

Point University

Honor Code



Dear Students, Faculty and Staff,

As the 2022-23 academic year begins, we are filled with great anticipation of the season before us. These are exciting times of growth and opportunity and wherever you find yourself as a member of this growing body—faculty, staff or student – the mission and purpose of belonging to this community is one: To educate students for Christ-centered service and leadership throughout the world. If we are going to take this mission seriously, then it must start within our immediate community—in our living areas, classrooms and offices.

As a Christian body, members of the Point University community strive to live and interact with others in ways which are informed by our relationship with Jesus Christ. As such, the expectation for all Point students is that they will behave in ways which reflect this standard, moving toward greater levels of maturity, supporting transformational community and being open to spiritual formation in Christ. *The Point Community Honor Code* has been created to inform this process and addresses all areas of student life, including standards of student conduct and disciplinary procedures.

By committing to live by the *Honor Code*, members of the Point community are dedicating themselves to honor their Savior, honor one another, and conduct themselves honorably as they respectfully engage and impact our culture for Christ. Some of what you will read in this *Honor Code* is predictable and expected information regarding facilities, legal issues, resources, as well as policies and procedures. Some of it speaks specifically to what life at Point University should look like. Please make sure that you have read it all—enrolling in class at Point University is understood to be your commitment to take the *Honor Code* seriously and to do your best to live by its approach to life.

It is a great privilege to lead the Student Life team as we strive to serve and support you during your time at Point. We know God has uniquely created each of you to leave a distinct impact upon the world and we are delighted to have the opportunity to play a part in your story. Please know we are committed to creating an environment which supports your holistic development, body, mind and spirit, and as *your* Dean of Students I am always available to listen to your comments, questions or concerns.

I am excited about this coming school year and count it a blessing to be a part of the work God is doing in and through this community, and I look forward to the 2022-23 school year being remembered as one of profound Kingdom impact!

Sincerely,

Laura Schaaf, M.S.L.
Dean of Students

The Point Community Honor Code

Point University is not simply an academic institution with a heritage stretching back into the early years of the 20th century. Point University is a uniquely Christian community where students are educated with the express goal of transforming the world. At the heart of life at Point University is the idea that every believer has been called to point others to Christ. In order to accomplish this goal, we must first understand what it means to follow Jesus ourselves. As the apostle Paul said to the believers in Philippi, we want to “have the mind of Christ” as the guiding principle of our lives. In summary, we want to be people who “think like Jesus thought.” How we “think” has determinative influence on how we “behave.” In significant ways, this *Honor Code* is an attempt to continue raising the quality of life on this campus to new levels. In equally significant ways, the expectations of this code call our University family to a level of maturity which is beyond what we have yet achieved. At every level, the expectations expressed in this *Honor Code* are designed to point our community to a more Christ-like approach to life.

What We Believe

We believe in the one God, Creator of heaven and earth, who eternally exists in three persons: Father, Son and Holy Spirit.

We believe that God the Son assumed human nature, was born of a virgin, ministered in word and miracle, died for our sin, was raised bodily from the dead, ascended to God’s right hand where he presently reigns.

We believe that the Holy Spirit indwells every Christian and is presently at work in the Christian community, empowering lives of godliness and service.

We believe that the Holy Bible is inspired by God, trustworthy in its teaching, and the final authority for all matters of faith and practice.

We believe that all of humanity, due to sin, is destined for death, corruption, and separation from God apart from the redemptive work of Jesus Christ.

We believe that Jesus Christ established his church to be one holy people, to glorify God, and to carry out his saving mission among all nations.

We believe in God’s saving grace that calls for faith, repentance, confession, baptism and new life and service through the Spirit.

We believe in the blessed hope of the second coming of Jesus Christ, who will raise the dead and judge all with justice and mercy, and in the consummation of the Kingdom of God.

Mission

The mission of Point University is to educate students for Christ-centered service and leadership throughout the world.

Goals for Students

Point University believes that the goal of education is the development of the whole person. The curriculum and learning environment are designed to encourage students to grow spiritually, intellectually, socially, physically and professionally.

1. Spiritually: Point seeks to encourage students to
 - a. Grow in faith;
 - b. Live by Christian values;
 - c. Serve others as Christians; and
 - d. Grow in biblical knowledge.
2. Intellectually: Point seeks to encourage students to
 - a. Think critically;
 - b. Communicate effectively orally and in writing; and
 - c. Demonstrate competence in the arts and sciences.
3. Socially: Point seeks to encourage students to
 - a. Respect cultural diversity; and
 - b. Live harmoniously in community.
4. Physically: Point seeks to encourage students to develop lifestyles advantageous to good health.
5. Professionally: Point seeks to encourage students to equip themselves with the knowledge and skills necessary to pursue a chosen profession.

Vision

Point University will be the college of choice for students seeking a Christian learning community that is academically challenging, spiritually vibrant and globally engaged.

Diversity, Equity, and Inclusion (DEI)

Point University endeavors to be a campus community that represents the beauty of God's Kingdom and loves all of God's children. Point is diverse in age, race, ethnicity, socioeconomic background, gender, abilities, geography, academic and creative thought, staff and faculty representation, and senior leadership composition. It strives to develop and enforce equitable policies and procedures, while intentionally including all students, faculty and staff in the life of the community. Students of color comprise nearly half the student body, making Point one of the most ethnically diverse private Christian universities in the United States. Consistent with its mission, the University actively promotes Diversity, Equity, and Inclusion (DEI) as a vital part of its identity in Christ. Dr. Nathaniel Dunlap, Jr., the Chief Diversity Officer, leads the DEI Office and chairs the DEI Council dedicated to (1) evaluating and promoting diversity, equity and inclusiveness; (2) supporting and boosting awareness events and activities; and (3) stressing and promoting unity and togetherness on campus. For information regarding events and initiatives, see the DEI page on the Point website (<https://point.edu/diversity>).

Accreditation & Authorizations

SACSCOC Accreditation. Point University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate, baccalaureate, and master's degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, telephone 404-679-4500, or <http://www.sacscoc.org> for questions about the accreditation of Point University. All other inquiries, such as for admission or academic information, should be made directly to the appropriate Point office.

SACSCOC is recognized by the United States Department of Education and the Council of Higher Education Accreditation (CHEA).

GaPSC Teacher Education Accreditation. The Georgia Professional Standards Commission (GaPSC, www.gapsc.com) governs teacher certification in the State of Georgia. Within Point's College of Education, GaPSC has approved the Teacher Education Department and all educator programs that lead to state certification. Approved programs include the Elementary Education preparation program (preschool through fifth grades), the Middle Grades Education preparation program (fourth through eighth grades), the Secondary Education program in the areas of Biology, English, and History (sixth through twelfth grades), the Special Education General Curriculum program (grades PreK-12), and the Special Education General Curriculum program (grade PreK-12).

CSWE Social Work Accreditation. Point University launched its Bachelor of Social Work (B.S.W.) program in 2019-2020. The University has received approval from its SACSCOC regional accrediting body to offer this program. Point is also seeking professional accreditation from the Council on Social Work Education (<https://www.cswe.org>) with the aim of achieving initial accreditation by the time the first students graduate. Point has aligned its Social Work Major with CSWE's nine Core Competencies and other standards, so that the program will prepare students for licensure as a social worker. In February 2020 the CSWE Commission on Accreditation granted candidacy status to Point's B.S.W. program (see <https://www.cswe.org/Accreditation/Information/COA-Decisions/COA/February-2020-COA-Decisions>). For updates on Point's CSWE accreditation progress, contact Dr. Aisha Williams, BSW program coordinator and chair of the Sociology & Social Work Department (Aisha.Williams@Point.edu).

U.S. Department of Education Recognition. Point University is recognized by the U.S. Department of Education and is listed in the Education Directory. For the purposes of Title IV (federal financial aid), Point University is authorized to operate in Georgia by the Governor's executive order of June 28, 2013.

USCIS Approval for Serving International Students. United States Citizenship and Immigration Services (USCIS) of the Department of Homeland Security has approved Point University for acceptance of foreign students. Students who are eligible for benefits under programs administered by the Veterans Administration, State of Georgia Rehabilitation and Social Security are approved to receive benefits while attending the University. Point University has been certified as a nonprofit institution by the Internal Revenue Service.

Georgia State Authorization and Student Complaint Process. As an institution that participates in the federal student aid programs authorized under Title IV of the Higher Education Act of 1965, as amended, Point University is authorized to operate by the State of Georgia. Point is authorized by name to operate educational programs beyond secondary education in Georgia by the Governor's executive order of June 28, 2013.

In Georgia, the Georgia Non-Public Post-Secondary Education Commission (GNPEC) conducts the process to review and appropriately act on complaints arising under State laws, including damage or loss as a result of any act or practice by a nonpublic post-secondary educational institution. However, out-of-state online students must first complete the complaint process through Point University and contact GNPEC only if the complaint is not resolved.

A student who has an unresolved complaint may initiate the GNPEC’s Authorized School Complaint Procedure by:

- Submitting an Authorized School Complaint Form found on the GNPEC website (<http://gnpec.ga.sara>);
- Calling the GNPEC at (770) 414-3300; or
- Visiting the GNPEC at the following address during normal office hours with a scheduled appointment:

Georgia Nonpublic Postsecondary Education Commission
2082 East Exchange Place, Suite 220
Tucker, Georgia 30084-5305

State Authorization for Online Learning. Point University complies with all applicable state regulations governing online programs offered across state lines. Point is a member of SARA, the State Authorization Reciprocity Agreement, at both the state level in Georgia (GA-SARA, <https://gnpec.org/ga-sara>) and the national level (NC-SARA, <http://nc-sara.org>). SARA membership and other state authorizations currently allow Point to offer online programs in 49 states—all U.S. states except for California.

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General Information

Babysitting

Students are often asked to provide childcare services; however, students are not permitted to provide such services in classroom buildings, offices and common areas. In addition, children under the age of 13 are not permitted in living areas outside of visiting hours, nor may they spend the night in campus housing.

Banking

Banking services can be obtained from any of the financial institutions in the areas around Point's various site locations. Branch offices for most major banks are within reasonable driving distance.

Students who have campus jobs are required to utilize automatic payroll deposits. Each pay period, the student's paycheck will be deposited into an account of any financial institution which accepts such transfers. Further information about this service is available from Student Financial Services.

McKinney's Coffee House and Point Campus Store

Point University's Campus Store has everything from textbooks and supplies to apparel and campus living. You can buy or rent print or digital textbooks, grab a comfortable sweatshirt or t-shirt, sell back your used textbooks when you don't need them anymore, or just hang out with your friends drinking lattes and coffee. The coffee shop and campus store are located in front of the dining hall. You can access the campus store on the web at www.PointUniversityShop.com. Financial Aid can be used both in store and online to purchase your books.

Counseling

Point University makes counseling services available to all students. Students desiring counseling services may make appointments directly with counselors by email at counseling@point.edu or by contacting the office at 706-385-1024. Counseling is available on a first-come, first-served basis. Due to limited resources, students may be limited to a maximum of 3 sessions unless space is otherwise available. If the counselors have no available hours, a waiting list is maintained or referrals may be provided for off-campus services. Other than very few exceptions, which will be covered during intake, counseling services are completely confidential.

Safe Haven

If a student wishes to address areas of concern in their counseling sessions which may be related to a violation of the *Point Community Honor Code*, drug usage, criminal behavior, or simply for considering suicide, etc., the student will be allowed safe haven and can be assured their conversation with the counselor is kept confidential. Students must be aware that counselors are bound by ethical practice to protect their clients as well as potential victims. Therefore, in rare cases, when the counselor deems a student to be at high risk to self or others, or if she/he may need a greater level of service than can be provided by the University's counseling staff, a student may be asked to engage outside resources or take an Administrative Leave; however, disciplinary action will not be taken against a student based upon information shared with their counselor.

Employment

All students are encouraged to select their employment carefully. A good job for students is one which will not interfere with classes or study time. Information regarding jobs both on and off-campus is available through Skyhawk Career Services, located in the Lanier Academic Center.

The University employs students on campus in such areas as the Learning Commons, administrative offices, dining hall and facilities/maintenance. Minimum wage laws ensure fair wages for those employed.

Many work opportunities are available in the Greater Valley Area for those able to work off campus. Occasionally, employers and staffing agencies will visit campus to interview candidates for employment.

Work-Study

The work-study program is a federally subsidized form of financial aid available to students and requires a student to work on campus a certain number of hours each week. Check with the Financial Aid Office to find out if you are eligible for work-study.

Career Guidance

Throughout the academic year, Skyhawk Career Services will provide workshops for graduating seniors to help them with the many decisions one has to face upon graduation. Seminars will cover such topics as job interview skills, resume preparation, making career choices, applying for graduate school and other important topics. Skyhawk Career Services is located in the Lanier Academic Center in room 147 and is open at posted times, offering a variety of additional resources for students and alumni, including resume assistance, skill and interest assessments, and information on a variety of internship and volunteer opportunities.

Dining Services

The Point University Dining Hall offers a full-service kitchen and dining area open to all members of the Point community and the general public. Students must swipe their Point ID in order to enter the dining hall or select food for meals. All other individuals may purchase meals in the dining hall. Additionally, students may purchase food and coffee items in the food court area in the Lanier Academic Center. Guests and nonresidents may also purchase food items in that location.

Between mealtimes there will be continuous service in the dining hall offering a limited selection of food products. Resident students will select either the 19-meal plan, which offers full access to the dining hall during all mealtimes without additional cost, or a 15- or 10-meals per week plan.

Everyone eating in the dining hall is expected to follow normal rules of etiquette. This includes keeping noise to a reasonable level, maintaining a clean dining environment and wearing appropriate attire.

Hours of operation are:

Monday through Friday 7:30 a.m. to 7:30 p.m., with Hot Service 7:30 a.m. to 9:15 a.m., 11:30 a.m. to 1:00 p.m., and 5:00 p.m. to 7:30 p.m.

Saturday 11:00 a.m. to 1:00 p.m. and 5:00 p.m. to 7:00 p.m.

Sunday 11:00 a.m. to 1:30 p.m. and 5:00 p.m. to 7:00 p.m.

Pricing for non-meal plan usage:

	Breakfast	Lunch	Dinner	Brunch
Regular	\$7.15	\$9.75	\$9.75	\$10.25
Faculty/Staff	\$6.50	\$7.50	\$7.50	N/A
Seniors and children 5 to 12	\$5.60	\$7.50	\$7.50	\$8.20
First Responders	\$6.50	\$7.50	\$7.50	\$8.00

Facilities on Campus

Point's campus offers many facilities for use by students, faculty and staff. If you wish to reserve a particular space on campus for a University-approved or University-sponsored event, please contact

our Director of Guest and Community Relations, Ms. Mary Susan Underwood, at marysusan.underwood@point.edu. To reserve The Hub please contact Mrs. Clarice Dillard at clarice.dillard@point.edu.

Classrooms

Classrooms are for regular class use and assigned group study. On occasion, they are opened for students to study.

Collaboration Spaces

There are a total of four collaboration spaces in the Lanier Academic Center. These spaces are designed as places where faculty and students interact for the purposes of tutoring, designing projects, praying, planning activities and spending time together. Business/Humanities and Counseling/Education are on the second floor of the Lanier Academic Center. Biblical Studies and Math/Science are on the third floor.

Computer Labs

The computer lab is located in the Learning Commons and is available from 8:30 a.m. until the building closes. A smaller Mac lab is available in the Fine Arts Center. Hours are posted outside the lab.

Laundry

Laundry facilities are provided at no cost to our residential students. Laundry facilities are provided in the following areas:

Hawk Refuge:	Laundry room on-site
The Lofts:	Laundry room on-site
The Living Learning Community:	Laundry room on-site
The Nest	Laundry room on-site
The Summit	Laundry room on-site
Skyhawk Landing	Laundry room on-site

Residents are expected to clean the lint trap after each dryer load and to empty machines as soon as a load is finished. Laundry facilities are not to be used by commuters or other guests.

Maintenance Shop

The maintenance shop and all equipment therein are not for student use.

Music Practice Rooms

Rooms where instrumental and voice students may practice for private lessons are provided in the Scott Fine Arts Center. The use and regulation of these rooms is under the supervision of the Department of Fine Arts. These rooms are only for use by students who are enrolled in private lessons and for any other personal use. Practice Rooms are available from 7:30 a.m. to 11:00 p.m. Monday through Friday and from 12:00 p.m. to 11:00 p.m. on Saturday and Sunday.

Photocopiers

The photocopiers in the Learning Commons and in the Teacher Media Center are for student use. All other photocopiers are strictly for the use of University personnel. The photocopiers for student use operate off of funds from student ID cards.

Financial Services

The Student Billing and Payment Office processes all student payments and any other transactions related to a student's bill. The payment due date for each semester will be announced well in advance; students are responsible for making sure their statements are paid in full prior to the payment deadline. Students whose accounts still carry a balance after the payment deadline will be dropped from classes and will not be allowed to re-register until the balance is paid. Payment plans are available. An installment agreement with the Student Billing and Payment Office needs to be completed and approved.

For information on financial aid, see the section "Scholarships and Financial Aid" in this document.

Health Services

Point has established a partnership with Lanier Health Services in the Greater Valley Area. Lanier Health Services includes an urgent care facility, general medical offices (including family care, a primary care physician, multiple specialists, etc.) and 24-hour emergency care services, including a level-three trauma center.

To find out more about Lanier Health Services, visit their website, www.lanierhospital.com, or contact their offices at 334-756-9180.

Procedures for Medical Care

Persons with serious medical problems should be taken to the hospital or a physician. An illness of any consequence should be reported to the student's Campus Life Minister (CLM) or the CLM on call at 706-585-0027. A member of the Residence Life staff will remain in close contact with the student until they are feeling better. If a student requires meals to be brought to them in their room, please make these arrangements through a Residence Life staff member who will be happy to assist.

Medical Insurance

All students who are described in one or more of the following categories are required to have effective medical/health insurance:

1. Full-time student (enrolled in 12 or more semester hours)
2. Campus resident
3. Participant in University-sponsored athletics (varsity or intramural)

At the beginning of each semester, students will be asked to provide confirmation of medical/health insurance that covers emergency and medical care. An inexpensive policy will be available for students without coverage.

Information Technology

The Information Technology Office strives to provide the Point community with timely, cost-effective access to the latest technology resources. The office is responsible for computer hardware and software support, network facilities, and telephone systems campus wide. The University is continually searching for ways to upgrade the technology experience for students, faculty and staff.

Currently, all living areas come equipped with high-speed internet connections. Wireless internet access is also available in campus facilities. Student computer labs are provided in the Learning Commons in the Lanier Academic Center. A smaller Mac lab is available in the Fine Arts Center.

If you have questions or concerns about information technology at Point, please contact the Information Technology Office Help Desk at ITsupport@point.edu.

Email Addresses

Point University provides an email address for each student. Students are given information at the beginning of the semester as to how their email accounts can be accessed. All official notifications from the University will be sent to these addresses only. Students are responsible for checking their Point-provided email accounts on a regular basis. If you have questions about your email account, contact the IT Help Desk.

Library and Learning Commons

The Learning Commons consists of the Library, Disability Services, Educational Resource Center, or ER, Advising Center, Information Technology (IT) Helpdesk and the Computer Lab in one shared location on the first floor of the Lanier Academic Center.

- Mr. Adam Solomon (library@point.edu) is the Director of Library Resources. The Point University Library provides educational resources and academic support via tutoring services and research technology for students, faculty and staff. The Library includes information resources through GALILEO, JSTOR and other electronic databases providing thousands of full-text journals and e-books.
- Mr. Eddie Clark (disability.services@point.edu) is the Director of Disability Services. The Office of Disability Services can provide students assistance with accommodation plans for learning and auxiliary services.
- Dr. Grant Vickery (writing.center@point.edu) is the Director of the Writing Center. The Writing Center consists of both a virtual Online Writing Lab (OWL) and in-person services at the main campus.
- Mr. Bill Dorminy (itsupport@point.edu) is the Director of Information Technology. The IT Helpdesk offers students, faculty and staff assistance with technology issues and concerns (both virtually and in-person). The IT Helpdesk also manages and maintains the computer lab and free printing services.
- (advising.center@point.edu) is the Advising Center Manager. The Advising Center assists students with academic planning, referrals to appropriate departmental services, and student success.

If you'd like to learn more about the services offered at Point University, please go to <https://point.edu/academics/academic-support/>.

Lost and Found

The lost and found is located in the Student Life Office. Items left after the end of the summer session are discarded at the discretion of Student Life.

Stamps

Postage stamps may be purchased from the University Mailroom during operation hours. A branch of the United States Postal Service is located within walking distance at 729 Fourth Avenue #1 in West Point, should you need to mail a package or obtain other USPS services.

Parking and Transit

Students pay a small fee each semester for parking and transit services at Point University. The following guidelines from Campus Safety and Security must be followed in order to ensure parking and transit services operate efficiently.

Parking

Students and employees should not park in designated areas in front of the LAC on 10th Street on either side of the street. This includes school-owned vehicles. This will allow more room for our visitors during the day, and it will help us to be good neighbors to our friends across the street. The Capital City Bank parking lot across from the Scott Fine Arts (SFA) building, any Batson-Cook, Copper Moon/Ninth Street Gym or any other privately owned parking areas are not to be utilized by Point students or employees. Vehicles will be towed at the owner's expense.

The parking lot on the west side of the Lanier Academic Center is restricted to faculty (faculty parking decal) from 7:30 a.m. to 5:00 p.m. Residents of the Loft and the Summit (proper student decal) may park in the upper west portion of the Lanier Academic Center parking lot during these times. Closer parking spaces should be made available for faculty and staff.

When visiting the Lanier Academic Center, all students (residents and commuting) will park in the Point Living Community parking lot, located adjacent to North Second Street. Residents of the loft and the Summit may park in the Lanier Academic parking lot.

Resident Students

Students residing on campus will park in the lot assigned to each residence hall.

- The Living Learning Community (LLC): LLC Gated Parking Lot
- The Lofts: Lanier Academic Center Parking Lot
- The Nest: Point Living Community Parking Lot (North Second Avenue)
- The Summit: Lanier Academic Center Parking Lot
- Hawk Refuge: Rear parking area and adjacent parking lot located on North Second Avenue

All resident students' visitors will be provided a visitor's hang tag. It is the responsibility of the student to contact security for a visitor's hang tag.

Students may park in designated parking areas or public parking spaces. Citations will be issued for parking violations and fines will be assessed.

Parking fines are as follows:

- 1st Violation: \$25.00
- 2nd Violation: \$50.00
- 3rd Violation: \$75.00

The City of West Point will be strictly enforcing the two-hour parking signs on 3rd Avenue between 8th and 9th Streets. Violations of these parking restrictions will result in the issuance of a \$50.00 parking citation to the offender.

Skyhawks Hall residents must park on the south side (the residential side) of the building, as the spots on the north side are reserved for Athletic staff and University vehicles.

Students who reside in The Lofts and Summit will be provided a commuter parking decal and should park in the lot at the Academic Center.

Towing fees are as follows:

\$150.00 (an additional \$25 if key is not available)

Once a vehicle has been towed, the owner will be charged a \$25 per day storage fee until the vehicle is retrieved. Both the West Point Police Department and Point University utilize the services of Jerry's Auto and Tire Services located at 505 N. Lanier Ave. Lanett, AL.

All faculty, staff and students are reminded to have a current Point University decal properly displayed on your vehicle. Students are not permitted to service or wash their vehicles on the property, and broken-down vehicles must be removed within one week. Boats and other recreational vehicles should not be parked on University property.

Transit

Point University provides transit between the three main areas of campus in 15 passenger vans. In order to ride the shuttle, Point students must present their student IDs. No open food or drink is allowed on the transit system.

The pick-up points include the Skyhawk Hall at AG, West Point Gym, the Valley Field House and the Lanier Academic Center (on Fourth Avenue between the Academic Center and Fine Arts Center).

Transit Schedule

The Skyhawk shuttle starts running at 7:00 a.m. Monday through Friday and 10:00 a.m. on the weekends. The shuttle schedule is posted at the Mailroom. Copies of the schedule are available at the Mailroom and on the shuttle.

Scholarships and Financial Aid

Point offers a generous and comprehensive financial aid program. Our goal is to help each student who desires to attend Point find the financial aid which will make it possible for him or her to enroll. We offer traditional, need-based aid, as well as merit scholarships for students whose academic and/or leadership abilities will enhance the Point community in a significant way. Combined with state and federal funds, loans, and veteran education benefits, our financial aid programs make it possible for most students to reach their goal of attending Point.

More than 95 percent of our students receive some form of financial aid. A student's financial aid award package will be based on numerous factors, including his or her completed Free Application for Federal Student Aid (FAFSA). All students who wish to be considered for financial aid must complete the FAFSA. This also helps us determine eligibility for federal grants, loans and work-study programs.

Students with questions concerning financial aid should see Student Services Office on the first floor of the Lanier Academic Center.

Intramurals

A membership is not required to participate in the Point intramural program. The intramural program is facilitated by members of the Student Life staff and designed for the enjoyment of the student body. Students not capable of participating in a mature manner, with respect for officials and other players, will not be allowed to compete.

Student Services

The Student Services Office is the one-stop shop for all registrar, financial aid, and student billing and payment items. This area is for Students seeking information or policies regarding dropping classes, registration, class schedules, FAFSA, financial aid, and making payment arrangements. Payment plans are available for students and an installment agreement with Student Billing & Payments needs to be completed and approved. The Student Services area is located on the first floor of the Lanier Academic Center.

The payment due date for each semester will be announced well in advance; students are responsible for making sure their statements are paid in full before the payment deadline. Students whose accounts still carry a balance after the payment deadline will be dropped from classes and will not be allowed to re-register until the balance is paid. Payment plans are available but must be arranged with the Student Services Office prior to the payment deadline for each semester.

Voter Registration

Point University partners annually with the Troup County Voter Registration Office to provide opportunities for students to register to vote.

Point Living Community

During the 2022-2023 academic year, campus housing will be provided in the following locations:

- The Nest - Traditional, dorm-style residence hall, with shared living and restroom spaces, located within walking distance of the Lanier Academic Center.
- The Summit - Dorm-style apartment hall with shared living and restroom spaces. Located in downtown West Point above the Point University Book Store and close to Lanier Academic Center.
- Living Learning Community (LLC) - Located within walking distance of the Lanier Academic Center. Two-bedroom, one-bathroom units are home to new and returning students.
- The Lofts - Located on Main Street near the dining hall. This suite-style living area provides private bathrooms for each room, along with access to a common kitchen and lounge. It is home to incoming freshman females.
- Hawk Refuge - Located within walking distance of the Lanier Academic Center. This suite-style living area provides private bathrooms for each room, along with access to a common kitchen and lounge. It is home to upperclassman males.

- Skyhawk Landing - Located within walking distance of the Lanier Academic Center. This suite-style area provides private bathrooms for each room, along with access to a common kitchen and lounge area. It is home to freshmen and sophomore females.

Students enrolled full-time (12 or more credits) at Point University and under the age of 26 are required to live in campus housing and maintain a meal plan until they have reached 60 credit hours. Incoming freshmen are required to have a 15-meal plan. In the case of transfer students, their official class standing with the University will be established by the Registrar's Office via a review of their official transcript; however, for the purposes of housing eligibility, the Residence Life and Housing Office will determine a student's status by the number of credits they earned at their previous institution. Meaning students who have completed 60+ credit hours at their previous institution will be eligible to live independently; however, all of their classes may not transfer to Point.

Exceptions to the housing policy are granted to students who are 26 years of age or older, married, have children or are living at home with parents or legal guardians within 50 miles of the Point University campus. To request an exception, please submit an appeal found at the eRezLife portal. All appeals must be approved by the Residence Life and Housing Committee before housing/meal plan charges will be removed. If a student falls under the qualifications of the housing policy lives off campus without an approved appeal, or falsifies information submitted in their appeal, they will be subject to a \$1,000 fine which will be assessed to their student account. To avoid these charges, and possibly other disciplinary sanctions, students should refrain from making alternative housing arrangements until they have received the results of their appeal.

All appeals related to housing and meal plan policies should be submitted to the Residence Life and Housing Committee via the form found at the eRezLife portal.

The University reserves the right to remove or deny entry to any person exhibiting suspicious behavior or not abiding by the guidelines set forth in this document. Additionally, the University reserves the right to permit residence to anyone deemed essential to the University's mission. Students who withdraw from campus housing or drop their meal plan before the add/drop date will be charged a prorated amount. Any changes or withdrawals which take place after the add/drop date will not result in a refund of any kind. Residents who are suspended from housing for disciplinary reasons receive no refund.

Students are required to submit a refundable \$100 security deposit before receiving a housing assignment. The deposit is used to offset the costs associated with housing-related repairs and/or fines or may be applied to a student's outstanding balance. Students are required to maintain the full security deposit balance before participating in the annual Housing Lottery or renewing their housing contract. If a student has a balance on their account at the end of the academic year, the security deposit will be applied to this balance. When a student no longer requires campus housing, and they do not have an outstanding balance, they may submit a written request and any remaining security deposit balance will be issued as a refund check to the active address in the student's CampusVue portal.

Common Areas

Lounges, communal kitchens, laundry rooms, workout facilities, study rooms, practice rooms, hallways, breezeways and stairwells are considered common spaces meant to serve all residents. Students must abide by all posted rules and hours of said spaces and are asked to keep these areas clean and in good condition. Please report all hazards or maintenance issues discovered in common areas to a Residence Life staff member or the Student Life Office so it can be addressed quickly.

Attire worn in common areas should be modest, since guests or maintenance/personnel may enter the area.

Dumpsters

Dumpster and trash bins are provided for each living area, and residents are responsible for carrying out their own trash. Do not place room trash in the indoor trash cans. Room trash is to be taken to the dumpster/trash bins that are located outside. Any garbage left in the breezeways or other common areas will result in a fine being placed on the student's account. Burning trash or rubbish of any kind is not permitted on campus.

Dumpsters are not equipped to handle cardboard boxes or other large deposits. Cardboard may be left next to the dumpster for pick-up. There are currently no residential recycling programs available.

Living Area Guidelines

Respecting the rights, privacy and property of others is an important aspect of residential life. Entering the rooms of others without permission or while they are absent constitutes a breach of respect for the rights of others and may result in disciplinary action. Acts of violence may also result in disciplinary action.

The right to quiet supersedes the right for noise, and out of consideration for those who may be sleeping or studying, residential spaces should be relatively quiet at all times. TVs, music and other forms of entertainment should remain at a low enough volume so as not to be heard outside the walls of a student's room/apartment. The use of headphones or earbuds are encouraged. Specific quiet hours are 10:00 p.m. through 10:00 a.m.

The use of power tools or heavy machinery is not permitted in living areas, nor may students service/repair vehicles on the property.

Care and Use of Rooms

Each room must be clean and neat. Monthly room/apartment checks will be conducted by a CLM and will be announced a minimum of 24 hours in advance. Health and safety inspections to address fire, safety, or health concerns will be conducted by professional Residence Life staff and will take place once each semester. If contraband is discovered during any of these inspections, it will be photographed and confiscated and residents will be referred to the disciplinary process (see Discipline Procedures).

University furniture must not be disassembled or removed from its original location without the express permission of the Student Life Office. Homemade lofts and water-filled furniture is not permitted in campus housing.

Students who wish to hang items on the walls may use any stick-on type material, poster putty or small "finishing" nails; however, extreme care should be exercised as any damages to walls will incur fines. Students are also **not** permitted to paint, use wallpaper/borders, install window tinting or cover windows with tinfoil or other material. Any decorative window dressings must not be visible from the outside of the apartment and must not cause damage to the walls or windowsills. Hanging items out of windows or from ceilings is also not permitted.

As members of a Christian community, students are asked to exercise discretion in their choices to decorate their living spaces. Road signs, construction equipment, stolen objects, alcohol, tobacco or

drug paraphernalia or advertisements are not allowed. In addition, pornographic images or media of individuals who are scantily clad or posed in a provocative way are not permitted on campus. Residence Life/Student Life staff will not hesitate to remove any décor which is deemed inappropriate. These materials will be confiscated and destroyed. They will not be returned.

As a safety precaution, stairwells, breezeways and walkways must be kept clear at all times. All residents are required to exit the living area and participate in a fire drill should one take place while they are present.

Pets are strictly prohibited in campus housing.

Plants should have saucers or trays under the pots so water does not damage windowsills or furniture. In addition, windows should be closed during storms. Damage determined to be the responsibility of the resident will be charged to the appropriate student account, or in cases where the responsibility cannot be traced back to one individual student, the cost of damages will be split equally among all students in the living area.

All requests for maintenance or repair should be submitted via the Campus Life Minister (CLM) for the area. In urgent situations, a resident may contact the Student Life Office during business hours or call the CLM on duty at 706-585-0027.

Residents must help prepare their living areas for extermination services in the event they are needed.

Fire Safety

Due to fire hazards, the following is not permitted on campus:

- Space heaters
- Smoking of any kind, including e-cigarettes
- Vapes are banned
- Open flames, including candles and incense
- Grills, barbeques and other outdoor cooking elements
- Halogen lamps
- Small appliances with heating elements, including but not limited to toasters, toaster ovens, hot pots, coffee pots, grills and fryers are only permitted in kitchen areas.
- Fuel, paint thinners and other combustible liquids should not be stored in any living area.

All electrical extension cords must have built-in surge protectors and must be plugged directly into a wall outlet (no daisy-chaining).

Check Out Procedures

When leaving school at the end of each semester, the student must check-out with a Residence Life staff member. Any damage or cleaning charges will be assessed and charged to the student's account. If a student has questions or concerns about a housing-related fine on their account, they must contact the Student Life Office within 30 days of the posting of said fine. After 30 days all fines are considered final. Students must return keys at the end of each year or be assessed the cost of changing the locks on their living area.

Fall Semester

At the end of the fall semester, students must follow the check-out process outlined below. Failure to do so will result in a \$100 improper check-out fine, in addition to any cleaning, damage or disciplinary fines which may be assessed based upon the condition of the apartment. Please follow the guidelines listed below to ensure proper check-out:

1. Sign up for a designated check-out time with a CLM.
2. Thoroughly clean apartments/room, including removing all perishable items from refrigerators, cabinets, etc.
3. All trash must be removed from the apartment/room and appropriately deposited in the dumpsters located outside the complex.
4. Lock all doors and windows and complete any additional items requested by Residence Life.
5. Review the condition of your apartment/room with a Residence Life staff member and confirm it is ready for the break.

All residents must be completely moved at by 12:00 noon on the day following the last day of final exams. Students participating in graduation may remain until noon the following day.

Requests to remain in campus housing beyond these deadlines must be submitted via the form found at the eRezLife portal. If appeals are granted, there will be a \$15 per day charge to any exception. Students are encouraged to refrain from making permanent plans which require campus housing until they have heard the results of their appeal.

Spring Semester

At the end of the academic year, students must follow the check-out process outlined below. Failure to do so will result in a \$100 improper check-out fine and a key fine, in addition to any cleaning, damage or disciplinary fines which may be assessed based upon the condition of the apartment. Please follow the guidelines listed below to ensure proper check-out:

1. Sign up for a designated check-out time with a CLM.
2. Notify CLM of cleaning assignments within the apartment. (Ex: roommate A will clean the kitchen, while roommate B will clean both bathrooms.) Please note: these assignments will be referenced when assessing cleaning fines. In addition, if a student leaves early and has cleaned their area of the apartment, and it is later dirtied by other members of the apartment, the resulting cleaning fines will be assessed to those who remained in the apartment longer.
3. Remove all personal items from the apartment/room.
4. Thoroughly clean the apartment including:
 - i) Sweep and mop or vacuum the floors.
 - ii) Clean baseboards, windowsills and blinds.
 - iii) Wipe down every surface including counters, cupboards, sinks, University furniture, etc.
 - iv) Deep clean all appliances.
 - v) Clean all bathrooms including sinks, toilets, tubs/showers, mirrors and floors.
 - vi) Remove all trash and place in designated dumpsters.
5. With the assistance of a Residence Life staff member, review the condition of the apartment/room using the Inventory Sheet which was filled out during move-in. Sign all check-out paperwork and return your key.

While CLMs do an initial walk through with students during the check-out process, a final cleaning/damage assessment will be completed by full-time staff at a later time.

All residents must be completely moved out by noon on the day following the last day of final exams. Students participating in graduation may remain until noon the following day. Students who are interested in summer housing may apply after the Housing Lottery process has been completed and will be notified when they will transition into their summer living area.

Discipline Procedure

As a distinctly *Christian* university, Point takes a redemptive approach in the disciplinary process, aiming to provide supportive and educational accountability which encourages holistic change in the lives of students. At its core, every disciplinary issue is a spiritual issue, and the spiritual health and development of students, along with the health and development of the University community, are the primary concerns of all disciplinary adjudicators. In light of this commitment, the University has outlined the following process to cultivate appropriate life development when violations take place.

3 Minor Offences = 1 Major Offence

3 Major Offences = Suspension* Note: immediate suspension may take place if local, state or national laws have been broken, or when the safety of students, or the University community have been threatened.

Minor offenses will not be maintained from year to year with regard to this system; however, habitual offenses will be taken into account when accountability measures are created. Major offenses will be maintained from year to year.

Major offenses, which are also illegal offenses, will be counted as 2 majors, or may result in immediate suspension. Students who are removed from the community for illegal activities will not be eligible for re-admittance for a minimum of 3-5 years. In these cases, the adjudicator will clarify if the student has also been banned from campus and the length of the suspension.

Minor Offences include but are not limited to the following:

- Quiet Hour violations
- Visitation violations within 60 minutes of posted hours, being in the bedroom but sexual activity is not suspected
- Cleanliness violations/leaving trash in communal areas
- Most housing-related violations, including failure to participate in fire drills
- Missing a mandatory meeting
- Tobacco
- Inappropriate decorations
- Rude/inappropriate behavior to others (students, faculty/staff, WP community, visiting sports teams, etc.)
- 4 parking violations
- Minor theft or intentional destruction of property (\$499 value or less)

Major Offences include but are not limited to the following:

- Possession/consumption of alcohol on campus or being under the influence of alcohol on campus
- Possession or use of weapons
- Sexual activity/co-habitation (overnight guests of the opposite gender, visitation violations 60+ minutes of posted hours)
- Elevated or aggressive faculty/staff disrespect, hindering or falsifying information during an investigation

- Refusal to complete disciplinary consequences
- 5+ parking violations
- Major theft or intentional destruction of property (\$500 - \$1,000 in value)
- Physical altercations
- Hazing or bullying behavior

Double Major Offences include but are not limited to the following:

- Providing alcohol to underage drinkers
- Threatening someone with a weapon, or use of firearms on campus
- Drug use, positive drug test, or refusal to submit to test
- Major theft or intentional destruction of property (\$1,000+ in value or a series of thefts)
- Identity theft/stealing bank and credit cards
- Unprovoked attack, or causing significant injury i.e. resulting in hospitalization

Possible Automatic Suspensions may include but are not limited to the following:

- Selling or intending to sell drugs
- Possession of weapons with the intent to harm others
- Significant acts of violence, domestic violence and sexual assault
- Drugging others or providing alcohol to minors on Point property

Major Disciplinary Consequences

1st Major = 3 consequences from the categories below

2nd Major or “Double Major” = 5 consequences from the categories below

1. Financial

- a. First offense is a \$500 sanction: the student is able to earn back up to 90%* (up to \$450) of this financial sanction, if the student completes the other disciplinary consequences, each of which will be worth an amount predetermined by the adjudicator of up to a \$150 credit. Please note: financial aid may not be used to pay off disciplinary fines.
- b. Second offense, or first double-major, is a \$1,000 sanction: the student is able to earn back up to 50-75%* (up to \$750) of the financial sanction, if the student completes the other disciplinary consequences, each of which will be worth an amount predetermined by the adjudicator of up to a \$150 credit. Please note: financial aid may not be used to pay off disciplinary fines.
- c. Third offense may include additional financial sanctions, in addition to suspension.

*Funds will be utilized to support educational resources which combat students’ destructive/harmful behavior.

2. Relational/Emotional Accountability

- a. Professional counseling
- b. Personalized mentoring

c. Recovery program

3. Physical Accountability

- a. Random drug testing
- b. Random room searches
(significant contraband)

c. Visitation, or other social
suspension

4. Spiritual Accountability

- a. Specific and thematic community
service
- b. Reflection journals/papers
- c. Community restitution
- d. Mediation
- e. Thematic Bible/book studies

5. Organization Participation

- a. Suspending all organizational events (practices, games, traveling etc.)
- b. Loss/suspension of student leader positions and offices

Please note: In cases where the University has reason to believe substance use/abuse, illegal behavior, addictions, self-harm is taking place, or is reasonably concerned for the physical or emotional wellbeing of a student, they reserve the right to notify the student's parent or legal guardian.

For second major offenses and double-major offenses the following components will be incorporated:

1. Follow-up and accountability measures will remain in place for 6-9 months.
2. Half-way through the accountability season, Student Life will re-evaluate the student's progress, and may adjust the accountability and support consequences. (Financial consequences will not be increased.)
3. During the evaluation period, the student will be required to complete a reflection assignment discussing lessons learned and life changes taking place. Examples of reflection assignments include papers, videos or other creative projects.

Types of Leave and Suspension

- Removal from residential community – At this stage a student is prevented from living in campus housing for a predetermined length of time. However, the student is still allowed to visit campus and attend University sponsored events.
- Dismissed from campus community – At this stage a student is banned from University property or events; however, they may continue their studies as an on-line student.
- Suspended – At this stage a student is completely removed from classes and is banned from University property and events.

Students have the right to appeal any disciplinary decision to the next highest adjudication level as outlined below:

- Discipline cases adjudicated by Residence Life staff members may be appealed to the assistant dean of students over discipline. (Mr. Illya Lawrence at Illya.Lawrence@point.edu)
- Discipline cases adjudicated by an assistant dean of students may be appealed to the dean of students. (Mrs. Laura Schaaf at Laura.Schaaf@point.edu)
- Discipline cases adjudicated by the dean of students may be appealed to the Faculty Judiciary Committee. (Mr. Wye Huxford at Wye.Huxford@point.edu)

- Discipline cases adjudicated by the Faculty Judiciary Committee may be appealed to the President of the University, (Mr. Dean Collins at officeofthepresident@point.edu). The President may preside over the case himself or may appoint an independent committee to adjudicate.

Appeals must be submitted in writing within 48 hours of the date of the disciplinary sanction notification and must include the following:

- How the disciplinary process and/or sanction(s) do not fall in line with the procedures outlined in the *Point Community Honor Code*.
- The specific consequence being appealed and an alternate recommendation.

Appeals will not be considered if they fail to meet the above criteria.

In both physical and virtual classrooms students are expected to engage with the community in ways which are congruent with the behavioral standards outlined in *The Point Community Honor Code*, including but not limited to abstaining from the use of alcohol, tobacco and drugs, dressing modestly and avoiding disruptive behavior or other activities which are unacceptable in a Christian educational environment.

Administrative Leave

Point University is committed to the holistic well-being and safety of each student, as well as the campus community at large. As such, the University reserves the right to require an administrative leave of any student when the student is unable, or unwilling, to request a voluntary withdrawal and the dean of students, or designee, deems a leave necessary to protect the health and safety of the student or others or the integrity of the learning environment and campus community.

This policy, and associated procedures, do not take the place of a disciplinary process associated with a student's behavior when they have been in violation of *The Point Community Honor Code*, University policies, rules, regulations and standards. This policy will be invoked in extraordinary circumstances when, in the discretion of the dean of students or other designee, the disciplinary system cannot be applied or is not appropriate. Before an administrative leave is imposed, the dean of students, or appropriate university designee, will encourage the student to withdraw voluntarily.

Examples of extraordinary circumstances which may warrant an administrative leave include but are not limited to the following: suicidal threats, self-starvation or purging behavior, ongoing substance abuse or addiction, serious threats of harm to others, refusal or inability to cooperate with recommended assessment or treatment of serious health conditions, need for services beyond those which the University can provide and which are necessary to maintain the student's enrollment, or bizarre or destructive behavior. Substantial disruption may result from a single serious incident or somewhat less severe but persistent incidents over a more extended period.

In cases of administrative leave, students are allowed to complete their work off campus. Each individual professor will work with them on the best way to successfully complete remaining academic work. Each class is different, and some lend themselves more to completion away from campus than others. On rare occasions there is not a good way to complete the work. In those cases, the University will inform the student of their options.

Students who are required to take an administrative leave will be provided with written details pertaining to their leave, as well as a list of guidelines they must meet before being reconsidered for readmission to the University. Upon completion of all requirements the student must contact the Student Life Office and provide the appropriate documentation supporting the completion of said guidelines before they return.

If a student has concerns regarding the requirement of an administrative leave, they may appeal the dean of student's decision to an administrative committee comprised of representatives of the following disciplines:

Academic Officer: Stephen Waers, Ph.D, Chief Academic Officer

Spiritual Life Representative: Mr. Wye Huxford, Vice President of Spiritual Formation and Dean of the Chapel

Mental Health Representative: Dr. Gregory Moffatt, Director of the Counseling Center;
greg.moffatt@point.edu

Appeals must be submitted in writing to the committee chair (darryl.harrison@point.edu) within 48 hours of the date of the administrative leave notification.

Residence Halls

Damages to campus housing or University property will be charged to the student responsible for the damage whenever possible. In cases of intentional destruction additional disciplinary fines may result. Students are expected to report damage and pay for it when it occurs. If damages are discovered and the responsible party cannot be identified, the cost will be assessed to the entire apartment/living area.

Guests

Students are reminded that living in community means guests will impact the routine of apartment mates, building mates, and the general campus community. Students are responsible for the behavior of their guests and should ensure they communicate appropriate expectations (visitation hours, quiet hours, parking standards, prohibited substances/behaviors, etc.) to avoid disciplinary consequences. Any person not enrolled as a student at Point University must register with security, specify a resident with whom they are visiting, and an intended length of stay. Guests will receive a parking pass which must be properly displayed from the rearview mirror. Vehicles parked on campus without proper identification will be ticketed and towed at the owner's expense.

If a student wishes to have an overnight guest, they must also be registered with their CLM. Overnight guests must be of the same age as the student and over the age of 13. Students are limited to 4 nights a semester in which they can have an overnight guest. (Four total nights, not 4 nights per guest) Because housing is designed to create a positive living atmosphere for Point students, the University will address cases when visiting privileges are abused. Note: having an overnight guest of the opposite gender is considered co-habitation and is a major offense in the disciplinary system.

Keys

Room keys are issued to each resident upon checking into campus housing. The key deposit is included in the room deposit fee. If the key is lost, or not returned, \$100 of the fee will be used to replace the lock and provide new keys to all roommates. The cost for broken or damaged keys is \$25. Rooms/apartments should be locked whenever the resident is asleep or out of the room.

Maintenance Requests

Undoubtedly, you will find things during the course of the year which need to be repaired or replaced in your living area. If you have a non-emergency request, contact your CLM, who will submit a maintenance request for you. If your request is urgent (water, plumbing, electrical, security of locks or windows, etc.), please contact the Student Life Office during business hours. In case of an after-hours emergency, you may contact your CLM, or find an on-duty CLM Monday-Thursday from 6 p.m. – 11 p.m., and they will contact the appropriate on-call person.

Housing Security Deposit

All students are required to submit a \$100 housing security deposit when they first apply for housing. All housing-related fines or damage fees will be subtracted from this deposit. At the end of every semester, and before the annual Housing Lottery in the spring, students must pay off any fines and ensure the full \$100 security deposit is on their account. When a student leaves housing, their living space will be assessed for any final damages and the balance will be used for repairs as needed. Students may submit a request through the Student Billing and Payment Office to receive any remaining funds.

Withdrawing from Class

Students are required to maintain 12 credit hours to be eligible for housing. If a student falls below this requirement because they have withdrawn from classes due to lack of attendance, or if they willingly withdraw from classes, they will be expected to move out of campus housing within 24 hours.

Visitation Opportunities

Point University does not have co-ed housing and understands the right to safety and privacy all residential students deserve and expect. However, we also recognize the need for and importance of reasonable visitation opportunities. To that end, the following visitation opportunities are provided:

- In apartment style living areas, common areas (living room, dining room and kitchen) are open to visitation Monday – Thursday from noon to 10:00 p.m. There is no visitation allowed during the weekends, including Fridays, unless it has been approved by the Residence Life Office in writing. Guests of the opposite gender are NOT allowed in the bedrooms.
- In suite style and traditional dormitory living areas, including Hawk Refuge, the Loft, The Summit and The Nest, rooms are open to visitation weekly when the CLM is on duty and present on the hall. Open dorm visitation nights will be announced at the beginning of every semester and will be coordinated to alternate with the other living areas. Open dorm hours will be from 6:00 p.m. – 10:00 p.m. During open dorm, students must sign their guests in with their CLM as soon as they enter the hall and must keep the door to their room propped completely open while their guest is visiting.

Behavior during visitation is expected to reflect the standards and expectations of Point University. Note: Visitation violations which take place more than an hour before or after the posted visitation hours are considered co-habitation and are a major offense.

Co-Curricular Opportunities

Intramurals

A membership is not required to participate in the Point intramural program. The intramural program is facilitated by members of the Student Life staff and designed for the enjoyment of the student body. Students not capable of participating in a mature manner, with respect for staff, officials, and other players will not be allowed to compete.

Activities on Campus

Here are just a few of the events which help make life at Point unique. See the current campus calendar for the scheduling of these and other events:

Intramural Program

Point is committed to developing an intramural program that involves every student on campus. Some of the intramural programs offered include volleyball, flag football, soccer, basketball, softball, ultimate Frisbee, Spikeball and other activities. The goal of this program is student involvement; one need not to be a great athlete to participate.

Dorm Wars

Experience the thrill of spirited competition between living areas as they battle their way through a week of events to see who will win the coveted golden toilet seat!

Homecoming

A weekend full of events including alumni reunions, alumni games, band performances, tailgates and the big game.

Impact Day

Join your fellow Skyhawks as we spend a day ministering to our local community through a dedicated day of service.

Finals Frenzies

Take a break from studying and hang out with friends during Finals Frenzies! Four days of fun events, including Midnight Breakfast, Pictures with Santa, and other fun study-breaks during finals week.

Braves Games

Enjoy an evening routing for Point's favorite major-league team in their home stadium!

Concerts

Christmas and Spring Concerts are among the highlights which close each semester.

Spring Formal

Held in late spring, this event is for students and their dates.

Commencement

The ceremony in which graduates receive their degrees. The entire Point family is invited to attend.

Athletics

Point University's sports teams compete at the NAIA level as a full member of the Appalachian Athletic Conference and Southern States Athletic Conference, respectively. Athletic teams for both men and women are governed by Title IX guidelines.

Men's intercollegiate athletic teams include baseball, basketball, cross country, football, golf, lacrosse, soccer, swimming and tennis. Women's intercollegiate athletic teams include basketball, cross country, golf, lacrosse, soccer, softball, swimming, tennis and volleyball. Cheerleading is also offered as a co-ed sport

Marching Skyhawks

Point University Marching Skyhawks have developed a national reputation for excellence within the marching arts. The band plays at all Point University home football games and various away games each year. Every season, some of our favorite moments are our exhibition performances at area high school band competitions for thousands of excited spectators!

All members of the Marching Skyhawks receive a scholarship for their participation. Scholarships are also available for participation in spring concert ensembles. Membership in the Marching Skyhawks is open to all Point University students regardless of their academic major. We accept students with high school marching experience in winds,

battery and front ensemble percussion, color guard and majorettes. For more information, please email Director of Bands, Dr. Chapel McCullough at chapel.mccullough@point.edu.

Student Organizations

Student organizations are an integral part of campus life at Point. Students are encouraged to participate in the organizations which best meet their interests and schedules. The organizations listed below provide members of the campus community with the opportunity to develop leadership skills and serve others. Students who wish to start new organizations on campus should follow the “Guidelines for Student Organizations” listed on the following page.

Campus Life Ministers

Campus Life Ministers work for the Student Life Office in a variety of ways, including supervision of all living areas. CLMs are chosen in the spring for the following school year. Students interested in working in this area should contact the Student Life Office during the spring semester.

Connect Leaders

These student leaders are also selected in the spring through an application process with the Student Success and Student Life team. Connect Leaders assist with New Student Orientation, the Connections class and provide support and encouragement to new students throughout their first semester at Point.

SGA Officers

SGA representatives and sophomore, junior and senior class officers are elected each spring for the following year. Freshman class officers are elected early each fall for the same year.

Guidelines for Student Organizations

General rules regulating student organizations are as follows:

1. All student organizations must petition the Dean of Students, and complete an interview process, showing evidence of substantial student interest in the intended organization, and outline how the organization will enrich the student experience. All student organization must fall in line with the mission, vision and behavioral expectations of the University and receive the approval of Student Life, as well as the SGA cabinet before becoming official.
2. All organizations must have a written set of bylaws which indicate their objectives and methods of operation. These must be on file in the Student Life Office and may be viewed by any student during regular office hours. Example bylaws are available in the Student Life Office.
3. All organizations must have faculty sponsors or advisors and consult with them regularly.

4. Student organizations must keep all funds with the Business Office and maintain proper records of their finances.
5. The Student Life Office must approve in advance all commercial enterprises and general financial solicitations. Approval forms are on file in the Student Life Office.
6. The Student Government Association, elected by the student body, shall operate according to its constitution which has been approved by the Dean of Students.
7. Student organizations should coordinate approved meeting dates and times with Student Life so they are not in conflict with other events and the appropriate room reservations can be made.
8. Any student organization which creates a spirit of exclusiveness or division will be dissolved.
9. All organization officers must meet eligibility standards.
10. Organizations which receive permission to use University vehicles for a specific event must observe the following vehicle usage rules. Failure to do so may result in sanctions against the organization and/or specific individuals.
 - A full trip itinerary must receive approval from Student Life prior to departure;
 - All travel plans must specifically avoid travel after midnight;
 - Organizations must cover the cost of gasoline;
 - Only those drivers approved by the University, and who have taken a defensive driving course, may operate University vehicles;
 - Student drivers may not drive more than two (2) hours at any one time;
 - Student drivers may not drive more than four (4) hours per day;
 - All drivers are expected to observe all traffic laws and drive in such a way that all risks are minimized;
 - All passengers in University vehicles are required to wear seatbelts.

Safety and Security

Point Security

Security Officer 24 hours

404-232-5420

The Point University campus is among the safest college campuses in Georgia, and we are committed to maintaining that status. (Campus crime statistics can be found at <http://ope.ed.gov/security/>). Part of achieving and maintaining a safe campus is the willingness of every member of the community to be alert to potential problems. Reporting potential problems to appropriate authorities is an important aspect of our common life on this campus.

Point provides around-the-clock security personnel whose responsibility is to have a very public presence on campus at all times. Security Officers are not Law Enforcement, and thus has no legal authority to make arrests, interrogate students or perform any other activities normally associated with law enforcement. Security Officers do not carry weapons. However, Point security officers will report any illegal activity on our campus to the Student Life Department, and/or the local police department, and the University will cooperate with law enforcement in such cases. When security personnel approach students and request any activity cease, students are expected to comply. Failure to comply with security requests will be reported to the Student Life Office and will be dealt with in an appropriate manner. If students feel security personnel are making inappropriate requests, they should still comply with the request, then schedule an appointment with the Student Life Office to resolve the issue at a later date.

In accordance with the Campus Security Act, criminal activity on campus is reported each year through material available at registration. This material will also be available upon request throughout the year.

Educational information concerning security, crime prevention and safety on and off campus will be made available through the Student Life Office. The Director of Safety and Security will sponsor at least one crime prevention and safety seminar each year. Criminal activity will be reported to local police agencies, and appropriate follow-up with these agencies will be conducted.

Personal Precautions

Point students should use precautionary measures to ensure their own safety and that of other members of the campus community. It is unnecessary and unhealthy to live in fear, particularly on our safe campus, but students should nonetheless be aware of these simple safeguards.

1. Always keep the door(s) and windows of your residence locked, particularly when you are away or asleep.
2. Always keep your car doors locked. Also, do not leave valuables in your car while it is unattended.
3. Unsecured bicycles invite theft. Purchase a bike lock and secure your bike to a stationary object, such as a bike rack. The same applies for mopeds and scooters.
4. Identify expensive and/or important belongings with some type of permanent identification, such as can be provided with a metal engraver.

5. Secure items which are easily stolen, such as laptop computers, when left unattended, even in your room. Laptop computers can be secured quickly with a cable lock.
6. When you are driving, keep your doors locked at all times. If you break down in an isolated area, stay inside your car with the doors locked. If someone wants to help, ask them to call for assistance. If you break down or run out of gasoline on the highway, do not leave your car if you are alone. Eventually the police or someone else will offer assistance. If you see a motorist stranded, it is safest not to stop to help unless you know the driver. If you want to help, call for assistance for the stranded motorist.
7. When using public transportation, wait in busy, well-lit areas. Sit near the driver, especially if the bus is nearly empty.
8. If you need to cross campus at night, do not walk alone. If no one is with you, call the appropriate security cell phone number and an on-duty officer will escort you to your destination.

Campus Alert System

Point uses Rave Alert system to alert students, faculty and staff of emergency situations on campus. The system is opt-in portal, meaning that users can opt-in to the alert system with preferences they define to receive the text message alerts. The system is also integrated with Point's existing lists and data from Student Information System, HR systems, and other directories.

Alerts will be sent only if:

- Classes are cancelled due to inclement weather or another urgent situation;
- A tornado warning or other urgent weather alert is issued by the weather service;
or
- Any other situation occurs on campus that requires students, faculty and staff to immediately take shelter.

Emergency alerts will *not* be sent for campus announcements or other routine information. Anyone encountering an emergency situation taking place on campus should call campus security at the appropriate number based on his or her location (see previous page).

Emergency Information

Please take a few minutes to review this material and become familiar with it. It will prove invaluable should an emergency situation arise.

Criminal or Health Emergency

In the case of a criminal or health emergency, immediately call 911 (from a campus phone, dial 9, then 911). Calmly describe for the operator the location, the situation and the need. Then follow the procedures listed below.

In case of suspicious activity or some other need for security assistance, call an on-duty security guard. Calmly describe the location, the situation and the need. Then notify the appropriate Campus Life Minister (CLM) or Student Life staff member.

Evacuation of Buildings

In case of a fire drill, an actual fire or another emergency requiring the evacuation of a building, an alarm will sound and everyone should leave as quickly and quietly as possible by the appropriate exit. After evacuating the building, you should wait at least 100 feet away until you are notified you may re-enter.

Thefts or Loss of Property

Thefts, loss of property, or any other incidents involving the safety or security of the students or the University should be reported to the Campus Safety Office immediately, and to your CLM if you live in campus housing.

Tornadoes

In case of a tornado warning, gather in the interior hall or restroom on the ground floor of the building you are in. Be sure that doors are closed and that you are not near any windows.

Missing Persons

Reporting: If a member of the University community (faculty, staff, student, or parent) has reason to believe that a student is missing, that community member will refer the case immediately to the Student Life Office. If the student is enrolled in an off-site location, the site director at that location should be notified.

The Student Life Office will work in collaboration with others to contact and locate the student. All reasonable efforts will be made to locate the student and determine his or her state of health and well-being. The efforts include, but are not limited to:

- Phone call to student;
- Email to student through Point University email account (or other known email addresses);
- Messages through social networking websites, if possible;
- Contact with all professors to determine last day of attendance in each class; and
- Contact with housing staff (Campus Life Minister) and roommate(s) if student is residential.

If the student is located through these attempts, a determination will be made regarding his or her health and well-being. If necessary, a referral to the campus counselor and/or other appropriate offices may be made.

Policy: If the student is not located through the above measures and has been verified to be missing for more than 24 hours, then the following actions will be taken:

1. Notification will be made (where and when applicable and appropriate) to the appropriate Point University staff members, including student services and campus security.
2. The Student Life will make contact with the student's emergency contact and, for students under 18 years of age, a custodial parent or guardian if not emancipated. Students are asked to register and continually update emergency contact information with the Student Life Office.

Once notified, the parent/guardian/emergency contact person may need to work with Point University Student Life staff to submit additional information with outside law enforcement agencies in order to expand the investigation.

At Risk or Endangered Missing Students

1. If the information received indicateds the student may be considered endangered or at risk, notifications to appropriate University staff memebbers and Camupus security will be made immediately.
2. The Dean and/or Assocaite Dean of Student Life or designee will deteremine who shall notify the student's emergencye contact. Secuiryt shall take the necessary steps to secure resident students living quarters as well as conduct initial interview with necessary or relevant dorm memebbers.

Education and Awareness

In the specific areas of education and awareness for alcohol, drug and sexual assault/dating violence, the university has incorporated the online training through Everif. Specific courses will be assigned to students based on enrollment period as well as classification of students (i.e., Freshman, Sophomore, Junior, Senior, graduate and undergraduate programs).

Sexual Assault

In the case of a rape, acquaintance rape, sexual assault, domestic violence, dating violence, or stalking, a student is strongly advised to: (1) get to a safe place; (2) call 911, especially if the threat is current or the person is injured (from a campus phone, dial 9, then 911); and (3) call someone for assistance and support. See the Policy for Compliance with the Violence Against Women Reauthorization Act of 2013 (VAWA) and Other Related Federal Statutes for the recommended procedures that a victim of such an offense would follow.

The Student Life office and the CLMs of each living area provide awareness and prevention education and materials concerning rape, sexual assault, domestic violence, dating violence, and stalking. During an annual security seminar, the issue of sexual assault is addressed. New students are offered this education during their orientation to the University.

Emergency Response Plan

The University's Emergency Response Plan provides campus administrators with guidelines to respond to various types of emergencies. In the event of an emergency, it is important that all students carefully follow instructions given by faculty and staff.

Other Guidelines

Elsewhere in this document are specific references to state and federal guidelines regarding the use of illegal drugs and alcohol by underage users. It is the policy of Point University to cooperate with law enforcement officials in the enforcement of these laws. Point security personnel may report offenses in these areas to local law enforcement agencies. Obviously, Point students are encouraged to respect such laws and are expected to obey them. However, once violations of these laws are in the hands of law enforcement officials, the University cannot interfere. We will minister to you and help you overcome whatever issues created the situation, but we cannot interfere with the reasonable enforcement of these laws.

Policies and Procedures

Expectations for Student Conduct

This *Honor Code* rests upon the idea that as Christians, the desire of each person should be to "love God and love your neighbor." To the extent that each of us succeeds in accomplishing this formidable task, the expectations for life in this community are being met. However, we understand definitions of this desire vary and common understandings much be identified for the sake of health and unity in our common life.

To that end, students found committing the following misbehaviors will be subject to the disciplinary process outlined elsewhere in this covenant.

1. Acts of dishonesty, including, but not limited to:
 - a. Academic misconduct, including plagiarism and cheating.
 - b. Providing false and inaccurate information to University officials, faculty members, or others responsible for receiving that information.
 - c. Alteration or misuse of any official University document, including transcripts, identification cards, etc.
2. Possession of or duplication of keys and other access devices which you have not

specifically been given permission to possess or duplicate.

3. Attempted or actual theft, or damage of property belonging to others or to the University.
4. Failure to comply with instructions given by University officials, law enforcement officers, or campus security officers acting in performance of their duties, or failure to identify yourself to such persons immediately when requested to do so.
5. Disruption of teaching, research, administration, disciplinary proceedings or other University activities, either on or off campus.
6. Verbal abuse, threats, intimidation, harassment, coercion or other conduct which threatens or endangers the emotional well-being or safety of any person. (See Appendix A)
7. Physical assault, fighting, physical abuse, or other conduct which threatens or endangers the health or safety of any person.
8. Sexual assault, rape, acquaintance rape, domestic violence, dating violence, stalking, or other sexual offenses. (Please see Point's Title IX policy for additional information <https://point.edu/title-ix/>)
9. Hazing, i.e., any act that endangers the mental or physical health or safety of a student; which damages or destroys public or private property; which is used as a rite of initiation, admission into or affiliation with any organization, or as a condition for continued membership in the organization.
10. Unlawful use, possession, purchase, distribution, sale or manufacture of a controlled substance, designer drug or drug paraphernalia.
11. Use, possession, or distribution of alcoholic beverages, except as expressly permitted by the law and University regulations; or intoxication.
 - a. To be present in a room or place where alcohol is being consumed by underage students is to be in violation of this guideline.
 - b. The University has a zero-tolerance policy for the underage possession or consumption of alcohol, or intoxication by *any* student.
12. Possession of firearms, explosives, weapons or dangerous chemicals on University property.
13. Profane or obscene expressions, including but not limited to speech which violates accepted standards of decency and Christian conduct.
14. Sexual misconduct, including but not limited to sexual relations outside marriage; involvement with pornography, on the Internet or otherwise; cyber-sex or other Internet-based sexual misconduct. (See pages 15-16 for a fuller description of the University's understanding of marriage and sexual purity.)
15. The use of computers on campus (either personally-owned or University-owned computers) which involves:

- a. unauthorized entry into a file to use, read, or change the contents, or for any other purpose;
 - b. unauthorized transfer of a file;
 - c. unauthorized use of another individual's identification and password;
 - d. use of computing facilities to interfere with the work of another student, faculty member or University official;
 - e. use of computing facilities to send obscene or abusive messages;
 - f. use of computing facilities for the solicitation of outside business;
 - g. use of computing facilities to interfere with normal operation of the University computing system.
16. Abuse of the University judicial system, including but not limited to:
- a. failure to obey the summons of a judicial hearing body or University official;
 - b. falsification, distortion, or misrepresentation of information before a judicial hearing body;
 - c. disruption or interference with the orderly conduct of a judicial proceeding;
 - d. initiation of a judicial proceeding, knowingly without cause;
 - e. attempting to discourage an individual's proper participation in, or use of, the judicial system of the University;
 - f. attempting to influence the impartiality of a member of a judicial hearing body prior to, or during the course of, the judicial proceeding;
 - g. harassment (verbal or physical) or intimidation of a member of a judicial hearing body prior to, during, or after a judicial proceeding;
 - h. failure to comply with the sanction(s) imposed under this code; or
 - i. attempting to influence another person to commit an abuse of the judicial system.
17. Violation of federal, state or local law.

Expectations for Student Dress

- Point University will attempt to be reasonable and practical in its expectations for student dress.
- The primary objective is that students should dress in ways appropriate for young Christian adults who wish to be a part of this community.
- Modesty is the basic standard, and the University recognizes there are varying views of what is and is not modest. Every attempt will be made to be fair to all students, but the Student Life Office is the final arbiter in defining modesty.

- Casual collegiate clothing is generally acceptable for all University activities, including classrooms, the library, chapel, athletic events and other gatherings of our community.
 - This includes shorts of reasonable length; T-shirts, jeans; etc.
- It is possible that there will be occasions when the University will request that our students “dress up” more than normal. The cooperation of our community is expected on such occasions.
- Rather than attempting to develop some sort of rigid, rule-oriented dress code, Point University is committed to developing a community in which the entire membership recognizes that the good of the community is always more important than the personal preferences of any one person.
 - In order for this to work effectively, the entire community has to commit itself to a community-wide sense of what is reasonable and practical, and to respect the biblical virtue of modesty.
 - Students who prove to be uncooperative with this community-based approach will be referred to the Student Life Office in hopes of resolving any conflicts which may arise.

Judicial Proceedings Initiated by Students

1. Any member of the University community may bring a formal complaint against any student for misconduct. Such complaints should be brought to the Dean, or Associate Dean of Students over discipline in a timely manner.
 - a) Student Life staff members, and Campus Life Ministers in each housing area, may be the conduit through which such information is provided.
2. The Dean of Students, or his or her designee, will initiate an investigation to determine if the complaint has merit and should be referred to a formal judicial proceeding.
3. Any evidence of a violation of *The Point Community Honor Code* will be adjudicated by an assigned member of the Student Life staff within 10 days of the initial complaint.
4. Issues which cannot be resolved in a timely, reasonable manner will be brought referred to the Faculty Judicial Hearing Board.
 - a) The Faculty Judicial Hearing Board is chaired by the Vice President for Spiritual Formation or someone he or she appoints.
 - b) The board is composed of the Vice President for Spiritual Formation, and two faculty members appointed by the Vice President for Academic Affairs.
5. Hearings before this board are held in private and are convened only after the accused student(s) have been given notice of the accusation.

6. Written reports of each hearing will be kept and stored in the students file maintained by the Student Life Office.
7. Every effort will be exerted to ensure all parties – the student accused and the person(s) making the accusation – are given a fair hearing before the board.
8. All procedural questions are subject to the final decision of the chairperson of the Faculty Judicial Hearing Board.
9. The Faculty Judicial Hearing Board will meet privately after the hearing to determine which if any section(s) of the *Honor Code* have been broken and which, if any, sanctions will be imposed.
10. Students accused will be notified in a timely manner as to the decision of the Faculty Judicial Hearing Board.
11. Should a student believe the Faculty Judicial Hearing Board has acted unfairly, a request can be made to the President of the University, appealing the decision. This request must be made in writing within two business days of notification of the decision. The President will either rule on its validity or appoint a special committee of faculty and administrators to review it. The decision of the President or his appointee will be final. This process is in reference to disciplinary areas of concern, not academic concerns or concerns about other items addressed in *The Point Community Honor Code*.
12. All members of the Faculty Judicial Hearing Board are to be treated with courtesy and respect by all persons involved in any hearing.

Student Concerns, Grievances & Complaints

At times, students may have concerns they do not believe are addressed elsewhere in *The Point Community Honor Code*. These concerns will always be viewed as important and should be addressed, in writing, to the Dean of Students. Students can anticipate hearing back on these concerns within two business days of the date they are presented. The Dean of Students may render a decision on the issue, or may make a referral to the Faculty Judiciary Committee. If the student wishes to appeal either the decision of the Dean of Students or the Faculty Judiciary Committee, a written appeal should be provided to the Student Life Office within 48 hours of the decision. The appeal should be addressed to the President of the University, who will either review it or assign it to an appropriate representative. The President or his or her representative may affirm the decision, overturn the decision, or render a new decision. That decision will be viewed as final. This process is in reference to general areas of concern, not academic concerns or concerns about other items addressed in *The Point Community Honor Code*.

To summarize:

- This process includes general concerns not specifically addressed elsewhere in *The Point Community Honor Code*;
- Concerns must be presented in written form to the Dean of Students;
- The Student Life Office will respond within 48 hours;

- Appeals, in written form, must be presented to Student Life, but addressed to the President; and
- The decision of the president is final.

Alcohol, Tobacco, Drugs and Weapons Policy

Alcohol Consumption

Even in state universities, the abuse of alcohol is being recognized as a serious problem for college students. Many state universities in Georgia and Alabama are adopting strict guidelines regarding the use of alcohol. As Christians committed to behavior which is above reproach, Point University recognizes the importance of providing clear guidelines to our students.

- Alcoholic beverages, paraphernalia, or advertisements of any kind are strictly prohibited on campus.
- Alcoholic beverages of any kind are strictly prohibited at any function – on or off campus – sponsored by Point University.
- Any student under the legal age of consumption is strictly prohibited from the possession or use of any alcoholic beverage.
- Students of legal age are strongly urged to avoid the use of alcoholic beverages while enrolled at Point University, and the use of alcohol in the company of underage persons will be considered a serious breach of our community standards.
- Point University reserves the right to be directly involved in the lives of students who fail to live up to these guidelines and/or who indicate problems in this area of life.
- Violations of alcohol laws, including public drunkenness, violating open container laws, providing alcohol to minors, the mass consumption of alcohol, underage drinking and other such activities could result in disciplinary sanctions, up to and including suspension from the University.

The University recognizes our current culture often encourages the use and abuse of alcohol, and students may very well be victimized by this cultural attitude. Our goal in this area is redemptive, and our desire will always be to work with students to help them overcome any difficulties associated with alcohol abuse. We want students to allow us to help in this area and seek the help we are most willing to give. At the same time, we must recognize that the general health of our entire community is always a matter of great importance; continued disregard for any University expectations, including the abuse of alcohol, cannot be tolerated and will be addressed appropriately.

Tobacco Products

Point University strongly discourages the use of all tobacco products. The negative health consequences alone make the use of such products counterproductive, however it is important for our students to realize the following expectations:

- The use of tobacco products in any form is strictly prohibited on the campus of

Point University.

- The use of tobacco products in any form is strictly prohibited at any event sponsored by Point University, on or off campus, including athletic events.
- The use of tobacco products by underage members of this community is strictly prohibited.
- Vaping or the use of e-cigarettes are not allowed on campus.
- The use of tobacco products off campus by students considered to be of legal age by the state is strongly discouraged.

Use of Illegal Substances

Point University prohibits the use of illegal substances by its students – both on and off campus. Students who live off campus, either at home or in apartments, are not exempt from the total ban on the use of illegal substances.

Please see the section in this covenant, on pages 44-48, reflecting federal and state laws about the use of such substances. This kind of behavior not only reflects poorly on a person's character and faith, but also has very serious legal consequences, including very strict sentencing practices in Georgia courts, forfeiture of many rights and privileges as a citizen, and even disqualification for educational loans.

At Point University, students who struggle with illegal substances are encouraged to allow the University and its staff to provide the necessary help to overcome their addictions. Counseling is available, and when appropriate, small group therapy can be provided. (Please see the *Safe Haven* clause under the *Substance Abuse Program* found in this code.)

Students who persist in the use of such substances will be suspended from Point University. When it is suspected a student is using illegal substances, but refuses to admit to that practice, a student may be required to provide a drug test from a reputable clinic in order to remain a student in good standing. Point University's Substance Abuse Program is available upon request.

Weapons

No weapons of any kind are to be on the campus of Point University. This includes firearms, explosive devices, knives, switchblades, swords, fighting instruments, any ornamental versions of these items, or other material deemed to be a weapon and hazardous to the welfare of our community. This ban includes weapons stored in living areas, automobiles, lockers etc. Violation of this ban could lead to disciplinary action including suspension from this community.

Bulletin Board/Poster Policy

In order to maintain the natural beauty of the campus and to preserve the quality of the buildings and grounds, approved flyers may **ONLY** be placed on bulletin boards or designated places after approval from the Student Life Office. Flyers should not be

attached to walls or windows. Flyers should only be posted on bulletin boards. Push pins must be used on bulletin boards no staples allowed.

On-campus organizations (Student organizations/Faculty/Staff)

- Flyers **MUST** be approved and stamped by a full-time staff member in the Student Life Office prior to being copied. Student Life must be provided a copy of the approved flyer to maintain in file.
- All flyers must have a title, day, date, time, locations, sponsor, and contact information. (Acronyms can only be used in conjunction with the full name of the organization)
- There are 2 (two) bulletin boards located on the 2nd and 3rd floor of Lanier Academic Center, in addition to one located outside the Student Life Office. There are bulleting boards located in both stair wells.
 - Do not post over existing flyers or signs. (You may take down flyers if the event time has passed)
 - Only 1 (one) poster should be posted on the same board.
- Profanity, vulgarity, or other offensive language not conducive to the educational and Christian environment may not be included in any postings. Any postings which have inappropriate and/or derogatory information will not be approved.
- Unauthorized flyers posted outside of a designated posting area may, at the discretion of Student Life, be removed.
- The posting organization and individual is responsible for removing all flyers within 24 hours of the conclusion of the publicized event.

External Organizations

- Flyers must be submitted to the Student Life Office and are subject to the same approval process. Student Life will determine the appropriateness of these flyers and will post them as space permits.

On- campus organization campaign flyers

- Flyers containing any campaign material are subject to the same approval process above.
- Flyers must contain the student organization name and the seat for which they are running.

Class Cancellation Policy

If the University's regular operations are canceled for all or part of a day because of inclement weather (including ice, sleet, snow or the threat of an approaching winter storm), an announcement is put on the University voice mail system at 404-761-8861 and

sent out via the emergency alert text messaging system. An announcement should only be expected when the University is closed. In addition, the announcement of such a closing will be given to WSB television (channel 2) and radio (AM 750) stations for broadcast. Official announcements will only be communicated in the above-mentioned manners.

Intellectual Property Policy

The purpose of this policy is to establish ownership, rights and responsibilities with respect to intellectual property created by students of the college. Point seeks to encourage scholarship, service, creativity and productivity, while also recognizing that the University's limited resources must be allocated wisely and used fairly.

"Intellectual property" includes but is not limited to: copyrightable materials, patentable inventions and discoveries, software programs, trademarks, course materials, manuals, creative work, student products (e.g., term papers, projects, etc.) and other original works of potential or real value, including content and presentation and all media. The "creator" is understood to be the author, originator, inventor, developer, discoverer and/or producer of the intellectual property. The "creation" of intellectual property is understood to be its creation, invention, development, discovery and/or production.

A Point student, who creates intellectual property, especially if it is patentable or copyrightable, is responsible for disclosing it to the University immediately, preferably prior to its creation. The vice president under whose domain the intellectual property is created establishes the ownership or co-ownership issues of that intellectual property with the creator. The creator may appeal the decision of the vice president to the President of the University, whose decision is final.

The compensation, copyright, patent and/or use of revenue associated with an intellectual property reside with the owner or co-owners. In cases in which the value of or annual revenue from that intellectual property is less than \$5,000, the University will not normally seek compensation or use of revenue on the basis of its ownership or co-ownership.

The creator of an intellectual property is the sole owner unless:

1. The student is employed by the University and the property is created in the fulfillment of the student-employee's job description and/or at the direction of the person's supervisor, in which case the University is the owner.
2. The property is created in the completion of a course assignment, in which case the University is the owner. University resources were used in the creation of the intellectual property, in which case the University is the owner. University resources include but are not limited to: University funds, supplies, computer resources, learning resources, equipment, software, the University name, personal position or status within the University, course enrollment and/or University personnel.
3. An external party is sponsoring the creation of intellectual property by grant or

contract, in which case the external sponsorship agreement should explicitly establish the ownership or coownership of that property. In cases where a sponsorship agreement does not address the ownership issue, the other provisions of this policy statement determine ownership.

4. The creation of the property includes substantial creative contributions by the creator and/or extends significantly beyond normal work-for-hire expectations (that which is within the scope of employment or a work specially ordered or commissioned), in which case the University and the creator make a specific agreement prior to the development of the intellectual property clarifying the ownership or co-ownership of the property. In cases where a prior agreement does not address the ownership issue, the other provisions of this policy statement determine ownership.
5. A written agreement exists between the creator and the University prior to the creation of the intellectual property that specifies the ownership or co-ownership of that property.

The Business Office of Point University shall maintain copyrights, patents, and other indications of ownership of intellectual property by the University.

The creator of intellectual property is responsible for securing authorization for the use of any third-party materials (e.g., copyrighted material) within the property.

Students grant the University permission to copy and use their educational productivity (term papers, projects, etc.) for perpetuity as the University's own.

Policy on Provision of Services to Students with Disabilities

The Office of Disability Services works in partnership with the University community to provide an accessible and inclusive environment where students are challenged and supported in fulfilling their academic dreams and life goals. Students with documented disabilities who are enrolled in our traditional, dual enrollment, and online degree programs may apply for accommodations and auxiliary services through the Disability Services Office. The University is committed to a policy of non-discrimination toward persons with disabilities and seeks to support the needs of each individual.

Consumer Information: Disability Services

Point University is committed to providing equal academic opportunities for students, faculty, and staff with disabilities across all of our programs and activities in the traditional, online, and dual enrollment curriculum. No otherwise qualified person with disabilities may be excluded from or denied the benefits of any university program or activity on the basis of disability.

The Office of Disability Services (ODS) also provides services for individuals with temporary injuries or conditions in order to maintain the accessibility of all University programs and activities.

While accessibility is our primary goal, we also work closely with each individual to ensure that each student is well-equipped for Christ-centered service and leadership throughout the world, in line with Point University's mission.

The ODS is guided by:

- The Point University Honor Code and Covenant for a Christian Community
- The Association of Higher Education and Disability (AHEAD) Code of Ethics and Professional Standards (<http://ahead.org>)

Students, faculty, staff, and visitors who need accommodations should contact the Director of Disability Services, Eddie Clark, via email disabilityservices@point.edu.

What is a disability?

Under the Americans with Disabilities Act of 1990 (ADA), a disability is defined as a “mental or physical impairment which substantially limits one or more major life activities.” Walking, eating, talking, breathing, writing, listening, learning, etc. are all examples of major life activities. If you have a documented physical or mental impairment, you may be entitled to certain accommodations under the ADA.

What are “reasonable accommodations and services”?

Accommodations include both the tools and procedures used to provide a “level playing field” for students with documented disabilities. Accommodations may allow extended time in completion of work, a distraction-free environment during exams, provision of note-takers or use of laptops, recorders or other devices in the classroom, ASL interpreters, campus housing requests, etc. Accommodations also cover accessibility concerns in the online and hybrid classroom environment. *Accommodations must be reasonable in the context of the program or activity, may not reduce or modify learning expectations, threaten the academic standards or integrity of a course, or place the institution under undue financial hardship.*

How do I document my disability?

- An accepted student must contact the director of Disability Services, Eddie Clark via email at Disabilityservices@point.edu with the required documents listed below, preferably 30 days prior to the beginning of the semester.
- The disability services director will engage in an interactive process with the student, which requires completion of an application for disability services and formal requests for documentation. The process will include consideration of any

recommended reasonable accommodation that would enable the student to have an equal opportunity to benefit from the academic and spiritual programs offered by Point University.

- Once evaluation of documentation is complete, the student will receive a Point University Accommodation Plan in writing. Accommodations are not retroactive and provision of accommodations by another institution does not guarantee eligibility at Point University.
- After discussion of its contents, both student and disability services director will sign the document and the student will present his/her instructors with letters notifying them of the accommodations for which the student is eligible.
- Required documents for students desiring disability services:
 1. **Application.**
Complete the [Application for Disability Services](#) OR
Complete the [Application for Temporary Disability Services](#) for sudden illness or injury.
 2. **Document Guidelines for Disabilities.** See below for guidelines for your specific disability or disabilities.

If I had an Individualized Educational Plan (IEP) or a 504 Plan in high school, can this be my documentation?

The University prefers additional documentation in addition to an IEP or 504 plan. Such plans do not always provide sufficient information. More in-depth documentation that discusses specific diagnoses is ideal.

What accommodations are available to me?

Accommodations depend on the individual's need, the reasonableness of the requested accommodation in the context of the program or activity, and are determined via a personal interview with the director of Disability Services. They may include, but are not limited to: extended time for testing, testing in a distraction-free environment outside of the classroom, access to adaptive technology for hearing or vision impairments, ASL interpreters, campus housing requests in collaboration with Student Life, priority registration, extended time on written assignments, proctoring and/or scribing exams, emotional support animals or service animals, etc.

Is there an accommodation memo? Will my advisor and instructors know I have a disability?

Advisors, instructors, and administrators across departments are not informed about an individual's specific disability unless the individual chooses to disclose that information. There are two forms:

- the [ODS Release of Information Form-Point](#) for release of information to Point personnel and professionals needing to provide Point with documentation
- the [ODS Release of Information for Transfer](#) to another university.

Otherwise, instructors of each class are only informed, via an official letter from the ODS, of an individual's accommodations on a semester-by-semester basis.

Any student requesting accommodations from the University must comply with the following process.

1. Students are strongly encouraged to apply for reasonable accommodations to the director of disability services, Eddie Clark, via email disabilityservices@point.edu, thirty days prior to the commencement of the academic term requested. Reasonable accommodations are not provided retroactively. The application must state the specific accommodations or services requested and must provide the University with any evaluations that support the request. The request should discuss what alternative accommodations or services may be available and why these alternatives either are or are not appropriate to provide the student meaningful access to the Point community.
2. The University will engage in an interactive process with the student, which may include formal requests for documentation. The process will include consideration of any recommended reasonable modification or adjustment that would enable the student to have an equal opportunity to benefit from the academic program and will take into consideration such factors as: the extent of the student's disability; the student's prior use of accommodations; the nature and complexity of the program content; and the modes through which course content is presented.
3. The process may include consultation with course instructors or specialists familiar with the student's disability, where appropriate. The determination regarding accommodations and academic adjustments is made after a reasoned deliberation by an individual with relevant training, knowledge and experience that includes a review of course or program requirements and available options and alternatives. The person making any decision whether a student requires accommodations and the accommodations to be provided will be knowledgeable and informed about (or will make the decision based upon documentation received from a person who is knowledgeable and informed about) the nature of the student's disability, and the effect on the student's performance in all aspects of the program.
4. Based upon the student's request and upon the information discussed above, the University will make a determination as to what accommodations and services it will make available to the student to provide meaningful access. In determining whether and what services to provide the student the University will take into account the cost-effectiveness of the services requested; their suitability to the student; the availability of suitable, less costly, alternatives; and the disruptiveness to the academic program of the University.
5. The determination of the Director of Disability Services, Eddie Clark, via email disabilityservices@point.edu will be provided to the student in writing. If adverse to the student, it will include a statement that the determination may be appealed to the Chief

Academic Officer of the University by submitting a letter so stating within 30 days of the adverse determination.

Grievance Procedure for Discrimination on the Basis of Disability

It is the policy of Point University not to discriminate on the basis of disability. The University has adopted an internal grievance procedure for prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973 (29 U.S.C.

794) ("Section 504"). Section 504 prohibits discrimination on the basis of disability in any program or activity receiving federal financial assistance.

Any person who believes he or she has been subjected to discrimination on the basis of disability by the University may file a grievance under this procedure. It is against the law for the University to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance.

All such grievances should be addressed to the Director of Disability Services, Eddie Clark, via email disabilityservices@point.edu who has been designated the University Section 504 coordinator, unless the grievance is against the coordinator, in which case grievances should be addressed to the Chief Academic Officer, Stephen Waers, Ph.D. (706-385-1348; Stephen.waers@point.edu).

Procedure:

1. A grievance should be filed in writing, stating the name and address of the person filing it and a brief description of the nature of the complaint.
2. A grievance should be filed within 30 days after the person became aware of the alleged violation.
3. The Section 504 coordinator or someone designated by the coordinator shall conduct an investigation of the complaint in an impartial manner. The investigation may be informal, but it will be thorough and afford all interested persons the opportunity to submit evidence and present witnesses relevant to the complaint.
4. The Section 504 coordinator will issue a written decision on the grievance within thirty days of filing. The University will take steps to prevent recurrence of any discrimination and to correct discriminatory effects if appropriate.
5. The person filing the grievance may appeal the decision of the coordinator to the president of the University by a letter to the president so stating submitted within 30 days of the adverse decision. The president will make a written decision within 30 days of the appeal.

Traffic and Vehicle Policies

The privilege of operating a vehicle is extended to all students who have demonstrated maturity and responsibility and who continue to demonstrate the same by observance of the following traffic and vehicle regulations. The University will not be responsible for any

personal or public liability growing out of the student's use or possession of a vehicle on or off campus.

Please be conscientious about Point's campus vehicle guidelines. They are instituted for the convenience of the growing Point community of faculty, staff, resident students and commuters. All parking regulations will be enforced immediately upon the start of each semester.

No student is to park in a reserved, handicapped, or service parking space or lane. Vehicles parked in these areas are subject to ticketing at any time and towing at the owner's expense.

Commuter Students

The commuter student parking tag is *red* and the Access student parking tag is *yellow*. In West Point, commuter parking is available in the large parking lot adjacent to the Lanier Academic Center (do not park in spaces designated Faculty/Staff). Commuters may also park in public parking along streets in downtown West Point.

Resident Students

The resident student parking tag is *blue* and allows the vehicle to be parked in the lot in front of the student's apartment building **ONLY**. Resident students may drive to the Lanier Academic and Fine Arts Centers but must park in West Point public parking spaces.

General Guidelines

1. The speed limit on campus is 10 miles per hour.
2. Parking Decal should always be affixed to the inside lower left (driver-side) corner of rear/back glass. Lost or damage decals should be replaced immediately at the Security Office to avoid ticketing.
3. Vehicles may only be parked in clearly marked, non-reserved spaces.
4. *Please drive with respect for campus surroundings.* Be sure to keep your tires on paved surfaces only. Driving on the grass or sidewalks is not appropriate and does not show respect for the work that goes into maintaining Point's campus.
5. *Campus residents, please take transit to class.* Because Point's parking is limited and the number of commuters is growing, campus residents are asked to take transit between the Point Living Community and the Academic and Fine Arts Centers. Resident students may park only in areas assigned to their housing location.

Students residing on campus will/shall park in the lot assigned to each residence hall.

- a) The Living Learning Community (LLC) in the LLC Gated parking lot.
- b) The Lofts in the Lanier Academic Center parking lot.
- c) The Nest in the Point living community parking lot (N. Second Ave.)
- d) The Summit in the Lanier Academic Center parking lot

e) Hawk Refuge in the rear parking area and adjacent parking lot located on N. Second Ave.

6. All spaces reserved for faculty, staff and handicapped individuals are to remain free for those people at all times.
7. Citations may be given for any violation with mandatory fines. The fines are as follows:
 - a) \$25.00 - first offense
 - b) \$50.00 - second offense
 - c) \$75.00 - third offense

The fourth offense in any one semester will result in disciplinary action, as well as a fine. A mandatory meeting with a Student Life disciplinary adjudicator will be scheduled, with consequences to be determined. Repeated traffic violations will not be tolerated.

9. If a student believes a traffic ticket has been issued inappropriately, he or she may appeal to the Director of Safety and Security, who may refer the case to Student Life. If necessary, such appeals will be referred to the Faculty Judiciary Hearing Board.

10. Motorcycles must be registered and must have mufflers. Motorcycles which are noisy or are driven recklessly or off the regular driveways will not be allowed on campus. Motorcycles should not be parked on porches, sidewalks, etc.

11. The growth of the student body, and subsequent growth of the Point staff, makes it necessary for all parking guidelines to be followed strictly. The best way to avoid fines is simply to follow parking regulations at all times.

Vehicle Registration Guidelines

1. All student-operated trucks, automobiles and other motor-driven vehicles must be registered with the Student Life Office.
2. Information that must be kept current includes make, model and color of vehicle, as well as the current license plate number.
3. Any change in information is to be reported within one week to the Student Life Office. If a different vehicle is acquired, it shall be the responsibility of the student to report the same within one week. Failure to report may result in the issuance of a violation ticket.
4. Upon registering a vehicle, a parking permit will be issued in the name of the student. The permit should be affixed in accordance with directions given at the time of issue. Failure to have a permit displayed will constitute a violation.
5. Inoperable/unattended vehicles will be towed at the owner's expense.
6. All student who are operating a motor vehicle should learn and obey traffic and parking regulations at Point University. Students, faculty and staff should be aware of the City of West Point's downtown parking regulations to avoid being ticketed.

Other Statements of Policy

Statement of Policy on the Drug-Free Schools Act

In accordance with the Drug-Free Schools and Communities Act Amendment of 1989, the following information pertains to the use and/or possession of illegal drugs, prevention of drug abuse and illicit drug use and the abuse of alcohol.

Point University will not tolerate the use or possession of illegal drugs. This is not only against policies stated in this code, but it is also against the law. The judiciary system, as stated above, will discipline students who are caught with any such substances.

Any member of the Point University community who has a psychological or physiological addiction to alcohol or drugs is encouraged to take advantage of counseling services available both on and off campus. Please email counseling@point.edu or call 706-385-1089 to make an appointment with a campus counselor. (Please see the *Safe Haven* policy for additional information regarding the protections afforded students who seek support and assistance for life-controlling issues.)

Legal Sanctions

The use of alcoholic beverages and illicit drugs is subject to federal, state and local laws. Such laws include the following sanctions for the unlawful possession or distribution of illicit drugs and alcohol:

- A. State laws: State funds may be denied to students at nonpublic educational institutions who commit certain felony offenses involving marijuana, controlled substances or dangerous drugs.

- B. Federal Penalties and Sanctions:
 - 1. First conviction: up to one-year imprisonment; fined at least \$1,000, but not more than \$100,000; or both.
 - 2. After one prior conviction: at least 15 days in prison, not to exceed 2 years; fined at least \$2,500, but not more than \$250,000; or both.
 - 3. Special sentencing provisions for possession of crack cocaine: Mandatory minimum of five years in prison, not to exceed 20 years; fined up to \$250,000; or both, if:
 - a. first conviction and the amount of crack possessed exceeds 5 grams.
 - b. second conviction and the amount of crack possessed exceeds 3 grams.
 - c. third or subsequent conviction and the amount of crack possessed exceeds 1 gram.
 - 4. Forfeiture of personal and real property used to facilitate possession of a controlled substance if that offense is punishable by more than one year of imprisonment.

5. Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.
6. Civil fine of up to \$10,000.
7. Denial of federal benefits, such as student loans, grants, contracts and professional and commercial licenses; up to one year for first offense, and up to 5 years for second and subsequent offenses.
8. Ineligible to receive or purchase a firearm.
9. Revocation of certain federal licenses and benefits, e.g., pilot's license, public housing tenancy, etc., are vested within the authorities of individual Federal agencies.

Alcohol Effects

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood the driver will be involved in an accident. Low to moderate doses of alcohol also increases the incidence of a variety of aggressive acts and impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and liver.

Mothers who drink alcohol during pregnancy may give birth to infants with Fetal Alcohol Syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

Narcotics

This category of drugs includes opium, morphine, codeine, heroin, hydromorphone, meperidine, methadone, etc. The general medical uses of these drugs are for analgesic purposes, with opium, morphine and codeine being used as antidiarrheal and antitussive. There is no medical use for heroin. These drugs are highly addictive, both physically and psychologically, except for codeine, which is described as moderately addictive.

The possible effects from usage are euphoria, drowsiness, respiratory depression, constricted pupils and nausea. The effects of an overdose are slow and shallow breathing, clammy skin, convulsions, coma and possible death. Symptoms of withdrawal syndrome are watering eyes, runny nose, yawning, and loss of appetite, irritability, tremors, panic, cramps, nausea, chills and sweating.

Depressants

This category of drugs includes barbiturates, chloral hydrate, methaqualone, benzodiazepines and glutethimide. The medical uses are generally for hypnotic and sedative purposes. These drugs are moderately addictive physically and psychologically. Possible effects of usage are slurred speech, disorientation, and drunken behavior without order of alcohol. The effects of an overdose are shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma and possible death. Symptoms of withdrawal are anxiety, insomnia, tremors, delirium, convulsions and possible death.

Stimulants

This category of drugs includes cocaine, amphetamines, phenmetrazine, methylphenidate and other stimulants. These drugs have high psychological dependence. The use of these drugs causes increased alertness, excitation, euphoria, increased pulse rate and blood pressure, insomnia and loss of appetite. Overdose effects are agitation, increase in body temperature, hallucinations, con-convulsions and possible death. The withdrawal syndrome would include apathy, long periods of sleep, irritability, depression and disorientation.

Hallucinogens

Hallucinogens include LSD, mescaline and Peyote, amphetamine variants, phencyclidine, phencyclidine analogues and others. These drugs have no medical uses, and the dependence factors are generally unknown, except for phencyclidine and phencyclidine analogues, which are highly addictive psychologically. The possible effects of usage are illusions, hallucinations and poor perception of time and distance. The effects of an overdose are longer, more intense “trip” episodes, psychosis and possible death. Withdrawal syndrome has not been reported.

Cannabis

This category includes marijuana, tetrahydrocannabinol, hashish and hashish oil. They have no medical usage, except for tetrahydrocannabinol, which has been used in cancer chemotherapy treatment as an anti-nauseate. The drugs are not thought to be physically addictive, but they are moderately psychically addictive. Possible effects include euphoria, relaxed inhibitions, increased appetite and disoriented behavior. The effects of overdose are fatigue, paranoia and possible psychosis. Withdrawal effects include insomnia and hyperactivity. Decreased appetite has occasionally been reported.

Statement of Policy on the Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act of 1974 is a federal law which provides that the institution will maintain the confidentiality of student educational records.

Point accords all the rights under law to students who are declared independent. No one outside the institution shall have access to nor will the institution disclose any information from students' educational records without the written consent of students, except to personnel within the institution, to officials of other institutions in which students seek to enroll, to persons or organizations providing the student's financial aid, to accreditation functions, to persons in compliance with a judicial order and to persons in an emergency in order to protect the health or safety of students or other persons. All these exceptions are permitted under the Act.

Within the Point community, only those members who are, individually or collectively, acting in the student's educational interest are allowed access to student educational records.

The University will make directory information available to the campus population unless the student specifically requests that this information be kept confidential. Directory information includes such things as the student's picture, home mailing address, home phone number, campus phone number and email address.

Statement of Policy on Harassment

It is a violation of federal and Georgia law, as well as the policy of Point University, for any student or employee, male or female, to harass another employee, a student or any other person associated with the University community. Students and employees of Point University are expected to act responsibly and for the welfare of the University community.

Every student and employee is responsible for ensuring that his or her conduct does not include or imply harassment in any form. Harassment is defined as any annoying, persistent act or actions which single out another person to that person's objection, because of, but not limited to, race, gender, religion, national origin, age or handicap. For more information regarding sexual harassment, including how to report possible violations, please see Point's Title IX policy <https://point.edu/title-ix/> .

Statement of Policy on Non-Discriminatory Practices

In accordance with federal, state and local laws and regulations, Point University does not discriminate on the basis of age, gender, color, race, nationality, national or ethnic origin, disability, status as a disabled veteran or veteran of the Vietnam era, or any other protected category in the administration of admission policies, educational policies, financial aid, employment, or any other University program or activity. Point admits qualified students who acknowledge the mission of Point University. It hires qualified faculty and staff who support the mission and goals of the University.

Georgia Seat Belt Usage Information Sheet

OCGA 40-8-76 Safety belts required as equipment; safety restraints for children four years of age.

Who is Covered: Children aged four or younger riding in a passenger automobile, van or pickup truck while vehicle is in motion on a public road, street or highway in Georgia.

OCGA 40-8-76.1 Use of safety belts in passenger vehicles.

Buckle Up: Each occupant of the front seat of a passenger vehicle. All persons under the age of 18 in passenger vehicles and pickup trucks. Children under age three must also be properly secured in an approved child safety seat when riding in trucks, vans and cars. Taxi cabs and transit vehicles are exempted.

Associated Law: It is unlawful for any person under the age of 18 to ride in the covered or uncovered bed of a pickup truck on any public road, street, highway or interstate highway in Georgia. The driver in violation is guilty of a misdemeanor.

The Penalty:

First conviction	Fine up to \$50.00
Second or subsequent conviction	Fine up to \$100.00
One citation may be written per child unrestrained or improperly restrained.	

For more information, contact TEAM Georgia at 404-261-6053 or the Governor's Office of Highway Safety at 404-656-6996

Georgia Zero Tolerance DUI Information Sheet

OCGA 40-6-391-Driving Under the Influence.

The most significant changes to 40-6-391 were zero tolerance (0.2) for drivers under 21 and sentencing in Young Driver DUI convictions. A person under the age of 21 shall not drive or be in actual physical control of any moving vehicle while the person's alcohol concentration is .02 grams or more at any time within three hours after such driving or being in physical control from alcohol consumed before such driving or being in actual physical control of the vehicle ended.

Punishment for a DUI conviction Under the Age of 21 includes:

- **First Offense - .02% to .07% BAC**
 - Revocation of license for six months
 - No nolo contendere plea
 - Attend DUI school
 - Re-take driver's tests
 - No reinstatement prior to end of the six-month revocation period
 - At least 20 hours of community service, to be served within 60 days of disposition of sentence
 - Loss of ability to obtain next level license for 12 months
- **Second Offense - .02% to .07% BAC**
 - Same as first offense except the following:
 - Revocation of license for 12 months
 - No reinstatement of license prior to 12 months' revocation period
 - At least 40 hours of community service, to be served within 60 days of disposition of sentence
- **First Offense - .08% and above BAC**
 - Same as first offense above except the following:
 - Serve a mandatory 24-hour jail term upon conviction
 - Revocation of drivers' license for 12 months
- **Second Offense - .08% and above BAC**
 - Same as first offense except that the community service is not less than 40 hours

Other Provisions:

- The nolo contendere plea for DUI charges will be treated as a conviction for all purposes for both adults and teenagers.
- Upon first conviction for DUI, a person will have to undergo a DUI Alcohol or Drug Risk Reduction Program.
- Any person over 21 convicted of DUI may be ordered by the Judge to serve a period of imprisonment of up to 12 months, and 24 hours of that sentence may not be suspended or probated. Those persons will also continue to be subject to a \$1,000 fine for the first offense.

For more information, contact TEAM Georgia at 404-261-6053 or the Governor's Office of Highway Safety at 404-656-6996.

Alabama DUI Law and Penalties 32-5A-191

Alabama prohibits anyone from driving or being in actual physical control of a vehicle with a blood alcohol concentration (BAC) of .08% or more, or while under the influence of drugs, alcohol or any impairing substance—or combination thereof—to a degree that renders the person incapable of safely driving a vehicle.

The BAC threshold is reduced to .04% or more if the licensee is driving a commercial vehicle, and it's unlawful for drivers who are under 21 years old to operate a vehicle with a BAC of .02% or more. However, offenders under 21 years old are not subject to the penalties outlined below, but only a 30-day license suspension and substance abuse treatment.

Actual Physical Control

In Alabama, a motorist can get a DUI even without actually driving or having the car in motion. The DUI statute includes anyone who is in "actual physical control" of the vehicle. "Actual physical control" is defined as the exclusive physical power and present ability to operate, move, park or direct whatever use or nonuse is to be made of the motor vehicle at the moment.

1st DUI Offense / Conviction - Misdemeanor

The penalty upon conviction of a **first DUI offense in Alabama**:

- **Fines:** \$600 to \$2,100
- **Imprisonment:** no more than 1 year in county or municipal jail
- **Driver's License Suspension:** 90-day driver's license suspension (*90-day suspension period can be stayed if offender elects to have an approved ignition interlock device (IID) installed on designated vehicle for a period of 6 months*)
- **Ignition Interlock:** If convicted of DUI with a BAC of 0.15% or higher a certified ignition interlock device (IID) must be installed on designated motor vehicle for a period of 2 years from the date of issuance of a driving license
- Must complete DUI or substance abuse court referral program before driving license will be re-issued.
- AL SR22 Insurance (proof of financial responsibility) Requirement

2nd DUI Offense / Conviction - Misdemeanor

The penalty upon conviction of a **second DUI offense in Alabama**:

- **Fines:** \$1,100 to \$5,100
- **Imprisonment:** no more than 1 year in county or municipal jail (*5 days mandatory minimum must be served*)
- **Community Service:** not less than 30 days of community service may be ordered in lieu of imprisonment.
- **Driver's License Revocation:** 1-year driver's license revocation (*ignition interlock restricted driver's license may be available after 45 days of the revocation period has been served*)
- **Ignition Interlock:** must install a certified ignition interlock device (IID) on designated motor vehicle for a period of 2 years from the date of issuance of a driving license
- Must complete DUI or substance abuse court referral program before driving license will be re-issued.
- AL SR22 Insurance (proof of financial responsibility) Requirement

3rd DUI Offense / Conviction - Misdemeanor

The penalty upon conviction of a **third DUI offense in Alabama**:

- **Fines:** \$2,100 to \$10,100
- **Imprisonment:** 60 days to 1 year in county or municipal jail (*60 days mandatory minimum must be served*)
- **Driver's License Revocation:** 3 years driver's license revocation (*ignition interlock restricted driver's license may be available after 180 days of the revocation period has been served*)
- **Ignition Interlock:** must install a certified ignition interlock device (IID) on designated motor vehicle for a period of 3 years from the date of issuance of a driving license
- Must complete DUI or substance abuse court referral program before driving license will be re-issued.
- AL SR22 Insurance (proof of financial responsibility) Requirement

4th (or subsequent) DUI Offense / Conviction - Class C Felony

The penalty upon conviction of a **fourth or subsequent DUI offense in Alabama**:

- **Fines:** \$4,100 to \$10,100
- **Imprisonment:** 366 days to 10 years (*where term of imprisonment does not exceed 3 years, confinement may be served in county jail*)
- **Driver's License Revocation:** 5 years driver's license revocation (*ignition interlock restricted driver's license may be available after 1 year of the revocation period has been served*)
- **Ignition Interlock:** must install a certified ignition interlock device (IID) on designated motor vehicle for a period of 5 years from the date of issuance of a driving license
- Must complete DUI or substance abuse court referral program before driving license will be re-issued.
- AL SR22 Insurance (proof of financial responsibility) Requirement

Appendix A: VAWA Compliance

The Campus Sexual Violence Elimination (SaVE) Act of 2013, Violence Against Women Reauthorization Act (VAWA) of 2013 and Other Related Federal Statutes

As stated in the "Expectations for Student Conduct" section of the *Honor Code*, the University prohibits sexual offenses, including rape, acquaintance rape, sexual assault, domestic violence, dating violence and stalking. Every student at Point University is responsible for ensuring that his or her conduct does not include or suggest violence in any form, including sexual violence. In all situations, including those not covered specifically by this policy or elsewhere in the *Honor Code*, students are expected to act responsibly and for the welfare of others and the University community.

Point University complies with federal requirements to: (1) implement institutional policies to address and prevent campus sexual violence; (2) to implement student discipline procedures in cases of sexual offenses; and (3) to report forcible and nonforcible sexual offenses and aggravated assault, including but not limited to rape, acquaintance rape, sexual assault, domestic violence, dating violence, stalking, and hate crimes targeting a complainant's national origin, sexual orientation, or gender identity, along with other crime categories as directed by the Clery Act. The definitions of those offenses and related terms used herein are stated in the "Pertinent Definitions" section of this policy.

If other stated policies and procedures in the *Honor Code* differ from those required in this policy and its procedures, the stipulations of this policy and its procedures shall be mandatory in cases involving rape, acquaintance rape, sexual assault, domestic violence, dating violence, or stalking.

Procedures which are recommended for those who experience rape, acquaintance rape, sexual assault, domestic violence, dating violence, stalking or other sexual offenses or violence:

1. Get to a safe place.
2. Call 911, especially if the assault or threat is current or if injured. The complainant has the option to notify or not to notify and seek assistance from first responders (911). From a campus phone, dial 9, then 911.
3. Contact someone for assistance and support, such as a member of the Student Life staff, campus security, CLM, or a trusted faculty or staff member. Another person can be very helpful in following the other steps.
4. Remember as much as possible about the offender in order to share information that may be helpful or needed in an investigation.
5. Preserve evidence. Do not wash hands, shower, bathe, douche, brush hair, change clothes, destroy any items of clothing, or move or disturb anything at the site of a crime or incident that may be helpful or needed in an investigation by law enforcement.
6. Report the crime or incident to the law enforcement agency with jurisdiction (e.g., West Point Police, Valley Police, Troup or Chambers county sheriff). The complainant has the option to notify or not to notify and seek assistance from law enforcement; however, doing so is strongly recommended. A police or law enforcement officer responds to take a report and collect evidence.
7. Seek treatment and care at the nearest medical facility and cooperate in the collection of physical evidence of the crime or incident in order to preserve evidence that may be helpful or needed in an investigation by law enforcement. The law enforcement agency investigating the alleged crime provides transportation to the hospital for a medical examination and pays for the medical examination to the extent of the cost for the collection of evidence of the crime.
Note: The University is not responsible for any medical and/or transportation expenses.
8. Notify the dean of students of the crime or incident and complete a written report. The complainant has the option to notify or not to notify and seek assistance from the dean of students or other campus personnel; however, doing so is strongly recommended.
9. Seek a judicial no-contact, restraining and/or protective order by a local magistrate against the perpetrator(s), as needed and appropriate.
10. Seek counseling or personal consultation for support, therapy and information, as needed and desired. Point personnel who may provide such services include the student counselor, several faculty members in the Department of Counseling and Human Services, and the vice president for spiritual formation. Community agencies and counselors are also available.

The University provides reasonable assistance to and cooperation with students who request help with these steps, whether the offense occurred on or off campus, including the upholding of the complainant's rights and the withholding of the complainant's name.

Standards for the investigation and conduct of student discipline proceedings in cases which include an allegation of rape, acquaintance rape, sexual assault, domestic violence, dating violence, stalking and other sexual offenses or violence:

The student discipline policies and procedures of the *Honor Code* shall apply and be followed (see "Judicial Proceedings" in the *Honor Code*) with the following added stipulations.

1. The University's response is based on the complainant's desired outcome:
 - a. No Official Report – In a case where the student does not choose to officially report such an offense or incident to the dean of students, the complainant's option is honored. **Note:** Reporting by the complainant is strongly encouraged. University personnel must report criminal offenses under the Clery Act, sexual misconduct to the Title IX coordinator, and child sexual abuse (children are under 18 years of age) to the civil/criminal authorities.
 - b. Official Report and Request for Informal Investigation and Intervention – In a case where the student reports such an offense or incident to the dean of students and makes the request in writing that the respondent be confronted without formal judicial proceedings by the University, the complainant's option is honored when an informal (rather than formal) investigation and intervention are deemed appropriate by the dean of students. The complainant retains the right to request a formal investigation and judicial proceeding later. **Note:** Title IX requires the investigation of all alleged sexual misconduct.
 - c. Official Report and Judicial Proceeding – In a case where the student notifies the dean of students of such an offense or incident, verbally or in writing, and completes a written report of the offense or incident, the University conducts an official investigation and student discipline proceeding.
2. In all cases, including "no report" and "informal investigation," the University will take prudent and appropriate steps to ensure the safety of the student and the University community.
3. The standard of evidence in the investigation and conduct of student discipline proceedings in such cases is "preponderance of the evidence" (as contrasted with "beyond a reasonable doubt").
4. Institutional officials and personnel who perform the investigation and who conduct student discipline proceedings in such cases must be trained on how to investigate and conduct hearings in a manner that protects the safety and confidentiality of complainants, promotes accountability, and responds effectively to situations involving these offenses.
5. Covenant Sanctions (as listed in the *Honor Code*) may be imposed, as deemed appropriate, following a final student discipline determination that includes rape,

acquaintance rape, domestic violence, dating violence, sexual assault, stalking or other sexual offenses or violence.

6. Protective measures, in addition to *Honor Code* sanctions, may be taken by the University and/or imposed on the respondent to provide for the safety of the complainant and the campus community inasmuch as the steps or actions are available to the University, including but not limited to: no-contact or restraining directives; provision of increased campus security personnel in proximity to the complainant and/or the respondent; relocation of the complainant and/or the respondent in student housing to a more secure or supportive living area; and transfer to different sections of classes if available.
7. During any related meeting with the dean of students or other University person and/or during a student discipline proceeding, the complainant and the respondent are entitled to the same opportunities to be accompanied in the meeting or proceeding by a maximum of three advisors and/or supporters (e.g., parent, spouse, counselor, attorney, student or other advocate) of the person's choice. A support person or advisor, whether with the complainant or the respondent, may not speak in such a meeting except as allowed for at the sole discretion of the University person conducting the meeting or proceeding.
8. The student discipline proceeding must be prompt (as soon as practically possible), fair and impartial, which includes but is not limited to the following equally for the complainant and the respondent:
 - a. Adequate advance notice and a stated timeframe for meetings and proceedings;
 - b. Timely access to information used in the proceedings;
 - c. The opportunity to be heard and to present witnesses; and
 - d. A judicial hearing board that is chaired by and composed of individuals who have been trained.
9. The complainant and the respondent must be notified of the following in writing (which may include Point student email), separately and simultaneously:
 - a. The outcome of the judicial proceeding, including the sanctions (if any) and rationale for the result;
 - b. Appeal procedures for both the complainant and the respondent; and
 - c. Any change to the result, before or after it becomes final.
10. The investigation and student discipline proceedings will be completed in a timely manner, which will normally be within sixty (60) days from the initial official report of the offense or incident to the final result unless that time is extended for good cause with official notification to both the complainant and the respondent of the extension and cause.

The complainant's confidentiality is protected inasmuch as possible throughout the reporting, investigating and adjudicating processes in cases which include an allegation of rape, acquaintance rape, sexual assault, domestic violence, dating violence, stalking and other sexual offenses or violence, including but not limited to:

1. All conversations and meetings related to such a case are held in private areas.
2. The complainant's personally identifiable information is withheld by the University and its personnel, except on a need-to-know basis for the purposes of notification, investigation, student disciplinary proceedings, and provision of accommodations (such as a change of class sections). Personally identifiable information includes: a first and last name; a home or other physical address; information likely to disclose the complainant's location; contact information (including a postal, e-mail or Internet protocol address, or telephone or facsimile number); social security number, driver's license number, passport number or student identification number; and any other information that would serve to identify an individual, alone or in combination with known information (e.g., birth date, racial or ethnic background).
3. When University personnel (including student workers) forward information and reports regarding a crime or incident to the dean of students and the director of campus safety and security, which may include the complainant's personally identifiable information, all such communications are conducted in a manner that seeks to protect the confidentiality of the complainant inasmuch as possible.
4. The report of outcomes from student disciplinary proceedings excludes a complainant's personally identifiable information.
5. Permanent records and all resulting reports exclude the complainant's personally identifiable information.

Gender:

The interpretation and application of University policies, procedures and definitions as they relate to compliance with VAWA and other related federal statutes are made without gender distinctions (e.g., a male or a female may be the complainant, a male or a female may be the respondent).

Education of Students Regarding Awareness and Prevention of Sexual Violence:

In compliance with federal law and in the best interests of the University community, students are offered primary prevention and awareness education regarding rape, acquaintance rape, domestic violence, dating violence, sexual assault and stalking. New students are offered that education during their orientation to the University. Campaigns, special sessions and the distribution of information are conducted periodically for students in order to strengthen awareness and prevention of sexual offenses and violence.

The prevention and awareness education and information regarding rape, acquaintance rape, domestic violence, dating violence, sexual assault, stalking and other sexual offenses which are provided to the University's students include but are not limited to:

- A statement that Point University prohibits those offenses.
- The definition of those offenses in the state of Georgia.
- The definition of consent, with reference to sexual offenses, in the state of Georgia.
- Several safe and positive options for bystander intervention, which an individual may take to prevent harm or to intervene in risky situations.

- Preventive measures that individuals may take in order to avoid potential attacks.
- Recognition of signs of abusive behavior and appropriate responses.
- On-line and in person required learning through Everfi or other programs.

Pertinent Definitions (in alphabetical order):

These definitions are used by the University in awareness and prevention education and information, in investigations and in student discipline proceedings. They have been developed in accordance with the Official Code of Georgia Annotated (OCGA), Titles 16, 17, 19 and 24) and Section 304 of VAWA.

Acquaintance Rape – When a rape occurs between people who know each other, whether they have known each other for a length of time or have just met.

Consent – An affirmative, conscious and voluntary agreement – indicated clearly by words or actions – by a person of age to engage in behavior, actively or passively, with another person. Consent cannot be given by a person who is: under the influence of alcohol or drugs (legal or illegal), unconscious, under the age of 16, physically or psychologically pressured or forced, frightened, intimidated, mentally or physically impaired, mentally or physically incapacitated, beaten, threatened, isolated, or confined. *[see OCGA, Title 16, Chapter 6, Sexual Offenses]*

Dating Violence – When any felony or offense of battery, simple battery, simple assault, sexual assault, stalking, or unlawful restraint is perpetrated or threatened between members of an unmarried couple within the context of dating or courtship, whether on a first date or in an established relationship.

Domestic Violence – When any felony or offense of battery, simple battery, simple assault, sexual assault, stalking, criminal damage to property, unlawful restraint, or criminal trespass is perpetrated between past or present family members or other persons living in the same family household. *[see OCGA, Title 19, Chapter 13, Family Violence]*

Fondling – When a person makes physical contact with the intimate parts of the body of another person. The intentional fondling of another person without the consent of that person or of any child under the age of 16 constitutes sexual battery. If occurring in public, a lewd caress or indecent fondling of the body of another person constitutes public indecency. *[see OCGA, Title 16, Chapter 6, Sexual Offenses]*

Incest – When a person engages in sexual intercourse or sodomy with a person to whom he or she knows he or she is related either by blood or by marriage, whether forcible or non-forcible, as follows: (1) father and child or stepchild; (2) mother and child or stepchild; (3) siblings of the whole blood or of the half blood; (4)

grandparent and grandchild; (5) aunt and niece or nephew; or (6) uncle and niece or nephew. *[see OCGA, Title 16, Chapter 6, Sexual Offenses]*

Preponderance of Evidence – “Preponderance of evidence” means that superior weight of evidence upon the issues involved which, while not enough to free the mind wholly from a reasonable doubt, is yet sufficient to incline a reasonable and impartial mind to one side of the issue rather than to the other. *[see OCGA, Title 24, Evidence]*

Rape – When he has carnal knowledge of a female forcibly and against her will (i.e., without consent) or a female under the age of 16. *[see OCGA, Title 16, Chapter 6, Sexual Offenses]*

Sexual Assault – The category which includes forcible or nonforcible rape, sodomy, aggravated sodomy, sexual battery, and aggravated sexual battery. *[see OCGA, Title 17, Article 4, Investigating Sexual Assault]*

Sexual Battery – When a person intentionally makes physical contact with the intimate parts of the body of another person without the consent of that person. Aggravated sexual battery includes use of a foreign object. *[see OCGA, Title 16, Chapter 6, Sexual Offenses]*

Sodomy – When a person performs or submits to any sexual act involving the sex organs of one person and the mouth or anus of another. Aggravated sodomy includes force and is against the will of the other person (i.e., without consent). *[see OCGA, Title 16, Chapter 6, Sexual Offenses]*

Stalking – When a person engages in a knowing and willful course of conduct directed at a specific person that follows, places under surveillance, contacts the other person without his or her consent (or causes others to contact, in violation of a judicial order) – whether in person, in writing, or by electronic, digital, or other means – establishing a pattern of harassing and intimidating behavior which serves no legitimate purpose, which may or may not include an overt threat of death or bodily injury, and that would cause a reasonable person (under similar circumstances and with similar identities to the complainant) to: fear for his or her safety or the safety of a member of his or her immediate family; or suffer substantial emotional distress. *[see OCGA, Title 16, Chapter 6, Sexual Offenses]*

Statutory Rape – When a person engages in sexual intercourse with any person under the age of 16 years and not his or her spouse. *[see OCGA, Title 16, Chapter 6, Sexual Offenses]*

Statement of the Rights of Complainants (summary):

The following rights shall be accorded to a complainant who alleges being sexually assaulted by rape, acquaintance rape, sexual assault, domestic violence, dating violence, stalking or other sexual offenses or violence (hereafter “sexual offense”):

1. The right to report or not to report a sexual offense to the criminal and civil authorities of the jurisdiction in which the crime or incident occurred, including the cooperation and assistance of University personnel in notifying the proper authorities when requested by the complainant.
2. The right to report or not to report, a sexual offense to the appropriate University entities – such as Human Resources for employees and Student Life for students – including the cooperation and assistance of University personnel in notifying the proper University authorities when requested by the complainant. **Note:** Reporting by the complainant is strongly encouraged. University personnel must report criminal offenses under the Clery Act, sexual misconduct to the Title IX coordinator, and child sexual abuse (children are under 18 years of age) to the civil/criminal authorities.
3. The right to request or not to request that a sexual offense be adjudicated by the appropriate University entities – such as Human Resources for employees and Student Life for students – including the cooperation and assistance of University personnel in making or not making that request as determined by the complainant. **Note:** Title IX requires the investigation of all alleged sexual misconduct.
4. The right to confidentiality of the complainant's identity inasmuch as possible throughout the reporting, investigating, and adjudicating processes and in University records and reports.
5. The right to seek medical assistance, including a medical examination, with the cooperation and assistance of University personnel in securing transportation from the proper authorities when requested by the complainant. **Note:** The University is not responsible for any medical and/or transportation expenses.
6. The right to cooperation from University personnel as the complainant collects and maintains evidence related to a sexual offense.
7. After a sexual offense has been reported, the right to request necessary and reasonably feasible steps or actions by University personnel to protect and accommodate the complainant, such as assistance in changing academic, living, transportation and working situations inasmuch as the steps or actions are available to the University.
8. The right to receive or not to receive counseling and support from any services previously established by the University as requested by the complainant.
9. The right to prompt, fair, and impartial disciplinary proceedings by University personnel, including but is not limited to: (a) adequate advance notice and a stated timeframe for meetings and proceedings; (b) timely access to information used in the proceedings; (c) an ability to have others present for advice and support; (d) an opportunity to be heard and to present witnesses; (e) a hearing board that is chaired by and composed of individuals who have been trained; (f) notification in writing of the outcome of the disciplinary proceeding; (g) an ability to appeal the outcome as

the complainant; and (h) notification of any change to the outcome, before or after it becomes final.

Safe Haven Status:

“To encourage reporting of alleged sexual misconduct, relationship violence, stalking violations, and any other VAWA issues, neither complainants or witnesses will face judicial action by the university, if they were in violation of university policies during the time the alleged incident occurred. Additionally, respondents will not face judicial action for violations of other university policies during the time the alleged incident occurred provided that the violations were not a direct cause of the alleged incident. For example, if the respondent provided alcohol or drugs to the complainant to cause the alleged violation, the respondent may face additional action.

Appendix B: Substance Abuse Program

Statement of Philosophy and Purpose

Point University is dedicated to promoting and preserving its integrity for the benefit and welfare of all students. Consistent with that goal, Point University has established the following substance abuse program. Through this program, Point University desires to educate and communicate a clear message of non-tolerance to its students about substance abuse in a positive, forceful and straightforward manner. Studying at Point University is considered a privilege and substance abuse is considered an abuse of this privilege.

The program and policy will affect and include all students. For the purpose of clarity; “student” will be defined as:

- a. Any person enrolled in classes at Point University, either full-time or part-time, in any of the university’s programs.
- b. Any person living in Point University housing with the intent to enroll.

Objectives

The objectives of the Point University substance abuse program include, but are not limited to:

1. Encourage abstinence from the use of illegal substances among the student body at Point University.
2. Support the goal of education at Point University – growing every student:
 - a. **Spiritually** – in a faith relationship with Jesus Christ.
 - b. **Intellectually** – thinking critically and effectively communicating competencies.
 - c. **Socially** – living respectfully in community.
 - d. **Physically** – developing lifestyles advantageous to good health.
 - e. **Professionally** – becoming equipped to pursue a vocation.
3. Provide educational experiences in order to have informed students who are aware of the consequences of substance abuse.
4. Institute a testing program to detect possible use of banned drugs.
5. Provide a resource list of intervention programs which have support systems for rehabilitation and educational awareness.
6. Retain students by encouraging them to accept the responsibilities and consequences of the use of illegal substances.

Prohibited Drugs

Any drug which is procured illegally or is prohibited by law, including the sale, purchase, or possession of said drug, is prohibited by Point University. Drugs obtained by medical prescription or purchased over the counter, if used inappropriately, are also prohibited.

No officer, employee or agent of Point University may supply any student with any drug or substance which may endanger the health of the student. Personnel cannot encourage or induce any student to use prohibited substances except as prescribed by qualified medical personnel for treatment of the student.

Special Conditions

1. Any student legally *charged* with the sale, purchase, transfer, distribution, or possession of an illegal substance will be suspended from Point University until he or she is cleared of those charges. The student will be held accountable to the University through the University judicial system.
2. Any student *convicted* of the aforementioned charges will be immediately dismissed from the University and all financial aid will be terminated at the end of the semester in which the conviction occurs. The student will be held accountable to the University through the University judicial system.

Policy

All students are required to adhere to the conditions of the screening and testing program as a result of being considered a student at this institution. The department of Student Life reserves the right to require testing by an individual student when use of illegal substances is suspected. All persons tested are subject to observation. The results of this test would follow the written procedures under the Test Results section.

Student athletes at Point University are subjected to random testing as part of the Athletics program. The random selection is facilitated by the East Alabama Medical Center and communicated to the Associate Dean of Students or dean of students in his/her absence. The screening procedure is the same as is outlined below. Because student athletes are selected randomly, they could be subject to testing more than once a year.

Any self-report or positive test will be reported to the associate dean of students or dean of students in his/her absence, facilitating the discipline process. The student will be held accountable to the consequences of a positive test result as outlined in this document. Confidential drug test results will be kept on file for the entirety of the student's college career. All disciplinary violations and consequences related to illegal drug use are treated as cumulative.

Screening Procedure

1. The student is notified that he or she has been selected for drug screening.
2. The student is provided a “screening request” form indicating chain of custody and payment details. The student will need to present this form, along with 2 forms of identification (one must be their Point University student ID) to the drug screening facility to release results to Point University.
3. The student will present him or herself at the time and location outlined in their notification letter.
4. The screening facility will return the results to the Associate Dean of Students or Dean of Students in his/her absence.

Safe Haven Clause

If a student wishes to address any substance use or abuse before he or she is selected for testing, that person will be allowed safe haven. A student may request a safe haven via the Dean of Students, or one of the assistant dean of students. A safe haven will be granted only *one* time during a student’s career at Point University. If a student has previously received a positive test result, a safe haven may not be requested. In good faith that the student requesting safe haven desires to mature beyond substance abuse, the student will not be suspended from extra-curricular activities or athletic team participation during this period.

In this case, the student will be required to complete a combination of supportive accountability (counseling, personalized mentoring, spiritual accountability etc.) measures as outlined in the Point University Discipline Process, however punitive measures will not be enacted. At an undisclosed date the student will be required to provide a follow-up drug screening, at the student’s expense, from a partner drug screening facility. The student will be contacted by a Student Life discipline adjudicator communicating when the screening results are requested. Failure to provide test results by the date and time indicated in the communication will be considered a *positive* test result.

If this random test is *negative* after completion of the safe haven procedure, the student is eligible to return to a good standing status. If this random test is *positive* after completion of the safe haven procedure, the student will be given a first positive test result and be disciplined accordingly.

Test Results

Failure of the student to cooperate with the testing procedure by not appearing for the testing process within the allotted time, not producing a sample, or attempting to falsify, alter or destroy the sample will be equivalent to a “positive” test result.

Whenever a *negative* test result is reported, the steps below will be followed:

1. The testing agency will report the result of the test to the associate dean of students or the dean of students in his/her absence or his/her designee.
2. The student will be notified of the results of the test.

3. A test result of “Dilute Acceptable” will be cause for student to be retested at Student Life’s discretion.
4. If student is retested and test result is “Dilute Acceptable” for a second time, student can be retested at Student Life’s discretion via a blood or hair follicle test.

Whenever a *positive* test result is reported, the steps below will be followed:

1. The testing agency will report the result of the test to the associate dean of students or the dean of students in his/her absence or his/her designee who will notify the athletic director, or his/ her designee.
2. The student will be notified of the results of the test and a meeting time will be set to begin the steps of the consequences of a positive test result.
3. The student has the opportunity to verify the validity of the test results, or request confirmation of the test results from the laboratory.
4. A test result of “Dilute Substitution” will be considered tampering and the student will go through the discipline process

Consequences of a Positive Test Result

First “positive” test result will be treated as a double-major offense as outlined in the Point University Discipline Process.

Second “positive” test result will result in the suspension of the student as outlined in the Point University Discipline Process.

Appeal Process

A student has the right to appeal any disciplinary decision imposed by the university. Proper procedure for appealing disciplinary decisions is outlined in *The Point University Discipline Process* found in *The Point Community Honor Code*.

Reinstatement Process

A student may apply for reinstatement of full participation and financial aid eligibility after the completion of a full semester without financial aid. If reinstatement is granted, financial aid may be reinstated at the beginning of the next fall or spring semester. Participation in extra-curricular activities, however, will be reinstated no less than one calendar year from the date of the suspension of such activities, and must be accompanied by a negative test result at the point of reinstatement (The student is responsible for the cost of any testing). A *positive* test result at the point of reinstatement will result in immediate and permanent termination of all financial aid, and possible suspension of the privilege to study at Point University.