



GENEVA
COLLEGE

EST 1848

Pro Christo et Patria

STUDENT
HANDBOOK

2023 - 2024

INTRODUCTION



College is a unique time in a student's life. It is a time of great growth, development, and maturation. Ideally, it is a time of great memory-making and learning! But, growing and leaning into adulthood can come with many decisions, questions, and even challenges. Mistakes will be made, lessons will be learned, and wisdom will be gained as a result.

My heart's desire for you as a student at Geneva College is that you will embrace all that coming to college here has to offer, and not just for job placement after graduation (although we are excited and committed to that end), but to also becoming a person of character, standard, excellence, and Christ-likeness.

Below, this Handbook outlines a set of standards and guidelines that shape our Geneva College community. We believe that to thrive as people in a living and learning community we must understand what rights and responsibilities exist for the members within. We hold ourselves to a high standard, but one steeped at all times in grace, patience, and Christ's love as our end is always wisdom, spiritual growth, and love of neighbor. By entering a community such as Geneva College, it is important to understand that you will receive only as much as you choose to invest. You will grow only as much as you allow yourself to be pruned. You will only become wise when you see your learning as more than a grade at the end of the semester.

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

Storm on,

A handwritten signature in black ink that reads "Jamie R. Swank". The signature is written in a cursive, flowing style.

Jamie R. Swank, J.D., M.A.
V.P. and Dean of Student Development

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STUDENT DEVELOPMENT OFFICES

These offices and their teams are here to help you during your time at Geneva College. Throughout the book this section will be referenced.



Center for Calling & Career

Krista Autrey, Director
Sarah Faulkner, Assistant Director

Phone: 724-847-6572

Email: calling@geneva.edu

Services include: career coaching, job /internship search strategies, mock interviews, assessments, workshops



Center for Student Engagement

Becky Case, Director
Kristen Slebodnik, Coordinator
Kevin Donaldson, Coordinator

Phone: 724-847-6644

Email: cse@geneva.edu

Services include: events, clubs and organizations, student leadership development, welcome week, adventure learning and quest trips, community engagement, service learning, multicultural student services



Residence Life

Kelsey Murphy, Director
Bridgette Hinzman, Coordinator

Phone: 724-847-6642

Email: housing@geneva.edu

Services include: Housing, student conduct, facility maintenance requests, 24 hour emergency support, community life



Health & Counseling Services

Amy Solman, Director
Beth Carlson, Health Director

Counseling Phone: 724-847-4081

Email: ALSolman@geneva.edu

Health Phone: 724-847-6666

Email: healthservices@geneva.edu

Services include: Counseling, groups, urgent/limited primary care health services



Student Success Center

Matt Chubb, Director

Phone: 724-847-5005

Email: ssc@geneva.edu

Services include: academic coaching, tutoring, study strategies, accommodations for students with disabilities.



Campus Ministry

John Wilhelm, Director

Phone: 724-847-5005

Email: jmwilhel1@geneva.edu

Services include: discipleship groups, Bible studies, one on one mentorship, Fellowship of Student Athletes, CCO collaboration

PURPOSE OF HANDBOOK



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

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

Geneva College has programs that serve different student populations. Policies described in this student handbook are specific to undergraduate students currently enrolled at Geneva College. Please inquire of the Vice President and Dean of Student Development and/or Provost if you have questions about how a policy applies in a particular situation.

The College reserves the right to make changes to this handbook as necessary and once those changes are posted online, they are in effect.

Students are encouraged to check online for the updated versions of all policies and procedures at www.geneva.edu/student-life/vp/student-handbook

GENEVA COLLEGE CULTURE

There are so many things that make Geneva unique and give it a distinct cultural identity. Check out the website for more information on the history and traditions. This section provides a brief overview of the Geneva College culture.

Our History

Geneva College has been providing academically excellent, Christ-centered and affordable education to students for nearly 170 years. Since opening its doors on Thursday, April 20, 1848, the college's dedication to educating students—traditional, adult learners and graduate—earned Geneva a well-deserved reputation.

Our Mission

"Geneva College is a Christ-centered academic community that provides a comprehensive education to equip students for faithful and fruitful service to God and neighbor."

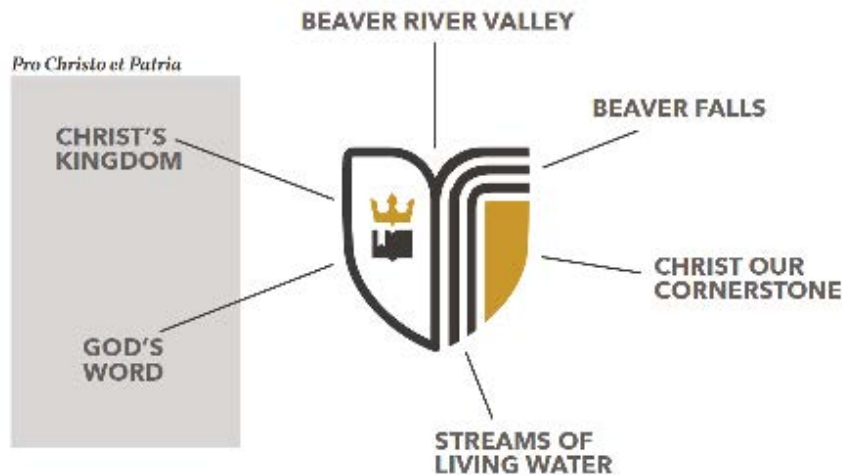
Our Vision

"Geneva College will be known nationally for advancing integration of faith and learning under Christ and His word, preparing students for courageous engagement throughout their life's work."

Religious Heritage

Geneva College was founded and is governed by the Reformed Presbyterian Church of North America (RPCNA). Geneva's worldview acknowledges Christ's kingship over every aspect of His creation. Thus, a Geneva education emphasizes the connection between the Christian faith and every academic, athletic and student activity.

New Logo as of Summer 2022!



GENEVA *isms*

Terms and abbreviations you'll need to know.

GRS Geneva Reading Series	JWC John White Chapel, located in Old Main
CCC Center for Calling and Career	MGN My Generation Night <i>Students perform the music that defines their generation</i>
CSE Center for Student Engagement	Immersion Trips Spring Break service-learning and adventure trips offered through the Center for Student Engagement
FYE First Year Experience	RD Resident Director: full-time staff member who oversees a residence hall
L&T Learning and Transition <i>Every freshman must take this seminar-style course</i>	Flex Points Money in your account (accessed with your ID card) that buys snacks and drinks in the Riverview, Brig, and local places like Papa John's
IM Intramurals	Upper Room A weekly student-led praise service
Turbo The name of both our tornado mascot & our campus cat	Crossroads The study abroad and international student office
Brig Brigadoon, a dining choice for students <i>Located in the Student Center</i>	SSC The Student Success Center provides academic tutors and supports students
Alex's Alexander Hall, the campus dining hall	GA Graduate Assistants: staff members that are in a graduate program and work in offices around campus
RP Reformed Presbyterian	----- ----- ----- add your own
Calling/Vocation More than just a job	
Worldview The lens through which we view the world	
Poli Sci Political Science course that every student takes	
FCA Fellowship of Christian Athletes	
S&E Science and Engineering Building	
BFCAT (" <i>biffcat</i> ") Beaver Falls Coffee & Tea Company <i>Coffee shop across the street from Alex's</i>	

Core Values

Geneva College has six Core Values that are the "how" behind everything we do as a college. They serve as guiding principles for our faculty, staff, and students.



With Christ as King and under scripture, we:

- 1. Serve with grace**
- 2. Pursue Godly wisdom**
- 3. Foster academic strength**
- 4. Engage culture faithfully**
- 5. Inspire vibrant hospitality**
- 6. Honor one another**



Where did the name "Golden Tornadoes" come from?

Since its construction in 1881, Old Main stood peaceful and majestically on the slopes of Geneva's campus. Unfortunately, 33 years later, the building's peaceful demeanor was changed in an instant! In 1914, a tornado came tearing through campus, ripping off Old Main's golden-shingled roof and giving origin to the name "Golden Tornadoes" in Geneva's history. Little did anyone know that a small catastrophe could lead to such a large legacy for future generations, as the Golden Tornado is now our official mascot!

Here are two of Geneva's faith traditions that have been part of our identity since the beginning.

Sunday Sabbath

The College honors the Fourth Commandment. In the New Testament era, the day of observance changed from the 7th day to the 1st day of the week (Sunday), and is referred to in Scripture as the Lord's Day. **Geneva College believes that God has given His people the gift of the weekly Lord's Day in which people are given rest from their usual labor and the opportunity to engage in public worship.** Therefore, as much as possible, the College orders its affairs such that faculty, staff, and students are not required to work on the Lord's Day. Works of necessity (e.g., food service, security) and works of love and mercy are recognized as a legitimate activity on the Lord's Day. However, classes, organized athletic competitions, programmed student activities and the like are not scheduled. In addition, College offices and the library, will be closed on the Lord's Day.

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

For policies regarding student trips that fall over a Sunday please see Section VIII Geneva Student Policies: Student Travel.

Weekly Chapel

As part of the educational mission of Geneva College, a weekly service is conducted on **Wednesdays from 10:10-11:05 a.m.** for the entire college community. This time provides an opportunity for the campus to gather together to praise God, hear His word, and seek His direction. Attendance is mandatory for students. Faculty and staff are encouraged to participate, and campuses offices are closed during the Chapel hour.

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

Fourth Commandment:
"Remember the Sabbath day, to keep it holy. Six days you shall labor, and do all your work, but the seventh day is a Sabbath to the Lord your God. On it you shall not do any work, you, or your son, or your daughter, your male servant, or your female servant, or your livestock, or the sojourner who is within your gates. For in six days the Lord made heaven and earth, the sea, and all that is in them, and rested on the seventh day. Therefore, the Lord blessed the Sabbath day and made it holy." Exodus 20: 8-11



For policies regarding chapel attendance see Section VIII Geneva Student Policies: Chapel.

STUDENT SERVICES

Lost and Found

Lost Something? Lost and found articles may be claimed in the Student Development Office in the Student Center, the Library Reception Desk in McCartney, the equipment room in Metheny Field house, and the Campus Security office.

Identification Cards

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

An official picture ID card is issued to every full-time undergraduate student. Any part-time student who requests an ID card may obtain one once the appropriate fee has been paid. ID cards may be requested at the Student Development office.

Lending an ID card to anyone is a violation of College policy and may subject both the lender and the borrower to disciplinary action.

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

Each resident student ID card is coded for entrance to a specific residence hall. Because these cards are used to access College facilities, and may contain FLEX points and meal plans Student Development should be notified immediately if a card is lost.

A temporary card or a new card (if necessary) will be issued when the card is reported as missing to Student Development. Lost, broken or damaged cards will be replaced at the cost of \$20 to the student.



Meal Plan Options

Brigadoon is also known by all as "The Brig"

The College provides a complete food service program in Alexander Dining Hall with unlimited buffet available except on selected entrees, as well as grab and go options in the Brigadoon. Meal plans are divided into two levels, Level A and Level B. **All resident students are required to have a College meal plan.**

Freshmen are required to choose Level A.

Level A offers three options:

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

Upperclassmen can choose either Level A or Level B.

Level B also offers three options:

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

Commuters may choose from the above options or may choose from one of two meal plans specifically designed for commuter students.

- 50 meals block plan
- 75 meals block plan

The block plan allows the flexibility of eating different amounts of meals each week. An individual having a block plan may also bring up to four (4) guests to any meal and use the block plan account to pay for them.

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

All students will be required to present their student ID card for each meal.

Accommodations & Disability Services

Geneva College works to create an accessible environment for all students to achieve their academic goals and success during their years at Geneva. The Student Success Center works with students to determine if they are in need of any accommodations in compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973.

Any student with a diagnosed disability, who has met the college's academic standards and has confirmed their intention to enroll, may request accommodations. New students are strongly urged to provide this information as soon as possible after they decide to attend Geneva College, yet they may apply for accommodations at any point during their time at Geneva. If a student has a temporary disability (for example: broken foot) they may also request temporary accommodations.

Students with visible and invisible disabilities who desire access to specific reasonable accommodations must register with and submit professional documentation to the Director of the Student Success Center (see Directory page 5) who serves as the contact and liaison for students. The type of accommodation provided will be tailored to the needs of the student, the circumstances of the student's classes, and the current resources of the College. Determination of whether an accommodation can be provided will be at the discretion of the College. It may not be possible to serve all the desired needs of a student with a disability, but the College will make a good faith effort to reasonably accommodate every qualifying disability.

To see more about the services provided on campus and how to qualify and apply for services please see the [Student Success Center Website](#).

Some examples of Accommodations include: quiet testing environment, audio textbooks, classrooms in accessible buildings, single-room housing, and many others based on need.

Service Animals

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

The ADA defines service animals as "any . . . animal individually trained to do work or perform tasks for the benefit of an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals who are hearing impaired to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair or fetching dropped items."

Because of health and safety concerns, the Student Success Center suggests that faculty, staff, and students:

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

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

Service Animals are distinct from Emotional Support Animals. To learn more about the ESA policy please go to: <https://www.geneva.edu/student-life/services/ssc/disability-services/emotional-support-animal>

HOW TO CONTACT THE STUDENT SUCCESS CENTER (SSC):

Stop by: Upstairs in the Student Center

Email: SSC@Geneva.edu

[Check out the website for more info](#)

Meal Plan Details

Special Considerations

Any student who is regularly away from campus due to an academic internship, student teaching, or nursing rotation, may apply for one of the following options:

- 7 meals/week plan
- 90 meals block plan
- 50 meals block plan with 150 FLEX points

This meal plan is available for one semester as long as the student is enrolled in 7 or more required credit-hours off campus. Meal plan assignment will automatically revert to a 21 meals/week plan the following semester unless designated differently in writing by the student.

If a student notifies food service personnel in advance, a bagged lunch can be prepared for takeout.

Medical Concerns

For any student who has medically documented special dietary needs, see the previous Accommodations Section.

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

FLEX Points

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

To add FLEX points to their student ID card, students may go online to myGeneva or contact the Food Service Director at the Food Service Office in Alexander Hall, located in the kitchen area behind the serving line.

Please keep in mind that balances will transfer from fall semester to spring semester, but not from one academic year to the next.

Abuse of Food Service Privileges

Any student found dining at Alexander Hall without having registered for his or her meal may be subject to disciplinary action.

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

Other Services

Click the links for more information!

Geneva College offers the following additional services on campus:

- [Calling and Career](#): Mock Interviews, Resume Assistance, Job Searching, Career Counseling
- [Health Services](#): Free basic health services on campus (McKee Hall)
- [Counseling Services](#): Free mental health counseling as well as groups (McKee Hall)
- [Campus Ministry Opportunities](#): Bible Studies, Fellowship of Christian Athletes (FCA), Upper Room
- [Bookstore](#) with Geneva apparel and basic supplies
- [Fitness Center](#) in the lower level of the Student Center
- [Mail and Print Services](#): Send and receive mail as well as printing and duplicating
- [Student Employment](#) Opportunities



ACADEMICS & FERPA

The College Catalog is available on My.Geneva.edu as well.

Academic Integrity

Please refer to the [College Catalog](#) for policies and procedures related to all things academic including the academic integrity policy on page 19 of the [College Catalog](#).



Family Education Rights and Privacy Act (FERPA)

Geneva College focuses on educating the whole person. Educating the whole person involves students' curricular, co-curricular and living experience, physical and emotional health, and financial management, as well as the College's engagement with students regarding these areas. The term "education records" is defined by the Family Educational Rights and Privacy Act (1974) as those records that are: (1) directly related to a student; and (2) maintained by an educational agency or institution, or by a party acting for the agency or institution. Students' educational records at Geneva College are managed in accordance with the Family Educational Rights and Privacy Act (FERPA), which is designed to protect the privacy of educational records, to establish the right of students to inspect and review their records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings.

FERPA protected student records fall into two categories: public, "directory information," or private, "non-directory" information. Directory information may be released at the discretion of the College without written permission from students. The College defines directory information to include the following: name; local and home address and telephone; e-mail address; photographs taken for College purposes; class year; major field of study; enrollment status; dates of attendance; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, awards (including merit scholarships awarded); and the most recent educational institution attended. The College provides students with an annual notice of this policy. Students may request, at any time, that the Registrar's Office treat their directory information as confidential. Disclosure of non-directory information (e.g. admissions application, academic records from past schools, recommendation letters, financial aid application, need-based financial aid awards, student financial services statements, academic transcript, student teaching application material, medical records, athletic physical records, car registration and ticket information) requires either the consent of a student or a relevant exception as described below. Both directory and non-directory information may be shared between Geneva College employees who have a legitimate educational reason to know the information.

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

The College reserves the right to share students' private information with those who may aid in a health or safety emergency and/or after students have been found in violation of the alcohol or drug policy. If a student is unable or unwilling to give authorization to release private information to a parent or guardian during a health or safety emergency, the College may initiate sharing and/or requesting pertinent private information with parents or guardians if it is believed they can provide information to assist a student in a health or safety emergency. Students have the right to file complaints with the Family Educational Rights and Privacy Act Office concerning alleged failures by Geneva College to comply with provisions of the Act. Such complaints should be sent to: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-5920.

COMMUTER STUDENT SERVICES



Commuters are encouraged to get involved in campus life and to take full advantage of all the activities and services offered to students.

The Commuter Club exists to provide support and advocacy for commuter student needs as well as a place to connect with other students living off campus. If you are interested in participating and to learn more about the commuter events that happen throughout the year visit the Student Development office for more information (See Directory page 4).

THE FOLLOWING SERVICES ARE AVAILABLE FOR COMMUTING STUDENTS:

Lockers

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

Lounge Areas

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

ID & Meals Plan Information is under Section IV Student Services: Meal Plan Options, as well as additional services!

Off-Campus Living Criteria and Expectations

A student may commute from the permanent and primary residence of their parent/legal guardian or grandparent, provided that the legal place of residence is within a 40-mile radius of Geneva College. Please see the [Commuter Application Process](#) for further explanation on procedures.

Students who do not qualify for commuter status may only live off campus if they meet at least one of the following requirements. Students must:

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

Whenever the College has reason to think that students are residing off-campus in violation of the housing policy, these students will be subject to the Student Conduct Process.

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

RESIDENCE LIFE

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

Residence Hall Staff

Both Residence Directors and Resident Assistants play a vital role in the life of Geneva College, serving as educators who work to develop community in the residence halls. In addition, these staff members enforce the community standards to maintain both order and a maximum degree of personal freedom and privacy amid community living.

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

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

Residence Directors (RDs) are Student Development staff dedicated to higher education, professional excellence, and ministry to students. They provide counsel, discipline, and direction to the students living in the residence halls. RDs are responsible for all facets of residence hall supervision and report directly to the Director of Residence Life.

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

On-Campus Residence Requirement

Geneva College desires that students have the opportunity to experience the developmental value of college community living and relationship development. **All full-time undergraduate students between the ages of 17 and 23 are required to live in College housing.** (For criteria that may allow for an off-campus exception, see Section VI Commuter Student Services).

RESIDENCE LIFE OFFICE

Stop by: Upstairs in the Student Center within the Student Development Office

Hours: M-F 8:00am - 5:00pm

Office: 724-847-6642

[Check out the website for more info](#)

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

Housing Selection

Housing selection for a new academic year will be held in the spring semester of the preceding year. In order to reserve a room or be assigned a room during the designated housing selection period a student must be registered for a full course load (at least 12 credit-hours) for the subsequent fall semester and their desired room-mates must fill a room/apartment to capacity.

Incoming freshmen students are not permitted to register for housing during the designated housing selection period for all returning students. Transfer and readmitted students may be permitted to register for housing with other returning students, should the transfer student be fully admitted, deposited, registered for a full course load for the fall, and returning students have selected them as a roommate.

After the designated housing selection period as completed, students that still need a housing assignment for the subsequent semester will be able to select housing on a first come, first serve basis through the Residence Life office.



Housing Changes

The proper time to make room, roommate, and/or residence hall changes is at the end of each semester.

Students are encouraged to work together with their roommate(s) and/or RA to resolve roommate conflicts in good faith. In extreme situations, students may request permission to change rooms mid-semester. Should a student choose to seek a room change mid academic year, this must be requested by the student to their Residence Director. The student will be expected to complete the housing change process as directed by their RD in order for their housing change to be considered.

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

Check-In and Out Procedures

For check-in, a "Room Condition Form" (RCF) is completed by each resident student for their residence hall room after a thorough inspection of the room's condition within the first week of occupancy. Residents are expected to complete the RCF in its entirety and make sure all damage is reported. The student will then sign the RCF to show that he/she agrees with the evaluation of the room as detailed on the RCF. Students are encouraged to pay close attention to this process as they will be responsible for all damages that occur during their occupancy that are not previously documented on the RCF.

Students are required to check out with their RA before vacating college housing. Students are responsible for arranging a meeting with their RA with reasonable notice to check out. Failure to check out in person will result in a fine, in addition to any costs resulting from a damage assessment.

Before check-out, all trash is to be removed, furniture returned to its original arrangement, and the room cleaned. During check-out, the RA will inspect the room for damage caused during the student's occupancy. If any damage is found, it will be noted on the Room Condition Form (RCF). Upon completion of room check-out, the RA will present the student with the RCF. This allows the student to see the damage for which he/she will be charged. The student is to sign the RCF signifying that he/she has read it and return it to the RA. Resident Directors will complete a final walk-through of each room after each resident has left to confirm and verify all damages. Any damage to permanent surfaces or furnishings will be charged to the student at the end of each semester. Students will be notified by their Residence Director of these damages and the specific cost that they will be responsible to pay to the college.

Room Furnishings

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

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

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

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

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

Room Occupancy

At the end of each semester, students are expected to vacate their room within 24 hours after their last exam. Any arrangement for students to stay in the residence halls over a College break where halls are closed must be requested formally via the process communicated by the Residence Life office. A charge will be assessed if the stay is approved. It should be noted that dining hall services will not be available when campus is formally closed.

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

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

Room Alterations

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

All alterations are subject to the following requirements:

1. Under no circumstances should any of the alterations be attached to furniture, walls, ceiling, trim work or anchored to the floor. There should be no obstruction that restricts the view into a room or apartment from the entry door such as beds, furniture, or curtains.
2. Students are not permitted to remove shower heads and/or install their own.
3. Students may attach borders with the use of sticky-tac only and are responsible for removing the border before checking out. Students are also responsible for any damage the hanging of borders may cause.
4. Self-designed or pre-purchased lofts (not including small risers) are not permitted in the residence halls. No beds may be triple bunked. Top sleeping surfaces cannot be more than 60 inches from the floor.
5. Waterbeds are prohibited.
6. At no time, shall anything be attached or hung from any sprinkler head or sprinkler cage.
7. In Clarke, McKee, Memorial, and Pearce Halls, no more than two beds are permitted in regular size rooms. The College may make exceptions to these policies as temporary housing measures to accommodate changing enrollment.

Room Inspections

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

1. Beds are not to be used without sheets. Sheets should be changed on a regular basis.
2. Heating appliances constitute a serious fire hazard. Therefore, electrical appliances such as irons, curling irons, hair dryers and popcorn poppers are to be in proper working condition and should be used with caution. Use of such devices must be limited to one per outlet by order of the Beaver Falls Fire Department.
3. Due to extreme fire hazards, no deep fat frying is permitted in any residential facility. This includes stove-top frying and the use of commercially available deep fryers. Extreme caution should be exercised when cooking with any type of oil.
4. Because of health code concerns, all cooking appliances (except those prohibited by this handbook) are to be used only in residence hall lounges and apartment kitchens.
5. Students are not permitted to process animals in any College facility.
6. All extension cords or multi-plug adapters, without surge protectors, are prohibited within College housing. Students should use only grounded power strips to plug in multiple items.
7. The use of electric heaters, halogen lamps, and five bulb multi-lamp lights are prohibited due to the potential electrical circuit overload and related fire hazards.
8. Should a loss of heat situation arise, the Residence Life staff may provide space heaters for use on a temporary basis only. All air conditioners are prohibited unless expressly approved as an accommodation by the Director of the Student Success Center.
9. As a matter of general safety, any open flames, candles with burnt wicks, incense, etc. are strictly prohibited.
10. To avoid the presence of insects and unpleasant odor, general debris, including empty soft drink cans or bottles, milk cartons, and open food containers, should be disposed of in the designated trash or recycling bins in timely fashion. Dishes should also be washed regularly.
11. Exterior window ledges are to be kept cleared. Interior ledges should not contain anything that would damage the blinds. Clothing and other objects are not to be hung from the window inside or outside the building. Removal of screens is prohibited. Windows are not to be used to enter or exit any room or apartment except for a Campus emergency. Porches of houses should not have overstuffed furniture or garbage placed on them.
12. Alcoholic beverage containers, whether empty, partially full, or unopened, are not permitted in student rooms. If such containers are found in a resident room, they will be confiscated and considered evidence of an alcohol violation.
13. Devices, objects, posters, flags, magazines, or articles of clothing that depict, promote, or advertise alcohol; drugs; lewd, obscene, pornographic, or sexually suggestive behavior; or are interpreted to be racially or sexually degrading, Satanic or occult material (as determined by the Student Development staff) are not to be possessed or displayed on Geneva College property.
14. It is a violation of Geneva College policy to possess or display government or municipal signs or equipment obtained illegally.

(continued on next page)

If you have any questions just reach out to your Resident Assistant (RA).

(Room Inspections Continued)

15. Refrigerators must be kept clean and should be defrosted as needed. Students are required to defrost refrigerators prior to the semester break and at the end of the academic year. Refrigerators may not be defrosted in common bathrooms. Personal refrigerators must not exceed five (5) cubic feet in size.
16. No animals are allowed in the residence halls, unless expressly approved as an accommodation by the Director of the Student Success Center. The only exception is that fish may be kept in a proper aquarium. Aquariums are not to be more than 10 gallons in volume.
17. Rooms are to be cleaned on a regular basis. Students must provide their own cleaning supplies.
18. Each apartment and/or room may not have weight-lifting sets and/or nautilus equipment weighing more than a total of 150 pounds, including the weightlifting bar. This limit is for the entire living unit (apartment and/or room).
19. Due to fire hazards, live Christmas trees, personal curtains, and the hanging or posting of any material on ceilings are prohibited in all student housing.
20. Items hung on the apartment and/or room walls may only be attached with "sticky-tac" or "plastic-tac," and care should be taken when removing items from walls. Tape of any kind (duct, scotch, foam, masking, etc.) may not be used for hanging items on walls or doors or for attaching items to floors or ceilings.
21. No more than three strings of decorative or Christmas lights may be used in any student room. It is recommended that students not sleep with any such lights on. Christmas lights are also not to be attached to any bed frame.
22. Mattresses are not to be used on the floor of any room/apartment.
23. Snowball or water fights are prohibited inside any college facility. Snow or water (water balloons for example) should not be thrown at, into, or from any college building. Snow or water should not be thrown at vehicles or passersby. Water balloon launchers are prohibited.



Room Searches

In addition to the routine room inspections, rooms may be entered if there is good reason to believe that there is a health or safety risk or if it is reasonable to believe that College policy is being violated. Searches of rooms, personal effects and vehicles are not to be made except when in the presence of the Vice President and Dean of Student Development, the Director of Residence Life, or their designee, and only in the presence of at least one of the room's residents unless extenuating circumstances exist. It is to be understood, however, that when any College employee in the routine discharge of his/her responsibilities encounters a violation of College policy, he/she is responsible for reporting such a violation immediately.

Room inspections are additionally conducted upon residence hall closures for campus breaks. All residential rooms are searched by Residence Life staff, to confirm that rooms are left in the proper condition as communicated by Residence Life upon the closing of the residence halls. Any item that does not belong may be removed from the room or any expectation that is left undone may be completed by the staff member in order to leave the halls in proper condition for the college break. Residence Life will communicate to impacted residents any significant changes made to a resident's room or any fines that may be assessed because of the condition of the room.

Room Security

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

ID CARDS: Are used to access all exterior doors. More info is provided in Section IV Student Services.

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

PERSONAL PROPERTY: Geneva College is not responsible for insuring or protecting personal property. Students are strongly encouraged to pursue renter's insurance which is often attainable through a parent or guardian's existing plan.

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

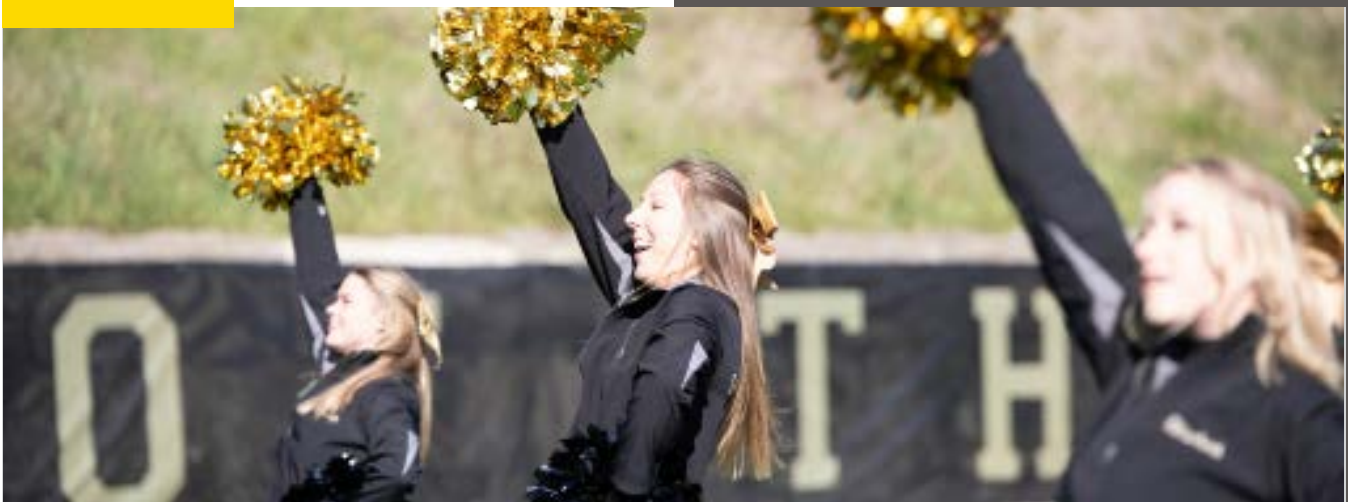
No items may be stored in the residence halls over the summer with the exception of some limited storage off-campus that is available to international students.

Guest Policy

Students may have an occasional overnight guest of the same sex; no overnight guest of the opposite sex is permitted at any time in student housing. If the guest is a minor (under the age of 18), there must be a letter of consent from the parent(s)/guardian(s) of the guest that is submitted in advance to the RD or Student Development Office.

All guests are expected to observe the regulations of the College, and the host or hostess will be held responsible for the behavior of the guests. Guests are not permitted to stay overnight with regularity or consistency and must not exceed 7 days consecutively. Meals may be purchased for guests at the dining hall or Flex Dollars may be used. Students with any of the block meal plans may also use these meals to feed up to four guests at any one meal.

All guests should be the student's peers, family, and friends. Students may not rent out their rooms or use their on-campus living spaces as an Airbnb option.



Halls & Lounges

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

HALL DAMAGE & VANDALISM: When damage to the residence hall occurs, the student(s) responsible for the damage is/are expected to report the damage to their RD and take responsibility for the cost of repairs. Only Geneva Physical Plant personnel may make repairs to college property. If no one takes responsibility for hall damage and those responsible for the vandalism can't be determined, the full cost of repair or replacement and a fine for failure to report will be assessed to the appropriate party/parties. When damage/vandalism occurs in the residence hall and the perpetrator(s) cannot be determined, all occupants of the hall may be assessed for the damage.

HALL SERVICES:

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

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

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

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



Quiet Hours

In order to encourage an academic atmosphere conducive to study and sleep, students are reminded to be considerate of others at all times. **However, mandatory quiet hours will be enforced from 10:00 p.m. to 10:00 a.m.** Any excessive noise that can be heard outside of closed doors is not acceptable during these hours and may be subject to disciplinary action. Friday and Saturday night quiet hours will begin at 12:00 Midnight.

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

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

Suspension of Resident Students

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

Summer Housing

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



GENERAL STUDENT POLICIES

Smoke Free Campus

Geneva College is a smoke and tobacco-free campus. Smoking or the use of tobacco in any form, including, but not limited to chew, snuff, e-cigarettes, or vaporizers, is not permitted on College property. Failure to comply with this policy may result in disciplinary action.

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

Solicitation

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



Posting & Advertising on Campus

Approval Process: All student-initiated table tents, flyers, and posters need to be approved by the Center for Student Engagement located in Alumni Hall.

Where to Post

Students are permitted to post College approved announcements in the following areas on campus:

1. **TV Advertisements:** Located in the entrance of the Student Center, Brig, and entrance to Alexander dining hall. Please contact Bridgette Hinzman (bhinzman@geneva.edu) in the Student Development office for posting announcements on a TV.
2. **Table Tents:** College-approved table tents are permitted on tables throughout campus. Table Tents are permitted to be displayed for a two week period.
3. **Bulletin Boards/Strips:** Use only designated bulletin boards/strips located throughout the campus.
4. **Bathrooms:** College-approved announcements posted inside bathrooms across campus are permitted.

Where Not to Post

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

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

When to Remove a Post

Remove all postings no more than one day after the event.

Campus Dances

Geneva College desires at all times to create a Christ-honoring environment on campus. In an effort to avoid a “club-like” atmosphere the College does not permit College-sponsored dances on campus or to be held off-campus by any official College organization. However, dancing itself is not prohibited. For example, dancing with friends in a residence hall room, as a form of worship, or at College sponsored events such as MGN is permitted. In addition, events that teach and promote the skill and diversity of dancing, such as swing dancing, ballroom dancing, etc. are permitted and have been sponsored by College clubs and organizations with permission of the Student Development office.

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



Skateboarding, Roller blading, Scooters

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

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

Computers and Network Policy

As a member of the Geneva community, the College provides students with access to computer systems, servers, software and databases, to the campus telephone and voice mail systems, and to the Internet. Students have a reasonable expectation of unobstructed use of these tools, of appropriate degrees of privacy and of protection from abuse and intrusion by others sharing these resources. In turn, students are responsible for knowing the regulations and policies of the College that apply to appropriate use of the College’s technology resources.

Please see the **Geneva College Information Technology Acceptable Use Policy** available in the Student Development office or at www.Geneva.edu for further details. Violations of the College’s policies regarding acceptable use of College computers and networks will subject a student to the Student Conduct process.



Van Usage

Only certified drivers may drive a College-owned van. To be certified, drivers must be 21 years of age or older, and provide a copy of their Driver's License to the Campus Security office. This is required to check the individual's Motor Vehicle Record (MVR), which will take around one week. Each proposed van driver must receive safety instruction and view a safety video before being permitted to drive a College-owned van. Contact the Business Office for more information.

Expectations:

- All Geneva College vans are to be used only for functions of Geneva College. At no time are vans to be used by individuals for private usage or outside groups.
- Vans are to be signed out by persons who represent an approved organization or activity authorized to drive a Geneva College van. That person will be responsible for ensuring that all passengers use seat belts when the van is in motion.
- No Geneva College department, club, organization, athletic team, or official group may rent or use a 15-passenger van to transport students, faculty, or staff.
- At no time is any Geneva College van to exceed the capacity for which it is intended.
- All vans must be cleaned out thoroughly upon return.

Van Requests

Vans are reserved on a first come, first served basis. The following information will be required: date and time of pick-up; trip destination; anticipated date of return; names of certified drivers; account number to charge mileage; and needed configuration if seat/seatbelt configuration is required to be changed from standard configuration. Only Physical Plant personnel are authorized to change the configuration.

Key Pick-Up

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

Inspection Form

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

Problems on the Road

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

Van Return

When returning a van, the department utilizing the van is responsible for taking the van to Alumni Hall parking lot and returning the keys to the Physical Plant office after it is inspected. If the van is returned after working hours, the van driver should return the keys and paperwork on the next business day.

Cancellation

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

Drones

The Federal Aviation Administration (FAA) has defined “unmanned aircraft system[s] (UAS), sometimes called a drone, [as] an aircraft without a human pilot on-board – instead, [a] UAS is controlled from an operator on the ground” (faa.gov/uas). The FAA requires that all UAS between .55 and 55lbs, or small UAS (sUAS), have a registered sUAS pilot in control of the sUAS during flight, as well as the pilot’s registration number affixed to the sUAS.

The College prohibits the flight of all sUAS which require FAA registration, unless the flight is pre-approved by the college. This includes but is not limited to: remotely operated model airplanes, helicopters, quadcopters, and other remotely operated flying vehicles on college property, as well as the recreational use of any college-owned sUAS equipment under any circumstances in any location on college property. Failure to comply with this policy may result in confiscation of the sUAS, the imposition of disciplinary measures, and possible state and/or federal penalties.

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

Visitation

Geneva College permits limited visitation hours for members of the opposite sex in residence hall rooms. These hours are in effect while classes are in session. Residence Life reserves the right to adjust hours as needed.

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

Members of the opposite sex may also visit each other in designated residence hall lounges seven days a week from 10:00 AM to Midnight.

Permission to have family members of the opposite sex in one’s room during non-visitation hours must be sought in advance from a Residence Director. Failure to do so may result in the Residence Director being unavailable and consequently, no authorization will be given for such visitation. Residence Hall raids or “run-throughs” by the opposite sex are prohibited at all times.

Visitation Guidelines

When a student is hosting a student of the opposite sex during visitation hours in their room/apartment.

The following expectations apply:

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

Student Travel

Before departure from campus, the organizers of an off-campus event that involves students must utilize the Operoo management system to gather student information, communicate event itinerary and other pertinent travel information. Each student attending the off-campus event must then sign on to Operoo and complete all appropriate forms and information prior to campus departure.

Please visit the Center for Student Engagement for more information on completing forms.

CENTER FOR STUDENT ENGAGEMENT

Stop by: Alumni Hall

Hours: M-F 8:00am - 5:00pm

Office: 724-847-6644

[Check out the website for more info](#)

Chapel

More information regarding chapel and what it means to Geneva College can be found in Section III Geneva College Culture: Weekly Chapel.

1. REQUIREMENT: Students are required to attend 11 chapels and/or convocation each semester.
 - There are at least 14 chapels each semester (there is one academic convocation opportunity during the Fall semester).
 - Students should track their attendance on myGeneva.
 - Students must have their ID cards with them in Chapel to receive credit.
2. PENALTY: If a student fails to attend the minimum 11 chapels/convocation, they will be fined \$50.00 for each missed chapel/convocation. The fine will be placed on a student's account at the end of the semester.
3. ABSENCE MAKE-UPS: If students would like to have any chapel related fines set aside, they will have one opportunity to attend a group meeting where they will be given direction on how to make-up the missed chapels. In addition to attending the group meeting, students will be required to: (a) listen to the missed chapel talk(s) and (b) write an acceptable two-page reflection paper for each chapel they have missed.
 - Due to scheduling issues, the meeting will only be held on Reading Day each semester unless otherwise advertised. There will be no additional meeting opportunities and no makeup meetings. Students who fail to attend this meeting will have to pay the fine for the chapels missed.
 - Students will have ten (10) calendar days from the day of the meeting to submit their reflection papers.
 - The paper(s) are due at the close of business on the tenth (10th) day.
 - If the paper(s) are deemed acceptable the student's fine will be set aside.
 - If a paper is deemed unacceptable, the fine will be imposed for that chapel. Requirements for this paper will be explained further at the above-mentioned Reading Day meeting.
4. DISCREPANCIES: Any dispute over Chapel attendance older than four (4) weeks old will not be considered.

*Reading Day is the day
with no classes prior to
finals starting*



***“Let the word of Christ dwell
in you richly, teaching and
admonishing one another in
all wisdom, singing psalms
and hymns and spiritual
songs, with thankfulness in
your hearts to God.”
Colossians 3:16***

COMMUNITY STANDARDS

The term community refers to a group of people who work interdependently toward a common purpose.

*“Love the Lord your God with all your heart, and with all your soul, and with all your mind . . . and love your neighbor as yourself.”
Matthew 22:37-39*

It is our desire to:

- Be a community where individuals are committed to learning both in side and outside the classroom, in an effort to discover how to be life-long learners;
- Create an environment in which theory and experience come together;
- Create an environment where unity, reconciliation, understanding and awareness are actively pursued; and
- Intimately know the fullness of Christ individually and corporately and see His influence in all that we do.

In all communities, individuals are asked to sacrifice a degree of personal freedom for the good of the whole. Likewise, each member of the Geneva community is asked to make a commitment to abide by a set of standards designed to protect both the individual and the community. **By virtue of enrollment at Geneva College, it is expected that each student will accept the responsibilities of community membership and will respect the leadership and regulations that govern it, even if you do not consider yourself a Christ follower.**

Introduction to Community Standards

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



The Top 6 Community Standards

1. BIBLICALLY PRINCIPLED
2. HONEST
3. RESPECTFUL OF OTHERS, PROPERTY, & AUTHORITY
4. COMMITTED TO COMMUNITY
5. SUBSTANCE FREE
6. SAFETY MINDED

The next section goes into much more detail about each Community Standard.

If you ever have any questions about these standards you can talk to any member of Student Development

1. BIBLICALLY PRINCIPLED

Members of the student body are to abide by the wisdom of Scripture and are expected to avoid behavior that conflicts with its teaching. Geneva College is aware that not all students are aware of Biblical teaching so please read the following section carefully. We expect students to be Biblically Principled with their:

Sexuality: Geneva College seeks to be a community where student's who identify as lesbian, gay, bisexual, transgender, and intersex persons are treated with dignity, grace, and holy love in the Spirit of Christ. We recognize the complexity of current issues related to same-sex attraction, same-sex marriage, and gender identity. The College desires to faithfully care for all students while engaging these conversations with respect, care, humility, courage, and discernment. Students are expected to abstain from sexual intimacy outside of heterosexual marriage.

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

Further:

- Geneva College designates housing, restroom, and locker room facilities for use according to one's given biological sex established at birth. The college rejects claims to differential treatment in housing, restrooms, or locker rooms on the grounds of gender identity that differs from someone's given biological sex established at birth.
- Geneva College requires student athletes to participate in college sports teams based on one's given biological sex established at birth. The college does not permit students of one sex to play on sports teams of the opposite sex because of a claimed gender identity.
- Geneva College provides counseling and medical care that encourages people to work through problems of sexual uncertainty. The college does not support use of medical procedures when a person chooses to make a physical alteration to that of the opposite sex.

Words & Actions: Students are to use uplifting language in how they speak to others and themselves, this means refraining from using extensive profanity and vulgar language.

The following sections are all informed by this first community standard: Biblically Principled.

2. HONESTY

All members of the student body are expected to demonstrate a commitment to the truth and to personal integrity. This goes beyond just the students but is expected of all faculty and staff at Geneva College.

3. RESPECTFUL OF OTHERS, PROPERTY, & AUTHORITY

We believe each student is created in the image of God, thus they are deserving of love and respect intrinsically. Members of the student body are expected to treat each other as God's image bearers as well. Members of the student body should show respect for those whom God has placed in positions of authority. It is expected that students will respond to the verbal and/or written request of a College official during the lawful performance of his/her duties. This respect goes beyond individuals and includes being respectful of other's property by refraining from theft or destruction of student as well as Geneva College property.

4. COMMITTED TO COMMUNITY

Members of the student body are expected to value one another to the point of sacrificing some personal freedom for the sake of others. Specifically, students are expected to abide by prudential policies intended to limit behavior that may, or in fact does, cause disunity within the Geneva community and to be good neighbors in the community at large. Therefore, students are expected to abide by all local, state, and/or federal laws, and to be considerate of members of the Geneva College and Beaver Falls communities.

5. SUBSTANCE FREE

Geneva is a drug and alcohol-free campus. The use of illegal drugs is prohibited, and students are expected to abide by state laws requiring a person to be 21 years of age before consuming alcohol. In addition, all students are expected to adhere to Geneva's prudential policy requiring students not to have alcohol in their possession while on campus. (Please see Section X Student Behavioral Policies for more details).

6. SAFETY-MINDED

Members of the student body are expected to aid in the establishment of a safe and secure campus environment. As a result, students are expected to refrain from behavior that may pose a risk to others and/or self. (Please see Section XIII Campus Safety Info & Policies for more details).

Student Leaders

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

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

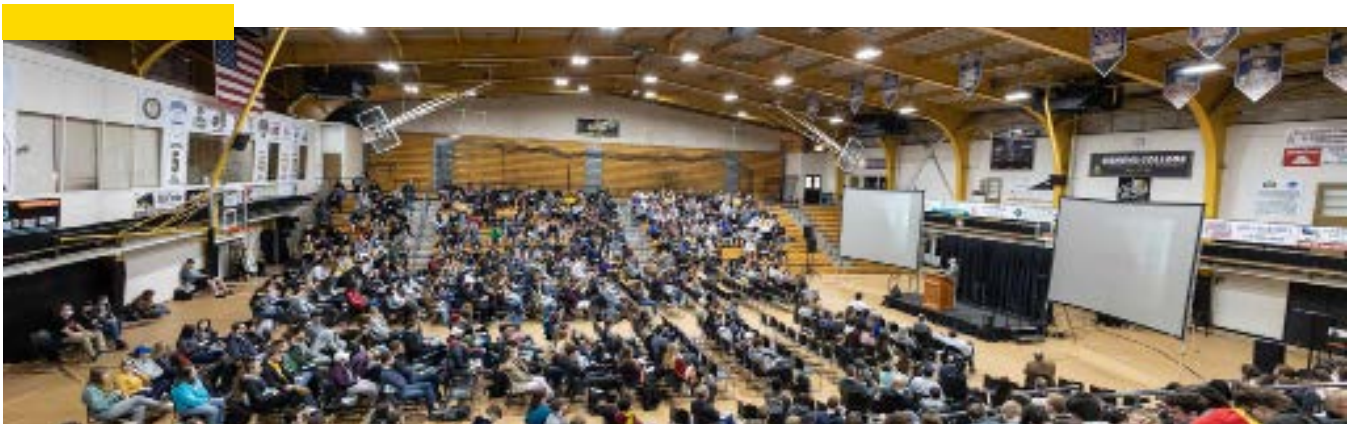
Pregnancy

Whatever circumstances have resulted in the pregnancy, the College is committed to responding in a healing, supportive, and redemptive manner. . Every effort will be made to ensure confidentiality, if requested, as well as academic progress for the mother, but the life and health of the mother and child, the well-being of the parents, and the Geneva College community are primary concerns.

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

Geneva also recognizes that pregnancy can be the result of sexual violence and trauma. In cases of sexual violence, the College is committed to supporting the student in the various areas of need that are outlined in the College's policy that prohibits such violence (see [Sexual Misconduct Equity Resolution Process](#)).

If you think you may be pregnant please reach out to Health Services, all conversations are kept confidential and they can connect you to helpful resources.



STUDENT BEHAVIORAL POLICIES

Top 6 Community Standards and Related Policies

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

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

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

1. BIBLICALLY PRINCIPLED

Members of the student body are to abide by the wisdom of Scripture and are expected to avoid behavior that conflicts with its teaching. Behavior which constitutes a violation of this Community Standard includes, but is not limited to:

- Involvement in, including but not limited to: sex outside of a marriage covenant between a man and a woman, same-sex intimacy, and/or inappropriate displays of affection.
 - The College draws a distinction between romantic behavior - for example, extended or repeated hand holding, hugging, and kissing - between members of the opposite sex and between members of the same sex. The former, between persons of the opposite sex, is permitted if it is done with appropriate restraint. The latter, between persons of the same sex, is not permitted. The rationale for this distinction is that romantic behavior between members of the opposite sex can lead, in time, to an appropriate, godly sexual relationship in marriage. There is no such possibility for persons in same-sex relationships (based on the College's understanding of Scripture).
 - The College expressly forbids abusive behavior towards persons who have, or who are perceived to have, feelings of same-sex attraction.
- The College will not discipline someone for having and/or revealing that he or she has feelings of same-sex attraction.
 - Satanic or occult behaviors and/or the possession of satanic or occult material.
 - Possession, sale, distribution, or use of pornographic material including but not limited to magazines, posters, videos, DVDs, photographs and/or computer-generated images.
 - Gambling - exchange of monies or possessions through betting and chance - on campus, at a College-spon-

To learn more about Geneva College's view of sexuality and gender identity please explore the following books (available online, in McCartney Library and the Student Development Office):

"The Gospel and Sexual Orientation" 2021. Edited by Michael LeFebvre. Crown and Covenant Publications

"Gender as Calling: The Gospel and Gender Identity" 2017. Crown and Covenant Publications

2. HONEST

All members of the student body are expected to demonstrate a commitment to the truth and to personal integrity. Behavior which constitutes a violation of this Community Standard includes, but is not limited to:

- Academic dishonesty including but not limited to plagiarism, cheating and/or interfering with the academic progress of another.
- Knowingly making a false statement, either orally or in writing, to any College employee or agent on a College related matter, including but not limited to lying, forgery, giving a false report, and/or falsely claiming not to have knowledge of a specific incident.
- Initiation or circulation of a report or warning of an impending bombing, fire, or other crime, emergency, or catastrophe, that is known to be false.
- Knowingly being in the presence of a violation of the Geneva College Community Standards (can include failing to confront the offender or to leave).
- Fleeing the scene of a policy violation after having been, or while being confronted by College staff.

3. RESPECTFUL OF OTHERS, PROPERTY, & AUTHORITY

Members of the student body are expected to refrain from behavior that may, or in fact does, cause physical or emotional harm to another person or cause reasonable apprehension of such harm. Such behavior may be intentional (a conscious decision to engage in the conduct) and/or reckless (conduct which could reasonably be expected to create a substantial risk of harm to another person). Members of the student body are also expected to show respect for the property of others and for those placed in positions of authority. Behavior which constitutes a violation of this Community Standard includes, but is not limited to:

OTHER:

- Gestures or implied or explicit comments, threats or actions, which place a person in reasonable fear of unwelcome physical contact or harm or psychological discomfort.
- Attempts to cause or actually causing bodily injury to another person (intentionally or unintentionally).
- Striking, shoving, kicking, or otherwise subjecting another person to unwelcome physical contact or attempting or threatening to do so.
- Communicating by voice, graphic means, electronically, or by telephone (whether or not a conversation takes place) or using any other information resource that has the effect of harassing and/or alarming another person (intentionally or unintentionally).
- Engaging in sexual contact or behavior with another person (sexual intercourse, touching the sexual or other intimate parts of another person, inappropriate disrobing, or any other physical contact or touching of a sexual nature) without the consent of that person or by compulsion through physical force or fear. More information can be found in the [Sexual Misconduct Policy](#).
- Disrespect/disregard (verbal, psychological, and/or physical) of a Resident Assistant, Residence Director, or other College official during the fulfillment of his/her job responsibilities and/or in retaliation for fulfilling those responsibilities.
- Violation of the College's hazing policy including violation of State hazing laws (see Section XIII. Campus Safety).

PROPERTY:

- Unauthorized taking or possession of another's property or services (including the College).
- Using another person's College I.D. card or allowing another to use one's College I.D. card for entrance to resi-

AUTHORITY:

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

4. COMMITTED TO COMMUNITY

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

- Unapproved on-campus dances, or use of organizational funds for the sponsorship of a dance.
- Failure to abide by the residence hall visitation hours.
- Violation of the residence hall visitation procedures.
- Wearing or displaying clothing or any other object that depicts alcohol or tobacco products and/or is deemed by the Student Development staff to be lewd, obscene, pornographic, sexually suggestive, racially or sexually degrading, satanic or representative of the occult.
- Use of any tobacco products or smoking devices on campus.
- Unapproved solicitation (fundraising) by an organization or individual is not permitted on campus property.
- Pranks that are disruptive to the community.
- Violation of local, state, or federal laws including but not limited to underage drinking, disorderly conduct, trespassing, and public disturbances. (No criminal conviction is necessary for conduct to be subject to disciplinary action by the College, and disciplinary actions may proceed even though the same conduct is also the subject of a pending criminal charge.) It should be noted that the CSX rail lines (bordering our campus) are private property and thus one's presence on that property is a violation of trespassing ordinances.
- Behavior which may reflect poorly on the mission of Geneva College, including but not limited to littering, off-campus cohabitation, loitering, and/or parking in front of the homes of College Hill residents for an extended period of time.

5. SUBSTANCE FREE

Members of the student body are expected to refrain from the use of all illegal drugs and abide by state laws requiring a person to be 21 years of age before consuming alcohol. In addition, all students are expected to adhere to Geneva's prudential policy requiring students not to have alcohol in their possession while on campus. Behavior which constitutes a violation of this Community Standard includes, but is not limited to:

While under the jurisdiction of the College - on campus, at College-sponsored events, or on a College-sponsored trip - all students are required to abstain from the consumption, possession, sale or transport of alcoholic beverages. Any student under the age of 21 is required to refrain from consumption and possession of alcoholic beverages at all times in accordance with state law. Students of legal age may consume alcohol in a responsible and appropriate way but are not permitted to do so while on campus or participating in College activities. Any student 21 years of age or older who chooses to consume alcohol off-campus at non-College sponsored activities must do so with temperance and wisdom. The expectation is that students who are of drinking age will conduct themselves at all times in a responsible manner as it relates to alcohol. This includes but is not limited to: refraining from driving under the influence, drinking to a degree that a student's physical and mental capacities are impacted or impaired, or engaging alcohol in a manner that distracts, disrupts, or disrespects others, in particular the Geneva

ALCOHOL POLICY:

When supervisory personnel reasonably suspect any student of consuming or possessing any alcoholic beverage in a manner inconsistent with the College's policy on alcohol use, the student may be required to take a Breathalyzer or an alternative method test which estimates blood alcohol concentration to demonstrate whether there is alcohol in the student's system to determine if any College policy has been violated. The use of the Breathalyzer is designed to offer the student an opportunity to demonstrate his/her innocence. Only personnel who have been trained in the use of the testing device and procedures will conduct the test. Refusal to take the test may be considered an admission of guilt and may result in disciplinary action. If an underage student is found to have alcohol in their system or if a student is showing signs of public intoxication, the Beaver Falls Police Department may be called, and the student will likely be cited for underage drinking or public intoxication.

Since there are some alcohol-based medications sold over the counter that could give a measurable blood alcohol concentration, the student should understand that unless a physician has prescribed the medication in question, the College reserves the right to reject medication as the proposed cause of a positive test reading. Non-alcoholic beer should be avoided, as it contains a percentage of alcohol and may register as blood alcohol on the Breathalyzer device. In some situations, the Breathalyzer may not be administered due to the nature of the circumstances surrounding the events in question. This does not preclude the college from taking action or working with the police department when circumstances require police involvement.

ILLEGAL DRUG POLICY:

When supervisory personnel reasonably suspect any student of possessing or using an illegal drug, the student may be asked to submit to the use of a drug detection device and/or police or medical assessment. The use of the drug test is designed to offer the student an opportunity to demonstrate his/her innocence. Refusal to take the test may be considered an admission of guilt. Should drug use be confirmed by any of the above means, the student will be responsible for payment of all incurred testing costs. In some situations, the use of a drug detection device may not be administered due to the nature of the circumstances surrounding the events in question. This does not preclude the college from taking judicial action.

Geneva College does not recognize medical marijuana as an exception to its drug policies. In addition, all forms of Cannabidiol (CBD) are not permitted for use (including but not limited to vaping and use of oils and creams). If College personnel deem appropriate, the Beaver Falls police department may be contacted to assist with any situation involving suspected illegal drug use, possession, or potential distribution. As a result, involved students may be subject to additional penalties and procedures that result from police jurisdiction.



All students are expected to refrain from:

- Possession, storage or consumption while under the jurisdiction of the College (i.e. on College property, at a College-sponsored event, or on a College-sponsored trip), or presenting with observable signs of intoxication on campus.
- Possession or consumption of alcohol while under the age of 21 years of age.
- Providing or selling alcohol to persons under 21 years of age.
- Use of organizational funds for the purchase of alcoholic beverages by any officially recognized student organization.
- Possession or use of illegal drugs or drug paraphernalia.
- Distribution or sale of illegal drugs or drug paraphernalia.
- Possession or use of unsubscribed designer (legal) drugs.
- Distribution or sale of designer (legal) drugs.
- The inappropriate use, sale, or distribution of prescription and/or over the counter drugs.

6. SAFETY MINDED

Members of the student body are expected to aid in the establishment of a safe and secure campus environment. As a result, students are expected to refrain from behavior that may pose a risk to others and/or self. Behavior which constitutes a violation of this Community Standard includes, but is not limited to:

- Tampering with fire safety equipment (including removing batteries from or disabling smoke detectors), setting off a false alarm, and/or failing to evacuate a facility during a fire drill.
- Possession, sale, or use of fireworks or any other explosive or combustible material on College property or in the surrounding community.
- Use or possession of a firearm, ammunition, or another dangerous weapon on campus. See Weapons Policy.
- The use of Airsoft, paint ball, and/or any other recreational projectile device on campus. Airsoft and paint ball guns are not permitted in College facilities and are not permitted to be stored in vehicles.
- Violations of the residential policies outlined in the Student Handbook (see "Room Alterations/Room Inspections" for complete lists).
- Unauthorized possession, duplication, or use of keys, codes, or I.D. cards to facilitate the unauthorized entry to or use of College facilities.
- Unauthorized scaling/climbing of a College building and/or presence on the roof of a College facility.
- Unauthorized access to a College facility (including the Challenge Course property).
- Disorderly conduct and/or inappropriate behavior (i.e. behavior which disrupts/obstructs peace and orderli-



WEAPON POLICY:

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

Possession or carrying of any weapon by any person, except by members of the Campus Security office, is prohibited on college property in any buildings or any outdoor areas to which access is restricted to members of the college community and invited guests, or while attending any college events or college sanctioned events. Entry upon the aforementioned college property in violation of this prohibition is expressly forbidden.

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

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

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

1. A weapon is any instrument or device designed primarily for use in inflicting death or injury upon a human being or animal, and which is capable of inflicting death or injury when used in the manner for which it was designed. Additionally, any instrument or device of any sort whatsoever which is actually used in such a manner as to indicate that the possessor intends to inflict death or injury upon another, and which, when so used, is capable of inflicting death or injury upon another, is a weapon.
2. Weapons include any pistol, revolver, shotgun, semi-automatic or fully automatic rifle, bolt action rifle or other firearm, BB or pellet gun, taser or stun gun, bomb, grenade, mine, or other explosive or incendiary device, ammunition, archery equipment, dagger, stiletto, switchblade knife, or knife having a blade exceeding five inches in length. Residents on campus may possess knives having a blade exceeding five inches for cooking purposes only.
3. A "weapon" also means an object that is not an instrument capable of inflicting death or injury but closely resembles such an instrument (e.g., a realistic toy, replica, imitation weapon or look-a-like gun that is reasonably capable of being mistaken for a real weapon) or the student used the object in a manner that created the impression that the object was such an instrument (e.g., wrapping a hand in a towel to create the appearance of a gun).

HUNTING EQUIPMENT:

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



Additional Student Policy Info

The College reserves the right to confiscate and/or search the contents of a student's cell phone or any other electronic communication or information storage device if a College official suspects that it was used in a violation of College policy. Examples include, but are not limited to, cases of academic dishonesty, harassment, or where there is a concern for the safety of the student and/or others.

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

Clubs or Student Organizations

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

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

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

Please read the Amnesty Policy; we want to make sure everyone knows about it!

Amnesty Policy

Students who struggle with concerns that may put them in violation of the Student Handbook are encouraged to seek support and assistance from Student Development staff. Examples include but are not limited to: inappropriate alcohol and/or drug use, pornography, inappropriate sexual relationships or behaviors, or same-sex intimacy. Knowing that many college students who struggle with these concerns may fear to ask for help because of potential consequences, Geneva College has established an Amnesty Policy.

This policy allows students who want to accept accountability and receive assistance for related concerns to receive appropriate support from College personnel without going through the normal discipline process.

Those students who seek help from Student Development will receive appropriate assistance. Students requesting help in good faith are asked to abstain from the behavior in question and may be required to seek professional care. Students must request Amnesty in good faith before any disciplinary action addressing the specific inappropriate behavior(s) occurs. This is any action initiated by staff members from the offices of Residence Life (Resident Assistants included) Campus Security, Office of the VP and Dean of Student Development, or any person specifically designated on the College's behalf.

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

In most instances, Geneva College will not suspend a student who requests amnesty. However, Geneva College reserves the right to deem suspension necessary when extreme factors such as public safety or requests from law enforcement are involved.

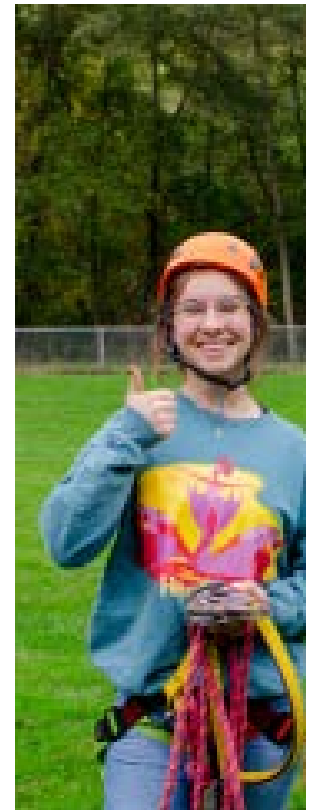
STUDENT POLICY VIOLATION PROCESS

Policy Violations

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

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

Because all members of a community are responsible for maintaining community standards, any member of the Geneva College community has the right to raise a concern regarding another member of the community. Students who choose not to live up to the community standards and/or who violate College policy will be subject to disciplinary action. If the offending member shows a serious or continued violation of community standards, the College holds the right to permanently dismiss the student.



Jurisdiction Information

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

The College retains student conduct jurisdiction over students who choose to take a leave of absence, withdraw or have graduated for any misconduct that occurred prior to the leave, withdrawal or graduation. If sanctioned, a hold may be placed on the student's ability to re-enroll [and/or obtain official transcripts and/or graduate] and all sanctions must be satisfied prior to re-enrollment eligibility. In the event of serious misconduct committed while still enrolled but reported after the accused student has graduated, the College may invoke these procedures, and should the former student be found responsible, the College may revoke that student's degree.

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

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

Geneva College reserves the right to exercise its authority of interim suspension upon notification that a student is facing criminal investigation and/or a report has been filed. Interim suspensions are imposed until a hearing can be held, typically within two weeks. Within that time, the suspended student may request an immediate hearing from the Director of Residence Life to show why the interim suspension should be lifted. This hearing may resolve the allegation or may be held to determine if the interim suspension should be continued. The interim suspension may be continued if a danger to the community is posed and the College may be delayed or prevented from conducting its own investigation and resolving the allegation by the pendency of the criminal process. In such cases, Geneva College will only delay its hearing until such time as it can conduct an internal investigation or obtain sufficient information independently or from law enforcement upon which to proceed. This delay will be no longer than two weeks from notice of the incident unless a longer delay is requested in writing by the complainant to allow the criminal investigation to proceed before the College process.

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



Reporting

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

Student Conduct Related Procedures

CONDUCT PROCESS OVERVIEW:

Normally, the accused student/organization:

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

Who is the Student Conduct Officer?

It may be the Director of Residence Life, a Residence Director, or any other designee of the Director of Residence Life. It depends on their relationship with the accused student/organization and who can be most objective and fair throughout the process.

Anti-Retaliation

Students have the right to be free from retaliation.

Geneva College does not allow threats or other forms of intimidation or retribution against a student:

- who files a complaint or grievance;
- who participates in an investigation;
- who appears as a witness at an administrative hearing; or
- who opposes an unlawful act, discriminatory practice or policy

Anyone who threatens, intimidates, or retaliates against another student is subject to the Student Conduct Process. Being found responsible for retaliation of any form, by itself and separate from any other student conduct violations, may result in a student being suspended from Geneva College.

OVERSIGHT:

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

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

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

RESPONSIBILITIES OF THE STUDENT CONDUCT OFFICER:

The Student Conduct Officer(s) is responsible for investigating violations that are reported to him/her, to gather additional information and witnesses (if necessary and appropriate), and to determine whether there are grounds to hold a student responsible for a violation of College policy.



NOTICE PROCEDURES:

The Student Conduct Officer will generally adhere to the following notice procedures:

1. The Student Conduct Officer(s) will initiate the student conduct process by giving notice to the student who has been accused of violating the Community Standards. The notice may be sent by campus mail to the student's address on campus, emailed to the student's Geneva email address, or may be delivered personally to the student. The notice may be mailed to the student's home address if it is known that the student is no longer on campus. The notice will indicate a scheduled appointment with the Student Conduct Officer(s) to discuss the alleged violation in the administrative meeting.
2. The notice will inform the student of the following:
 - The alleged offense(s) the student committed;
 - The date, time, and location of the alleged offense, and other such relevant circumstances as the Student Conduct Officer may determine as necessary to include in the notice so that the student is notified of the nature of the alleged offense(s);
 - The section(s) and/or subsection(s) of the Community Standards upon which the charge(s) is/are based;
 - Reference to the student procedures outlined in the Student Handbook.
3. If the student fails to appear for the administrative meeting on the specified date, the Student Conduct Officer(s) may:
 - Reschedule the meeting
 - Decide in his/her absence and impose further disciplinary sanctions as described in this handbook.

ADMINISTRATIVE MEETING:

The Student Conduct Officer conducts an administrative meeting with the accused student(s) following the receipt of a report of an alleged violation(s). The purpose of the meeting is to explain the student conduct process to the student, to provide the student with an opportunity to hear the allegations against him/her, to review the facts as stated in the report(s), and to allow the student to discuss the case with the Student Conduct Officer. During this time, the Student Conduct Officer will assume responsibility for informing the student of the following:

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

The Student Conduct Officer will proceed by asking purposeful and intentional questions surrounding the situation that occurred for the purpose of determining if the student is responsible for the alleged violations.

ALTERNATE STUDENT CONDUCT OFFICER:

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



GUIDELINES FOR DECISION MAKING:

1. Students may normally bring one other student to serve as a silent advocate (of his/her choice) to the hearing, although that silent advocate will have neither voice nor vote. A student should make their request known to have a silent advocate participate at the administrative meeting or upon receipt of notice.
2. The student will have the opportunity to hear what was reported and/or provide witnesses who can substantiate his/her version of the story.
3. Only the Student Conduct Officer, a second witness, the accused student(s), his/her silent advocate, and his/her witnesses (only while testifying) if called, will attend.
4. The Student Conduct Officer will impose sanctions if it is determined that it is **more likely than not** that the student(s) violated the Community Standards.
5. The student may request the right to appeal the decision of the Student Conduct Officer within three (3) business days of the date the decision letter is received.
6. Failure to appear at the administrative meeting or hearing may result in the Student Conduct Officer determining responsibility in the absence of the responding student and the assigning of additional charges and/or sanctions.
7. After discussion and/or subsequent investigation, the Student Conduct Officer has the authority to determine whether the student was in violation of the Community Standards. If the student is determined to have been in violation of College policy, the Student Conduct Officer will notify the student in writing of his/her decision and will communicate the sanction(s) by means of a written notice. The notice will be sent within a reasonable amount of time, typically seven (7) calendar days, of the conclusion of all hearings related to the specific case. If, after discussion and further investigation, it is determined that the alleged violation is not supported by the evidence, the Student Conduct Officer will dismiss the charge and notify the student within a reasonable amount of time, typically seven (7) calendar days, of the conclusion of all the hearings related to the case.

NOTIFICATION OF OUTCOMES:

The outcome of a campus hearing is part of the education record of the responding student and is protected from release under the Federal Education Rights and Privacy Act (FERPA), except under certain conditions. As allowed by FERPA, when a student is accused of a policy violation that would constitute a "crime of violence" or forcible or non-forcible sex offense, the College will inform the alleged victim/party bringing the complaint in writing of the final results of a hearing regardless of whether the College concludes that a violation was committed. Such release of information may only include the alleged student's/responding student's name, the violation committed, and the sanctions assigned (if applicable). In cases of sexual misconduct and other offenses covered by Title IX, only, the rationale for the outcome will also be shared with all parties to the complaint in addition to the finding and sanction(s). In cases where the College determines through the student conduct process that a student violated a policy that would constitute a "crime of violence" or non-forcible sex offense, the College may also release the above information publicly and/or to any third party. FERPA defines "crimes of violence" to include:

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

DISCIPLINARY SANCTIONS:

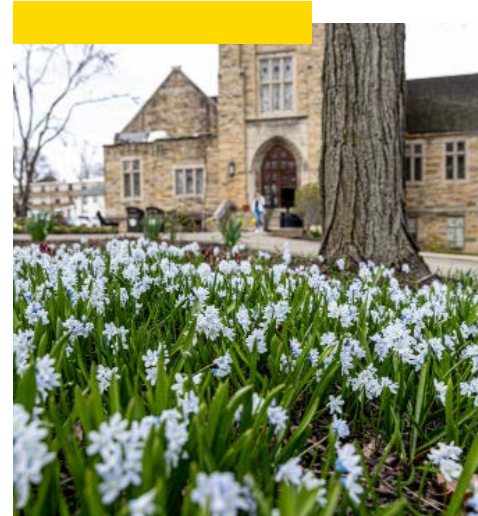
A copy of all student conduct action taken will be placed in a student's file in the Student Development Office.

One or more of the following sanctions may be given in response to a violation of the Community Standards of Geneva College:

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

Club Sanctions - Sanctions which may be imposed upon student organizations found guilty of violating College policies include warnings and probation. Fines, restitution, and restrictions may also be imposed independently of or in combination with warnings or probation. Finally, the VP and Dean of Student Development or a College Judicial designee may determine that an organization found to have violated the Community Standards will lose its recognition as an official College organization and the privileges associated with that recognition. If a student organization loses its recognition from the College, the period of time during which it will not be recognized must be specified by the Dean of Student Development.

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



(Disciplinary Sanctions continued.)

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

Disciplinary Dismissal - The involuntary departure of the student from the College with resultant loss of all student rights and privileges. Separation is permanent, and no provision is made for the student to re-enroll at Geneva College at any time in the future. Upon receiving a disciplinary dismissal, a student is not to attend College functions, participate in College-sponsored events and/or be on college property.

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

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

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

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

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

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

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

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

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

(Disciplinary Sanctions continued.)

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

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

Temporary Suspension- The College reserves the right to temporarily suspend a student who is awaiting final action on the charges filed against him/her, if, in the judgment of the VP and Dean of Student Development, the student's continued presence on campus would constitute potential harm to College property, the student him/herself, or to the safety of any member of the College community. During the entire duration of a temporary suspension, a student is not to attend class or College functions, participate in College-sponsored events and/or be on college property.

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

Other Sanctions - Additional or alternate sanctions may be created and designed as deemed appropriate.

SUSPENSION FROM THE COLLEGE:

Students who are suspended from the College forfeit their rights and privileges as a student, are no longer permitted to use College facilities, and must leave the campus (including during any period when he or she is appealing the suspension). College administrators will indicate a time by which the student should depart from the Residence Halls if the student is a resident. A student who returns to the campus (including campus-leased, campus-operated or College-sponsored events) after being suspended without written permission (by the Director of Residence Life) is subject to additional disciplinary action, and/or criminal charges. Tuition refunds for students who are suspended will be handled according to the Student Financial Services refund schedule, room charges will not be refunded, and board charges will be pro-rated based on the date of suspension according to the refund schedule. Students who have previously been suspended from Geneva and wish to return may be required to meet with College officials to determine whether the student should be allowed to re-apply.

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



APPEAL REQUEST PROCEDURES:

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

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

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

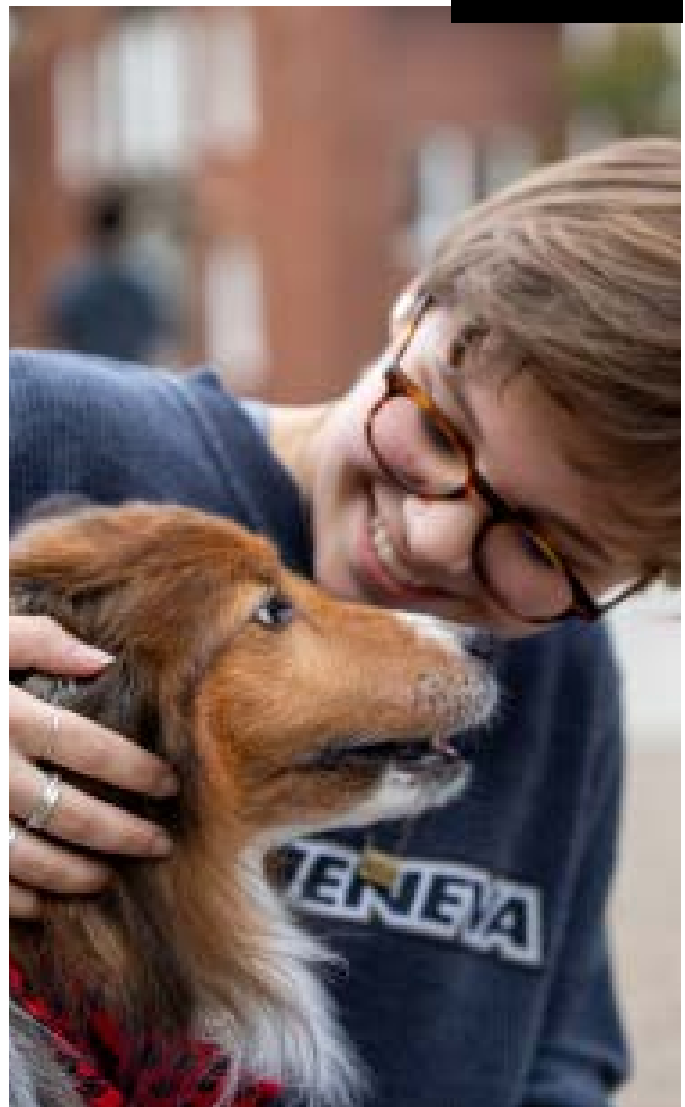
STUDENT WELLNESS POLICIES

Insurance Policy

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

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

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



Medical Withdrawal

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

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

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

A student who is granted a medical withdrawal receives a W (withdraw) for all classes on their official semester report and transcript. A medical withdrawal hold is placed on the student's record indicating the student is unable to register for classes until all responsibilities have been met for readmission. Students who are approved for medical withdrawal are eligible for tuition, room, and board refunds according to the schedule below, based upon the effective date of the medical withdrawal. Financial aid will be returned according to the policy published on the [college's website](#). Any questions about the financial impact of a withdrawal should be directed, in advance, to the Student Financial Services Office.

COUNSELING SERVICES

Stop by: Lower Level of McKee Hall

Hours: M-F 8:00am - 5:00pm

Office: 724-847-4081

Email: ALSolman@geneva.edu

[Check out the website for more info](#)

OFFICE OF FINANCIAL AID

Stop by: Lower level of Alexander Hall

Hours: M-F 8:00am - 5:00pm

Office: 724-847-6530

Email: @geneva.edu

[Check out the website for more info](#)



INVOLUNTARY MEDICAL WITHDRAWAL:

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

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

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

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

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

If you have any questions about a Medical Withdrawal please talk to Health & Counseling Services in McKee.



REQUESTING A VOLUNTARY MEDICAL WITHDRAWAL:

A student requesting a medical withdrawal must:

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

DETERMINATION & PROCESS OF MEDICAL WITHDRAWAL REQUEST:

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

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

EFFECTIVE DATE OF MEDICAL WITHDRAWAL:

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

DETERMINATION OF FITNESS TO RETURN TO CAMPUS:

A student requesting to reenroll following a medical withdrawal must:

- Have a licensed physician or a licensed therapist provide a specific diagnosis based on the DSM-V or ICD-10 criteria and provide a written detailed report that speaks to the nature of the psychological or medical condition and how it affects the student in the College environment, describes the major symptoms of the disability, and outlines a treatment plan and medications currently prescribed, including substantial side effects. Any recommended accommodations should also be included in the report if a long-term disability exists.
- Sign a release allowing the Health & Counseling Services staff to communicate with the physician or therapist regarding the readiness to return to the college and the treatment requirements upon return.
- Have completed all applicable recommendations from the licensed physician or licensed therapist.
- If permitted to return, participate in appropriate support services as outlined by the College and as recommended by the licensed physician or licensed therapist.

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

CAMPUS SAFETY INFO & POLICIES

Emergency Protocol

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

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

CAMPUS SAFETY DEPARTMENT

Stop by: Lower level of Rapp Center

Hours: On Call 24/7

Office: 724-847-5678

24/7 Cell: 724-846-9632

[Check out the website for more info](#)

Save the 24/7 Campus Safety # in your phone contacts!

Missing Person Policy

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

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

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

Student Parking and Vehicle Use Policy

The opportunity to operate a vehicle and park on campus is not a student right, it is a privilege. Students are expected to operate vehicles on campus with great care. Parking policies are in place to ensure the needs of the entire community are met. Students are expected to abide by and be respectful of general campus parking policies as well as temporary parking changes or adjustments. As a result of campus events, weather-related needs or other unanticipated college needs. For a detailed explanation of the college's parking and vehicle policies, please see the link below

[Parking and Vehicle Policies](#)

KEYS LOCKED IN CAR:

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

All students must register their vehicles each year. Students will receive a new color permit for the year registered. No previous permits will be honored. No parking permit refunds will be issued. The following areas have been designated for student parking (subject to change):

- Alumni Lot
- Alumni Lot Upper
- Young/Geneva Arms Halls Lot
- Field House Lot

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

VEHICLE REGISTRATION:

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

PARKING PERMITS:

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

Route 18

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

1. In Pennsylvania, at crosswalks where traffic signals are not in place, drivers are obligated to yield when pedestrians are in a crosswalk. However, the law also says that pedestrians should not “suddenly leave a curb ... and walk or run into the path of a vehicle which is so close as to constitute a hazard.” So, both drivers and pedestrians have legal obligations to practice safety.
2. Pedestrians should always assume that vehicles will not stop for them until there is clear evidence to the contrary.
3. Pedestrians should be careful not to let electronic devices such as phones distract them while crossing roadways.

Work Orders

Students who recognize damage or something broken or not functioning correctly in or around their living space should fill out a work order and report it to their RA or RD for repair. In the case of an emergency repair, contact Residence Life staff immediately. Good judgment is a key factor in determining an emergency.

The following problems are considered emergencies:

- All heating and air-conditioning problems (external temperatures factor into the level of emergency);
- Electrical power failures--fuses, circuit breakers, wiring problems, etc.;
- Plumbing problems--continuous running water from toilet or sinks, any pipe or fixture that is causing, or will cause, significant property damage due to leakage, any toilet or receptacle that is unusable and is the only one available;
- Any malfunction in refrigeration equipment, particularly if it will result in damage to its contents;
- Any roof leak where evidence of water is significant, and all broken windows, doors, and locks which cause security problems or allow the effects of weather indoors.

Anti-Hazing, Bullying, & Cyber-bullying

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

Geneva College is subject to the Pennsylvania state law governing hazing (outlined below) as it's guiding standard.

Pennsylvania Hazing Law [P.S.] § 5352.

Definitions: The following words and phrases when used in this act shall have the meanings given to them in this section unless the context clearly indicates otherwise: "HAZING." Any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization operating under the sanction of or recognized as an organization by an institution of higher education. The term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property.

For purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be "forced" activity, the willingness of an individual to participate in such activity notwithstanding. "INSTITUTION OF HIGHER EDUCATION" or "INSTITUTION." Any public or private institution within this Commonwealth authorized to grant an associate degree or higher academic degree.

[P.S.] § 5353. Hazing prohibited Any person who causes or participates in hazing commits a misdemeanor of the third degree.

[P.S.] § 5354. Enforcement by institution (A) ANTI-HAZING POLICY.-- Each institution shall adopt a written anti-hazing policy and, pursuant to that policy, shall adopt rules prohibiting students or other persons associated with any organization operating under the sanction of or recognized as an organization by the institution from engaging in any activity which can be described as hazing. (B) ENFORCEMENT AND PENALTIES.-- (1) Each institution shall provide a program for the enforcement of such rules and shall adopt appropriate penalties for violations of such rules to be administered by the person or agency at the institution responsible for the sanctioning or recognition of such organizations. (2) Such penalties may include the imposition of fines, the withholding of diplomas or transcripts pending compliance with the rules or pending payment of fines and the imposition of probation, suspension or dismissal. (3) In the case of an organization which authorizes hazing in blatant disregard of such rules, penalties may also include rescission of permission for that organization to operate on campus property or to otherwise operate under the sanction or recognition of the institution. (4) All penalties imposed under the authority of this section shall be in addition to any penalty imposed for violation of section 3 or any of the criminal laws of this State or for violation of any other institutional rule to which the violator may be subject. (5) Rules adopted pursuant hereto shall apply to acts conducted on or off campus whenever such acts are deemed to constitute hazing.

Student Technology Use

Students are expected and encouraged to use wisdom and care when engaging all forms of technology. Please refer to the campus IT policy for further information regarding expectations for use of technology.

[Campus IT Policy](#)



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