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**TO EDUCATE STUDENTS
TO BECOME SERVANTS OF CHRIST
TO MAKE A DIFFERENCE
IN TODAY'S WORLD.**

—OUR MISSION STATEMENT—

Christ Above All

—OUR MOTTO—

Life Together Covenant



Agreement to abide by the lifestyle standards of the college was a condition for acceptance to Bryan College. This page serves as a reminder to the student of that commitment.

The Bryan College community believes that a complete education cannot be achieved unless one possesses a sense of individual responsibility and personal honor. Believing this to be true, students agree to use their power to strengthen and uphold the ideals of this institution, which include individual responsibility, loyalty, and honor as stipulated in the Bryan College Honor Code, *Bryan College Student Handbook* and *Catalog*.

While all the guidelines outlined in the *Student Handbook* may not necessarily coincide with each individual's own personal convictions, each student agrees to abide by them, whether on or off campus, while a student at Bryan College. It is understood that these guidelines are in effect immediately upon arrival to campus at the beginning of each semester, and until departure from campus at the end of each semester.

Students, who attend summer classes at Bryan, work for the college, or represent the college in any official capacity during the summer or winter intersemester breaks are required to abide by college guidelines.

Lifestyle Perspective



The purpose of Bryan College is to educate students to become servants of Christ to make a difference in today's world. The *Student Handbook* communicates the lifestyle standards which support this purpose and community life here at Bryan. In the development of these guidelines, the college seeks to assist in the personal growth and development of students by creating an environment that emphasizes wholesome attitudes, healthy habits, responsible citizenship, and the development of constructive interests and skills. The faculty, staff, administration and trustees of Bryan College "believe that the Scripture provides clear guidelines for human behavior. However, since the Bible is not specific on all matters of behavior, Christian communities historically have followed diverse practices in a number of areas such as dress, entertainment and separation. Each Christian community will have its own norms and standards which reflect its interpretation of Scripture, its response to its cultural environment and its tradition" (see *Catalog* p. 9). The *Student Handbook* will show you how to function in various aspects of college life. Please become familiar with the entire book.

...since the Bible is not specific on all matters of behavior, Christian communities historically have followed diverse practices in a number of areas such as dress, entertainment, and separation.

A student's enrollment at Bryan College constitutes an agreement that they will accept their responsibilities as a member of the college community and that they will abide by its standards with a spirit of cooperation. While any set of community standards may contain elements with which some of its members disagree, it is expected that those who join the Bryan College community have evaluated its standards and made a conscious decision to live by them.

While any set of community standards may contain elements with which some of its members disagree, it is expected that those who join the Bryan College community have evaluated its standards and made a conscious decision to live by them.

These guidelines allow students to affirm their commitment to the community and to grow in integrity by maintaining congruence between their lifestyle and these guidelines. The standards of Bryan College attempt to reflect the desire of the institution to place “*Christ Above All.*”

Bryan College

Our Philosophy



Student Life at Bryan College is committed to:

THE AUTHORITY OF GOD

THE EDUCATIONAL PROCESS

THE COMMUNITY

THE DEVELOPMENT OF THE INDIVIDUAL

OFFICE OF STUDENT LIFE
OUR PHILOSOPHY

BRYAN COLLEGE is an academic and faith community committed to *educating students to become servants of Christ to make a difference in today's world*. Although this handbook includes most aspects of community life and all areas of the Bryan campus, the philosophy of the Office of Student Life offers a good perspective of Bryan as a whole.

PURPOSE STATEMENT: *The Office of Student Life exists to support and enhance the academic mission of the college and to disciple students toward maturity in Christ* by mentoring students toward personal values, community responsibility, and individual maturity based upon Biblical truth in the spiritual, intellectual, emotional, social, and physical areas of students' lives and by providing coordination and oversight of campus life and activities, and residence life. The office also promotes the Student Life and Facilities Plans of the Strategic Plan and the Institutional Mission and Goals by promoting a knowledge and application of the Bible; by supporting academic excellence; by providing an environment that emphasizes wholesome attitudes, healthful habits, responsible citizenship, development of constructive interests and skills; and by serving the local community and the Bryan constituency with consultative services.

Student Life Life at Bryan College is committed to:

THE AUTHORITY OF GOD

- God's Word, the Holy Bible, composed of the Old and New Testaments, is of final and supreme authority in faith, in life, and in scholarship.
- We subscribe to a Biblical worldview that not only determines understanding but also behavior.
- We will submit to Scripture's standards for human behavior with an understanding and respect for the fact that Christian communities historically have followed diverse practices in a number of areas.
- Glorifying God is of supreme importance, therefore, the standards and practices of the college reflect the desire of the institution to place Christ Above All.
- Regular corporate worship and prayer will be prominent features of campus life.

THE EDUCATIONAL PROCESS

- Student life shall seek to provide a campus environment conducive to the learning process.
- Student life will be integrated with academic programs by utilizing faculty and staff mentors and models to develop increasing responsibility and initiative in students.
- Bryan College is committed to the virtues of integrity and excellence.
- We believe that truth is absolute.

THE COMMUNITY

- We desire to maximize the benefits of a small college by adhering to practices that promote and strengthen the unity of the campus community.
- Because we place a high value on relationships, we will practice and promote, fairness, civility, respect for authority, and regard for others above personal rights.
- All members of the campus community commit themselves to mutual accountability.
- Adherence to required standards of behavior is not to be viewed as “legalism” but as reasonable expectations that are appropriate for institutional effectiveness. Furthermore, submission to authority honors God and contributes to individual and corporate growth.
- Recognizing the constant changes in culture, students’ needs, and in higher education, continuous evaluation and revision of policies is a necessity. Appreciating Bryan’s record of years of excellence, changes and revisions shall be considered with humility and carefulness.
- Student activities will promote healthy interaction of the community with consideration and respect for the beliefs of one another.
- We recognize the prominent position of God’s institution, the church, and will support and encourage its work.
- Members of the campus community are to deal with one another in truth. One’s word is his bond. It shall be assumed that members are being truthful, unless evidence shows otherwise. Failure to be truthful is a major violation of the college honor code.

THE DEVELOPMENT OF THE INDIVIDUAL

- Student development is viewed as a continual process of moving toward maturity.
- Faculty and staff are entrusted with a sacred trust to mentor students in the areas of spiritual formation, the pursuit of holiness, and leadership development with a goal toward personal responsibility and initiative.
- Every staff member in Student Life is viewed as a mentor or one who disciples students.
- We will not discriminate on the basis of race, ethnicity, gender, age, or disability, but will acknowledge and celebrate legitimate differences, roles, and responsibilities.
- We will teach leadership development by providing opportunities for students to practice leadership skills under the supervision of responsible faculty and staff.
- We will encourage outreach by providing organized opportunities for direct involvement.
- Certain forms of entertainment are not consistent with holy living. We will make choices that demonstrate our pursuit of holiness in all entertainment practices.
- We will promote the health of our bodies, minds, and emotions.
- Personal counseling is available to students as a means of discipleship and dealing with personal issues. Dealing with serious issues of mental or emotional health is outside the scope of the college.
- Discipline shall be administered in a redemptive, not punitive fashion.

Honor Code



Every student shall be honor bound to refrain from cheating (including plagiarism).

Every student shall be honor bound to refrain from stealing.

Every student shall be honor bound to refrain from lying.

The Honor Code is designed to enhance uprightness on the campus. Academics and integrity are taken very seriously at Bryan College. We have a God-given responsibility to commit ourselves to the Biblical standards inherent in the Bryan College Honor Code.

T

he Honor Code of Bryan College governs Bryan's social and academic life. It is a commitment to the highest values of honor and integrity for each individual. A stated educational goal of Bryan College is "to develop in students wholesome attitudes, healthful habits, responsible citizenship and the recognition that education is a continuing process." Further, this goal is seen specifically in the stated Christian Life Standards: "In a Christian academic community, academic dishonesty, including cheating, plagiarism, and misappropriation of library materials or other college property, is regarded as a serious violation of Biblical standards."

The overall goal of a Bryan College education is the development of the whole person intellectually, spiritually, emotionally, physically and morally. The process of education is just as important, if not more so, as the product. This is reflected in the Biblical mandates for every person to behave honorably and with integrity (Proverbs 12:22, 13:5, 21:6; II Corinthians 8:21; Ephesians 4:25). The Bryan College Honor Code is a declaration on the part of the Bryan College community that each person will follow the honorable course of action in all matters.

The Bryan College Honor Code is simply stated: **Every student shall be honor bound to refrain from cheating (including plagiarism). Every student shall be honor bound to refrain from stealing. Every student shall be honor bound to refrain from lying. Any violation of this Honor Code may result in suspension from the college.**

The Bryan College Honor Code provides a sense of trust to the student. The student's word is his or her bond. Signing the student's name is a declaration of honor. Every student entering Bryan College agrees to abide by the Bryan College Honor Code and the system of discipline it requires.

The Honor Code is intended to apply to Bryan College as a community; therefore, students who are aware of Honor Code violations have the responsibility to be concerned for the personal integrity of other members of the community. For this reason, loving confrontation and admonition is the Biblical course of action (Matthew 18:15-17; Galatians 6:1-2; James 5:19-20).

Spiritual Formation



Spiritual formation is the continuing process of life and experience through which we are progressively formed, conformed, and transformed into the image of Jesus Christ. This process occurs daily as we interact with God and with one another. The Bryan College experience offers many opportunities for both individual and corporate spiritual growth.

Iron sharpens iron; students engaging students is one of the single most defining parts of the college experience.

—Dr. Stephen Livesay, President

At Bryan College, education is about the whole person, including the spiritual formation of our students. Faculty and staff care that their students grow in all ways, including emotionally, intellectually, and spiritually with God, their communities, and themselves. This value has its fullest expression in the emphasis placed on relationships at Bryan. Faculty and staff pursue real relationships with students, which become contexts for life mentoring. The following paragraphs detail other strategies in place at Bryan College to assist in the spiritual growth of students.

Chapel exists as a regular corporate gathering of the Bryan community for spiritual nurture, worship, and worldview development. Guests from around the world speak in chapel, offering rich teaching and wisdom. Each semester, the chapel program kicks off with a conference, Spiritual Life Conference (each Fall) and Christian Life Conference (each Spring). Corporate worship at Bryan involves a diversity of styles and forms, including music, prayer, art, dance, and service. As a part of the educational strategy at Bryan, chapel is held 3 times a week.

The Worship Leadership Team is a group of students selected to help cultivate the worship life of the Bryan community by educating our community on the nature of worship, instructing the community about different forms of worship, and leading Bryan to engage in authentic worship, both corporate and individual. As part of the team, each student is challenged to authentically develop his/her personal worship life, as well as the skills and leadership experience needed to effectively shepherd the community in responsive worship.

Involvement in a local church is a strategic part of a Bryan education as it puts students into a worshipping community that can act as a spiritual home during their time at Bryan. The Bible speaks strongly concerning the role of the church in contributing to spiritual growth. By enrolling at Bryan, students are agreeing to attend a Sunday morning service of their choice. Ideally, students will invest themselves even more fully in the life of their church through small groups, choir, Bible studies, or other means.

At Bryan College, James 1:27 is taken seriously: “Religion that is pure and undefiled before God, the Father is this: to visit orphans and widows in their affliction....” Practical Christian Involvement (PCI) connects students with members of the community. Students invest thousands of man-hours each year off-campus in the homes and churches of the larger community, expressing God’s compassion to area residents. Practicing the Christian life is deeply instructional to a student’s ability to live that life post-Bryan.

At Bryan, we recognize the uniquely transformative effect that global engagement can have on spiritual growth—that’s why international projects are a strategic aspect of the spiritual formation strategies of the college. Bryan’s Italy Abroad program is an innovative semester-long experience designed to bring together exciting academics, cultural experiences, and personal encounters with a missions lifestyle. Close contact with the Italian people, their values, and beliefs gives students a unique perspective on Christ’s impact on every culture. The Acts Project couples a semester-long class conversation on missions with a summer internship. The small, highly-interactive format of the course frames a closer look at God’s work in hearts around the world, the work of the Spirit in cultivating the gospel, and current trends in missions. Students learn to be kingdom-living Christians as they spend time with practitioners and prayer warriors and as they enter a two to six month internship abroad, practicing ministry in vocationally specific ways.

Christian Life Formation courses explore topics in Bible, theology, ancient and contemporary Christianity, relationships, spiritual disciplines and contemporary culture. Flexible formats (such as small reading groups, large weekend retreats, discussions, and field trips) and a range of instructors allow for creative courses, emphasizing mentoring relationships within the groups, and transferable experiences that affect students both now and for the next 60 years of their lives.

Students today wrestle with deep questions related to life and reality. They want to believe and love the truth, and this in a world characterized by virtual relationships, cut-and-paste spirituality, and the exodus from the church. The Worldview Initiative exists to cultivate a generation of students who love God, live the gospel, and shape their communities in deeply redemptive ways. The Initiative accomplishes these values by involving a select group of Bryan students in specialized worldview training and shaping them into a team that travels and hosts worldview formation events at Christian high schools around the country.

Local Church

Involvement in a local church is an essential part of the spiritual development process for every Christian. The Dayton-Chattanooga area provides numerous opportunities for involvement in local churches. Becoming a part of the body life of a local congregation is highly encouraged. Bryan College students are expected to attend ten Sunday morning worship services of the church of their

choice. Attendance will be reported at regular intervals. *(Please see "Chapel/Church Over cut Consequences" below).*

Chapel Requirements

Because corporate worship is such a vital community time as well as part of the education of Bryan College, the college requests that those within the community make the chapel hour a regular part of their daily activity. In that light, the following attendance requirements are a part of a student's commitment to the worshipping community at Bryan.

1. Each student is allowed 8 cuts from the regular chapel program. These cuts exist at the student's discretion. It is expected that items such as doctor's appointments, job interviews, trips, etc. would utilize chapel cuts and not fall into the category of chapel exemptions. Please plan your use of chapel cuts to be sparing and strategic. Please note the section on chapel over cuts below.
2. A student will be considered tardy if he/she arrives after 10:00. Three tardies will result in a conversion to one absence. A student arriving after 10:10 or leaving early will be considered absent.
3. Most of the corporate chapels are held in Rudd Auditorium. In order for students to record their attendance at those chapels, they must scan their ID cards upon entering before chapel **and** upon exiting at the end of chapel. It is the student's responsibility to make sure that he/she scans the card. Failure to properly scan one's ID card will result in an absence for chapel.
4. If a student suspects an error in chapel attendance, he/she must report the error to the Dean of Community Life within one week of being notified of the cut. Cut notices will typically be sent over school e-mail the afternoon of the corresponding chapel.
5. Falsifying chapel attendance is considered a serious violation of the Honor Code.

Exemptions

1. If a commuting student has no classes on a given day or if their first class begins at noon or later, that student can request an exemption for those

days that semester. *Please see the Dean of Community Life.* All students registered for at least seven credit hours must attend at least 15 chapels in a semester.

2. If a student has regularly scheduled work that occurs during the chapel hour, he/she may request an exemption for the days on which regularly scheduled work occurs. This exemption will take effect from the date of filing for exemption. It is not retroactive to the time of employment. *Please see the Dean of Community Life.*
3. A student involved in an official school event may be granted an exemption for the chapel on the day of the event per a request by the event sponsor (e.g. coach, professor, etc.) to the Academics Office consistent with excused classes.
4. Students taking fewer than seven total credit hours in a semester are exempt from the chapel requirements.
5. In the case of an exemption, chapel cuts will be pro-rated.

Chapel/Church Over cut Consequences

- 1 over cut – 10pts.
- 2 over cuts – 3 work hours
- 3 over cuts – 3 additional work hours and disciplinary caution
- 4 over cuts – 3 additional work hours and disciplinary probation
- 5 over cuts – probation and disciplinary action contract

Sunday Activities

With regard to Sunday activities, students are encouraged to utilize this day for worship and rest. In light of commitments to attend church, campus recreational facilities (including tennis courts, gym, pool, Student Life Center, etc.) will be closed on Sunday mornings.

Academic Information



Competing worldviews are examined in depth in the classroom. Bryan students learn to develop and personalize a Biblical worldview. Knowing what other people believe, why they believe it and what the Bible has to say helps Bryan students become more effective *Servants of Christ*.

**An education is incomplete which does not place
a noble purpose behind mental training.**

—William Jennings Bryan

Academic Implications of the Bryan College Honor Code

In the classroom, the Honor Code is a declaration that the student is performing the required assignments and examinations with full integrity. As a constant reminder of this commitment, students write the word *pledged* and sign their names to course work submitted to a professor. The word *pledged* is an abbreviation for the statement: “On my honor, I pledge that I have neither given nor received help on this work.” This *pledge* means that, except where noted or when work is expected to be done jointly, the academic work submitted is that person’s alone. Students who are found to be in violation of the Honor Code will face the following discipline as a minimum:

First Offense – Depending on circumstances, discipline could include re-submission of assignment to failure of assignment (discipline assigned by professor; professor will notify the Academic Vice President and the Dean of Community Life.)

Second Offense – course failure and social discipline (academic discipline assigned by the Academic Vice President and social discipline by the Dean of Community Life.)

Third Offense – Academic and social suspension from the college (automatic institutional policy.)

Class Attendance Policy

Recognizing the dissimilarity in course content, the diversity of learning objectives, the variety of instructional methods, and the range of student abilities, the college sets no single attendance requirements for all classes. Each instructor determines, within guiding principles given below, the attendance policy for each course.

- Each instructor will keep a record of class attendance.
- Professors may establish a maximum limit of 20% for the total number of absences in a class. Within each discipline a rule may be established outlining a maximum number of class periods (up to 20%) that can be missed without some penalty. Performance courses, as defined in the syllabus, may require even more restrictive limits on absences due to the nature of the course. Students who exceed these limits may be given no credit or a failing grade, provided the policy is specifically outlined in the course syllabus.

- Student grades cannot be discounted when the student is absent because he or she is representing the college, providing the total number of absences does not exceed 20% of the class sessions.
- Professors must include an attendance policy in their syllabi based on the above guidelines.
- Three tardies are equal to one absence. Tardiness is defined as arriving in class after the designated time and before ten minutes of the class has elapsed. If a student arrives after ten minutes of class time, the professor is permitted to consider it as an absence.
- Students wishing to appeal any decision regarding class attendance should consult the *Student Handbook* section, “Complaints.”

Courtesy notes may be sent to the faculty by the Office of the Registrar or the Academic Vice President in case of a death or serious illness in the immediate family of a student or an unusual circumstance that takes the student away from classes. Faculty members will treat the emergency as an excused absence only if all cuts have been used.

Final Exam Schedule Changes

Students desiring a change in the time of a scheduled final exam for any reason must submit a *Final Exam Change Request* at least three weeks before the start of the exam period. This form is available in the Office of the Registrar. The Registrar will consult with the faculty member(s) involved and notify the student.

Senior Trip Policy

Students completing graduation requirements during a given calendar year may participate in the senior trip occurring during the same calendar year. Students desiring an exception should submit a written request to the Dean of Community Life and the Academic Vice President. Students are to attend only one Senior Trip. Only Bryan College students, spouses and appropriate advisors may attend the Senior Trip.

Check-Out from the College

All students who leave Bryan College (i.e. graduation, summer vacation, non-returns, etc.) must complete the check-out process. Instructions for checking out will be displayed on the e-Student homepage. Each step of the process is shown as “incomplete” until it is completed.

Withdrawal from the College

All students leaving the college under the following conditions must complete a *Withdrawal Form* (available in the Office of Student Life):

- During any semester when the student does not plan to finish the semester;
- When the student is suspended for disciplinary reasons (may be completed by college personnel).

Failure to comply will result in forfeiture of the enrollment deposit and a grade of “F” for all courses in which the student is currently enrolled. Withdrawal due to immediate suspension results in forfeiture of all academic credit.

Medical/Psychological Withdrawal

A student’s continued enrollment may be terminated or suspended, or readmission may be withheld, delayed or denied for medical/psychological purposes. Students whose behavior renders them unable to effectively function in the college community without harming themselves or others or disrupting the college community, or who cannot adequately be served, or who refuse services by campus counseling or available medical or mental health providers may be required to withdraw. This action may be carried out apart from the disciplinary process as deemed necessary by college officials. If a student is withdrawn under the provisions of this paragraph, the student is entitled to request an appeal of the decision by giving a written request to the Vice President for Enrollment Management.

Family Educational Rights and Privacy Act

Purpose

The purpose of the Family Educational Rights and Privacy Act is to protect the privacy of parents and students by governing access to records maintained by certain educational institutions and agencies and the release of such records.

Conformity

Bryan College hereby pledges conformity to the provisions of the law and notifies students as to their rights with respect to records maintained on students who are, have been, or will be enrolled at Bryan College.

Rights

A student may have access to official records directly related to that student, within the provisions of the law.

A student may have a hearing to challenge records on the grounds that they are inaccurate, misleading or otherwise inappropriate.

The written consent of the student will be secured before releasing personally identifiable data about the student from records to other than the following list of exemptions:

- Parents of a financially dependent student;
- School officials and authorized personnel at Bryan College, with “authorized” meaning only those persons who need specific records to carry out their designated responsibilities;
- Auditors or authorized program evaluators or representatives of Federal Financial-Aid Program or other federally sponsored educational programs, with no release of personally identifiable information permitted by such persons;
- Accrediting organizations for the purpose of carrying out accrediting functions only;
- Appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons;
- School officials and Bryan College students for directory information and newspapers and other public media for recognition of awards, degrees, and activities unless the student prohibits the release of such information by August 1 of each year by giving in writing a request to the Public Relations Office of the college that a particular type(s) of item(s) be omitted (see “section on “definitions” regarding directory information);

- Courts in compliance with judicial order or subpoena, with the student being notified of all such orders in advance of the compliance;
- Alleged victim of a crime or a non-forcible sex offense, or to the alleged victim's next of kin in accordance with the Higher Education Act;
- Any other legitimate persons to whom the records are available by law.

Students may not have access to financial information submitted by parents without written permission of the parent received by the Financial Aid Office.

Although waivers may not be used as a condition for admission to, receipt of financial aid from, or receipt of any other services or benefits from such agency or institution, the student or person applying for admission may waive his right of access to recommendations, provided the student or person is, upon request, notified of the names of all persons making confidential recommendations and such recommendations are used solely for the purpose of their specific intention.

Categories, Locations, Sources, and Routine Uses of Records

Records pertaining to students are kept in the following offices: Business, Counseling, Registrar, Community Life, Financial Aid, and Career Placement.

Inquiries

Inquiries may be addressed to the chief administrative officer of any of the offices in which records are kept until such time as one person in the college is designated as the one in charge of all aspects pertaining to the Family Educational Rights and Privacy Act.

Record Access Procedures

The student and/or the parent (whichever is entitled to have access to records) may request permission, in writing, to see a particular record pertaining to the student, after which the college will show the particular item or record or make a copy of the particular item or record at the expense of the student or parent. The charge is fifteen cents per sheet. The student or parent will have access to the record as soon as reasonably feasible, but no later than forty-five days after the request has been received or by whatever time is allowed by amendments to the law.

Office and Review Board

A student will be provided a hearing at Bryan College to challenge records on grounds that the records are inaccurate, misleading, or otherwise inappropriate.

Definitions

“Directory Information” means a student’s name, photograph, telephone listing, campus e-mail address, classification, hometown and state, campus address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of the athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

“Educational Records” means those records, files, documents, and other materials which contain information directly related to a student and which are maintained by an education agency or institution. The term does not include records of instructional, supervisory, and administrative personnel and educational personnel ancillary thereto which are in the sole possession of the maker thereof and which are not accessible or revealed to any other person except a substitute. The term does not include records on a college student which are created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or para-professional acting in his professional or para-professional capacity, and which are created, maintained, or used only in connection with the provision of treatment to the student, and are not available to anyone other than persons providing such treatment, provided, however, that such records can be personally reviewed by a physician or any other appropriate professional of the student’s choice. The term “Education Records” does not include records made and maintained in the normal course of business which relate exclusively to an employee of the institution and are not available for use for any other purpose.

Statement of Good Faith

Bryan College accepts the intent of this law, the Family Education Rights and Privacy Act, as a worthy goal and will endeavor to work within the guidelines of the law as they are understood at this time. As additional clarifications are made, adjustments will be made in the policies at Bryan College with respect to this law. Anything, therefore, that is included in this section of the *Student Handbook* that is in conflict with interpretation of the guidelines that have been or will be provided by federal government will give way to such interpretations. Information contained in this *Student Handbook* cannot of necessity be all-inclusive of the guidelines provided by the law, but it does serve its purpose in notifying parents and students of their primary rights as provided by the Family Educational Rights and Privacy Act.

Disability Policy Statement

For students with disabilities (as defined by Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990), Bryan College takes an individual, holistic approach in providing, as required by law, reasonable accommodations.

Eligible students must formally notify the college of their disability, either at the time of admission or before accommodation is requested. The notification must be in writing, must include appropriate documentation, and must be submitted to the Registrar's Office. Documentation required (to be obtained by the student at his/her expense) includes a formal medical evaluation by a physician or learning specialist (for learning disabilities), a description of what specific accommodations have been offered in the past, and what specific needs and services will be requested from Bryan College.

Examples of alternative aids that may be appropriate include taped texts, note takers, interpreters, readers (for test-taking only), additional time for tests, and alternative methods of assessment. The college is not required to supply students with attendants, individually prescribed devices such as hearing aids and wheelchairs, readers for personal use or study, other devices or services of a personal nature, or incompletes/ extended semesters. The courts have also ruled that colleges are not required to lower the standards of any program, make fundamental alterations in the essential nature of a program, or assume undue financial or administrative burdens.

The campus ADA coordinator works under the supervision of the Academic Vice President. She/he considers a prospective student's request and documentation and subsequently determines what specific services will be offered by the college. The Coordinator then provides the minimum expectations for accommodations. These accommodations are then provided to the student on a Syllabus Addendum form that they must take to the faculty of each course, who will fill the form out. A completed Syllabus Addendum must be completed for each course within the first 10 business days of the semester or within 10 business days of a diagnosis/approval by the ADA coordinator. Once the basic provisions are deemed acceptable by both the faculty member and the student, the original copy must be turned into the Office of the Registrar. The student or his/her professor(s) may appeal the decision of the ADA Coordinator to the Academic Council, which will make a final determination on behalf of the college. For more information, contact the Registrar's Office.

Community Living Standards



The Bryan College community is committed to maintaining an atmosphere that reflects our life in Christ and ultimately gives praise and glory to God.

In an effort to maintain an atmosphere conducive to this commitment, certain community living standards have been established.

While this set of standards may not be the preference of each individual, those who choose to join the Bryan community do so voluntarily and, therefore, willingly take upon themselves the responsibility to abide by these guidelines.

Social Interaction and Dating

The Bryan College experience provides many excellent opportunities to develop relationships. It is important to remember that all interaction, whether between friends or dating couples, should show respect and courtesy toward each other and others. The principles of morality and propriety must guide our behavior.

In application of these principles, on campus public display of affection, with the exception of a brief goodnight kiss and a non-prolonged embrace, should not go beyond hand-holding and taking an escort's arm. Couples must refrain from resting arms, legs, etc. on one another. Hand-holding is not appropriate during chapel.

Private displays of affection should follow the Biblical principles of chastity and purity which do not allow for actions such as petting, fondling, etc. Married couples are asked to use discretion with courtesy toward others.

***Run away from sexual sin!
No other sin so clearly affects the
body as this one does.***

***For sexual immorality is a sin
against your own body.***

***Or don't you know that your body
is the temple of the Holy Spirit,
who lives in you and was given to
you by God? You do not belong to
yourself, for God bought you with
a high price. So you must honor***

God with your body.

-1 Cor. 6:18-20 (NLB)

Visiting in Private Living Quarters

Discretion would dictate that couples avoid being alone in any private living quarters. Students who fail to show mature judgment in this area may be subject to disciplinary measures.

Sexual Contact

In accordance with the clear Biblical teaching that sexual relationships are designed to exist only in the context of a committed heterosexual marriage, sexual activity outside of the marriage relationship is prohibited.

Sexual Harassment

Any form of sexual harassment, whether verbal or physical, is inconsistent with Biblical teachings and the standards of Bryan College. Such harassment is deemed illegal sex discrimination and violates Title IX of the 1972 Education Act for Students. Members of the Bryan community found in violation will be subject to disciplinary measures and possible charges by local law enforcement agencies. Complaints of any harassment should be reported immediately to the Office of Student Life. In all cases, confidentiality will be strictly adhered to except as required by applicable law.

Pornography

With the desire to promote moral purity in thought and action, the reading, viewing and/or soliciting of pornography, in any form or fashion, is prohibited.

Gambling

To encourage stewardship of God-given resources, gambling in any form is prohibited.

Dancing

Students are expected to use discretion in all personal entertainment choices. Sexually provocative dancing is not permitted. Students who are uncertain about decisions in this area are encouraged to discuss these issues with Community Life personnel.

Respecting the varying convictions among Christians, dancing (with the exception of choreography in stage productions) is not allowed for on-campus or college sponsored events.

Tobacco, Alcohol, & Substance Use and Abuse

Due to the varying convictions among Christians, the potentially harmful and destructive affects and (in some cases) legal mandate, the possession and/or use of alcohol, illegal drugs, or tobacco is prohibited. The smoking of any other substance is prohibited. In addition, individuals are not to abuse legal or prescription substances.

Bars, Nightclubs, and Similar Establishments

Attendance at establishments such as bars, nightclubs, dance clubs, casinos, and other similar establishments, whose primary activities include practices that are prohibited by the college, is not permitted. For help in determining whether a particular activity or club is within the college guidelines, students should consult with their Resident Director or the Assistant Dean of Community Life. As in other areas, students who fail to show mature judgment in this area may be subject to disciplinary measures.

Movie Viewing

Movies can provide wholesome entertainment, helpful instruction, or profound insight into life and human behavior. However, much of what is produced by the entertainment industry reflects views and lifestyles which are in direct opposition to a Christ-centered life. Members of the Bryan College community must critically evaluate all forms of entertainment so as to avoid evil and enhance a pure life.

As a college, we recognize that there is a wide variety of opinion within the Christian community regarding what is appropriate. Therefore, students are expected to use discretion in all viewing choices. Students are not to view, or have in their possession, movies that appeal to prurient interests, contain excessive violence or other objectionable material. RDs and RAs have the authority to determine if a movie is appropriate to be viewed in the residence hall.

***“Far more than any other influence, more than home—
my attitudes, dreams, preconceptions and pre-conditions
for life had been irreversibly shaped five and a half
thousand miles away in a place called Hollywood.”***

--David Puttnam

Producer of Chariots of Fire

The following prayer, offered by Ken Gire in his book, *Windows of the Soul*, provides a good perspective for members of the Bryan community.

Prayer for Moments

*Help me, O God, whenever I go to a movie, not to go just for entertainment
but also for enlightenment. Meet me there, I pray, and speak to me.*

*Tell me something I need to know so I may live my life more graciously,
more compassionately.*

*Give me moments of transcendence so I can leave the theater in some way changed,
even if it is a very small way.*

*Speak through a character, a scene, a line of dialogue, a musical score,
Tell me something that will help me become a more understanding person,
kinder and more compassionate.*

Thank you for those moments at the movies that have touched my heart.

*And for the fact that there is no place on earth that some echo of Your voice cannot
be heard for the one who is listening...*

Video Tapes—DVDs—Movies

Private use of video tapes, DVDs, movies, films, recorded television programs, etc. is also governed by the same discretionary guidelines listed above for movies. Any DVD or movie shown in a public place on campus by a student or student organization must be approved by the Dean of Community Life or the Assistant Dean of Community Life. Students who fail to abide by this policy (by showing or viewing) will be fined \$35 each.

Federal law (see Federal Copyright Act, Public Law 94-553, Title 17 of the United States Code, HR 3045) prohibits the unlicensed showing of movies in public areas.

Television

As with movie viewing, students must evaluate their television viewing choices with mature discretion. Choices should be made with the goal of avoiding evil and enhancing a pure life.

Music

Personal preferences in music styles may vary widely among individuals. Students are asked to use wise discernment in choosing music. Music with vulgar, profane or sacrilegious lyrics is not permitted on campus.

For the benefit of others in the college community and to create the proper atmosphere for relaxation, study, rest and informal interaction, volume should be kept low or headphones should be used. *Resident Directors and Resident Assistants will have the authority to make judgments on the appropriate nature and volume of music in the residence halls.*

Criteria for music played or performed in public for student-sponsored activities are as follows:

- All such music must be approved well in advance through the Office of the Dean of Community Life.
- No music is allowed at the tennis courts.
- No music is allowed at the swimming pool (with the exception of special events for which music must be approved).

Speech & Conversation

Members of the Bryan College community should seek to glorify God and build one another up through their conversation. Therefore, profane, slanderous, sacrilegious, obscene or suggestive language is inappropriate and is not acceptable.

Dress and Grooming Standards

Judging another person's spiritual condition based on external appearance is clearly a violation of Scripture (James 2:1-4; 1 Samuel 16:7). Bryan College does not endorse dress standards that promote a certain look as a measure of Christian spirituality. However, as an educational institution, the college has established standards that are consistent with our community and educational purposes.

Modesty and appropriateness are clearly proper standards that can be expected as a part of a Christ-centered community. Dressing modestly encourages holiness and avoids sensuality. Appropriateness requires us to evaluate each situation and dress accordingly. Bryan faculty members are professionals who regard the teaching-learning process with respect. Dressing appropriately and avoiding extremes in grooming shows a sense of mutual respect for one another within the Bryan College community. Departments and programs may set standards within the college guidelines appropriate to their given purposes.

Therefore, students are expected to dress neatly, modestly and appropriately for the occasion. Realizing that these standards

God sees not as man sees, for man looks at the outward appearance, but the LORD looks at the heart.

- I Samuel 16:7

can be very subjective, each student is expected to submit to the judgment of college officials regarding interpretation of the dress and grooming standards. When a student chooses to dress inappropriately and is asked to change, immediate cooperation will be expected.

General Guidelines

All clothing should be clean and modest; not tight-fitting or sheer. Any clothing with written or visual messages, advertisements, etc. deemed offensive or inappropriate by any college official may not be worn. Advertisements for tobacco products, alcoholic beverages, etc. are not permitted.

Shirts

- Any tank-style tops worn on campus at any time, must be modest, not tight-fitting, and have a strap of at least 2” width.
- Tank-style tops with oversized arm holes and t-shirts with oversized arm holes are permitted only during athletic practices and activities. If students practice in these shirts, they must change before going to meals or “hanging out” on campus.
- No short cropped shirt or bare midriffs are permitted.
- Necklines on all women’s tops and dresses must be modest.
- While in public areas, men must wear shirts at all times, with the exception of “shirts-and-skins” games in the gym or at the athletic fields and while swimming.

Shorts

- It is recommended that all shorts, including those worn in practices and informal athletic events, have an inseam of at least four inches. The standard remains modesty in dress and appearance. This standard also applies to shorts worn with spandex or leggings. When determining if cut-off shorts are of appropriate length, the fringe should not be included in the measurement. All cut-offs must be reasonably neat with no trailing strings. As stated previously, students are expected to submit to the judgment of the college officials regarding dress standards.
- Spandex and tight-fitting leggings are to be worn only when regulation length shorts or skirts are also being worn.

Skirts

- Women’s hemlines are to be no shorter than 2” above the top of the kneecap.
- Slits in skirts are to be no higher than 2” above the knee.

Piercings

- Men are allowed a single stud in each ear. Piercings of other body parts are not permitted at any time.
- Women are allowed ear piercings and nose studs. Piercings of other body parts are not permitted at any time.

Hair

Extremes in hairstyles must be avoided. Again, each student is expected to submit to the judgment of the college officials regarding the appropriateness of any particular style or appearance.

Banquets and Other Dress-Up Events (On and Off Campus)

Those not dressed properly for a banquet or dress-up event may be fined and/or required to leave the event until they are appropriately dressed. (Banquets and special events may sometimes have particular themes. Appropriate dress and related proceedings for those occasions will be announced.)

- Men: Tuxedo, dress suit, or dress/khaki slacks with shirt and tie; dress shoes.
- Women: Dressy pants; skirt; dresses; formals. No plunging necklines; the top of the dress must be at least mid-backed. Hemlines are to be no shorter than 2” above the top of the knee cap.

Church and Other Off-Campus Locations

Dress must be modest and appropriate to the occasion, not causing offense. Students should remember that they are representing both the Lord and Bryan College. Cultural and regional sensitivity should also be considered. Be particularly sensitive to the appropriate dress for the church you attend. Students are expected to adhere to campus dress guidelines when representing the college or attending college-sponsored events.

Classroom and Chapel Dress

Required for all classes, day and evening, and all administrative buildings during business hours, 8:00 a.m. – 5:00 p.m. (with the exception of the Student Life Center, library, and gym.). Dress for Rudd should be appropriate to the activity.

- Men: Slacks, jeans, dress shirts, casual shirts, T-shirts, sweatshirts, sweaters, sweatpants. No headgear for men.
- Women: Dresses, split skirts, skirts, slacks, jeans, sweaters, blouses, casual shirts, T-shirts, sweatshirts, sweatpants, feminine-style hats (no baseball-style caps, hoods, or bandanas).

Note: Shorts and pajama/lounge pants are not permitted. Tank-style tops and dresses must be modest and have a strap at least two inches wide.

Tennis Courts

Shirts and shoes must be worn at all times while on the tennis courts.

Swimwear (to be worn only at the pool)

- Men: Boxer style swimwear of modest length and design.
- Women: Modest one-piece swimsuit (mono-kini, French cut, or two-piece suits are not acceptable)

Note: Frayed cut-offs are not allowed in the pool.

Sunbathing and Swimming Pool Regulations

Appropriate clothing (T-shirt, cover-up, etc.) must be worn to and from the swimming pool. In addition, only appropriate swimwear, as defined above, can be worn. **The only place on campus where sunbathing is permitted is at the pool.** Women may not lower swimsuit straps while sunbathing.

Food and drinks are allowed in the concession and pool area, but not in the pool. No glass bottles are allowed. The lifeguard has complete authority over the pool.

On-Campus Housing



Residence hall life plays a major role in the educational process. The residence halls provide a living environment in which students may develop a strong sense of community, receive encouragement, support, and guidance, and be given an opportunity to serve others and grown in Christ. Each student will be challenged to increase social skills, make new and lasting relationships, examine new ideas, learn new skills, and adjust to new and different situations and people.

Because everyone has his or her own idea of what makes an “ideal living environment,” Bryan College has attempted to develop a set of guidelines that reflect the values of the College, allow for limited personal freedom and choice, and protect the rights of all residents.

Residency Requirements

Because Bryan College desires to build community among its students, most of the full-time students are required to live on campus. Students who meet at least one of the following qualifications are exempt from this policy:

- Married
- Is at least 22 years old during the semester in which they plan to live off-campus
- Is living at home or with immediate relatives in the area (relatives must be at least 22 years old)
- Has completed at least 8 semesters of college since high school graduation
- Is student teaching
- Is given a medical exemption by the Bryan PolyClinic physician

Under special circumstances, the Dean of Community Life may grant exceptions to the residency requirements. All residence hall students must register for a meal plan.

Please note that the information on pages 37-39 applies to residents in both the Residence Halls and the Townhouses. Standards Specific to the Residence Halls can be located on pages 40-48.

Qualifications for the Townhouses at Bryan Commons

The Townhouses at Bryan Commons have been established as transitional housing for upperclassmen. As such there are certain qualifications for those students wishing to live in them:

- Must be an academic Junior or Senior by the end of the semester prior to seeking residency in the townhouses
- Must be at least 20 years old by September 1 if moving in for the fall semester (20 years old by February 1 if moving in for the spring semester)

Please note that the information on pages 37-39 applies to residents in both the Residence Halls and the Townhouses. Standards Specific to the Townhouses can be located on pages 49-53.

Residence Life Staff

Each residence hall is supervised by a Resident Director, several Resident Assistants, and, a Lead Resident Assistant. Together the staff seeks to identify and meet residents' needs through individual counseling, group activities, Bible studies, and educational programming.

Residence Hall Council

Because the residence hall is a community of people living together and because the concept of community requires responsibility in all of its members, the Residence Hall Council has been established to encourage each resident to become involved in the daily life of the residence hall. Self-government in specific areas will not only allow students to have a voice in decision-making, but will also prepare them to function in similar structures when they leave Bryan College.

Floor Parents

Each floor may ask members of the faculty or staff to serve as floor parents for their floor. The floor parents' involvement may include praying for the floor, remembering birthdays, having students over for get-togethers or whatever else the floor parents and floor decide.

Room Responsibilities

Room Furnishings

All room furnishings belonging to the college must remain in good condition. **Students will be financially responsible for misplaced or missing furnishings, as well as furnishings damaged due to other than normal wear. The disassembling of furniture is not permitted.**

Residents may use their own personal items, such as desk chairs and mattresses, in place of college provided items in the residence hall rooms. **However, all college items that have been provided, even if they are not in use, are still the responsibility of the room's occupant(s) and must be left as they were found**

upon departure from the college. All personally-owned appliances and furnishings must be removed from the room when the resident moves out.

Only finished furniture is to be used in residence hall rooms. **The construction of lofts or other structures, including stacking beds, within residence hall rooms is allowed only with permission from the Operations Department.** Cinder blocks are **not** allowed to be used in the residence halls.

No college owned furniture is to be removed from the residence hall rooms without permission from the Office of the Physical Plant Director.

Remodeling

Any remodeling of the residence hall may be done only with the permission of the Office of the Physical Plant Director.

Ceilings

No items are to be attached or fastened to the ceiling of residence hall rooms. A fine will be assessed for items that are hung from the ceiling and there will be a charge for damage done to the ceiling.

Decorations

Nails are not to be put into any furnishings or walls. “Plasti-tak” and *low temp* hot craft glue are the only fasteners which may be used to attach postings to non-bulletin board surfaces. High temp glue gets too hot and chips off the paint when removed. **All “plasti-tak” and glue must be COMPLETELY removed when the resident moves out.**

NOTE: 3M Command strips can sometimes pull the paint off the wall when removed; as a result, they can only be used on certain surfaces. (Ex. Cement block walls are usually OK, but walls made of dry wall are usually damaged by Command strips.) Use discretion, keeping in mind that you will be charged for any damages.

Room and bulletin board postings, decorations, or any other items found morally offensive by the Resident Life Staff (i.e. erotic pictures or posters; crass or offensive jokes, cartoons, or postings; alcoholic beverage bottles, cans, posters, etc.) are not permitted.

Cleaning

Both the apartments and residence hall rooms and bathrooms are to be cleaned prior to the occupant's departure. Occupants of rooms that have not been cleaned adequately will be assessed additional cleaning fees.

CAUTION: DO NOT MIX BLEACH WITH ANY AMMONIA PRODUCT. POISONOUS GAS RESULTS FROM THIS COMBINATION.

Repairs

It is the responsibility of the student to report any repairs needing to be made in his/her room. Students can report repair needs by calling the **work order hotline at 423.775.7470** or by sending a work order via the intranet as soon as possible. A student may be fined for damage caused by not reporting repair needs.

Residence Halls

Curfew

Curfew times have been established to assist and protect our students. Because Bryan College is primarily an educational institution, adequate sleep and study times are essential.

Resident Assistants will occasionally do spot checks to see that students are present in their residence halls at curfew time.

Curfew Times

Curfew Sunday through Thursday is 12:30 a.m. Curfew on Friday and Saturday is 2:00 a.m. Students who are not residents of a particular hall must leave that residence hall by curfew, unless they have the permission of the RD of that hall.

Extended Curfew

Permission to be out of a residence hall after curfew may be obtained by **securing a Resident Director's or Lead Resident Assistant's signature. Extended curfew will be granted only for extenuating circumstances.** Permission for these requests is NOT automatically granted.

When requesting permission to be out of the residence hall overnight or for the weekend for the following specific reasons, the form must be signed by a Resident Director or Lead Resident Assistant:

- Visiting any location overnight with someone of the opposite sex or over a weekend, except while other adult family members are present.
- Any other unusual requests (example: mixed group camping, late night study sessions off-camp).

Overnight permission may not be used as regular extended curfew.

The following discipline will be assessed for failure to follow established curfew guidelines:

- Leaving residence hall after curfew without permission:
Appropriate discipline.
- Late for curfew:
1 point per minute late up to 30 minutes.
After 30 minutes: 3 work hours and other appropriate discipline

- Not filling out form **completely**:
2 points
- Failure to obtain extended curfew/overnight permission:
1st offense: 3 work hours
Subsequent offenses: 4 work hours and other appropriate discipline
- Failure to scan in when returning to your residence hall **after** curfew:
1st offense: 3 work hours
Subsequent offenses: appropriate discipline
- Using overnight permission as extended curfew:
3 work hours

It is important to remember that if someone other than the student requesting the permission completes the permission form, the student for whom permission is requested is responsible for its contents and will receive any penalties associated with it.

All campus buildings (including the Student Center, classrooms, Rudd Auditorium, practice room, etc.) and recreational facilities (including the gym, tennis courts, and athletic fields) are closed nightly at curfew.

Guests in Residence Halls

Overnight visitors to residence halls (including friends, family, commuters, and former students) must be registered by their host student in advance, and must stay in a student's room (not in an empty room). Students may register their guests by filling out the *Guest Registration Book*. These books are available in each residence hall. The information must be placed in the appropriate residence hall before curfew on the night the visit begins. **Host students who fail to register their guests will be assessed points.**

Host students also should explain to their guests that they are expected to observe all campus and residence hall regulations, including curfew. Visits to the campus are limited to three days and three nights per month, except in special situations approved in advance by the Residence Life Staff. **No overnight guests under the age of 16 years of age** (with the exception of siblings, those accompanied by a parent, or visitors for official college sponsored events) **are permitted.**

Visiting a Residence Hall of the Opposite Sex

Except as noted below regarding scheduled visitation times, **students may not enter any area of a residence hall of the opposite sex.** Exceptions to this guideline may be granted by a Residence Director or Lead Residence Assistant only. Appropriate discipline will be given to any student violating these guidelines. Residence hall lounges are open to all students daily from 10:00 a.m. until the time established by the Resident Director of each residence hall, not to go past midnight.

A parent or other off-campus guest who wishes to enter the residence hall of a member of the opposite sex must obtain permission from a Resident Director, or Lead Resident Assistant.

Friday/Saturday Night Residence Hall Visitation

Residence hall visitations are scheduled on most Friday and Saturday nights during each semester to allow students the opportunity to visit other residence halls. Men may visit in the women's dorms on Friday nights, and women may visit in the men's dorms on Saturday nights. Residence Hall visitation time is normally 7:30 p.m. – 11:00 p.m. Occasionally, the time will be changed or the visitation cancelled because of special circumstances.

During Residence hall visitation time the following guidelines must be observed:

- If a couple or a mixed group is in a residence hall room, the door must be propped open.
- All Student Handbook policies (including PDA guidelines) must be upheld.
- Members of the opposite sex must be out of the residence hall rooms promptly when Residence Hall visitation is officially over.

Quiet Hours

In order to preserve a peaceful atmosphere conducive to study and relaxation, quiet hours are in effect between 11:30 p.m. and 9:00 a.m. every day. Any action which interferes with another resident's ability to study or sleep during this time is a violation. Please remember that the principle of consideration of other applies at **all** times. Students who disregard these guidelines will be assessed points. Students are encouraged to gently confront anyone making excessive noise.

Room Inspection

Rooms should be kept reasonably neat and clean at all times (beds made, trash emptied as needed, etc.) Room inspections will be conducted by a Resident Assistant each week. Inspection times will be communicated to each floor by the individual Resident Assistant. Appropriate points will be given for areas that are not clean and neat. *Each time the room inspection penalty of ten points is given, the room will be re-inspected the following day.*

Guidelines for Inspection

Dusting

All windowsills, chairs, desk tops, shelves, dressers, tables, etc. must be reasonably dust-free.

Beds

The bed must be made.

Floors

The floors must be either swept, dry mopped, wet mopped (if needed), or vacuumed.

Scattered Articles

Articles must not be in a state of disarray anywhere in the room (i.e. clothes on the floor, piles of clothing, scattered papers or books, misplaced chairs, etc.) A coat or sweater placed neatly on the back of a chair, or books neatly stacked on the desk are acceptable.

Wastebasket

The wastebasket must look presentable (not full to overflowing). Remember: trash from the rooms must be taken to the dumpster – they cannot be placed in or next to the trash can on your hallway.

Mirrors

All mirrors must be clean.

Sink

The sink area must be clean (no rings, accumulations of hair, soap, toothpaste, etc.). All chrome areas must be reasonably clean.

Self-contained Bathrooms (Arnold and Woodlee-Ewing)

The floors must be swept each week and wet mopped as needed. Bathtubs, showers, sinks, and toilets must be clean (no rings, accumulations of mold, hair, soap, toothpaste, etc.). All chrome areas must be reasonably clean. All mirrors must be clean. *If cleaning responsibilities are shared within a suite, a list of individual responsibilities should be posted in an obvious place. If no list is posted, all occupants will receive the points assessed (this applies also to end of the year checkout cleaning fines).*

Safety Regulations

The following guidelines have been set up to promote the safety of all residents. These and other safety regulations will be strictly adhered to. **A safety team, under the supervision of the Operations Office will inspect residence hall rooms on a regular basis.**

Keys

Students are strongly encouraged to keep their rooms locked. The college is not responsible for students' personal property. Individual room keys are provided to allow greater privacy and a sense of security and safekeeping.

The following standards govern the use of college keys:

- If a key is lost during the school year, it must be reported to the Office of Student Life immediately. The key will be replaced upon payment of a \$25.00 fee;
- Students are not to duplicate college keys or allow duplicates to be made under any circumstances. Substantial fines and/or other appropriate discipline will be assessed to any student who violates this guideline;
- If a key is broken or bent, it is to be returned to the Office of Student Life. A new key will be issued at no charge if the old key is returned.

Hallways

In accordance with fire codes, all residence hall hallways are to be completely free of personal items, at all times. The only exception to this policy is a doormat. The Housekeeping Department will collect any items left in the hallways. There will be a \$10.00 charge per item for the return of these items. All unclaimed items will be donated to charity at the end of each semester. There will be a \$10.00 charge for any trash that is removed from the hallway.

Live trees, **including Christmas trees**, are not allowed in the residence halls.

Doors, Windows, and Stairwells

Room numbers or identification plates on residence hall doors must **not** be covered or removed. Doors must not be propped open. When windows are open, heaters or air conditioners are to be turned off. Caution should be used to prevent curtains or blinds from being ruined by carelessness or the weather, as residents are financially responsible for these furnishings. Removal of screens is not permitted. **Residents who do not follow these guidelines or use doors and windows to circumvent regulations will be subject to fines and other appropriate disciplinary action.**

Electrical Cords

Electrical cords must not be covered by carpet, rugs or any other articles and should not be touching the bed and/or linens in any way.

Appliances/Lamps

The college allows for the use of most small appliances in residence hall rooms. However, the following specific items are prohibited:

- Coffee makers and irons without an automatic shut-off feature;
- Hot Plates/hot pots;
- Toasters/toaster ovens;
- Oil popcorn poppers;
- Any appliance with exposed coils or heating surface;
- Halogen lamps.

Please use caution!

Students are financially responsible for any damage to their rooms.

Candles, Incense, and Open Flames

Open flames and the use of candles and lighted incense are prohibited in all residence halls, with the following exception: lighted candles on a cake for a birthday party are acceptable in the kitchen and lounge areas **only** of each residence hall, with the permission of the residence hall's RD.

Candles with an **unburned** wick may be used only for decorative purposes in residence halls.

Firearms, Fireworks and Weapons

Firearms, including pellet guns, other weapons such as paint ball guns, paint balls, bows and arrows, machetes, knives with more than 4" blades, etc. and fireworks are not permitted on campus. Students who violate these guidelines may be fined up to \$350 and have the weapon confiscated.

Residence Hall Opening and Closing Dates

Each residence hall will open the day before students are required to be on campus. They will close at 10:00 a.m. on the Saturday following December commencement and at 6:00 p.m. on the day of graduation in the spring. Students who need to come early or stay late must make arrangements with their Resident Director. Students will be charged for these extra days, as college room rates are based strictly on semester occupancy. **Students who choose to remain on campus after their exams are completed are still subject to the Bryan College Student Handbook policies.**

Residence Hall Check-in and Check-out Information

Upon checking into a college residence hall room, each resident will be required to complete a “Room Status Report.” This report records the condition of the room to furnish our Maintenance staff with a listing of necessary repairs. It is also used at check-out to determine damage done to the room. ***This form should be filled out thoroughly and completely.*** **If a resident fails to record a problem with the room at check-in, and that problem is discovered at check-out, the resident will be charged for the repair cost.**

Housing Assignments

Before school closes each semester/year, current students are given the opportunity to make room and roommate requests for the following semester/year. Every attempt will be made to honor these requests but they cannot be guaranteed. New student room assignments will be completed approximately one to two weeks before the beginning of each semester. The Residence Life Staff reserves the right to make roommate adjustments during the course of the year if serious conflicts occur. If one roommate leaves during the course of the year, the Residence Life Staff may assign another student to fill that vacancy.

Single and Triple Rooms

Normally, there are two people living in each residence hall room. Students may request to have a single room for an additional charge or a triple room at a discounted rate. These rooms are assigned on a seniority basis established by number of hours completed and on the basis of available space. No student is guaranteed a single or a triple room.

Use of Residence Halls During Breaks

The college Residence Halls are not open during the Fall, Christmas, or Spring Break periods. The hours for closing and re-opening of the residence hall will be announced, and students are expected to regulate arrival and departure times to fall within these hours. College room rates are determined on the assumption that students will not occupy their rooms during breaks. In exceptional cases in which a student **must** remain on campus after his or her residence hall is closed, a student may request to stay on campus by completing a *Request to Stay on Campus Over Break* form. **With the exception of students staying for official college sponsored events, everyone will be charged to stay in the Residence Halls during break times.** The following conditions apply for those staying on campus during breaks:

- The student may be required to move to another housing area;
- The student is subject to Student Handbook guidelines;
- The student may be subject to special procedures during the time. In such cases, specific details will be sent in an email prior to break;
- Unless required to stay during the break by the college, the student will be charged rent for this time.

General Residence Hall Information

Damage

Students are financially responsible for any damage to their room or its furnishings not caused by normal usage. The Operations Office will determine “normal usage” and the amount of any fine assessed. Students are also financially responsible for any damage they cause to other areas of the residence hall. Any object, games, etc., which could easily cause damage (i.e. darts/dartboard, water guns/balloons, baseballs, golf balls/clubs, etc.) are not permitted to be used inside the residence halls.

Storage

Any article placed in Bryan College storage rooms must be labeled with the owner’s name. Unmarked articles will be removed from storage and disposed of at the discretion of the college. The college is not responsible for articles lost, stolen, or damaged in storage. No flammable items are allowed in the storage closets. The college will dispose of items that are left elsewhere, including those in rooms, hallways and stairwells. **Note: There is no on-campus summer storage for student possessions. Students should make other arrangements.**

Laundry

Washing machines and dryers are provided in the laundry rooms of each residence hall and are for the exclusive use of its occupants.

Common Area Furnishings

All furnishings in common areas (i.e. lounges, lobbies, kitchens, etc.) must remain in good condition and in the rooms where they have been placed. A fine will be assessed to students who violate these guidelines.

Residence Hall Televisions

Each Residence Hall has a television for students to use. Students are asked to be considerate of one another and remember Bryan College standards as they choose what they watch.

Hair Cutting

For health reasons, students are permitted to give haircuts only in the following locations:

- In their residence hall rooms (same sex);
- Outside the residence hall.

Hair clippings must be cleaned up and discarded.

No hair bleaching is to be done in any building on campus. Students who violate this policy will be fined \$25.00 plus the cost of repairing damage to the facilities.

Voice Mail

All students in the traditional residence halls have voice mail through the Bryan College phone service. The instructions for setting up individual voice mailboxes and using the voice mail system can be found at <http://www.bryan.edu/voicemail.html>.

Pets

In the interest of other people in the residence hall, the care and upkeep of college property, and Health Department regulations, fish are the only pets permitted on campus. Students who violate this guideline will be fined \$50 per day.

TV/Audio Equipment

TV and audio equipment antennas, leads, wires, etc. are to be confined to individual rooms and may not extend beyond the room through the window, wall, or ceiling. Students who violate these guidelines will be assessed appropriate fines or points.

Townhouses

The Townhouses at Bryan Commons have been established as transitional housing for upperclassmen. As such there are certain policies that are different from those that have been set up for the residence halls.

Curfew

There is no curfew for residents of the townhouses.

All campus buildings (including the Student Center, classrooms, Rudd Auditorium, practice room, etc.) and recreational facilities (including the gym, tennis courts, and athletic fields) are closed nightly at residence hall curfew.

Visiting the Apartments of the Opposite Sex

Members of the opposite sex may be in the common living spaces in the apartments from 10:00 a.m. until 1:00 a.m. No member of the opposite sex may be in any of the bedrooms.

All Student Handbook policies (including PDA guidelines) must be upheld.

Members of the opposite sex must be out of the residence hall rooms promptly when Residence Hall visitation is officially over.

Noise Level

In order to preserve a peaceful atmosphere conducive to study and relaxation, noise from inside the building should not be audible outside. Inside the apartments, the noise level is determined by that apartment's residents. Please remember that the principle of consideration of others applies at **all** times. Students who disregard these guidelines will be assessed points. Students are encouraged to gently confront anyone making excessive noise.

Safety Regulations

The following guidelines have been set up to promote the safety of all residents. These and other safety regulations will be strictly adhered to. **A safety team, under the supervision of the Operations Office will inspect residence hall rooms on a regular basis.**

Keys

Students are strongly encouraged to keep their rooms locked. The college is not responsible for students' personal property. Individual room keys are provided to allow greater privacy and a sense of security and safekeeping.

The following standards govern the use of college keys:

- If a key is lost during the school year, it must be reported to the Office of Student Life immediately. The key will be replaced upon payment of a \$25.00 fee;
- Students are not to duplicate college keys or allow duplicates to be made under any circumstances. Substantial fines and/or other appropriate discipline will be assessed to any student who violates this guideline;
- If a key is broken or bent, it is to be returned to the Office of Student Life. A new key will be issued at no charge if the old key is returned.

Doors, Windows, and Stairwells

Room numbers or identification plates on residence hall doors must **not** be covered or removed. When windows are open, heaters or air conditioners are to be turned off. Caution should be used to prevent curtains or blinds from being ruined by carelessness or the weather, as residents are financially responsible for these furnishings. Removal of screens is not permitted. **Residents who do not follow these guidelines or use doors and windows to circumvent regulations will be subject to fines and other appropriate disciplinary action.**

Live trees, **including Christmas trees**, are not allowed in the residence halls.

Electrical Cords

Electrical cords must not be covered by carpet, rugs or any other articles and should not be touching the bed and/or linens in any way.

Appliances/Lamps

The college allows for the use of most small appliances in residence hall rooms. However, the following specific items are prohibited:

- Coffee makers and irons without an automatic shut-off feature;
- Hot Plates/hot pots;
- Oil popcorn poppers;
- Any appliance with exposed coils or heating surface;
- Halogen lamps.

Please use caution! Students are financially responsible for any damage to their rooms.

Candles, Incense, and Open Flames

Open flames and the use of candles and lighted incense are prohibited in all residence halls, with the following exception: lighted candles on a cake for a birthday party are acceptable in the kitchen and lounge areas **only** of each residence hall, with the permission of the residence hall's RD.

Candles with an **unburned** wick may be used only for decorative purposes in residence halls.

Firearms, Fireworks and Weapons

Firearms, including pellet guns, other weapons such as paintball guns, paintballs, bows and arrows, machetes, knives with more than 4" blades, etc. and fireworks are not permitted on campus. Students who violate these guidelines may be fined up to \$350 and have the weapon confiscated.

Townhouse Opening and Closing Dates

Each residence hall will open the day before students are required to be on campus. They will close at 6:00 p.m. on the day of graduation in the spring. Students who need to come early or stay late must make arrangements with their Resident Director. Students will be charged for these extra days, as college room rates are based strictly on semester occupancy.

Townhouse Check-in and Check-out Information

Upon checking into a college townhouse room, each resident will be required to complete a “Room Status Report.” This report records the condition of the room to furnish our Maintenance staff with a listing of necessary repairs. It is also used at check-out to determine damage done to the room. ***This form should be filled out thoroughly and completely. If a resident fails to record a problem with the room at the check-in, and that problem is discovered at check-out, the resident will be charged for the repair cost.***

Housing Assignments

Before school closes each semester/year, current students are given the opportunity to make room and roommate requests for the following semester/year.

Use of Townhouses During Breaks

Townhouse residents may stay in the townhouses during breaks with no additional charge. **Students who choose to stay on campus during the breaks are subject to the Bryan College Student Handbook guidelines.**

General Residence Hall Information

Damage

Students are financially responsible for any damage to their room or its furnishings not caused by normal usage. The Operations Office will determine “normal usage” and the amount of any fine assessed. Students are also financially responsible for any damage they cause to other areas of the residence hall. Any object, games, etc., which could easily cause damage (i.e. darts/dartboard, water guns/balloons, baseballs, golf balls/clubs, etc.) are not permitted to be used inside the residence halls.

Laundry

Washing machines and dryers are provided in the laundry room which is located near the townhouses and are for the exclusive use of their occupants.

Common Area Furnishings

All furnishings in common areas (i.e. lounges, lobbies, kitchens, etc.) must remain in good condition and in the rooms where they have been placed. A fine will be assessed to students who violate these guidelines.

Townhouse Televisions

Each townhouse will be set up with basic cable capability for students to use. The occupants of the townhouse will be responsible for their own television. Students are asked to be considerate of one another and remember Bryan College standards as they choose what they watch.

Hair Cutting

For health reasons, students are permitted to give haircuts only in the following locations:

- In their residence hall rooms (same sex);
- Outside the residence hall.
- In common living spaces

Hair clippings must be cleaned up and discarded.

No hair bleaching is to be done in any building on campus. Students who violate this policy will be fined \$25.00 plus the cost of repairing damage to the facilities.

Pets

In the interest of other people in the townhouses, the care and upkeep of college property, and Health Department regulations, fish are the only pets permitted on campus. Students who violate this guideline will be fined \$50 per day.

TV/Audio Equipment

TV and audio equipment antennas, leads, wires, etc. are to be confined to individual rooms and may not extend beyond the room through the window, wall, or ceiling. Students who violate these guidelines will be assessed appropriate fines or points.

Disciplinary Procedures



A goal of Bryan College is to challenge students to grow personally, spiritually, emotionally and intellectually. The guidelines set forth in this Handbook are designed to aid in this process. If students choose to violate these established guidelines, disciplinary action becomes necessary.

Every effort is made to administer discipline redemptively. If a student is struggling with any issue or behavior and demonstrates a serious desire for change by asking for help, the Bryan College staff is committed to assist in this process. Therefore, situations in which students voluntarily seek help and accountability will generally be handled differently than situations in which a lifestyle problem has come to the attention of College officials and the student is called in.

While the details for every possible situation cannot be spelled out, the categories in the following section outline the general disciplinary actions, procedures, and penalties that will be followed.

Points and Community Service/Work Hours

Points are given to students for various minor infractions. **Points are simply warnings** (until an accumulation of 21/31, based on student status as noted below). Listed below are many of the infractions for which students can receive points. Unless otherwise stated, students automatically will receive the number of points designated for each infraction.

• Room inspection infraction	1-5 Points
• Quiet hour infraction	1-5 Points
• Stereo/audio equipment violations	1-5 Points*
• Dress code violation	3 Points
• Public display of affection	3 Points
• Chapel misconduct (i.e. studying, sleeping, talking, slouching, texting, etc.)	3-5 Points**
• Use of profane, slanderous, sacrilegious, obscene or suggestive language	5 Points

*If any student is assessed 15 points in one semester specifically for stereo/audio equipment violations, the equipment may be confiscated for the remainder of the semester. If this equipment is confiscated, substitute equipment may not be used in its place.

****Chapel misconduct may also result in receiving chapel cuts.**

Resident students are allowed thirty (30) points per semester without penalty. Commuting students are allowed twenty (20) points per semester without penalty. Penalties for excessive point accumulation are as follows:

-
- First Accumulation of 21/31 Points:
3 Hours of Campus Community Service
 - Second Accumulation of 21/31 Points:
6 Hours of Campus Community Service
 - Third Accumulation of 21/31 Points:
Referral to the Honor Council.
-

Fines

The following is a list of the monetary fines that may be assessed. This is not an exhaustive list, and the fines may be increased, reduced or coupled with further disciplinary action as the circumstances surrounding each violation are evaluated. Any fines not paid by the end of the semester will be charged to the student's bill.

• Absence from mandatory meetings	\$50
• Items taken out of cafeteria	\$10/item
• Items in residence hallways	\$10/item
• Failure to complete work hours on time	\$15/hour
• Parking in marked "No Parking" area	\$30
• Parking where no parking space exists	\$30
• Parking in the wrong lot	\$30
• No current permit visibly displayed	\$50 per week
• Parking in "visitor parking" or fire lane	\$75
• Unauthorized parking in a handicapped parking zone	\$75
• Vehicle identification or boot fee	\$50
• Showing/watching unlicensed/ non-approved videos/DVDs in public areas	\$35
• Throwing food or other items in the dining hall	\$25
• Failure to complete end of year check out form	\$25
• Loss of room key/failure to return key to Student Life at the end of the year	\$25
• Pets in the residence hall or any other building	\$50 per day
• Excessive driving speed	\$35
• Reckless operation of vehicle (such as driving in grassy area or on sidewalks, swerving with someone on exterior of the vehicle, etc.)	\$35
• Burning candles, incense, or other open flames	\$50
• Use of prohibited items in residence hall rooms (coffee makers and irons without automatic shut-off, hot plates/hot pots, toasters/toaster ovens, oil popcorn poppers, halogen lamps, any appliances with exposed coils)	\$50
• Roof walking or wall climbing on any on-campus building or awning or structure	\$50
• Unauthorized possession or duplication of keys (including residence hall room keys)	\$100

- Misuse or unauthorized use of college property or equipment \$50
- Possession and/or use of firearms, fireworks, weapons (including knives) \$350
- Unauthorized entry \$350
- Tampering with fire alarms, smoke detectors, emergency doors, fire extinguishers, emergency or exit lights, security alarms, secured doors/windows, security vehicles, etc. \$350
- Vandalism Restitution and Fine

Pranks

Pranks can lead to much personal inconvenience, costly physical damage and illegal activity. Often starting as a harmless joke, situations tend to escalate so that successive pranks become more destructive than the preceding ones. Activities that harm individuals physically or emotionally or those pranks which damage personal or college property or violate college policy are prohibited regardless of motive or intent. Perpetrators will be assessed damage, clean-up, repair costs, and a fine. Pranks which involve violations of the law (breaking and entering, vandalism, stealing, etc.) may be turned over to law enforcement.

Search and Seizure

The college reserves the right to search students, their rooms, furnishings, personal property, and/or motor vehicles for forbidden items such as stolen property, illegal drugs, alcoholic beverages, tobacco, firearms, fireworks, pornographic material, etc. The college reserves the right to confiscate any forbidden or misused items.

The following disciplinary actions can apply in a variety of situations depending on the severity of the offense.

Disciplinary Action Contract

In certain disciplinary situations, a student may be required to sign a disciplinary action contract. The terms of the contract will be established according to the situation and the needs of the student. In signing his or her individualized contract, the student agrees to be involved in counseling, accountability or any other appropriate disciplinary measures.

Disciplinary Caution

Disciplinary Caution is a stern warning given to a student whose conduct is unacceptable by community standards. A student who is placed on Disciplinary Caution may also be placed on a disciplinary action contract which could restrict his or her activities.

Disciplinary Caution will generally be accompanied by six work hours (or other appropriate measures) for first time offenses. Offenses for which a student may be placed on Disciplinary Caution include, but are not limited to:

- Giving false information on a form (curfew, church attendance).
- Having someone else turn in a chapel attendance card while not in attendance or leaving early.
- Turning in a chapel attendance card for someone who left early or did not attend.
- Signing an attendance sheet for someone else or having someone sign for them.
- Going through the line in the dining hall without scanning a card or without paying.
- Failure to give truthful testimony.
- Alcohol or tobacco use or possession.
- Gambling.
- Any other violation of the Bryan College Honor Code.

Disciplinary Probation

, Disciplinary Probation is a serious statement made by the college regarding a student's misconduct. While on Disciplinary Probation, a student may not represent the college in any manner. This includes participation in intercollegiate athletics, music and drama groups, elected offices, etc. Students involved in these activities should be aware that scholarship money may be affected. A student who is placed on Disciplinary Probation may also be placed under a disciplinary action contract. Further misconduct may result in suspension from the college. Parents may be notified of this probation.

No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it.
--*Heb. 12:11 (NIV)*

Offenses for which a student may be placed on Disciplinary Probation include, but are not limited to:

- Excessive chapel or church absences.
- Sexual misconduct.
- Illegal alcohol use.
- Failure to give truthful testimony.

Suspension

In cases where misconduct is considered to be inconsistent with the ideals of the college and of a very serious nature, or in which a student's attitude is persistently destructive, a student may be suspended. Offenses for which a student may be suspended from the college include, but are not limited to:

- Possession and/or use of narcotics, illegal drugs, or alcoholic beverages.
- Misuse or abuse of prescription drugs.
- Possession and/or use of pornography.
- Failure to give truthful testimony.
- Deliberate destruction of, misuse of, damage to, or theft of college property or the property of another individual.
- Sexual misconduct or harassment.
- Assault and battery upon another person.
- Persistent disregard of college policies or disciplinary actions.

Note: Of the above stated behaviors, it is recognized that some may be of an addictive nature. When possible, college personnel will make every effort to provide assistance, within the context and limitations of an academic institution, to the student who requests such help. Concealing one's behavior is not considered to be evidence of desiring help.

An immediate suspension results in the loss of all academic credit for the semester. Upon suspension, a student is required to leave the campus within a specific time limit and is not permitted to return for classes, extracurricular activities, or for any reason without permission from the Vice President for Enrollment Management and/or the Dean of Community Life. Should circumstances warrant, suspension may be issued so that the student may complete the semester and receive academic credit but be denied re-enrollment for the following semester. A suspension is issued with the desire that the student will return at a future date with a greater appreciation for the standards of the college and a sincere resolve to follow those standards. An individual wishing to resume studies after having been suspended must reapply for admission to the college.

Dismissal

In cases of extremely severe misconduct, a student may be dismissed from the college. In such instances, a student will be required to leave school immediately and is ineligible for readmission.

Hearings and Appeals

College officials may enact appropriate discipline without consultation with the Honor Council. A hearing with the Honor Council may be called, however, in cases involving serious violations of college standards, such as those that might call for suspension or dismissal, or if the college official administering the discipline is uncertain about the appropriate course of action.

If a student receives any kind of discipline and believes it to be inappropriate the student may consult with the individual giving the discipline. It is the student's responsibility to check with the Office of Student Life if there is any question about the accuracy of records. If the student is not satisfied or does not understand the conditions of the penalty, he or she may appeal to the Dean of

Community Life or the Vice President for Enrollment Management. Matters of a more serious nature as described below may be taken to the Honor Council.

If the Honor Council has not already convened concerning a disciplinary action involving probation, suspension, or dismissal, a student may request a hearing before the Honor Council if he or she believes the enacted discipline is inappropriate. Consequently, the decision of the Honor Council may affirm the discipline already given, reduce or eliminate the discipline, or enact greater or additional disciplinary measures.

The Honor Council

The Honor Council is made up of representatives of the Enrollment Management staff, the faculty, and the student body. *Ad hoc* members of the committee may include a student's academic advisor, coach, resident director or other faculty or staff member who is well acquainted with the student. At the discretion of the Honor Council, individuals with pertinent information may be called in to give testimony. All disciplinary hearings and appeals are closed to all other individuals including attorneys. Proceedings of the Honor Council are confidential. The college will, upon written request, disclose to the alleged victim of a crime of violence or a non-forcible sex offense, or to the alleged victim's next of kin the final results of any institutional disciplinary proceeding dealing with that crime or offense.

The Board of Appeal

The Board of Appeal hears appeals of serious cases involving disciplinary probation, suspension, or dismissal from the college. The purpose of this committee is to evaluate due process. The committee is made up of staff and faculty appointed by the President of the college and the Academic Vice President.

Any student who wishes to make an appeal to the Board of Appeal must notify the Vice President for Enrollment Management in writing.

Re-Admissions Review Committee

The Re-Admissions Review Committee is an *ad hoc* committee appointed by the President of the college to review the recommendations of the Office of Enrollment Management concerning students whose re-admission to the college for the coming semester(s) is being denied on disciplinary grounds in cases which have not come before the Honor Council. The committee, which functions between semesters and at the end of the academic year, may reaffirm a decision or recommend that the decision be reconsidered.

Bryan College

**Events
and
Activities**



**WE DESIRE TO MAXIMIZE THE
BENEFITS OF A SMALL COLLEGE BY
ADHERING TO PRACTICES THAT
PROMOTE AND STRENGTHEN THE
UNITY OF THE CAMPUS COMMUNITY.**

—FROM OUR PHILOSOPHY

Student Activities

Any activities sponsored by student groups must be approved by the appropriate faculty advisor and/or Dean of Community Life's office. Major events should be coordinated with the Operations Department.

Using/Reserving Facilities

Any room or building area (classroom, lobbies, lounges, Brock Hall, Rudd stage and auditorium, practice rooms, etc.) used for student get-togethers, parties, game nights, dinners, etc. must be reserved in advance. Students are not permitted to use these areas without prior approval. When groups or organizations wish to reserve a room or building area, they must contact the following offices:

- **The Registrar:** for any classroom, including those in the Student Life Center and Rudd.
- **Student Life:** the Student Center Information Booth.
- **Athletic Director:** the gym.
- **Operations:** all other facilities (Rudd Auditorium, Brock Hall, etc.)

Student Government Association

The Student Government Association promotes spiritual, intellectual, physical, and social development among the members of the student body. It acts to improve the general welfare of each student; to provide quality services and activities for the student body; to encourage and facilitate communication among the students, faculty, administration, alumni, and the surrounding community; to represent the student body in concerns of the college; and to further support the college's mission statement.

Athletic Events

With the desire to exemplify good sportsmanship and a positive Christian testimony, students are expected to display appropriate behavior at all athletic events, both at home and away. Students are encouraged to cheer for Bryan

College without making jeering or insulting remarks at either the opposing teams or the referees. Students who fail to display appropriate behavior may be asked to leave the game and, in some instances, will not be allowed to return.

Homecoming, Christmas and Spring Banquets

Any student or guest planning to attend any of these banquets must sign up or have a ticket. There will be a charge for all non-boarding students and guests. Schedules for ticket sales and pick-up deadlines will be posted.

If a student chooses not to attend a banquet, the student must make his or her own arrangements for the evening meal on that night.

Junior/Senior Banquet

Attendance at the Junior/Senior banquet is limited to Bryan College faculty, staff, Junior and Senior class members and their guests. Anyone planning to attend this banquet must sign up before the posted deadline.

For a student to be able to attend the end of the year Junior/Senior banquet, the student must meet all of the following criteria:

- A social junior or senior. This includes attending junior or senior functions—i.e. class chapels, events, etc. from the beginning of the school year or second semester for transfer students.
- An academic junior or senior by the beginning of the second semester.
- Graduating by May of the following year.

College food service will continue as usual for students not attending this banquet.

Initiations (Hazing)

In accordance with Tennessee State Law (49-7-123), initiation activities which can do mental or bodily harm to a person, or which may be offensive to the dignity of an individual, are prohibited. Students may not be forced against their will to do anything they do not want to do. Any initiation plans must have the approval of the Dean of Community Life.

Bryan College



General Information

*This information has been
organized alphabetically,
in order to facilitate easy use.
If you are unable to locate
information on a specific topic,
look in the index.*

Bryan Student Handbook Revision Procedure

Suggested *Student Handbook* revisions may be submitted at any time to the Student Government Association (SGA) Senate or to the Office of Student Life. The SGA will examine all suggestions and present those approved to the Student Life Council with their recommendations. The Office of Student Life, in conjunction with the Student Life Council is responsible for reviewing proposed changes to the *Student Handbook* and presenting the proposed revisions to the Administrative Cabinet for action. Those revisions that are approved by the Administrative Cabinet will be incorporated into the *Student Handbook* for the following school year.

Campus Communication

Important communication is sent to the campus community periodically through email or the *Announcer*, a weekly publication. **The information sent from administrative offices via email or printed in the *Announcer* carries the same authority as the *Student Handbook*.** Each student is responsible for knowing and adhering to this information.

General notices to students must be sent **through the Office of Student Life (OSL)** in the following manner:

1. A general e-mail message to all students.
2. Notices posted on student bulletin boards (must be approved by OSL).
3. Notices included in the *Announcer*.

Mail

The Mailroom is open to purchase stamps and to mail or pick up packages. **Use of the Bryan College mailroom is limited to official college business and personal student use.**

Intramural mail service is provided for all members of the college community. A name and box number must appear on all intramural mail. Any item smaller than 4-1/4" by 5-1/2" will not be accepted. When five or more items are mailed, they should be placed in ascending numerical order. Only letters, cards, and notes will be accepted for delivery to college mailboxes. Candy, flowers, fruit, etc., should be taken to the Office of Student Life. It is the student's responsibility to notify the receiving individual that he/she has a package in the Office of Student Life.

Public Postings

Notices are not to be posted on building walls or on building entry doors. Notices placed in these areas will be removed and discarded without further notification.

Student Publications Policy

With a view to living up to its motto, “*Christ Above All*,” in the area of student publications, Bryan College, as publisher and owner, has established certain guidelines for its publications. These guidelines are designed to encourage the responsible exercise of maturing judgment and skills of its students in editorship and business management and to promote an understanding of the truth that freedom must be balanced by responsibility in any successful Christian publication. The guidelines presuppose that the Christian purpose, citizenship, and scholarship of the student publication leaders are in harmony with the purpose of the college as expressed in its statement of faith, standards of conduct, and educational aims and objectives. Some of the essential guidelines are as follows (see the *Faculty Administration Guide* for details on these guidelines, as well as for a full explanation of the college’s commitment to its publications and of its principles for Christian publication):

- A Student Publication Committee will be appointed each year and will be composed of three faculty members (including one from the English Department) appointed by the Academic Vice President, one administrative representative appointed by the President, and three corporate officers of the Student Government Association appointed by the SGA President. This committee will (1) serve as a board of appeal and review in publication matters referred to it by student publication groups or their advisors, (2) initiate review of any publication matter that seems to warrant it, and (3) monitor all student publications, reporting its finding to the Academic Vice President.
- An advisor ultimately responsible to the Academic Vice President will be appointed for each student publication and given duties that include (1) appointing the editors and business manager of that student publication, (2) giving editorial advice and special instruction to student personnel, and (3) reviewing content prior to publication.
- The editor of a student publication assumes responsibility for the inclusion of all material printed and will be immediately responsible to the advisor and ultimately to the Student Publications Committee in the case of an appeal. The business manager will be ultimately responsible to the college Business Officer for keeping accurate financial records.

Complaints

Situations may arise in which students believe they have not received fair treatment by a representative of the college or may have a complaint about the performance, action, or inaction of a member of the staff or faculty. A complaint should be directed as soon as possible to the person or persons whose actions or inactions have given rise to the complaint. Every effort should be made to resolve the problem fairly and promptly at this level. If the matter is not resolved to their satisfaction, students should pursue the following procedures. In the case of academic matters students should contact the Academic Vice President. In the case of non-academic matters, students should contact the Vice President for Enrollment Management. The Academic Vice President or the Vice President for Enrollment Management will serve as a mediator to initiate a satisfactory resolution through communication, discussion, and correction when appropriate. Should the complaint relate to the Vice President, the student should submit the complaint to the President of the college.

If the student is not satisfied with the results, the following formal procedure should be pursued:

1. **Filing a Written Complaint:** The student should file a written complaint with the appropriate Vice President mentioned above including the following:
 - a. a statement describing the complaint in the clearest possible terms
 - b. a clear and concise statement of the evidence upon which the allegation is based
 - c. a description of the action taken by the institution to date
 - d. full disclosure about any other external channels the complainant is pursuing
 - e. the complainant's signature

2. **Hearing:** For academic matters the Academic Vice President will convene a hearing with the student and the Academic Council. For non-academic matters the Vice President for Enrollment Management will convene a hearing with the student and the Student Life Council. The Vice President for Enrollment Management will chair the Committee for such hearings and supervisors from other areas of the college will be included when appropriate. The Academic Council or the Student Life Council shall respond with a written statement of the committee's findings, the basis for those findings, and, if necessary, recommendations for any

corrective action that should be taken. The parties involved may appeal any findings and recommendations to the President of the college.

3. **Records:** The Academic Vice President and the Vice President for Enrollment Management are responsible for keeping a record of all formal complaints brought to them.

Grassy Areas and Sidewalks

Vehicles traversing through or parking on grassy areas or sidewalks will be ticketed.

The use of grassy areas for golfing or golfing practice of any kind is strictly prohibited.

Health Insurance

A student may not complete registration until proof of adequate health insurance has been established. This insurance may be provided as part of a parent's health program or may be purchased privately at the time of registration through an approved commercial carrier provided by the college.

Students who fail to provide proof of insurance will be automatically registered for school insurance. Any questions about student health insurance should be directed to the Bryan College Polyclinic. The Polyclinic's phone number is 423.285.1690.

Illness and Medical Emergencies

Residence students should promptly report any illness or accident to their Resident Assistant or Resident Director. The Bryan Polyclinic, located in the Rankin Center, is a medical clinic contracted by the college to provide health services. The director, David M. Jenkinson, D.O., is board certified, board eligible in family practice and fellowship trained and board certified in sports medicine. The staff includes physicians, nurse practitioners, registered nurses, certified athletic trainers, insurance specialists, and multiple support personnel. They provide full primary care, urgent care and sports medicine services.

If the situation is life-threatening, call “911” immediately (dialing a “9” to get an outside line is necessary from a campus phone).

Appointments for doctors and dentists should be scheduled *around classes and not during chapel time*. Classes and chapels missed for such appointments or due to illness will not be automatically excused. Allowed cuts should be utilized for such necessities. In the event of prolonged sicknesses or injuries, students may submit a written appeal to the Academic Council through the Academic Vice President for additional class cuts or to the Dean of Community Life for additional chapel cuts.

Image Release Policy

Students should understand that photographers/videographers will be present at many college functions or public locations (e.g., athletic contests, chapel, the Triangle, classrooms, etc.) where there is no reasonable expectation of privacy. The college reserves the right to use photographs/videos of campus facilities and scenes, events, faculty, staff, and students taken in such areas, provided the images do not violate the privacy of the subject. These photographs/videos may be used on the Bryan College website and in various promotional items including but not limited to news releases, brochures, advertisements, etc., at the college’s discretion. Students should understand that the college shall have the right to alter and composite any such images without restriction and without student approval.

In areas where a reasonable expectation of privacy exists, Bryan College will not photograph/video students without their permission. Occasionally, students may be asked to appear in publications and invited to photo shoots. On these occasions, students will be provided information of how their images or testimonials will be used and be offered a release of information to be signed.

All photographs taken for Bryan College are the property of Bryan College and may be used for Bryan College promotional purposes (e.g. electronic and printed publications, web sites, classroom use, college ads, etc.), and will be used without compensation to those photographed, unless specific arrangements for that purpose are made.

In all cases, should a student object to having his or her photograph made, it is the responsibility of the student – not the photographer – to either inform the photographer/videographer or remove himself/herself from the scene being photographed.

Library

Items marked “No Overnight” may not be taken from the library at any time. There will be a \$5.00 fine for each item removed. Other reserved items may be checked out for overnight use at 10:15 p.m. (or 30 minutes prior to library closing.) Overnight materials are due back in the library by 9:00 a.m. the next morning. There is a \$1.00 charge per hour for each item that is overdue. In order to avoid being fined, please make sure that the library worker on duty gets the item that is being returned.

Restricted Reserve Guidelines

A limit of two reserve items may be checked out per student for a two hour period. (Material may be checked out for an additional two-hour period, if no one has requested the material.)

Lost-and-Found

Lost-and-found articles should be reported to or taken to the Operations Office. After two weeks all unclaimed lost-and-found articles will be discarded. Students who are missing items should check lost-and-found.

Off-Campus Work

Students enrolled at Bryan College are permitted to hold off-campus jobs where the activities involve do not violate Biblical standards or those of Bryan College. Employment at businesses where alcoholic beverages are served cannot be accepted without the approval of the Dean of Community Life. Students must notify the Dean of Community Life of such employment. While approval may be granted, under no circumstances will a student be allowed to serve alcohol. Employment is prohibited any place where the principle business of the establishment is alcohol-related.

Personal Property

Students are strongly encouraged to keep their rooms locked. The college is not responsible for students’ personal property. Students should check their family or individual homeowners’ policies to determine if their belongings are insured.

Solicitation

No collections or campaigns for funds are to be made among students except by permission of the Vice President for Enrollment Management.

Student Life Council

Membership

Dean of Community Life, Chairman

Other Representative Members of Faculty, Staff, and Students

Vice President for Enrollment Management, ex officio

Objectives

The Student Life Council is concerned with all areas of student life, but specifically with those outside the academic domain.

Council objectives are:

- To evaluate and recommend improvement in student services such as housing, health services, counseling, and spiritual and social enrichment
- To provide advice regarding policies and procedures in the Student Handbook
- To hear any formal written complaints (as described under “Complaints”), in which case the council will be chaired by the Vice President for Enrollment Management

Student Records Policy

All student disciplinary records are kept in the Office of Student Life. Only appropriate college officials and personnel have access to these files. All student records are retained for a period of five years after the student’s expected graduation date and are subsequently shredded to maintain confidentiality.

Records of an academic nature are maintained permanently in the Office of the Registrar. Health records are kept by the Bryan College Polyclinic.

Vehicle Registration and Parking

Motor vehicles may be used on the Bryan campus upon proper registration the vehicle and compliance with federal, state, local, and college regulations. This includes adequate insurance coverage, which meets or exceeds the State of Tennessee minimum liability coverage. **Violators will be assessed fines for each infraction** (see *Disciplinary Procedures*). Repeated violations may lead to a loss or restriction of campus vehicle operation and parking privileges.

The campus wide speed limit is 25 miles per hour.

Students are encouraged to use caution when loaning their vehicle to other students. Each student is responsible for his/her vehicle even if it is being used by another student.

All vehicles, other than those used for official college use, are to remain on roadways and designated parking areas at all time. Vehicles traversing through or parking on grassy areas or sidewalks will be ticketed and may be towed at the owner's expense.

Extended maintenance and cleaning of student vehicles is to be done off campus. Students are not to perform vehicle maintenance (including oil changing and car washing) on college property.

Visitor parking permits are available and can be obtained from the Operations Office or the Admissions Office.

Vehicle Registration

Students are required to complete a Bryan College Vehicle Registration form and pay for a parking permit before arriving on campus. Registration for a parking permit should be done online when doing the other registration items.

When returning students register online in April, they will be given the choice of either the Premium (red) or Standard (gold) lots. The Premium lots (located directly behind the dorms) are \$100.00 per permit. The Standard lots (located behind Rudd, behind the tennis courts, and near the main campus entrance) are \$50.00 per permit.

Commuting students must purchase a commuter parking permit for \$50.00 and may park behind Mercer Hall, the Latimer Student Center, and the Library.

Parking Regulations

Bryan College parking permits for both resident and commuter students must be displayed at all times while student vehicles are on campus.

Student vehicles are to be parked in their assigned lot at all times that the vehicle is on campus. Parking lot assignments remain in effect 24/7. Any student vehicle parked in a location other than their designated parking area may be ticketed at any time.

The Latimer Student Center, Mercer Hall, and Library parking lots are not available to resident students and the resident student parking lots (red and gold) are not available to commuter students.

Parking is not permitted in reserved spaces, grassy areas, or adjacent to any driveway or entryway.

Parking permits must remain on the vehicle to which they are assigned. If a student changes vehicles, the information for the new vehicle should be submitted to the Operations Office. This includes the vehicle make, model, year, color, license tag number and state that the vehicle is registered in.

If a student is not going to have a vehicle on campus for which a permit was purchased for all or part of a semester the permit may be turned in to the Operations Office for a refund. Student vehicles parked in campus parking lots without a permit are subject to being booted or towed.

Parking permits may be revoked or withheld if serious or repeated violations occur. A student whose permit has been revoked or withheld will not be allowed to operate a vehicle on campus.

There is a \$75 fine for parking in the marked Fire Lanes. Fire lane areas include the areas around the dorms and the gym. Please be advised that if there is a fire and a vehicle is in the fire lane, blocking access for the truck to get through, they are authorized to use the fire trucks to physically push the offending vehicle out of the way. That usually results in a lot of damage to the offending vehicle, for which the fire department is not liable since the vehicle was parked in a fire lane.

Bryan College Parking Patrol monitors the parking lots at random times during the week and weekends. See “Disciplinary Procedures” for a complete list of fines which may be given upon violation of the above regulations.

Bryan College

Computer Use Guidelines



*Complete guidelines for Bryan College
computer use can be found at
http://bryan.edu/acceptable_use.*

Bryan College provides technology resources including computer hardware/software, Digital Signage, distance learning, and A-V equipment to support the educational mission of the college. The use of campus technology resources is to be guided by the Christian principles of wise stewardship and responsible use. All users share the responsibility for ensuring that these resources are used for their intended purpose. The privilege of using college technology resources is dependent upon responsible use.

Any currently enrolled Bryan College student, or currently employed faculty member or staff person, can have access to BryanNET by obtaining a username and password from the office of the Director of Technology Services.

Internet Use of BryanNET

The purpose of Internet access at Bryan College is to support the functions of academic and research activities, public service and information exchange. Bryan College computer users are responsible for maintaining the appropriate use of Internet resources in harmony with the purposes of the college as enumerated in the most recent issue of the official catalog. If a particular usage is not in the best interest of the institution or it does not support the mission and purposes, then it should not be done.

BryanNET is not a secure network. Information that is transmitted over the network is not encrypted or made private between the sender and addressee. Anyone who can intercept the transmission has access to the information as if it were addressed to the interceptor. Sensitive or confidential information should not be sent over the networks.

The networks are not to be used for any unlawful purposes. Attempts to penetrate a remote site without proper authorization are strictly forbidden and also violate the Tennessee Code Annotated which states suitable punishment for violators.

If this institution is authorized to use gateways to other networks, all rules and conventions of the other networks must be followed. The institution having access to other networks should obtain and abide by that other network's acceptable use policy. This institution is not authorized to use the networks to gain access to any other network which requires membership if the accessing institution does not have proper membership, rights, and privileges in the other network.

Disruption of any activity on a remote node is forbidden. Users are not to do anything concerning remote nodes that will cause the loss or corruption of data, the abnormal use of technology resources, or the introduction of computer viruses by any means. Use of personal WAPs (Wireless Access Points), unauthorized connections to any of the college's networks or any processes to monitor or capture data flow is forbidden. Accessing any information that is not your own is seen as abnormal use of remote nodes.

User must adhere to the standards of morality defined in the student, staff and faculty handbooks. The networks are not to be used for accessing, downloading or displaying obscene, erotic or pornographic materials. The networks are not to be used for the transmission of threatening or harassing materials. The networks are not to be used for recreational purposes, game playing, or other non-educational activities. Excessive use of the Internet for "uploading" or "downloading" disrupts others ability to access internet resources and is thus forbidden. Users must abide by Copyright and Digital Rights Management laws when handling and/or transmitting digital media.

The networks are not to be used for commercial purposes or for-profit activities. Users are to avoid excessive on-line time with non-educational activity, i.e. "Get on, do the work, and get off!" Unnecessary on-line time uses up valuable network bandwidth resulting in slowing down the transmission line.

Email Use of BryanNET

When communicating via e-mail or other forms of computer-related communications, Bryan College computer users share responsibility for appropriate behavior. Therefore the following irresponsible uses of e-mail and other forms of computer-mediated communication are prohibited:

- Use of libelous or incendiary language or materials;
- Use of e-mail to harass or annoy;
- Communication such as chain letters or widespread broadcasting of frivolous messages (mass e-mails must be sent by the Office of Student Life);
- Use of sexually explicit language;
- Use of racially offensive language;
- Use for commercial or for-profit activities;
- Impersonating or anonymous emails. Recipients should have a valid "From:" in the email.

Procedure

Access e-mail at any BryanNET computer.

The computer user's BryanNET e-mail address is: username.

For internet e-mail, the e-mail address is: username@bryan.edu

Environments Conducive to the Use of Technology Resources

All Bryan College technology users are responsible for ensuring that the college's resources including student computer labs, the faculty computer lab, the library computers, individual faculty computers and other faculty/student computers are used for their intended purpose of supporting research and learning.

The following behaviors are prohibited:

- Excessive use of computer resources for activities of minimal educational benefit such as chatting and game playing.
- Loud talking and other noise
- Eating and drinking
- Littering
- Wasteful use of computer printer paper

Maintenance

Maintenance on college-owned computer systems and the networks is to be performed only by authorized personnel from the Information Technology Services Department and is included in the Information Technology Services Department budget.

Maintenance includes both hardware and software and neither is to be installed or un-installed on any college-owned computing resources except by Information Technology Services Department personnel who are assigned the task by the Director of Information Technology Services or upon special permission from the Director of Information Technology Services.

Upgrades in equipment or software are **not** considered maintenance and must be included in the individual department's budget. All upgrades of this type must be performed by the Information Technology Services Department.

The college does not maintain the student's personally owned computer or accessories.

Procedure

Complete the college's standard WORK ORDER form in as great a detail as necessary for understanding and submit it to the Information Technology Services office. The WORK ORDER will be evaluated and assigned to the appropriate individual for disposition.

Student Work Program

The Student Work Program uses the BryanNET academic network to record the working hours of students in the program.

Violations of Policies Concerning the Use of Technology Resources

Violations of any of these policies concerning the use of technology resources must be considered serious and can result in the loss of computing privileges, disciplinary action and/or legal action as appropriate.

The enforcement of approved technology use policies and procedures for students will be done by the Office of Student Life and the Technology Department.

The enforcement of approved policies and procedures for faculty will be done by the Academic Vice President.

The enforcement of approved policies and procedures for staff will be done by the President's office.

Bryan College

Legal Information and Other Official Policies



*This section includes
important information about
Consumer Immunization,
Alcohol and Controlled Substances,
and other legal policies and procedures.*

Consumer Immunization Information

The American College Health Association has asked us to require that all our incoming students be properly immunized. This is due in part to the fact there have been occurrences of measles and/or rubella on campuses as well as meningitis and hepatitis B across the United States. Below is a list of these immunizations, their applicable ages, and Bryan College's requirements.

MMR: (2 immunizations)

All students born after 1959 are required to submit documentation of 2 MMR immunizations unless contraindicated by a medical condition, laboratory proven documentation of immunity or contraindicated due to religious beliefs. Beginning in 1999, all Tennessee high schools have required proof of MMR immunization. As a result, graduation from a Tennessee high school during or after 1999 is considered proof of immunization.

Hepatitis B: (series of 3 vaccines)

The state of Tennessee also requires that students attending a university provide the institution with proof of Hepatitis B vaccination or of immunity. Hepatitis B is a series of three vaccines. If a student has not been vaccinated against Hepatitis B or has not begun the series, he/she **MUST** sign a waiver stating that he/she has not received the vaccine. In accordance with the medical authorities, Bryan College strongly recommends immunization against Hepatitis B.

Meningitis: (recommended)

On October 20, 1999, the CDC's Advisory Committee on Immunization Practices (ACIP) voted to recommend that college students, particularly freshmen living in dormitories and residence halls, be educated about meningitis and the benefits of vaccination. The panel based its recommendations on recent studies showing that college students, particularly freshmen living in dormitories, have a six-fold increased risk for meningitis. The recommendation further states that information about the disease and vaccination is appropriate for other undergraduate students who also wish to reduce their risk for the disease. The state of Tennessee requires our institution to provide students with information concerning meningococcal disease and the available vaccine. After this information is reviewed, the student must sign a waiver form if he/she is a resident in on-campus student housing.

Meningitis is a rare but potentially fatal bacterial infection. The disease is expressed as either meningococcal meningitis (an inflammation of the membranes surrounding the brain and spinal cord) or meningococemia (the

presence of bacteria in the blood). Meningococcal disease is transmitted through direct contact with an infected person and through the air via droplets of respiratory secretions. (Direct contact for these purposes is defined as oral contact with shared items such as cigarettes or drinking glasses or through intimate contact such as kissing.) When it strikes, its flu-like symptoms make diagnosis difficult. If not treated early, meningitis can lead to swelling of the fluid surrounding the brain and spinal column as well as severe and permanent disabilities, such as hearing loss, brain damage, seizures, limb amputation and even death.

Cases of meningitis among teens and young adults 15 to 24 years of age (the age of most college students) have more than doubled since 1991. The disease strikes about 3,000 Americans each year and claims about 300 lives. Between 100 and 125 meningitis cases occur on college campuses and as many as 15 students will die from the disease. A vaccine is available that protects against four types of the bacteria that cause meningitis in the United States – types A, C, Y and W-135. These types account for nearly two thirds of meningitis cases among college students. The vaccine is 85% to 100% effective in preventing the previously listed types of bacteria. The vaccine is safe, with mild and infrequent side effects, such as redness and pain at the injection site. After vaccination, immunity develops within 7 to 10 days and remains effective for at least 10 years to life. As with any vaccine, vaccination against meningitis may not protect 100% of all susceptible individuals.

To complete your immunization information visit the following link:

http://www.bryanpolyclinic.com/index.php?option=com_facileforms&Itemid=40

NOTE: Any student for whom we do not have the above information will be required to be vaccinated at their expense prior to registration. Those students who cannot receive vaccinations for medical reasons should send a letter to that effect to the Bryan PolyClinic, Bryan College Box 7647, 721 Bryan Drive, Dayton, TN, 37321-6275. Or you can FAX your letter to: 423-285-1691.

More Information about immunization requirements:

<http://www.vaccineinformation.org/index.asp>

<http://www.cdc.gov/meningitis/about/faq.html>

<http://www.cdc.gov/vaccines/pubs/vis/default.htm>

Alcohol and Controlled Substances

The Drug-Free Schools and Community Act requires the college to prevent students, faculty, and staff from using, distributing, or possessing illegal drugs and alcohol on college property or at college activities. The college is also required to explain the risks that drug and alcohol use may cause to one's health. Failure to have such a program will jeopardize the institution's qualification for federal funding or financial aid to students.

Official Policy

Due to the varying convictions among Christians and the potentially harmful and destructive affects of alcohol and drugs, and in compliance with the federal Drug-Free Schools and Campuses Regulations, Bryan College has adopted the following policy.

The possession and/or use of alcohol, illegal drugs, or tobacco is prohibited. The smoking of any other substance is also prohibited. In addition, students are not to abuse legal or prescription substances. The use or possession of narcotics, illegal drugs, or alcoholic beverages is grounds for immediate suspension.

Bryan College will impose disciplinary sanctions, up to and including expulsion and referral for prosecution, on students found in violation of this policy. A condition of continuance may include the completion of an appropriate rehabilitation program.

When students tested for drugs as a condition of participation in a college program (such as athletics) test positive, the results will be reported to the Office of Student Life for appropriate disciplinary actions. Additional standards of conduct, disciplinary standards, and procedures are found in this handbook.

State of Tennessee Sanctions

This document contains a summary of state and federal sanction for the unlawful use of illicit drugs and alcohol. Portions of the summary were provided by the federal government, and while the summary is a good faith effort to provide information, Bryan College does not guarantee its accuracy. Under state law, it is unlawful for any person under the age of twenty-one (21) to buy, possess, transport (unless in the course of their employment), or consume alcoholic beverages for or furnish them for any purpose to anyone under twenty-one years of age. These offenses are classified Class A Misdemeanors punishable by imprisonment for not more than eleven months and twenty-nine days, or a fine of

not more than \$2,500, or both. (T.C.A. § 1-3-113, 39-15-404, 57-5-301.) The offense of public intoxication is a Class C Misdemeanor punishable by imprisonment of not more than thirty days or a fine of not more than \$50, or both. (T.C.A. § 39-17-310.) Under Tennessee law, the offense of possession or casual exchange of a controlled substance (such as marijuana) is punishable as a Class A Misdemeanor (eleven months twenty-nine days and/or a fine of \$2,500). For the third and subsequent offense of possession of ½ oz. or less of marijuana, punishment is one to six years of imprisonment and a \$3,000 fine. If there is an exchange from a person over twenty-one years of age to a person under twenty-one, and the older person is at least two years older than the younger, and the older person knows the younger is under twenty-one years of age, *then the offense is classified as a felony.* (T.C.A. § 39-17-417, 21 U.S.C. § 801, et. Seq.; T.C.A. § 39-17-417.) Possession of more than ½ oz. of marijuana under circumstances where intent to resell may be implicit is punishable by one to six years of imprisonment and a \$5,000 fine for the first offense.

State penalties for possession of substantial quantities of a controlled substance or for manufacturing or distribution range up to a maximum of fifteen to sixteen years of imprisonment and a \$500,000 fine. (Title 39, T.C.A., Chapter 17.) For example, possession of more than twenty-six grams of cocaine is punishable by eight to thirty years of imprisonment and a \$200,000 fine for the first offense.

The state may, under certain circumstances, impound a vehicle used to transport or conceal controlled substances.

United States Penalties and Sanctions for Illegal Possession of a Controlled Substance 21 U.S.C. 844(a)

First conviction: Up to one year imprisonment and fine of at least \$1,000 but not more than \$100,000, or both. After one prior drug conviction: At least fifteen days in prison, not to exceed two years, and fine of at least \$2,500 but not more than \$250,000, or both. After two or more prior drug convictions: At least ninety days in prison, not to exceed three years, and fine of at least \$5,000 but not more than \$250,000, or both.

Special sentencing provisions for possession of crack cocaine:

Mandatory, at least five years in prison, not to exceed twenty years, and fine of up to \$250,000, or both, if:

- (a) first conviction and the amount of crack possessed exceeds five grams.
- (b) second crack conviction and the amount of crack possessed exceeds three grams.

(c) third or subsequent crack conviction and the amount of crack possessed exceeds one gram.

21 U.S.C. 853(a)(2) and 881(a)(7)

Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than one year imprisonment

21 U.S.C. 881(a)(4)

Forfeiture of vehicles, boats, aircraft, or any other conveyance used to transport or conceal a controlled substance [An automobile may be impounded in cases involving any controlled substance in any amount.]

21 U.S.C. 844(a)

Civil fine of up to \$10,000 (pending adoption of final regulations).

21 U.S.C. 853(a)

Denial of federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to one year for first offense, up to five years for second and subsequent offenses.

18 U.S.C. 922(g)

Ineligibility to receive or purchase a firearm.

Miscellaneous

Revocation of certain federal licenses and benefits, e.g. pilot licenses, public housing tenancy, are vested within the authorities of individual federal agencies.

Resources

As a Christ-centered, educational institution, the college is primarily concerned with helping the individual student achieve academic and spiritual success. When health problems do arise, the college may assist and guide a student whose mental or physical health is threatened. Should students or their friends have a problem with alcohol or other drugs, there are several places on campus where one can receive assistance:

1. The Resident Assistant (RA) or Resident Director (RD) is available to listen to students with such problems and make a referral if necessary.
2. The Office of Spiritual Formation, located in the Student Center, has professional counselors.
3. Bryan College Polyclinic (423.285.1690)

Several drug and alcohol rehabilitation centers are found locally. Bryan College is not responsible for the quality of treatment provided by these facilities.

- Rhea County Medical Center, 9400 Rhea County Highway, Dayton, TN 37321 (775-1121)
- C.A.D.A.S., 207 Spears Avenue, Chattanooga, TN 37421 (756-7644)

- HCA Valley Hospital, 2200 Morris Hill Road, Chattanooga, TN 37421 (894-4220)
- Young Life Center, 516 Cherokee Blvd., Chattanooga, TN 37405 (634-7188)
- Cleveland Community Hospital, 2800 Westside Drive, Cleveland, TN 37312 (339-4134)
- SUMA, 632 Morrison Springs Road, Red Bank, TN 37415 (778-3450)
- Greenleaf Center, 500 Greenleaf Circle, Ft. Oglethorpe, GA 30742 (861-4357)

Health Risks

The following is a summary of known health risks associated with the use of illicit drugs and the abuse of alcohol. The federal government provided part of the summary, and Bryan College does not guarantee its accuracy.

Effects of alcohol abuse

Acute: Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Accidents are the leading cause of death among individuals aged fifteen to twenty-four years. Most are related to drinking and driving. Poor decisions and aggressive acts such as sexual assaults are almost always associated with alcohol use. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Chronic: Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver. Some studies suggest that brain cells are actually permanently lost (killed) by high levels of alcohol.

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

Effects of other drugs

Marijuana: Marijuana and related compounds are usually used for their “relaxation” effects or to produce an altered sense of reality—a “high.” Disorders of memory (loss) and of mood often occur in chronic users.

Cocaine (stimulant): Cocaine, crack, and related forms are usually used for stimulation and to produce a sense of euphoria. All forms of cocaine are highly addictive, producing a habit that is extremely difficult to stop. In some individuals, cocaine may produce fatal cardiac rhythm disturbances.

Amphetamines (stimulants): Amphetamines, and their new derivatives “crystal,” “ice,” and Ecstasy, are used for stimulation. These compounds are very addictive and may produce psychotic and violent behaviors.

LSD & PCP (hallucinogens): These chemicals are used to produce “altered states” to escape reality. They are very dangerous and can cause psychosis.

Valium, Barbiturates, etc. (depressants): These and other prescription drugs of this type are usually used for their sedative or hypnotic effects. Some of these drugs are highly addictive, and others can cause seizures (convulsions) in individuals who take them over long periods of time. These drugs can be fatal if mixed with alcohol or other depressants.

Heroin, Codeine, etc. (narcotics): These are some of the most addictive substances known. They produce a high or euphoria. Withdrawal can produce convulsions or even coma. Overdose is common and can result in death. Needle-drug users are in high-risk group for infection with the human immunodeficiency virus, thought to be the cause of AIDS.

Other: Many medications and drugs have the potential for abuse. If you have concerns or questions, ask for professional advice.

For further information on commonly abused drugs go to the National Institute on Drug Abuse at

<http://www.drugabuse.gov/DrugPages/DrugsofAbuse.html>

Crime Awareness and Campus Security Act, Public Law 101-542, Title II

Procedures for Reporting Crime or Emergencies

In cases of emergency, the appropriate emergency services should be called immediately. All complaints or reports should be reported to the Office of Student Life (during office hours) or to a Resident Director (after hours).

Report all emergencies and crimes as soon as possible.

Access to Facilities

Unauthorized entry into campus facilities constitutes a basis for immediate disciplinary action. Residence halls are locked Sundays through Thursdays at 12:30 a.m. and Fridays and Saturdays at 2:00 a.m.

Enforcement

Bryan security personnel turn in daily reports to the Operations Department. College personnel will co-operate fully with local law enforcement and/or emergency services to assure that quick and efficient action is taken.

Information

Policies concerning access to facilities, security, and crime are found in the appropriate sections of the *Student Handbook*. Regular items of information are distributed by means of the *Announcer*, produced weekly. The topic of security and the prevention of crime are addressed in the chapel program or in residence hall meetings, depending upon availability.

Alcohol and Drugs

The use of or possession of narcotics, illegal drugs, or alcoholic beverages is grounds for immediate suspension. Federal, state, and local laws regarding underage drinking and illegal drugs are published annually and are adhered to strictly.

Information for Crime Victims about Disciplinary Proceedings

In accordance with federal law, HEOA Sec. 493 (a) (1) (A) amended HEA Sec. 487 (a) (20 U.S. C. 1094) (a): added HEA Sec. 487 (a) (26), Bryan College must, upon written request, disclose to the alleged victim of any crime of violence or non-forcible sex offense, the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of the crime or offense, the information shall be provided, upon request, to the next of kin of the alleged victim. This provision applies to any disciplinary proceeding conducted by the institution on or after August 14, 2009.

Missing Persons

In accordance with federal law HEOA Sec.488 (g) amended HEA Sec. 485 (20 U.S.C. 1092): added HEA Sec. 485 (j); HEOA amendment effective August 14 2008; August 21, 2009 NPRM (revised 34 CFR 668.41 (a), added 34 CFR 668.46 (b) (14) and 34 CFR 668.46 (h), which requires an institution that provides any on-campus student housing facility to include in its annual security report a statement of policy regarding missing student notification procedures for students who reside in on-campus student housing facilities, Bryan College has the following policy:

Upon determining that a resident student has been missing for 24 hours, the Dean of Community Life or the Assistant Dean of Community Life will notify the local law enforcement agency.

The Dean of Community Life or the Assistant Dean of Community Life will notify the contact person that has been designated by the student (this contact information will be registered confidentially).

If the missing student is under 18 years of age and not emancipated, Bryan College will (as required by law) notify a custodial parent or guardian within 24 hours when the student is determined to be missing (if such person is different from the contact person designated by the student).

Discrimination Policy Statement

The following policy is issued for the guidance of all students, employees, and prospective students and employees:

Bryan College does not discriminate on the basis of age, sex, race, color, national origin, ethnic group, or disability in the educational programs and activities which it operates according to the Civil Rights Act of 1964, and Title IX of the Education Amendment of 1972, Public Law 93-112. This policy extends to both employment and admission to the College.

Inquiries concerning Title IX and Section 504 should be directed as follows:

Title IX

Academic VP
Bryan College
PO Box 7000
Dayton, TN 37321

Section 504

VP for Finance
Bryan College
PO Box 7000
Dayton, TN 37321

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