a violation of College policy has taken place.

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## 35. Solicitation

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Solicitation is prohibited on the campus or in College buildings by outside entrepreneurs or their student representatives on campus. Students are urged not to buy anything or sign anything, and to report any unwanted solicitation attempts to a Student Development staff member.

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## 36. Statement on Sexual Identity

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From the beginning (Genesis 1:27, 5:2), the Bible teaches that there are precisely two sexes, male and female, a stable reality confirmed by Jesus Christ in the gospels (Matthew 19:4; Mark 10:6). The doctrinal standards of the Reformed Presbyterian Church of North America establish Geneva College's chartered commitment to this truth: "God created Man, male and female after his own image, in knowledge, righteousness, and holiness, with dominion over the creatures





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both male and female sexual organs (hermaphroditism) or without complete sexual organs (e.g. Turner's Syndrome). We believe such physical anomalies to be a result of the fall (Genesis 3; Romans 8:18–25). In the beginning, however, God made humans as a man or a woman (Genesis 2:22–23); that is as a man or woman in person, not merely male or female physically.

The Bible further teaches that people's personhood is an incarnate personhood—souls do not leave their bodies permanently. God will resurrect all from the dead in their own bodies (Revelation 20:11–13; WCF 32.2). "The souls of believers are at their death made perfect in holiness, and do immediately pass into glory, while their bodies being still united to Christ do rest in their graves till the resurrection (WSC #37)." A Christian's body belongs to God. "Do you not know that your body is the temple of the Holy

Spirit who lives in you and was given to you by God? You do not belong to yourself (I Corinthians 6:19)." God makes us persons—men and women—with integral identities established by our Creator and given by Him at birth. In our fallen world, a person might have uncertainty about the self-perceived relationship between their physical sex and their gender; we nevertheless maintain that people are born into the body of the sex ordained for them and given to them by God.





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about gender identity as it relates to one's body poses a genuine challenge for some men and women. Christians are obligated to engage one another in navigating such challenges with love and kindness.

Given the confessional commitments in the Geneva College Charter and Mission, College decisions regarding student admission and retention, employment hiring and retention, housing, restroom usage, and other related matters will be made according to one's given biological sex established at birth. Further:

- Geneva College designates housing, restroom, and locker room facilities for use according to one's given biological sex established at birth. The college rejects claims to differential treatment in housing, restrooms, or locker rooms on the grounds of gender identity that differs from someone's given biological sex established at birth.
- Geneva College requires student athletes to participate in college sports teams based on one's given biological sex established at birth. The college does not permit students of one sex to play on sports teams of the opposite sex because of a claimed gender identity.

Geneva College provides counseling and medical care that encourages people to work through problems of sexual uncertainty to engage their given biological sex established at birth. The college does not support use of medical procedures





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of the opposite sex.

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## 37. Student Conduct Process

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"Love the Lord your God with all your heart, and with all your soul, and with all your mind . . . and love your neighbor as yourself." (Matthew 22:37-39). The term *community* refers to a group of people who work interdependently toward a common purpose. The purpose of the Geneva College community is to glorify Christ in our commitment to learning, respect for each other, and submission to His lordship in all areas of life. It is our desire to:

- Be a community where individuals are committed to learning both inside and outside the classroom, in an effort to discover how to be life-long learners;
- Create an environment in which theory and experience come together;
- Create an environment where unity, reconciliation, understanding and awareness are actively pursued; and





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corporately and see His influence in all that we do.

In all communities, individuals are asked to sacrifice a degree of personal freedom for the good of the whole. Likewise, each member of the Geneva community is asked to make a commitment to abide by a set of standards designed to protect both the individual and the community. By virtue of enrollment at Geneva College, it is expected that each student will accept the responsibilities of community membership and will respect the leadership and regulations that govern it.

### **Introduction of Community Standards**

The Geneva College Community Standards are based on Biblical principles, prudential policies, preferred operational procedures, and the laws of the Commonwealth of Pennsylvania. They are intended to promote both a healthy community and the personal character development of community members.

Students are therefore expected to be aware of, and abide by, the Geneva College Community Standards.

Each member of the Geneva College community also has a responsibility to hold himself/herself and other members of the community accountable to these standards. In some situations, this will require that students confront one another in love. At other times it will require that a Student Development staff member is made aware of the situation. While discipline is not the primary role of the Student





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the health of the Geneva College community are central to the work of the Student Development team.

The type of response to misconduct will depend upon the circumstances of each situation, including but not limited to the seriousness of the alleged offense, the student's willingness to take responsibility for his or her actions, and the student's conduct history. In responding to misconduct, the College will seek to explore opportunities to contribute to the student's personal growth and success, while seeking to maintain a healthy living and learning environment.

### **Biblical Principles**

Morally unacceptable practices according to Biblical teaching are not acceptable for members of the Geneva College community. Specific acts such as drunkenness, stealing, the use of slanderous or profane language, all forms of harassment, all forms of dishonesty, involvement in or depiction of occult or satanic activity, sexual sins (i.e. premarital sex, cohabitation with a member of the opposite sex, rape, adultery, homosexual behavior), and the use or display of obscene and/or pornographic materials will not be tolerated. (See Romans 1:18–32, Galatians 5:19–21, Ephesians 4:28; 5:18, Colossians 3:5–9, I Thessalonians 4:3–5, Hebrews 13:4–5.)

In addition, Scripture condemns such attitudes as greed, jealousy, pride, lust, bitterness, needless anger, an unforgiving spirit, and harmful discrimination and prejudice that are





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these attitudes may be difficult to detect, they are as subject to the judgment of God as outward forms of disobedience to Him.

The College Community is obliged to challenge these attitudes when evidenced and assist the offender in seeking God's forgiveness and help, in order that she/he might grow in grace and righteousness.

### **Principles for Community Standards**

While the Scriptures do not provide specific teachings regarding all social practices, the College recognizes that they do advocate self-restraint from activities and behaviors which are potentially harmful or offensive to others. The College has therefore chosen to adopt certain prudential policies that will contribute to creating an environment consistent with the aims and goals of the College as stated in the College Catalog and this handbook. Students are expected to practice discretion and restraint and honor the standards of the College.

### **Expectations of Student Leaders**

Students in leadership positions are expected to maintain a 2.5 GPA, abide by College policy, evidence personal integrity, and show respect for God and the College community. Student leaders are expected to have a respect for the diversity of the Geneva College community and to make good moral decisions in both their public and private lives.



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Standards outlined below before stepping into leadership. Those in student leadership positions who are unable to live within the outlined standards may be asked to step down from their positions. While we always desire to come alongside our students, we realize that there will be times when a leader must step down for the sake of those whom they are serving, the College, and/or the leader's own personal growth.

### **Clubs or Student Organizations**

A student club or organization and its officers and membership may be held collectively and individually responsible when violations of this Handbook by the organization or its member(s):

- Take place at organization-sponsored or co-sponsored events, whether sponsorship is formal or tacit;
- Have received the consent or encouragement of the organization or of the organization's leaders or officers; or
- Were known or should have been known to the membership or its officers.

Hearings for student groups or organizations follow the same general student conduct procedures. In any such action, individual determinations as to responsibility will be made and sanctions may be assigned collectively and individually and will be proportionate to the involvement of each individual and the organization.







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The College's use of redemptive discipline is intended to cause a change in the offender's behavior and to restore the individual to a right relationship with the community.

Although the need for discipline is a consistent theme throughout Scripture, much of the College's philosophy on discipline is founded on the book of Hebrews, chapter 12. The following four goals have been established to guide Student Development in its oversight of the judicial process:

1. To diligently use the disciplinary process as an opportunity to witness and minister to an offending student in hopes that the student will be reconciled to God.
2. To educate students about the need for community standards and their responsibility to abide by these standards.
3. To cause a change in the student's behavior in order to help the student develop character.
4. To intentionally work with an offending student and the offended community to bring about reconciliation and restored acceptance.

## **Community Standards**

The following standards outline expectations of the Geneva College student body and have been adopted for the well-being of both the individual and community at large. While it is our hope that members of the student body will see the value



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students will periodically choose to behave contrary to community expectations. With this in mind, the College reserves the right to take disciplinary action against any student or student organization that violates the Geneva College Community Standards.

We expect our students to be:

1. **BIBLICALLY PRINCIPLED – Members of the student body are to abide by the wisdom of Scripture and are expected to avoid behavior that conflicts with its teaching.** Behavior which constitutes a violation of this Community Standard includes, but is not limited to:
  - a. Satanic or occult behaviors and/or the possession of satanic or occult material.
  - b. Gambling – exchange of monies or possessions through betting and chance – on campus, at a College-sponsored event, or online through the college network.
  - c. Use of profanity.
2. **HONEST – All members of the student body are expected to demonstrate a commitment to the truth and to personal integrity. Failure to be truthful and/or to act with integrity is considered a violation of the Geneva College Community Standards.** Behavior which constitutes a violation of this Community Standard includes, but is not limited to:





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plagiarism, cheating and/or interfering with the academic progress of another.

- b. Knowingly making a false statement, either orally or in writing, to any College employee or agent on a College related matter, including but is not limited to lying, forgery, giving a false report, and/or falsely claiming not to have knowledge of a specific incident.
- c. Initiation or circulation of a report or warning of an impending bombing, fire, or other crime, emergency, or catastrophe, that is known to be false.
- d. Knowingly being in the presence of a violation of the Geneva College Community Standards (can include failing to confront the offender or to leave).
- e. Fleeing the scene of a policy violation after having been, or while being confronted by College staff.
- f. Violation of the College's off-campus housing policy and/or off-campus housing privilege agreement.

**3. RESPECTFUL OF OTHERS – Members of the student body are expected to treat each other as God's image bearers. Students should refrain from behavior that may, or in fact does, cause physical or emotional harm to another person or cause reasonable apprehension of such harm. Such behavior may be intentional (a conscious decision to engage in the conduct) and/or reckless (conduct which could reasonably be expected to create a substantial risk of harm to another person).**





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Standard includes, but is not limited to:

- a. Gestures or implied or explicit comments, threats or actions, which place a person in reasonable fear of unwelcome physical contact or harm or psychological discomfort.
- b. Attempts to cause or actually causing bodily injury to another person (intentionally or unintentionally).
- c. Striking, shoving, kicking, or otherwise subjecting another person to unwelcome physical contact or attempting or threatening to do so.
- d. Communicating by voice, graphic means, electronically, or by telephone (whether or not a conversation takes place) or using any other information resource that has the effect of harassing and/or alarming another person (intentionally or unintentionally).
- e. Engaging in sexual contact or behavior with another person (sexual intercourse, touching the sexual or other intimate parts of another person, inappropriate disrobing, or any other physical contact or touching of a sexual nature) without the consent of that person or by compulsion through physical force or fear. More information can be found in the [Sexual Misconduct Policy](#).
- f. Abuse (verbal, psychological, and/or physical) of a Resident Assistant, Residence Director, or other College official during the fulfillment of his/her job.



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responsibilities.

- g. Violation of the College's hazing policy including violation of State hazing laws.

**4. COMMITTED TO COMMUNITY – Members of the student body are expected to value one another to the point of sacrificing some personal freedom for the sake of others. Specifically, students are expected to abide by prudential policies intended to limit behavior that may, or in fact does, cause disunity within the Geneva community.** Behavior which constitutes a violation of this Community Standard includes, but is not limited to:

- a. On-campus dances.
- b. Use of organizational funds for the sponsorship of a dance (on or off campus).
- c. Failure to abide by the residence hall visitation hours.
- d. Violation of the residence hall visitation procedures.
- e. Wearing or displaying clothing or any other object that depicts alcohol or tobacco products and/or is deemed by the Student Development staff to be lewd, obscene, pornographic, sexually suggestive, racially or sexually degrading, satanic or representative of the occult.
- f. Use of any tobacco products or smoking devices on campus.
- g. Unapproved solicitation (fundraising) by an organization or individual is not permitted on campus property.





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**5. RESPECTFUL OF OTHERS' POSSESSIONS – Members of the student body are expected to show respect for the property of others and should refrain from the theft and/or destruction of property belonging to others.**

Behavior which constitutes a violation of this Community Standard includes, but is not limited to:

- a. Unauthorized taking or possession of another's property or services (including the College).
- b. Using another person's College I.D. card or allowing another to use one's College I.D. card for entrance to residential facilities, to obtain chapel credit, or for any other unauthorized purpose.
- c. The unauthorized possession of a temporary ID card.
- d. Failure to abide by [Technology Services policies](#).
- e. Intentional, unintentional, or reckless behavior which may, or in fact does deface or cause damage to College property or the property of others.

**6. SEXUALLY PURE – All members of the student body are expected to respect the gift of sexuality that God has given and to make wise decisions regarding sexual purity. Students are expected to refrain from involvement in sexual relationships until marriage and to refrain from the use of pornography.** Behavior which constitutes a violation of this Community Standard includes, but is not limited to:

- a. Involvement in sexual sins, including but not limited to: sex outside of a marriage covenant between a





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another student, same-sex sex, same-sex intimacy, and/or inappropriate displays of affection.

- b. Possession, sale, distribution, or use of pornographic material including but not limited to magazines, posters, videos, DVDs, photographs and/or computer-generated images.

7. **SUBSTANCE-FREE – Geneva is a drug and alcohol-free campus. The use of illegal drugs is prohibited, and students are expected to abide by state laws requiring a person to be 21 years of age before consuming alcohol. In addition, all students are expected to adhere to Geneva’s prudential policy requiring students not to have alcohol in their possession and/or in their system while on campus.** Behavior which constitutes a violation of this Community Standard includes, but is not limited to:
- a. Possession, storage, consumption, or providing of alcohol; or having alcohol in one’s system; while under the jurisdiction of the College (i.e. on College property, at a College-sponsored event, or on a College-sponsored trip).
  - b. Possession or consumption of alcohol while under the age of 21 years of age.
  - c. Providing or selling alcohol to persons under 21 years of age.
  - d. Use of organizational funds for the purchase of alcoholic beverages by any officially recognized student organization.





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paraphernalia.

- f. Distribution or sale of illegal drugs or drug paraphernalia.
- g. Possession or use of unsubscribed designer (legal) drugs.
- h. Distribution or sale of designer (legal) drugs.
- i. The inappropriate use, sale, or distribution of prescription and/or over the counter drugs.

**8. SAFETY-MINDED – Members of the student body are expected to aid in the establishment of a safe and secure campus environment. As a result, students are expected to refrain from behavior that may pose a risk to others and/or self.**

Behavior which constitutes a violation of this Community Standard includes, but is not limited to:

- a. Tampering with fire safety equipment (including removing batteries from or disabling smoke detectors), setting off a false alarm, and/or failing to evacuate a facility during a fire drill.
- b. Possession, sale, or use of fireworks or any other explosive or combustible material on College property or in the surrounding community.
- c. Use or possession of a firearm, ammunition, or another dangerous weapon on campus. See Weapons Policy.
- d. The use of Airsoft, paintball, and/or any other recreational projectile device on campus. Airsoft and







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and are not permitted to be stored in vehicles.

- e. Violations of the residential policies outlined in the Student Handbook (see “Room Alterations/Room Inspections” for complete lists).
- f. Unauthorized possession, duplication, or use of keys, codes, or I.D. cards to facilitate the unauthorized entry to or use of College facilities.
- g. Unauthorized scaling/climbing of a College building and/or presence on the roof of a College facility.
- h. Unauthorized access to a College facility (including the Challenge Course property).
- i. Disorderly conduct and/or inappropriate behavior (i.e. behavior which disrupts/obstructs peace and orderliness, and/or is deemed inappropriate for a member of the Geneva College community).
- j. Reckless driving, which may, or in fact does endanger individuals or damage property.
- k. Use, possession and/or storage of hover boards (self-balancing scooters, battery-operated scooters, hands-free Segways and other similar equipment) is prohibited on college property—this includes all college buildings, roadways, walkways and housing.

**9. RESPECTFUL OF AUTHORITY – Members of the student body should show respect for those whom God has placed in positions of authority. It is expected that students will respond to the verbal and/or written request of a College official during the lawful**





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constitutes a violation of this Community Standard includes, but is not limited to:

- a. Intentionally obstructing or failing to comply with the request of a College official or employee in the lawful performance of his/her duties.
- b. Disregard for the College parking policy as demonstrated by the receipt of three or more parking tickets during a single semester, five tickets during an academic year, or repeated abuse of parking policies from one academic year to another.
- c. Unacceptable interference with standard College activities and functions. Examples of such activities/functions include, but are not limited to studying, teaching, public speaking, research, administration of the College, or emergency (security, fire or police) operations.
- d. Failure to appear in a timely fashion before a College official for a Student Conduct meeting or hearing when charged with a violation of the Community Standards and when duly notified of the meeting or hearing.
- e. Failure to abide by any disciplinary sanction imposed as a result of a Student Conduct hearing (e.g. failure to honor a monetary fine, serve community service hours, satisfy terms of probation, etc.) within the specified timeframe.





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**good neighbors in the community at large. Therefore, students are expected to abide by all local, state, and/or federal laws, and to be considerate of members of the Geneva College and Beaver Falls communities.** Behavior which constitutes a violation of this Community Standard includes, but is not limited to:

- a. Violation of local, state, or federal laws including but not limited to underage drinking, disorderly conduct, trespassing, and public disturbances. (No criminal conviction is necessary for conduct to be subject to disciplinary action by the College, and disciplinary actions may proceed even though the same conduct is also the subject of a pending criminal charge.) It should be noted that the CSX rail lines (bordering our campus) are private property and thus one's presence on that property is a violation of trespassing ordinances.
- b. Behavior which may reflect poorly on the mission of Geneva College, including but not limited to littering, off-campus cohabitation, loitering, and/or parking in front of the homes of College Hill residents for an extended period of time.

## College Procedures

The College reserves the right to confiscate and/or search the contents of a student's cell phone or any other electronic communication or information storage device if a College official suspects that it was used in a violation of College





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academic dishonesty, harassment, or where there is a concern for the safety of the student and/or others.

Student Conduct sanctions may be doubled for any violation of College policy that takes place on campus during a time when the College is closed for academic breaks. In addition, those involved may be refused permission to stay on campus during future breaks.

### **College Policy Violations**

Realizing that the Geneva College community is made up of a diverse population of students, faculty, and staff, it is necessary to define the standards that govern our community as a whole. In an effort to protect and maintain harmony, infractions of these defined standards may necessitate a disciplinary response.

If the conduct of any member of the Geneva community is found to be detrimental either to his/her personal development or to that of others, staff will seek to confront the offending community member and restore him/her to the College community. A serious concern in administering discipline is the wellbeing of the entire campus community, as well as the effect upon the community at large. Discipline should therefore be administered in such a way that all involved are influenced towards good and away from evil. Disciplinary action will be in accordance with the seriousness and nature of the offense.





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maintaining community standards, any member of the Geneva College community has the right to bring charges against another member of the community. Students who choose not to live up to the community standards and/or who violate College policy will be subject to disciplinary action. If the offending member shows a serious or continued violation of community standards, the College holds the right to permanently dismiss the student.

## Reporting

Any student, faculty or staff member wanting to file a report of a College policy violation should do so as soon as possible after the event takes place (preferably within 24 hours). Reports of alleged violations should be made to the Student Development Office and should include the names of the students, faculty or staff member(s), and/or student organization(s) accused, along with the specific details of the violation. These reports can be made with any Student Development staff person.

## Anti-Retaliation

Students have the right to be free from retaliation. Geneva College does not allow threats or other forms of intimidation or retribution against a student:

- who files a complaint or grievance;
- who participates in an investigation;





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or who opposes an unlawful act, discriminatory practice or policy.

Anyone who threatens, intimidates, or retaliates against another student is subject to the Student Conduct Process.

Retaliation is a suspendable violation at Geneva College. Being found responsible for retaliation of any form, by itself and separate from any other student conduct violations, may result in a student being suspended from Geneva College.

### **Student Conduct Related Procedures**

Normally, the accused student/organization:

1. May present witnesses on his/her behalf. Please note that these witnesses must be approved in advance by the appropriate Student Conduct Officer.
2. May select a silent advocate of his or her choice who is not involved in the case. The silent advocate may be present with the student throughout the hearing but has neither voice nor vote.
3. Will be given decisions made by the Hearing Officer (Director of Residence Life, a Residence Director, or any other designee of the Director of Residence Life), in writing in a timely fashion.
4. May request an appeal of a decision. See "Appeal Request Procedures."

### **Oversight**





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overall function of the Student Conduct process. However, day to day operations are overseen by the College's Chief Judicial Officer, the Director of Residence Life. The term Dean of Student Development used throughout the remainder of this section thus refers to the Dean of Student Development and/or his designees (Director of Residence Life, a Residence Director, or any other designee of the Dean of Student Development).

The Hearing Officer may hear cases of individual students or recognized student organizations. He/she will determine if the alleged violation(s) of the Community Standards occurred and will determine disciplinary sanctions if necessary. The jurisdiction of the Hearing Officer extends only to violations of the Community Standards assigned through the Dean of Student Development.

In cases where a College club or organization is charged with the violation of College policy, it will be the responsibility of the organization's president and faculty or staff advisor to attend the hearing. The Hearing Officer may also require some of the organization members to attend. The notification of the hearing date and the judicial decision will be given to the organization's president and faculty or staff advisor.

### **Responsibilities of the Hearing Officer**

The Hearing Officer is responsible for investigating violations that are reported to him/her, to gather additional information and witnesses (if necessary and appropriate), and to





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with a violation of College policy. For the purposes of accountability and to ensure that the Student Conduct policies are followed correctly, the Hearing Officer may appoint a second staff witness to be present for all aspects of the Student Conduct Process, including but not limited to the pre-hearing, the administrative hearing, and any appeal. The second staff witness' primary responsibility is to be silent and ensure the process is fair for any student who enters the Student Conduct Process. Anyone who serves as a second staff witness for any aspect of the Student Conduct Process will be appropriately trained regarding the Student Conduct Process and properly educated about student confidentiality before they are permitted to participate in the process.

## Notice Procedures

The Hearing Officer will generally adhere to the following notice procedures:

1. The Hearing Officer will initiate the student conduct process by giving notice to the student who has been accused of violating the Community Standards. The notice may be sent by campus mail to the student's address on campus, emailed to the student's Geneva email address, or may be delivered personally to the student. The notice may be mailed to the student's home address if it is known that the student is no longer on campus. The notice will require the student to schedule an appointment with the Hearing Officer, by a specified





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hearing conference.

2. The notice will inform the student of the following:

- The alleged offense(s) the student committed;
- The date, time, and location of the alleged offense, and other such relevant circumstances as the Hearing Officer may determine as necessary to include in the notice so that the student is notified of the nature of the alleged offense(s);
- The section(s) and/or subsection(s) of the Community Standards upon which the charge(s) is/are based;
- Reference to the student procedures outlined in the Student Handbook.

3. If the student fails to appear for the conference by a specified date, the Hearing Officer may:

- Reschedule the conference.
- Decide in his/her absence and impose further disciplinary sanctions as described in this handbook.

## Pre-Hearing

The Hearing Officer conducts a pre-hearing conference with the accused student(s) following the receipt of a report of an alleged violation(s). The purpose of the conference is to explain the student conduct process to the student, to provide the student with an opportunity to hear the allegations against him/her, to review the facts as stated in the report(s), and to allow the student to discuss the case with the Hearing Officer in an informal context. During the pre-hearing



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informing the student of the following:

1. The offense(s) the student was alleged to have committed as stated in the written notice.
2. The date, time, and location of the alleged commission(s); and other relevant circumstances as the Hearing Officer may determine are appropriate to discuss.
3. The section of the Community Standards upon which the charges are based.
4. The student procedures outlined in the Student Handbook.
5. The sanctions which may possibly be imposed.

### **Alternate Hearing Officer**

Following the initial pre-hearing conference, the student charged with a violation of the Community Standards may request to have his/her case heard by an alternate Hearing Officer. Only one change of Hearing Officer will be granted per case, and the Director of Residence Life will assign the alternate Hearing Officer. Each student involved in the case will be required to meet with the alternate Hearing Officer in order to give him/her the opportunity to gather a complete understanding of the case. It should also be noted that a Hearing Officer has the right to refer a case to an alternate Hearing Officer or refer a case to the next highest level of hearing at any point prior to making a decision if he/she deems it necessary or wise to do so.





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If during the pre-hearing conference with the Hearing Officer, the accused student admits responsibility or indicates that he/she has no desire to request an alternate Hearing Officer, an administrative hearing may be convened at that time.

### Guidelines for Decision Making

1. Students may normally bring one silent advocate (of his/her choice) to the hearing, although that silent advocate will have neither voice nor vote.
2. The student will have the opportunity to read the incident report(s) in which he/she is implicated and/or provide witnesses who can substantiate his/her version of the story.
3. Only the Hearing Officer, a second witness, the accused student(s), his/her silent advocate, and his/her witnesses (only while testifying) if called, will attend.
4. The student may request the right to appeal the decision of the Hearing Officer within three (3) business days of the date the decision letter is received.
5. The Hearing Officer will impose sanctions if it is determined that it is **more likely than not** that the student(s) violated the Community Standards.
6. Failure to appear at a hearing may result in the Hearing Officer determining responsibility in the absence of the responding student and the assigning of additional charges and/or sanctions.





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Officer has the authority to determine whether the student was in violation of the Community Standards. If the student is determined to have been in violation of College policy, the Hearing Officer will notify the student in writing of his/her decision and will communicate the sanction by means of a written notice. The notice will be sent within a reasonable amount of time, typically seven (7) calendar days, of the conclusion of all hearings related to the specific case.

If, after discussion and further investigation, it is determined that the alleged violation is not supported by the evidence, the Hearing Officer will dismiss the charge and notify the student within a reasonable amount of time, typically seven (7) calendar days, of the conclusion of all the hearings related to the case.

### **Notification of Outcomes**

The outcome of a campus hearing is part of the education record of the responding student and is protected from release under the Federal Education Rights and Privacy Act (FERPA), except under certain conditions. As allowed by FERPA, when a student is accused of a policy violation that would constitute a "crime of violence" or forcible or nonforcible sex offense, the College will inform the alleged victim/party bringing the complaint in writing of the final results of a hearing regardless of whether the College concludes that a violation was committed. Such release of information may only include the alleged student's/responding student's name,



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applicable). In cases of sexual misconduct and other offenses covered by Title IX, only, the rationale for the outcome will also be shared with all parties to the complaint in addition to the finding and sanction(s).

In cases where the College determines through the student conduct process that a student violated a policy that would constitute a “crime of violence” or nonforcible sex offense, the College may also release the above information publicly and/or to any third party. FERPA defines “crimes of violence” to include:

1. Arson
2. Assault offenses (includes stalking)
3. Burglary
4. Criminal Homicide—manslaughter by negligence
5. Criminal Homicide—murder and nonnegligent manslaughter
6. Destruction/damage/vandalism of property
7. Kidnapping/abduction
8. Robbery
9. Forcible sex offences
10. Non-forcible sex offences

## **Disciplinary Sanctions**

A copy of all student conduct action taken will be placed in a student’s file in the Student Development Office.





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response to a violation of the Community Standards of Geneva College:

**Active Avoidance** – Geneva reserves the right to issue an “active avoidance” order between two or more students in response to alleged disruptive, violent, aggressive, threatening, harassing and/or discriminatory contact and/or in response to a violation of the Student Handbook. An “active avoidance” order may be issued for an interim period of time or until a student graduates from the College. An “active avoidance” order typically includes, but is not limited to: 1) initiating any contact in person in any location on or off campus; 2) initiating any electronic contact (e.g. e-mails, phone calls, text messages, social networking site messages, blog comments, etc.); 3) initiating any indirect contact (e.g. leaving a note); and/or 4) others acting on behalf of the students who were issued the “no contact” order to initiate contact in person, indirectly, and/or electronically. Violating an “active avoidance” order, as well as any type of retaliation, intimidation, manipulation, or other conduct that is inconsistent with College policy, will result in a conduct investigation being initiated and may result in disciplinary action.

**Club Sanctions** – Sanctions which may be imposed upon student organizations found guilty of violating College policies include warnings and probation. Fines, restitution, and restrictions may also be imposed independently of or in





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## Student

Development or a College Judicial designee may determine that an organization found to have violated the Community Standards will lose its recognition as an official College organization and the privileges associated with that recognition. If a student organization loses its recognition from the College, the period of time during which it will not be recognized must be specified by the Dean of Student Development.

***Confiscation of Prohibited Property*** – Items whose presence is in violation of College policy will be confiscated and will become the property of the College. Prohibited items may be returned to the owner at the discretion of the Director of Residence Life and/or Campus Security.

***Developmental/Educational Assignments*** – Examples include, but are not limited to: developing and presenting residence hall programs on behavioral or health-related issues; writing a paper on topical concerns such as drug and alcohol abuse, alcohol legislation, etc.; interviewing members of support groups such as Alcoholics Anonymous or Alanon and submitting a written report on one's findings; reporting on the status of fire extinguishers in the residence halls; and/or attending College lectures/seminars on issues relevant to one's disciplinary case.

***Disciplinary Dismissal*** – The involuntary departure of the student from the College with resultant loss of all student





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provision is made for the student to re-enroll at Geneva College at any time in the future. Upon receiving a disciplinary dismissal, a student is not to attend College functions, participate in College-sponsored events and/or be on college property.

***Disciplinary Suspension*** – Temporary loss of student status for a specified period of time, with resultant loss of all student rights and privileges. During the entire duration of a disciplinary suspension, the student is not to attend class, to attend College functions and/or to be on college property. Reenrollment is contingent upon completion of suspension, the fulfillment of its terms, and approval by the Dean of Student Development. A copy of the letter outlining these terms is placed in the student's file in the Residence Life Office.

***Fines*** – Monetary fines are expected to be paid in the Student Development Office on or before the date specified in a student's judicial finding letter. No fines may be paid for with coins.

***College Housing Reassignment*** – Reassignment to another College housing facility. Residence Life personnel will decide on the reassignment details.

***Mentoring*** – The requirement to find and meet with, or meet with an already assigned, faculty or staff member for a predetermined length of time.







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the parents/guardians of dependent students regarding any conduct situation, particularly alcohol and other drug violations. The College may also notify parents/guardians of non-dependent students who are under the age of 21 of alcohol and/or other drug violations. Parental notification may also be utilized discretionarily by administrators when permitted by FERPA or consent of the student.

**Probation** -The student is permitted to remain enrolled in the College only upon condition that he/she complies with all College rules or regulations and/or with other standards of conduct which the student is directed to observe for the duration of the period of the probation. Failure to do so will result in the student being suspended from the College community. Probation may not exceed two academic terms in duration for any given misconduct, except that violation of probationary conditions will be cause for an extension of the probation for more than two additional academic terms or for suspension or dismissal.

**Referral for Counseling** -The Dean of Student Development or Hearing Officer may require a student to establish a counseling relationship with a member of the College counseling staff, a designated faculty/staff member, or a professional off-campus counselor at the student's expense and may require that the student sign a waiver giving the counselor permission to acknowledge that the student has reported for counseling as required.





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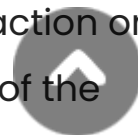
including labor, for damages or stolen property, or for reimbursement of other losses, such as medical bills or investigative labor. This is not a fine but, rather, a repayment for labor costs and/or the value of property destroyed, damaged, consumed, or stolen.

***Restrictions and Conditions of Student Behavior*** – Examples include but are not limited to: denial of visitation privileges to residence halls, termination or denial of residence in College housing, denial of the use of specific College facilities and services, and restrictions on participation in co-curricular activities.

***Service to the Community*** – Students may be required to serve the Geneva or local community for a specified number of hours. Students will be expected to complete all hours by the date specified in their judicial findings letter and return their community service tally sheet to the Student Development Office upon completion.

***Social Probation*** – Removal of the privilege of participating in co-curricular activities for a specified period of time. This includes but is not limited to study and/or travel abroad, spring break trips, athletics, music groups, theater, student leadership, clubs, and campus organizations.

***Temporary Suspension*** – The College reserves the right to temporarily suspend a student who is awaiting final action on the charges filed against him/her, if, in the judgment of the Dean of Student





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would constitute potential harm to College property, the student him/herself, or to the safety of any member of the College community. During the entire duration of a temporary suspension, a student is not to attend class or College functions, participate in College-sponsored events and/or be on college property.

**Warning** – Verbal notice given to a student, to be followed in writing, that continuation of the behavior in question could result in disciplinary action.

**Other Sanctions** – Additional or alternate sanctions may be created and designed as deemed appropriate to the offense with the approval of the Director of Residence Life or designee.

### **Suspension from the College**

Students who are suspended from the College forfeit their rights and privileges as a student, are no longer permitted to use College facilities, and must leave the campus (including during any period when he or she is appealing the suspension). College administrators will indicate a time by which the student should depart from the Residence Halls if the student is a resident. A student who returns to the campus (including campus-leased, campus-operated or College-sponsored events) after being suspended without written permission is subject to additional disciplinary action, and/or criminal charges. Tuition refunds for students who are suspended will be handled according to the Student Financial





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and board charges will be pro-rated based on the date of suspension according to the [refund schedule](#). Students who have previously been suspended from Geneva and wish to return may be required to meet with College officials to determine whether the student should be allowed to re-apply.

The [Student Financial Services Office](#) is required by federal statute to recalculate federal financial aid eligibility for students who are suspended prior to completing 60% of a payment period or term. Federal, state and Geneva aid must be recalculated in these situations, and private scholarships are also impacted. Students who have been suspended will receive an email notifying them of how their financial aid has been affected and if they have borrowed student loans, exit counseling and repayment information will be emailed as well. If an outstanding balance is due after adjustments are made to charges and financial aid, a notice will be mailed to the student's legal, permanent address on file.

### **Appeal Request Procedures**

A student whose disciplinary case has been heard by a Hearing Officer may request the right to appeal the results of his/her case to the Dean of Student Development. The student must file a written notice, requesting the right to appeal to the Dean of Student Development within three (3) business days of the date on which the original decision was received. The request must include the basis of the appeal and the appealing student's signature.





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1. Facts showing that the violation of proper procedures occurred in the original hearing which, had they been followed, would have made a significant difference in the outcome of the hearing;
2. Evidence that the sanctions imposed are unjust, and/or;
3. The submission of additional evidence, not available at the time of the original hearing, that would support the student's claim that he/she did not violate the Community Standards, and that would have made a significant difference in the outcome of the hearing.

The Dean of Student Development will review the request and determine if grounds for appeal have been sufficiently established. Students who fail to establish sufficient grounds for appeal will receive notification of this fact within a reasonable amount of time, typically seven (7) business days of the Dean's receipt of the appeal and all student conduct sanctions/deadlines will remain in effect. If the appeal request is accepted, the Dean may interview involved parties. Within a reasonable amount of time, typically fifteen (15) business days, the Dean will decide on the appeal. If the Dean of Student Development denies the appeal, there is no further appeal.

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## 38. Student Travel





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campus event that involves students must complete all appropriate forms. These are available in the Crossroads Office located on the upper level of the Student Center.

The completed forms must be turned in to the Crossroads Office within a reasonable amount of time prior to departure. For overnight trips and international excursions, additional forms and copies of passports are submitted to the Crossroads Office.

All international travel by an official College group must be approved by the Crossroads Office before travel arrangements can be made. No College funds will be released for international travel without such approval.

In addition, any student who is traveling internationally in a Geneva College endorsed program will be enrolled for international travel insurance. Required coverage includes repatriation, emergency reunion, and emergency evacuation. Contact information for the insurance coverage is available in the Crossroads Office.

This policy does not apply to students who are independently taking courses at an international university with the goal of transferring them to Geneva or students taking vacation trips.

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## 39. Van Usage





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must be 21 years of age or older, and provide a copy of their Driver's License. This is required to check the individual's Motor Vehicle Record (MVR), which will take one week. Each proposed van driver must receive safety instruction and view a safety video. Contact the Campus Security for training details.

## Expectations

All Geneva College vans are to be used only for functions of Geneva College. At no time are vans to be used by individuals for private usage or outside groups.

Vans are to be signed out by persons who represent an approved organization or activity authorized to drive a Geneva College van. That person will be responsible for ensuring that all passengers use seat belts when the van is in motion.

No Geneva College department, club, organization, athletic team, or official group may rent or use a 15-passenger van to transport students, faculty, or staff.

At no time is any Geneva College van to exceed the capacity for which it is intended.

All vans must be cleaned out thoroughly upon return.

## Van Requests

Vans are reserved on a first come, first served basis. The following information will be required: date and time of pick-up; trip destination; anticipated date of return; names of certified drivers; account number to charge mileage; and





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to be changed from standard configuration. Only Physical Plant personnel are authorized to change the configuration.

## Key Pick-Up

Van keys for authorized functions will be available at the Physical Plant Office from 7:00 a.m. until 4:30 p.m. Monday through Friday.

## Inspection Form

Any Department using Geneva College vans will be required to fill out the Geneva College Inspection Form prior to checking a van out, daily when on trips longer than one day, and again when the van is returned to the campus. This report(s) must be completed and turned in to the Physical Plant Office along with the van keys upon completion of van usage.

## Problems on the Road

If a van needs repair while away from Geneva College, call the Physical Plant office at 724-847-5500. If it is after hours, and the van is deemed unsafe to drive, make the appropriate arrangements and notify the office on the next business day.

## Van Return

When returning a van, the department utilizing the van is responsible for taking the van to Alumni Hall parking lot and returning the keys to the Physical Plant office after it is inspected. If the van is returned after working hours, the van







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business day.

## Cancellation

At the earliest opportunity please notify the Physical Plant office of changes in plans or cancellation.

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## 40. Visitation

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Geneva College does not permit open visitation for members of the opposite sex in residence hall rooms. However, the following hours are intended to provide students with the ability to have members of the opposite sex visit their rooms and residence hall lounges that do not have regular open visitation. These hours are in effect while classes are in session. Residence Life reserves the right to adjust hours as needed.

- Wednesday: 7:00 PM – 12:00 AM
- Friday: 6:00 PM – 1:00 AM
- Saturday: 1:00 PM – 1:00 AM
- Sunday: 1:00 PM – 8:00 PM

Members of the opposite sex may also visit each other in designated residence hall lounges seven days a week from 10:00 AM to Midnight (1:00 AM on Friday and Saturday evenings).





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one's room during non-visitation hours must be sought in advance from a Residence Life staff member. Failure to do so may result in the Residence Life staff member being unavailable and consequently, no authorization will be given for such visitation.

Residence Hall raids or "run-throughs" by the opposite sex are prohibited at all times.

### **Visitation Guidelines**

When a student is hosting a student of the opposite sex during visitation hours in their room/apartment. The following expectations apply:

- Leave the door open to the room/apartment so that any reasonable person passing by could see into the space;
- Persons of the opposite gender are not permitted to be in the bedrooms of any student apartments or rooms that have such spaces;
- Students of the opposite sex are permitted to use the bathroom when visiting an apartment, but they are not to be in the bathroom behind a closed door with other persons of the opposite gender. Students of the opposite sex are not permitted to use community bathrooms or suite-style bathrooms in traditional halls; and
- Lighting in the room should be such that any reasonable person passing by can determine the occupants of the room.





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## 41. Weapon Policy

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This policy provides rules and regulations concerning the possession of weapons on campus and in all facilities and locations owned or operated by Geneva College in an effort to provide a safe and secure learning and working environment for its students, employees, and visitors.

Possession or carrying of any weapon by any person, except by campus security, is prohibited on college property in any buildings or any out door areas to which access is restricted to members of the college community and invited guests, or while attending any college events or college sanctioned events. Entry upon the afore mentioned college property in violation of this prohibition is expressly forbidden.

No faculty or staff member, student, affiliate or contracted service representative shall carry, maintain or store a weapon, concealed or otherwise, on any property owned, leased or controlled by the college, except as provided herein. No visitor shall carry, maintain or store a weapon, concealed or otherwise, in any controlled space owned, leased or controlled by the college or at any college event. Items that are used as weapons on property owned or operated by the college, whether or not they fit the provided definitions, will also subject the user to discipline or removal.





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disciplinary sanctions under the student conduct process, up to and including expulsion. An affiliate who violates this policy will be subject to revocation of affiliate status. A visitor who violates this policy will be subject to removal from campus and barred from returning to campus. Sanctions will be commensurate with the severity and/or frequency of the offense.

For clarification purposes, some guidelines on defining a weapon are included below:

1. A weapon is any instrument or device designed primarily for use in inflicting death or injury upon a human being or animal, and which is capable of inflicting death or injury when used in the manner for which it was designed. Additionally, any instrument or device of any sort whatsoever which is actually used in such a manner as to indicate that the possessor intends to inflict death or injury upon another, and which, when so used, is capable of inflicting death or injury upon another, is a weapon.
2. Weapons include any pistol, revolver, shotgun, machine gun, rifle or other firearm, BB or pellet gun, taser or stun gun, bomb, grenade, mine, or other explosive or incendiary device, ammunition, archery equipment, dagger, stiletto, switchblade knife, or knife having a blade exceeding five inches in length. Residents on campus may possess knives having a blade exceeding five inches for cooking purposes.





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instrument capable of inflicting death or injury but closely resembles such an instrument (e.g., a realistic toy, replica, imitation weapon or look-a-like gun that is reasonably capable of being mistaken for a real weapon) or the student used the object in a manner that created the impression that the object was such an instrument (e.g., wrapping a hand in a towel to create the appearance of a gun).

## Hunting Equipment

Although we recognize that students may choose to participate in the various hunting seasons, all hunting related weapons are still not allowed to be kept in college housing or vehicles on campus at any time.

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## 42. Work Orders

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Students who recognize damage or something broken or not functioning correctly in or around their living space should fill out a work order and report it to their RA or RD for repair. In the case of an emergency repair, contact your residence life staff immediately. Good judgment is a key factor in determining an emergency. The following problems are considered emergencies:

- All heating and air-conditioning problems (external temperatures factor into the level of emergency);



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problems, etc.;

- Plumbing problems—continuous running water from toilet or sinks, any pipe or fixture that is causing, or will cause, significant property damage due to leakage, any toilet or receptacle that is unusable and is the only one available;
- Any malfunction in refrigeration equipment, particularly if it will result in damage to its contents;
- Any roof leak where evidence of water is significant, and all broken windows, doors, and locks which cause security problems or allow the effects of weather indoors.

*Updated: April 2019.*

*Credit is due to NCHERM and Wheaton College for the influence of their documents.*



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## GENERAL INFORMATION

## DEGREE PROGRAMS

## RESOURCES



Contact Us



Campus  
Map

EST 1848

*Pro Christo et Patria*

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