

Point University

Honor Code



Dear Students, Faculty and Staff,

As the 2024-25 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 distinctive 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 2024-25 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 twentieth 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
 - d. Grow in biblical knowledge
2. Intellectually: Point seeks to encourage students to
 - a. Think critically
 - b. Communicate effectively, both orally and in writing
 - c. Demonstrate competence in the arts and sciences
3. Socially: Point seeks to encourage students to
 - a. Respect cultural diversity
 - 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.

Accreditation & Authorizations

Refer to the Catalog for this information. The Academic Catalog can be found at <https://point.edu/academics/catalogs/>.

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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.

McKinney's Coffee House and Point Campus Store

Point University's Campus Store has everything you need from textbooks and supplies to apparel and campus living. You can buy or rent print or digital textbooks, grab a comfy 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 <https://pointugear.com/>. The coffee shop is open Monday through Friday from 8 a.m. to 2 p.m.

Counseling

Both traditional and online students can access free tele-counseling through [Virtual Care](#). Other than very few exceptions, which will be covered during intake, counseling services are completely confidential.

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 for considering suicide, the student 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 should contact Career Services for employment information for both on and off campus.

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.

Career Guidance

Skyhawk Career Services is a comprehensive hub designed to assist students and alumni in navigating the crucial decisions they face upon graduation. Located in the Lanier Academic Center, Room 147, the center provides a range of workshops, seminars, and resources to empower individuals in their career development journey. Skyhawk Career Services conducts information workshops and seminars covering essential topics such as job interview skills, resume preparation, making career choices, and applying for graduate school. These sessions are tailored to equip students and alumni with the knowledge and skills needed to thrive in the professional world. For

inquiries and appointments, individuals can reach out to Skyhawk Career Services via email at career.center@point.edu.

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 I.D. to enter the Dining Hall or select food for meals; all other individuals may purchase meals in the Dining Hall. 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. Please [click here](#) for more information.

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 from the list below:

- Contact Tiffany Jackson to reserve the Board Room
- Contact Lee Murray to reserve a conference room
- Contact Hannah Lockridge to reserve a classroom
- Contact Elsie Widener for campus visits and tours
- Contact Mikayla Pinchom for The Hub and Hub conference room

Classrooms

Classrooms are for regular class use and assigned group study. On occasion, they are open 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 Scott Fine Arts Center. Hours are posted outside the lab.

Laundry

Laundry facilities are provided at no cost to our residential students and are included in each facility. **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.**

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 funds leveled through semester fees.

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 Resident Assistant (RA), or the RA 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 residential students are required to have health insurance. At the beginning of each semester, students will be asked to provide confirmation of medical/health insurance that covers emergency and medical care.

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 in West Point.

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 Help Desk and the Computer Lab in one shared location on the first floor of the Lanier Academic Center. If you'd like to learn more about the services offered at Point University, please [click here](#).

Lost and Found

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

Mailroom

Postage stamps may be purchased from the University Mailroom during operation hours. The mailroom is open 8 a.m. to 4 p.m. 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 to ensure parking and transit services operate efficiently.

Parking

Students and employees should not park in reserved or restricted areas in front of the LAC on 10th Street or 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 in the surrounding community. The Capital City Bank parking lot across from the Scott Fine Arts Center, any Batson-Cook, Copper Moon, or other privately owned parking areas are not to be utilized by Point students or employees. Vehicles will be towed at the owner's expense from these locations.

The parking lot on the west side of the Lanier Academic Center is restricted to faculty and staff only with faculty/staff parking decal from 7:30 a.m. to 5 p.m. When visiting the Lanier Academic Center, all students will park in the Point community parking lot or in the parking area designated for their housing unit. The Point community parking lot is located adjacent to North Second Street behind the Batson Cook store and across from The Nest.

Residential Students

Students residing on campus will park in the lot assigned to each residence hall (see below).

- *The Living Learning Community (LLC)*: LLC gated parking lot
- *The Lofts*: Point community parking lot (1401 North Second Avenue)
- *The Nest*: Point community parking lot (1401 North Second Avenue)
- *The Summit*: Point community parking lot (1401 North Second Avenue)
- *Hawk Refuge*: Rear parking area and adjacent parking lot located on 1201 North Second Avenue.
- *Skyhawk Landing*: Skyhawk Landing parking lots
- *Townhomes*: Parking spaces in back of the building

Students may park in designated parking areas or public parking spaces but should be mindful of the time restrictions.

Due to limited parking spaces, citations will be issued for parking violations and fines will be assessed. Vehicles are subject to being towed at the owner's expense upon receiving the fourth or subsequent violation.

Citations may be given for any violation with mandatory fines. Fines are as follows:

- First Violation: \$25.00
- Second Violation: \$50.00
- Third Violation: \$75.00
- Fourth Violation: \$100.00 and vehicle subject to impoundment at owner's expense

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.

Towing fees are as follows:

\$150.00 minimum with a maximum fee of \$275.00 (an additional \$25 will be added if the vehicle key is not available).

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

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

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

Commuter Students

All commuters are required to park in the Point community parking lot located in the 1400 block of Second Avenue.

Traffic and Vehicle Policies

The privilege of operating a vehicle is extended to all students who have demonstrated maturity and responsibility and who observe the following traffic and vehicle regulations. The University will not be responsible for any personal or public liability due to a 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. 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.

General Guidelines

1. The speed limit on campus is 10 miles per hour.

2. Parking decals should always be affixed to the inside lower driver-side corner of front glass. Lost or damaged 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. Residential students may park only in areas assigned to their housing location.
6. All spaces reserved for faculty, staff and handicapped individuals are to remain free for those people at all times.
7. 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.
8. 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.
9. 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 students 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.

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 West Point Gym, Valley Field House, and the Lanier Academic Center (on Fourth Avenue between the LAC and SFAC). The shuttle starts running at 7 a.m. Monday through Friday.

Scholarships and Financial Aid

For Financial Aid information, please [click here](#).

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 the Student Billing & Payments Office must be completed and approved. The Student Services area is located on the first floor of the Lanier Academic Center.

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 2024-25 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 residence 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. Apartment-style two-bedroom, one-bathroom units with kitchen and living area.
- *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.
- *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.
- *Skyhawk Landing*: Located within walking distance of the Lanier Academic Center, this suite-styling area provides private bathrooms for each room, along with access to a common kitchen and lounge area.
- *Townhomes*: Located within walking distance of the Lanier Academic Center, these townhomes are four-bedroom/five beds with two and a half baths and a common kitchen and living area.

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 minimum 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. 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.

Students enrolled full-time (six or more credits) in a Point University online graduate program, and under the age of 26, and on athletic/talent scholarship, are permitted to live in campus housing. They are held to the same expectations, charges and sanctions listed above.

Exceptions to the housing policy are granted to students who are 26 years of age or older, married, have custody of minor 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 are removed. If a student falling 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.

The following minimum meal plans are required for residential students:

- All residential freshman (those with 0-29 credits) must carry a minimum of the 15-meals per week plan. This requirement will be waived once they have lived on campus for two whole semesters. At that time, they must follow the requirements for sophomores.
- All residential sophomores (those with 30-59 credits) must carry a minimum of the 10-meals per week plan. There is no waiver for this requirement.
- The five-meals per week plan is reserved for commuter students or residential students who have earned a minimum 60 credits.

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 will 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. 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 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 11 p.m. through 10 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 kept clean and neat at all times. Cleanliness checks will be conducted by an RA and will be announced a minimum of 24 hours in advance. These checks can be monthly, bi-weekly, or even weekly as needed. Health and safety inspections to address fire, safety, or health concerns will be conducted by Student Life staff and security 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). If a professional Student Life staff or security personnel have evidence which provides probable cause that contraband is currently present or has been present in the recent past, a room search may be conducted. If the occupants of the room are not present at the time of the search and contraband is discovered, a notification will be left to contact the Chief of Security regarding the search.

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 are not permitted in campus housing.

Students who wish to hang items on the walls may use any stick-on type of material, such as poster putty or small “finishing” nails; however, extreme care should be exercised as any damage 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 and 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 always be kept clear. 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 Resident Assistant (RA) for the area. In urgent situations, a resident may contact the Student Life Office during business hours or call the RA 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
- 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 an RA.
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 check-out 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 by noon on the day following the last day of final exams. Graduates may remain until noon on the day following graduation.

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 for 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 an RA.
2. Notify RA 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 it 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 RAs 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 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 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 Offenses = 1 Major Offense

3 Major Offenses = 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 three to five years. In these cases, the adjudicator will clarify if the student has also been banned from campus, and the length of the suspension.

Minor Offenses include, but are not limited to, the following:

- Missed cleanliness checks
- Quiet hour violations
- Visitation violations within 60 minutes of posted hours
- Being in the bedroom instead of communal areas when sexual activity is not suspected
- Cleanliness violations/leaving trash in communal areas
- Most housing-related violations, including failure to participate in fire drills
- Missing mandatory meetings (hall and all campus)
- Tobacco
- Inappropriate decorations
- Rude/inappropriate behavior to others (students, faculty/staff, community, visiting sports teams, etc.)
- Four parking violations
- Minor theft or intentional destruction of property (\$499 value or less)

Major Offenses include, but are not limited to, the following:

- Possession/consumption of alcohol on campus, possession of alcohol paraphernalia, or being under the influence of alcohol on campus
- Possession or use of weapons
- Sexual activity/co-habitation (overnight guests of the opposite sex or someone with whom the individual has a romantic connection or relationship) and visitation violations of more than 60 minutes of posted hours. Please note, Point University does not allow those with a romantic connection/relationship to live together. Residential students must abide by all visitation policies when having guests they have a romantic connection/relationship with in their living area/room/apartment. The University reserves the right to separate roommates when they have reasonable cause to believe the students have a romantic connection/relationship.
- Elevated or aggressive faculty or staff disrespect, hindering or falsifying information during an investigation
- Refusal to complete disciplinary consequences
- Five or more parking violations
- Major theft, or intentional destruction of property (\$500 - \$1,000 in value)
- Physical altercations
- Hazing or bullying behavior

Double Major Offenses 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 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

First Major: Three consequences from the categories below

Second Major or Double Major: Five consequences from the categories below

1. Financial

- a. First offense is a \$500 sanction: the student can 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. 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 can 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. Financial aid may not be used to pay off disciplinary fines.
- c. A 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, or 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 six to nine 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.
- Dismissal from campus community: At this stage a student is banned from University property or events; however, they may continue their studies as an online student.
- Suspension: 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 Associate Dean of Students over discipline. (Mr. Illya Lawrence at Illya.Lawrence@point.edu)

- Discipline cases adjudicated by the Associate Dean of Student may be appealed to the Dean of Students. (Ms. Laura Schaaf at Laura.Schaaf@point.edu)
- Discipline cases adjudicated by the Dean of Students may be appealed to the Faculty Judiciary Committee.

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 with 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, at 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 informs the student of their options.

Students who are required to take 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 Students' decision to an administrative committee comprised of representatives of the following disciplines:

Chief Academic Officer: Jon Ernstberger

Faculty Judiciary Representative: Wye Huxford, Dean of the College of Biblical Studies and Ministry

Mental Health Representative: Dr. Gregory Moffatt, Director of the Counseling Center

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

Residence Halls

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 damage 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.

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 damage is 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.

Residential students must contact their RA and register any guests, via their eRez portal, who are not affiliated with the University. Overnight guests must be registered a minimum of 24 hours in advance, be of the same sex, and be over the age of 13. Students are limited to four nights a semester in which they can have an overnight guest (Four total nights, not four nights per guest). If the guest will be parking a car on campus, they must first receive a guest parking pass from the Security Office. 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 sex, or someone with whom they have a romantic connection/relationship, 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 year which need to be repaired or replaced in your living area. If you have a non-emergency request, contact your RA, 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 RA, or find an on-duty RA Monday through Thursday from 6 to 11 p.m., and they will contact the appropriate on-call person.

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, nor do they allow students who are married or who have romantic connections/relationships to live together. However, we also recognize the need for, and importance of, reasonable visitation opportunities. To that end, the following visitation opportunities are provided:

- Beginning fall '24, the entire campus will have visitation on Monday through

Friday evenings from 7 p.m. to 11 p.m. and Saturday and Sunday from 12 p.m. to 8 p.m. The RAs and Security Office will be doing rounds in all of the buildings during this time. Whenever guests are visiting the room of someone of the opposite sex, they must be registered as a guest on the hall and their room door must remain open with lights on. In apartment-style living areas, common areas (living room, dining room and kitchen) are open to visitation. Guests are not allowed in the bedrooms. In addition, the guests must still be registered and the wooden door hanger, which denotes a guest is inside the apartment, must be placed on the outer door handle.

- In suite-style and traditional dormitory living areas, including Hawk Refuge, the Lofts, the Summit, Skyhawk Landing and the Nest, rooms are open to visitation weekly when the RA 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 7 p.m. to 11 p.m. During open dorm, students must sign their guests in with their RA 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 a significant visitation violation and are a major offense.

Co-Curricular Opportunities

Intramurals

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.

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 be a great athlete to participate.

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:

The Gathering

Held on Sunday nights throughout the academic year, The Gathering is a student-led organization which exists to create a Christ-centered community through fellowship,

worship, and preaching. This group always presents The Huxie Awards. This group is open to all students and meets twice a month.

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.

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.

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.

Resident Assistants

Resident Assistants work for the Student Life Office in a variety of ways, including supervision of all living areas. RAs 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 Effective Thinking class and provide support and encouragement to new students throughout their first semester at Point.

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 organizations must fall in line with the mission, vision and behavioral expectations of the University and receive the approval of Student Life 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. 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.
7. Any student organization which creates a spirit of exclusiveness or division will be dissolved.
8. All organization officers must meet eligibility standards.
9. 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 hours at any one time.
- Student drivers may not drive more than four 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 always have a very public presence on campus. 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 Office, 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 Dean of Students or Associate Dean of Students to resolve the issue later.

In accordance with the Campus Security Act, criminal activity on campus is reported each year through material available on the website. 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.
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, always keep your doors locked. 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. 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 the Rave Alert system to alert students, faculty, and staff of emergency situations on campus. The system is an 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.

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.

Criminal or Health Emergency

In the case of a criminal or health emergency, immediately call 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 Resident Assistant (RA) 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 RA 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 manager 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. 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 housing staff (Resident Assistant) 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. 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 indicates the student may be considered endangered or at risk, notifications to appropriate University staff members and Campus security will be made immediately.

2. The Dean and/or Associate Dean of Student Life or designee will determine who shall notify the student's emergency contact. Security shall take the necessary steps to secure resident students living quarters as well as conduct initial interview with necessary or relevant dorm members.

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 EVERFI. 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; 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 RAs 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 must 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 The Covenant for a 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 Resident Assistants 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 by referring to the Faculty Judicial Hearing Board.

- a) The Faculty Judicial Hearing Board is chaired by the Dean of the College of Biblical Studies and Ministry or someone he or she appoints.
 - b) The board is composed of the Dean of the College of Biblical Studies and Ministry and two faculty members appointed by the Chief Academic Officer.
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. 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. 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*.

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.

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 Point University.

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. Push pins must be used on bulletin boards, no staples allowed.

On-campus Organizations

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 a 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) 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.

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 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 Disability Services Office 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.

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 Disability Services Office 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 Disability Services Office is guided by:

- *The Point University Honor Code*
- 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 Disability Services via email at 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. Please use this link for more information on Disability Services: <https://point.edu/academics/academic-support/disability/>. You can contact Disability Services via email at Disability.Services@point.edu.

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 *Safehaven* 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. 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, 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. Please use this link for additional information:
<https://catalog.point.edu/policy/academicrecords/ferpa>.

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, sex, 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, sex, 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%-.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)
- Drivers 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 of 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) and 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 sexual 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, RA, 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.

Sex:

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 sex 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 complainant 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 afore-mentioned 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 with 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 a student is retested and the 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.