



PATRICK HENRY COLLEGE

STUDENT LIFE MANUAL

APPROVED BY GRAHAM WALKER, PRESIDENT, ON MAY 20, 2011

APPROVED BY GENE EDWARD VEITH, PROVOST, ON MAY 20, 2011

Quick Reference Guide

(a summary of the Campus Health & Safety Manual)...

To Report any Emergency, Incident, Suspicious Person, or Crime

Dial 8888 from any campus phone. Report who, what, when, where, and how.

Campus Security

Always on-duty. Staff and student officers cover all hours. All are trained, registered, and certified. Here to help. Quick to respond. They speak with the authority of and backing of the College administration. Be prompt to comply.

Personal Safety

Keep doors locked when you are away. Don't let strangers in to buildings. Ladies, don't walk alone in the dark (Campus Security available to escort). Report lost keys ASAP. Workers must be escorted/supervised in female dorms. Don't prop exterior doors open. Be alert for potential violence—anywhere—always; take cover or bolt if violence erupts.

Evacuation Procedures

When alerted by fire alarm or directed by authorities: follow EXIT signs to get out of buildings (keeping head below any smoke), go to assembly area and stay put; seek shelter in basements away from exterior doors and windows in tornado emergencies. Fire drills conducted each semester.

Campus Closings

Call 540-441-8995 to find out whether the campus has been closed because of foul weather or some other emergency. Notifications are also broadcast via e-mail, text message, and telephone.

First Aid Kits

Available at the front desks of Founders Hall and The Barbara Hodel Center, or through an RA or RD. Wear gloves if you may touch blood. Wash up afterwards.

Medical Care

For medical emergencies, dial 8888. Students are responsible for their own medical care. RAs are available to help. Consult Campus Health & Safety Manual for list of local doctors' offices and healthcare facilities. Counseling is available.

Good Habits Improve Campus Health

Avoid close contact with sick people. Stay home when you are sick. Only cough/sneeze into a tissue or your sleeve--not into your hands. Keep your hands clean with soap/water or waterless sanitizer. Avoid touching your eyes/nose/mouth.

Cleanliness Improves Campus Health

Students must empty their trash daily and keep their dorms clean (regularly inspected). Food Service cleans kitchen and dining areas. Staff clean their offices. Maintenance cleans everything else.

Immunizations

Strongly encouraged, not required. May be quarantined or sent home if infected. Seasonal flu shots offered. Flu pandemic may result in campus closure.

Employee Safety

It's everyone's responsibility. Get trained. Wear protection. Follow safety procedures. Report infractions and incidents to supervisors.

Fire Safety

Abide by appliance restrictions. No open flames or open burners. Only FireShield brand extension cords, power strips, and surge protectors in dorm wall outlets. Don't mess with smoke detectors. Don't hang things on sprinkler heads. Keep all fire exit routes clear of obstructions (no storage in fire stairs). Don't park in fire lanes.

Lab Safety

Obey your instructor. Wear protection. Follow safety procedures.

Hazardous Materials

Store safely and use only as per manufacturer's instructions. Keep MSDSs and Inventory Lists up-to-date and nearby, with copies sent to Maintenance. Dial 8888 for all hazmat spills.

Harassment

In any form is not tolerated. Report incidents to a trusted authority. Counseling is available.

Suspicious Mail

Don't open it. Cover it. Leave the room. Close the door. Dial 8888.

Speed Limit

Campuswide: 15 miles per hour. Watch for other vehicles and pedestrians. Drive responsibly. Violation may result in ticket or revocation of parking privileges.

Prohibited

WEAPONS: None allowed without president's written approval. SUBSTANCES: No alcohol, tobacco, or illegal drugs. ACTIVITIES: No swimming, fishing, climbing, or rappelling; keep off ice.

Alternate Emergency Contact Phone Numbers

On-Duty Security Officer, 703-431-8708

Security Sergeant, 703-431-6803

VP for Campus Services, 703-431-8709

Male Resident Director, 703-431-4962

Female Resident Director, 703-431-4963

Dean of Student Affairs, 703-483-5149

Dean of Men, 703-473-3581

My RA's Contact Information: _____

CAMPUS EXTENSIONS

Academic Affairs	8040	Human Resources	8770
Admissions	8110	Library	8400
Bookstore	8860	Mail Center	8870
Campus Services	8800	Facilities Services	8820
Chancellor	8010	President	8020
Communications	8720	Registrar	8050
Advancement	8700	Student Accounts	8760
Financial Aid	8140	Student Life	8600
Food Service	8840	Tech Support	8920
Grounds	8810		

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APPENDIX A: JUDICIAL PROCESS

The online edition of this *Student Life Manual*, available on the PHC forms page (link in the student portal), supersedes any printed version. Students will be notified of any substantive changes that occur and are responsible for reading, understanding, and abiding by all the policies and procedures contained within this publication. When there are questions, please contact the Office of Student Life at 540-441-8600

1.0. INTRODUCTION

The *Student Life Manual* is a complement to the *Student Handbook*. The *Student Handbook* explains the Board of Trustees-approved policies of the College, while the *Student Life Manual* details these to help you make the most of your time at Patrick Henry College. Students will be notified of any substantive changes that occur and are responsible for reading, understanding, and abiding by all the policies and procedures contained within this publication.

2.0. COMMUNITY GUIDELINES

2.1. Common Courtesy Reminders

2.1.1. Attentiveness

When students are in class, chapel, or other such venue, they are to give the speaker their full, undivided attention. They are to avoid expressions, actions, and body language that communicate to the speaker that they do not care what the speaker says.

2.1.2. Respect for Faculty Members

Students should treat their professors and other campus authorities with honor and respect. Professors have academic freedom at PHC, which includes the right to conduct their classes and to assign grades as they see fit, subject only to the college's doctrinal statements and academic policies.

Students do have the right to express academic complaints and grievances, but they must follow the process given in *The Student Handbook*, §5.3. They may also register dissatisfaction in the regular course evaluation process. But using other means—organizing or signing petitions against professors, attacking them via the internet, or taking other actions that denigrate faculty members—is not appropriate and violates the Biblical principle of submission to the authorities whom God has put over us (Matthew 10:24; Romans 13:1-2; 1 Peter 2:13).

2.1.3. Forms of Address

Students should use the following forms when addressing faculty and staff, unless granted permission by them to do otherwise.

- Address those faculty members who have earned a doctorate degree as “Dr. <surname>,” and those who have not, as “Professor <surname>.”
- Address the Dean of Student Life and others holding title of Dean as “Dean <surname>.”
- Address a Chaplain as “Chaplain or Dr. <surname>”
- Address all other adults by title (Mr., Mrs., Miss or Ms., according to preference) and surname.
- Address the Chancellor and President of the College as “Dr. <surname>.”

2.1.4. Laptops

Generally speaking, it is not appropriate to use laptops during class time, except for the purpose of taking notes or for other course-related activities explicitly sanctioned by the professor. E-mailing, using Instant Messenger, playing computer games, or otherwise employing the laptop for personal use during class time is unacceptable. During class, all students are expected to give their full attention to what is transpiring in the class. Using the laptop for non-class-related purposes is both distracting and disrespectful to the instructor and to other students. Students who are found using their laptops for frivolous purposes during class may be restricted from bringing their laptop into the classroom. Professors have the right to not allow the use of laptops in their classes.

2.1.5. Noise & Quiet Hours

Noise is to be kept at reasonable levels whenever and wherever possible. In study areas, including residence hall rooms, students should exercise deference toward those studying. Students wishing to listen to music must use headphones in all public study areas.

During quiet hours and in all academic buildings during business hours, noise is to be kept at minimal levels. Quiet hours inside campus buildings are 11:00 PM to 7:00 AM. Quiet hours outside campus buildings are sunset to 8:00 AM. During quiet hours, all music should be inaudible outside of a student's room.

2.1.6. Professional Behavior in Academic Buildings

Students are to remember that Founders Hall and the Barbara Hodel Center are office buildings and should conduct themselves accordingly. Professional behavior is expected in all public places, including the lobby, classrooms, hallways, staff and faculty offices, and Dining Hall.

2.1.7. Punctuality

Arriving late for class, chapel, or a VIP special event is inappropriate and disrespectful. Students are to be on time to such events. Students arriving late may be turned away.

2.1.8. Responsiveness

When faculty and staff communicate with students, e-mail is often the preferred method of communication. It is imperative that students promptly read all the e-mails they receive from faculty or staff, making sure to respond within 48 hours or to be prepared to offer a valid reason for why they have been out of contact.

2.1.9. Tone of Speech

Students' communication, both written and verbal, is to be respectful at all times.

2.2. Guidelines for Community Standards

2.2.1. Curfew

The College utilizes a graduated curfew policy in an attempt to help students develop greater levels of responsibility as they progress toward the completion of their degree. Assumed regardless of class is consideration of the primacy of the educational purpose of the college and the requirements that

places on students for study and rest. Curfew is 12:00 AM on weeknights and 1:00 AM on weekends. There are three gradations of curfew privilege.

Class 1	Freshman or New resident under 21 years old and 1 st semester in the residence halls.	Ten, one per night, one-hour curfew extensions per semester
Class 2	Sophomores or New resident over 21 years old and 1 st semester in the residence halls.	Fifteen one-hour curfew extensions per semester. Multiple extensions may be used on weekend nights.
Class 3	Juniors and Seniors Or over 21 years old and second semester or later in the residence halls.	No curfew with the caveats below.

1. Caveats:

A. Under no circumstances may a male student be in one of the ladies' residence halls during curfew, and vice versa.

B. During the first hour after curfew begins, students may be in a same-gendered residence hall other than their own. Class 1 and 2 students must use a curfew extension to do so. No student may loiter anywhere else on campus during this time.

C. For the duration of curfew, no student may linger anywhere on campus outside their own residence hall except a same-gendered residence hall, and then only with prior approval by (1) the student's RA, (2) the RA of the wing in which the student will be staying, and (3) the occupants of the residence hall room in which the student will be staying.

2. Other rules:

A. Class 1 and 2 students who realize they are going to be out later than anticipated should immediately call campus security at 540-338-8888 and notify the officer on duty of the names of all students in their group and their anticipated time of arrival back on campus. This will give the College an official record of the students' whereabouts in case of an emergency. Upon their return, they should check in with the officer on duty.

B. Class 1 students who wish to stay out all night for social events must receive written permission from a Resident Director. It is suggested that they contact the RD well in advance. Request forms are available from the RDs or the Office of Student Life. They will use up one curfew extension for each of the hours they are out during the curfew period. They may be gone overnight for College-sponsored trips or events or to stay with relatives without using up extensions, but they must inform their Resident Assistant in advance.

- C. Class 2 students who choose to remain off campus all night for social events on non-school nights must first notify their Resident Assistant, preferably in advance. They will use up one curfew extension for each of the hours they are out during the curfew period.
 - D. All students entering residence halls during curfew must respect their residence hall's quiet hours.
 - E. All students who use a curfew extension must have an on-duty campus security officer let them into their residence hall when they return to campus. No one else is allowed to let them into the residence halls.
3. Any student's curfew privileges are subject to alteration or revocation by the Dean of Student Life if it is deemed appropriate for a violation of community standards.

2.2.2. Dress Code

General Guidelines. In keeping with the distinctives of Patrick Henry College, students should dress modestly and appropriately at all times. The dress code applies whenever a student is in a co-ed environment.

- *Guidelines for men and women*
 - Shoes must be worn at all times in any educational building.
 - Hair is to be kept clean and neat, avoiding unusual styles designed to attract attention.
 - Students are to conceal tattoos.
 - Students are not to wear visible body piercings with the exception of women wearing earrings.
- *Guidelines for men*
 - Shirts: Men must wear shirts at all times. Men are not to wear their shirts open or unbuttoned, or to wear tank top underwear not covered by an outer layer of clothing.
 - Hair: In the back, hair must be kept off the collar. On the sides, hair is not to extend below mid-ear. In the front, hair is to be kept out of the eyes. Men are not to bleach their hair. Facial hair should be kept trimmed, neat, and professional.
- *Guidelines for women*

- Women should not wear clothes that are too revealing, (e.g., spaghetti straps, halter tops, tube tops, see-through tops, or tops that reveal bare midriffs, that strap at only one shoulder, or that strap below the shoulder).
- Shorts: Shorts should extend mid-thigh.
- Skirts: Skirts and skirt slits should end no higher than 2 inches above the top of the knee when standing.

Business Casual. During business hours (8:30 AM to 5:00 PM, Monday to Friday), students are to dress as would a professional working in a well-dressed business environment while in one of the College’s educational buildings. In addition to the general guidelines above, students must observe the following guidelines.

- *Guidelines for men*
 - Shirt: Men are to wear collared shirts, tucked in; nice sweaters and vests are also acceptable. No sweatshirts.
 - Tie: If worn, must be neatly tied.
 - Pants: Nice slacks (dress pants or Dockers style). No shorts, cargo pants or denim.
 - Shoes: Dress shoes or loafers should be worn; shoes should be professional and in good repair. No tennis shoes or casual sandals.
- *Guidelines for women*
 - Shirt: blouses and nice tops are to be worn.
 - Skirts/Slacks: Women are to wear skirts, dresses, or slacks (dress slacks or Dockers style).
 - Shoes: Women are to wear dress shoes; sandals that would be considered professional business attire may also be worn. Tennis shoes and flip-flops are not allowed.
 - Appearance: Excessive or gaudy jewelry or make-up should be avoided.

2.2.3. Entertainment

Students being prepared to “lead our nation and shape our culture” will inevitably encounter the pop culture of our nation’s entertainment industry. On the one hand, movies, television shows, music, video games, and other forms of entertainment can reveal much about contemporary culture. On the other hand, these entertainment forms often carry and promote the culture’s worst values, including sinful uses of sexuality, contempt of life, and the rejection of God.

PHC students may well learn to use some of these powerful media in ways that honor God and His truth, thus shaping the culture “with timeless Biblical values.” In the meantime, PHC students must approach the products of the entertainment industry with discretion and discernment.

Students should develop a critical and self-critical approach to their entertainment. They should cultivate genuine aesthetic taste so that they can recognize and prefer works of genuine artistic quality and merit. They should learn to understand what works of entertainment are communicating, both what is good and what is bad. Above all, they should become sensitive to the effect that the work has on others and on themselves.

Above all, Christians must avoid sin. Some entertainment provokes lust; some create virtual experiences of harming other people; others create fantasies of greed or revenge. Jesus Himself makes it clear that we can sin not just by overt actions but by what goes on in our hearts, and that we should avoid such occasions at all costs (Matthew 5:21-30).

The issue is not necessarily the content of a work of art but its effect. Violence in a movie can be presented so that it desensitizes the viewer, hardening the heart to human suffering. Violence can also be presented so that it makes the reader more sensitive, creating a heightened compassion to human suffering. Some nudity is pornographic, designed to stimulate the viewer sexually. The nudity in classical art, the illustrations in medical textbooks, or the non-sexual nudity of concentration camp victims in *Schindler's List* usually is *not* sexually stimulating. Someone who *is* sexually stimulated by such things should avoid them, though this cannot be made a rule for art historians, medical doctors, and other people who are not so affected.

What does this mean for PHC? Instead of giving strict rules about what is acceptable and what is not, we encourage students to consider with honesty and moral sensitivity the effect their entertainment choices have on them and on others. Any showing of films or videos on campus should consider “the weaker brethren” (Romans 14) who might be harmed by what is shown.

The administration and Student Life staff reserve the right to not allow certain entertainment on campus. Students whose use of entertainment, whether on or off campus, violates the principles stated here in a way that harms themselves or others may face disciplinary action.

In classes, faculty members are urged to use discretion and to apply these same principles. But just as medical school students must dissect naked bodies and confront disease in order to master their profession, students being taught to “lead the nation and shape the culture” must sometimes dissect false ideas and confront unhealthy manifestations of the culture in an academic context.

2.2.4. Harassment

See CAMPUS HEALTH & SAFETY MANUAL on the Student Portal in CAMS.

2.2.5. Weapons

See CAMPUS HEALTH & SAFETY MANUAL on the Student Portal in CAMS.

2.3. Discipline Process within Student Life

All student members of the Patrick Henry College community are expected to abide by behavior standards in the Student Handbook. As with all things in life, there are consequences to our actions, and this document describes the disciplinary process that will be followed within the Office of Student Life (OSL) when a student’s behavior does not align with the stated expectations. The process outlined here is designed to handle infractions as expeditiously, wisely, and fairly as possible. Throughout the entire process, the aim is to be redemptive and developmental, helping students grow in their relationship with God and with other members of the community. The following

process may be initiated by a Student Life staff member or when any member of the campus community files a Complaint Form in the OSL. When a Complaint Form is filed, the OSL will institute an appropriate inquiry into the matter and address it using the following process if the accused student is found to be in violation of behavioral expectations. An explanation of the three levels of violations is included in Article 2.3.5.

2.3.1. Lesser Violations

Students violating expected conduct at this level can expect to receive an admonition, and an Incident Report will be started upon the second occurrence of the same behavior. The ideal is for behavior to be corrected on this informal level, peer-to-peer, and Resident Assistants (RA) and Resident Directors (RD) will work with the offending student to bring about appropriate changes in behavior.

- Step 1: **Admonition:** A personal verbal warning. The RA will inform the student that the next time the behavior occurs he will begin an Incident Report.
- Step 2: **Incident Report:** Generated if there is a repeated occurrence, then the Report will be updated again if there is a third documented violation. After the above warnings regarding repeated violations in the same behavior, it is the RA's responsibility to enlarge the circle of accountability.
- Step 3: **Formal Warning:** The Incident Report is routed to the RD, who will inform the student that he is now in jeopardy of serious disciplinary actions; the Incident Report will be updated. This serves as an official warning indicating that if immediate changes in behavior do not occur, the student will begin to lose some of the privileges associated with being a member of this community. If further violations in this area occur, it will result in a conference with the Dean.
- Step 4: **Formal Response:** Upon the next violation, the Incident Report is sent to the OSL for appropriate action by the Dean. (See below)

(Excessive curfew violations will begin with Step 3 above. If students involved in the Lesser Violations process above believe anything has been handled inappropriately, they may appeal to the RD or the OSL, as appropriate.)

2.3.2. More Serious Violations

Students who commit more serious violations may face probation for at least one semester, suspension for a specified time, or expulsion from the college. Students willing to acknowledge their fault and who seek to do better may be disciplined in a more redemptive way. The process for dealing with more serious violations will normally begin with Step 4 in the disciplinary process. At any point in the process outlined below, the student may request to have his case heard by a hearing board rather than the OSL.

- Step 4: **Formal Response:** An Incident Report will be sent to the OSL, which will investigate alleged misconduct. Letter may be sent to parents and academic advisor.
 1. The Dean and the student will work together to develop a Growth Contract that may include any or all of the following:

- Probation
 - A mentoring relationship with a faculty/staff member
 - Restitution (i.e. payment or service)
 - Community work hours
 - Consultation with the Dean and/or Chaplain
 - Loss of extra-curricular or co-curricular privileges
 - Temporary removal from leadership positions
 - Other responses such as fines, writing assignments, or counseling
2. Students who violate any of the conditions of their Growth Contract may be suspended for a period of time to be determined by the Dean.

2.3.3. Levels of Violations

Examples of Less Serious violations

Less serious violations may include, but are not limited to, the following:

- Curfew
- Dancing
- Dress Code
- Entertainment
- Gambling
- Inappropriate personal displays of affection (PDAs)
- Language
- Excessive Chapel Misses
- Noise
- Unintentional damage to property of the College or others

Examples of More Serious Violations

More serious violations may include, but are not limited to, the following:

- Alcohol, tobacco, drugs
- Arrest by civil authorities
- Defiance/disrespect of authority
- Hazing and harassment
- Intentional damage to property of the College or others
- Lying or cheating

- Pornography
- Possession of a prohibited weapon on campus
- Theft
- Use or discharge of a weapon on campus

2.4. Judicial Process

2.4.1. Reporting Complaints

A complaint is a claim that a PHC student has violated a rule. Any member of the College community may file a Complaint Form with the OSL. Complaints involving allegations of sexual harassment or assault must be filed no later than sixty calendar days following the incident. All other complaints must be filed within thirty calendar days of the incident. Requests for an extension to file a complaint may be made to the OSL no later than fourteen calendar days before the deadline to file a complaint. The OSL then has two academic days to grant or deny the request.

2.4.2. The Office of Student Life (OSL)

- A. The Office of Student Life shall investigate Complaints, keeping written documentation of all aspects of the investigation. The OSL will then attempt to informally resolve the issue with the Accused student. The OSL will complete and file an Incident Report Form and give a copy to the Accused.
- B. If the Accused wishes to initiate the Judicial Process, he may file the Request for Judicial Process Form with the OSL within three academic days after receipt of the Incident Report Form.
- C. Written documentation shall be provided to the Accused not more than five days after the request is made by the Accused or his advising representative.
- D. All Records concerning a case heard before a Board, including evidence and documentation of the investigation, shall be made available to the Accused. Audio recordings may be listened to in the OSL, but they may not be removed and copies may not be made. Misrepresenting or omitting evidence is a serious violation of the community trust.
- E. Records of informal resolutions will not be available unless a case moves to the formal judicial process.

2.4.3. Records

- A. Records of student disciplinary cases shall be filed by the OSL in a secure manner to ensure confidentiality. Records for cases heard by Hearing Boards are released within five academic days of request. Records will be released to either the Accused or Complainant with only his own signature. In cases involving allegations of sexual misconduct, both the Accused and Complainant must approve any release of records. All third party requests also require the approval of both the Accused and Complainant. In all cases, the OSL will contact the appropriate parties to secure approval.

- B. The OSL will keep a cumulative record of all cases which reflects for each case the charges, the decision of the Board, and the penalty given. The document will be updated after each case, so it is always kept current. All names will be omitted from this document, and the cases will be randomized. Any member of the PHC Community may view this record in the OSL, but may not make copies of it. Normally, this document will contain records of cases from the past calendar year, but upon request, records for longer periods of time will be available.

2.4.4. Changes in Procedure

Changes to student Judicial Process procedure require the approval of the President. The Student Life Assessment Committee is expected to review procedures at least annually and make recommendations for changes to the President.

2.4.5. Description of Boards

The student Hearing Board consists of eight students elected by the Student Senate. Five of the eight are randomly selected for each Hearing. RAs and roommates of the Accused are excluded.

The Faculty-Staff Hearing Board consists of two faculty members elected by the Faculty Senate, two staff members elected by the Cabinet, and one member at large from either the faculty or staff elected by the Cabinet.

The Appellate Judiciary Board consists of one faculty member nominated by the Faculty Senate and confirmed by the Academic Dean, one student member nominated by the Student Senate and confirmed by the Vice President for Student Life, and one non-faculty Cabinet member nominated by the Cabinet and confirmed by the President.

All Boards stand for one year. A quorum is required for all elections. Board members are eligible for reappointment. The body responsible for electing a representative may remove a member and may fill vacancies.

2.4.6. Penalties

The OSL (under informal resolution) or a Board (under Formal Judicial Process) may choose to assign one or more of these penalties to a student who is found, based on the evidence available, to be responsible for the action of which the student is accused:

- A. Warning: A student may be given a formal written reprimand.
- B. Restitution: A student may be required to provide financial compensation to PHC or other parties in order to cover the cost of damaged property.
- C. Monetary Fine: A student may be required to pay a specified fine.
- D. Work Hours: A student may be required to work a specified number of hours on campus without pay.
- E. Counseling: A student may be referred to a counselor.
- F. Removal of Activities or Privileges for a Specific Period: The student may not participate in College clubs, events, and extracurricular activities. This includes intercollegiate and intramural athletics, student government, and other social events.

- G. Involuntary Removal of Offending Cause: If a student's property, such as pets or stereos, is the subject of a Complaint, the student may be required to remove the property from campus.
- H. Involuntary Relocation: Involuntary Relocation requires a student to move to a different room, different residence hall, or off-campus by a specific date.
- I. Probation: Probation is a specific period of time during which the student's behavior is under especial scrutiny. Violations occurring during this time will be considered more serious than they would without the condition of disciplinary probation.
- J. Suspension from College Activities: The student will not be permitted to engage in PHC activities, including classes, official clubs, college sporting events, debate tournaments, etc. The student may remain on campus and eat in the dining hall.
- K. Suspension from the Campus: The student will not be permitted to engage in PHC activities and may not reside or eat on campus for a specific period of time. This suspension may also extend to the remainder of the semester and require the student to reapply for admission to the College.
- L. Expulsion: Student status is permanently terminated.

3.0. ACADEMICS

Academic policies and information are also located in the *Catalog* and the *Student Handbook*.

3.1. Guests in the Classroom

We welcome visitors to the College. If students wish to bring guests to class, they must e-mail the professor teaching the course at least 48 hours in advance and receive the professor's approval. If visitors are on an official admissions visit, both the Office of Admissions and the professor must approve the classroom visit. It is understood that visitors to a class should not attempt to participate in discussion unless invited to do so by the professor.

3.2. Library

The library is available to all PHC students. It is the library's goal to meet the information needs of the college community. The staff are available to assist you, whether to answer a library policy question, to help locate a specific resource, or to help you design a research method. We strive to provide the information resources, services and facilities that will enable you to succeed at Patrick Henry College.

For information regarding library collections, services, and policies, please consult the current Library User Guide, which is available in the library.

4.0. RESIDENCE LIFE

4.1. Resident Directors & Resident Assistants

Students with questions or concerns about matters regarding other students or campus life in general are encouraged to speak to their Resident Assistant or some other member of the Student Life Staff. Resident Assistants are directly accountable to the Resident Directors and the Dean of Student Life for ensuring that College policies are upheld. Resident Assistants also serve the student body by working with the Office of Operations to ensure that the students' practical needs in the residence halls are met; this can involve building maintenance, cleaning rotation supervision, and supplies inventory.

The Resident Directors supervise the Resident Assistants and are responsible for all students living in the residence halls. They are administrators of residence hall life in general and work closely with the Dean of Student Life in setting campus guidelines.

Resident Directors

Jensen Near

Valerie Near

Resident Assistants

Resident Assistants' contact information will be posted in the Residence Halls

4.2. Residence Hall Assignments & Roommates

Residence halls are primarily for students taking 12 or more credits per semester. Part-time students wishing to establish residence in a residence hall must obtain permission from the Office of Student Life. Students who drop below 12 credits may be denied access to the residence halls, along with any associated financial aid. All students are required to complete a Housing Agreement Form upon their arrival on campus for each academic year.

The Dean of Student Life assigns roommates for the entire semester. We attempt to accommodate roommate requests, but the assignments, once made, are final, with rare exception. If a serious roommate issue develops, students should talk to their Resident Assistant and seek to resolve it. No student may switch rooms without the express permission of the Dean of Student Life.

4.3. Early Arrivals & Late Departures

During the beginning and end of the year, the Office of Student Life and the Office of Admissions often receive requests from students to either come earlier or leave later than the dates set by the College. The dates are established to allow the College to make check-in and check-out as efficient as possible. We would like to accommodate every request, but as we grow this becomes increasingly difficult. Out of a desire to help you and a desire to protect our services, we want you to consider the following options for early arrivals:

- Go to www.phc.edu, click “Admissions,” click “Visit PHC,” and decide on lodging from the options listed on this webpage.
- If you desire to move your things into your room or to stay on campus, we will allow you to do so for \$80 per night. The payment needs to be made out to PHC and mailed to the Office of Student Life two weeks prior to your arrival. This option is dependent on whether space is available and suitable for occupancy.

There are no options for late departures, as the College must prepare for summer camps. Students will be fined \$10 per half hour for not leaving by the appointed time.

4.4. Visitors & Overnight Guests

Visitors must leave the residence halls by curfew. Permission to host an overnight guest must be obtained from the Office of Student Life at least 48 hours in advance. Overnight guests should also be approved by a student’s roommate(s) and Resident Assistant. Each student has seven nontransferable guest passes per year. After seven passes have been used, the cost per guest is \$20 per night. Checks should be made payable to PHC and turned in to the Office of Student Life. Visitors to the College are not allowed to stay overnight in the residence halls the week preceding the beginning or end of a semester, orientation days, final exam period, or graduation day.

4.5. Personal Property Liability

Students are strongly encouraged to see if their parent’s homeowner’s policy covers their personal property while living in the residence halls. This coverage will be primary if a claim occurs. It may be prudent to add this coverage to the policy if you do not have it. We do not recommend keeping any property that is typically excluded from such policies, often including fine arts, jewelry, or high value musical instruments, in your residence hall room. If you do, consider buying a rider to specifically cover the item. It is also recommended that you photograph or video your residence hall room property in the room so that you can substantiate a claim.

The College carries a limited amount of insurance which may be available to cover catastrophic losses of a student’s personal belongings in the residence halls if a covered loss is incurred and the student has no personal coverage. Students will be reimbursed for no more than \$1,000 of the value of their personal belongings, but only if the College’s insurance carrier pays a claim to the College on its coverage of the personal property of others.

4.6. Residence Hall Policies

4.6.1. Residence Hall Rooms

Students should not tamper with curtains/blinds, smoke detectors, hang racks, or holders over the doors; remove screens from the windows; or put holes in the walls, ceilings, window frames, or door frames. Students may only use thumb tacks, push pins, or picture hangers to mount pictures or posters to painted walls; no other fasteners, hangers, tapes, or adhesives of any kind are permitted. Students may only use tapes or adhesives for mounting pictures and posters to the stained hardwood doors and furniture; said tapes or adhesives must be expressly designed by the manufacturer for

such applications (printed on the package label) and must be easily removable without leaving any adhesive residue on, discoloration to, damage to, or removal of the clearcoat finish of the stained hardwood. Full return of a student's room deposit is dependent on that student vacating his or her room at the end of his or her occupancy in the same condition in which he or she found it upon moving in.

Students must clear their residence hall rooms and other assigned spaces of all personal belongings every summer. Any items left at the end of the school year will be disposed of.

4.6.2. Entertainment Equipment

The College provides a TV, VCR, and DVD player, in each residence hall. Students may not tamper with, or remove any of the College's installed entertainment equipment.

No personal electronic equipment may be connected to the College's electronic equipment without prior approval by the Office of Information Technology.

4.6.3. Furniture

PHC will provide an extra-long twin bed, chest of drawers, desk with shelves, mini blinds, and wastebasket. Furniture may be rearranged in the room, but it is not to be removed from the room or disassembled. The fine for disassembling furniture is \$500. Students are financially responsible for the replacement cost of any lost furniture. Homemade loft beds are prohibited. Students are responsible to provide their own bedding, which should fit an extra-long twin mattress.

4.6.4. Housekeeping & Maintenance

All students are expected to keep their own rooms and the common areas in each residence hall clean. A regular cleaning schedule will be issued and administered by the Head Resident Assistant of each residence hall. Resident Assistants are responsible for communicating residence hall cleaning standards and instructions to the residents of their wings. Periodic inspections will occur—some announced and others unannounced. Students should report all maintenance needs by submitting a work request over the campus intranet.

4.6.5. Keys

Residence hall keys are issued to each student for the school year. Any student who loses his or her key will be responsible for the cost of replacing it: \$150 per room key.

4.6.6. Laundry

There is a laundry room located on each floor of the residence halls. The cost per load is \$1.25 to wash and \$1.25 to dry. Students should contact the Maintenance Department if a machine needs service.

4.6.7. Pets

No animals are permitted in the residence halls with the exception of fish. Fish are permitted in residence hall rooms, but the tank may hold no more than 5 gallons and must be cleaned on a regular basis. As with other large items, roommates must approve of the tank if it takes up community space.

4.6.8. Posters, Promotion, Publicity, & Announcements

Items posted in the public areas of a residence hall must be of general interest and must be approved by the Head RA. Items posted in wing hallways and bathrooms must be approved by the wing's Resident Assistant. Items posted in residence hall rooms must be agreed upon by a student's roommate(s). Inappropriate or offensive posters or room displays are prohibited, and may be removed by a member of the Student Life Staff at his discretion.

4.6.9. Property Damage

Students and their Resident Assistant must inspect and complete a move-in form documenting the condition of the room upon move-in, and they must inspect and complete a move-out form documenting the condition of the room upon move-out.

Students are financially responsible for the repair of any property damage they cause that is considered (at the sole discretion of the College) to be beyond normal wear and tear. The inhabitants of each room will be mutually liable for up to 200% of any repair or cleaning costs that are not expressly listed on the property damage repair fee chart.

4.6.10. Storage & Personal Belongings

During the school year, students must store all their belongings in their own room or in their residence hall's attic; no off-site storage will be provided for students' belongings. Students may only store luggage and things in a plastic bin with a lid on it in the attic. They must have their name on it and speak with their head RA about access to the attics. During the summer, all students must remove their belongings from their residence hall. No storage is provided through the summer. Any items left behind will be discarded.

Students must make their own arrangements for shipping any personal belongings. When shipping these items to campus, the shipment must be scheduled to arrive at a time that the student is on campus to personally receive the shipment.

4.6.11. Telephones.

Telephones are provided in each residence hall lobby. Calling cards are needed for long-distance calls.

4.6.12. Windows, Screens, Heating, & Air Conditioning

Residence hall windows may only be open when at least one student is in the residence hall room. The last one to leave a residence hall room must make sure that the windows are closed in order to prevent interior damage from wind and rain. Furthermore, residence hall windows may only be open when the room's heater/air conditioner is turned completely off. Screens should not be removed from the windows. Students who have an urgent need to remove a screen should contact Maintenance and ask for assistance.

4.7. Off-Campus Housing Guidelines

God has blessed Patrick Henry College with beautiful and functional residence halls, and we seek to be good stewards of them. We construct them with quality materials, keep them clean and in good repair, and seek to live in them in a respectful manner. Another way we seek to be good stewards is

by using our residence halls to their full capacity. We also value the community atmosphere that is created by the majority of our students living on campus, and research shows that students who live on campus generally do better academically than those who move off campus. Therefore, full-time students not living with their parents should expect to live on campus.

Exceptions to this policy MAY be granted if a student meets at least one of the following criteria:

Students who wish to live off-campus must meet one of the following qualifications and indicate it on the Off Campus Housing Form.

- Student will be living at home with his/her parents or guardians.
- Student will be part-time(taking less than 12 hours per semester).
- Student has an internship (25+ miles away)that requires that he/she move closer to the internship site.
- Student is 21 years of age prior to start of the academic year.
- Student is married.
- Student has extraordinary personal hardship.

As the College develops, good stewardship before God will require us to manage the level of occupancy in the residence halls. At times, we will need to allow more students to live off campus; at other times, we will need to reduce the number living off campus. Each year, the College administration will determine the number of off campus spaces that will be available for both men and women.

Students who wish to live off campus will be considered for available spaces if they submit an Off Campus Housing Application to the Office of Student Life during the spring semester. Applications must be received by the deadline established each year, and students who apply after the deadline will only be considered if off campus space is still available. Students may only move off campus at the start of the fall semester, and they must reapply for permission to live off campus each year. Applications will be reviewed and prioritized according to criteria established by the Office of Student Life.

An Off Campus Housing Review Committee will apply these criteria to select those who will be allowed to move off campus the following year. It will consist of the Dean of Student Life (or his designee) and two other members appointed by the President.

5.0. STUDENT ACTIVITIES

Patrick Henry College's Office of Student Life seeks to build campus-wide unity through offering quality activities and services for the entire student body. It is their goal to help students get acquainted, involved and build quality friendships throughout the College community.

All students who elect to participate in any athletic, intramural, or fitness activities offered by or through the College are required to complete a Student Participation Agreement & Release Form.

Any activity sponsored by a student group must be approved by an appropriate faculty advisor and/or the Dean of Students.

5.1. Athletics

5.1.1. Intramural

Both men and women have the opportunity to participate in intramural sports. Physical development is a part of the curricular and co-curricular programs of the College. Intramural sports include basketball, softball, table tennis, volleyball, soccer, and ultimate Frisbee.

5.1.2. Intercollegiate

Patrick Henry College is part of the Shenandoah Chesapeake Conference along with Roanoke Bible College, Christendom College, and Washington Bible College. The College currently competes in men's and women's soccer and men's and women's basketball.

All students participating in intercollegiate athletics must maintain a cumulative grade point average of 2.0.

5.2. Forensics

The ***PHC Debate Team*** has distinguished itself in the NEDA, NPDA, and more recently, NFA and CFA leagues. Each week, in Forensics Activities meetings, debaters sharpen communication skills, research issues, develop arguments, and prepare cases. For more information about our highly competitive debate teams, contact Dr. Jim Tallmon, Director of Debate, at jmtallmon@phc.edu or 540.441.8172.

PHC also competes in two other intercollegiate forensics "sports." Both are simulated legal activities. We participate in ***intercollegiate moot court***. Moot Court is legal argumentation before a hypothetical United States Supreme Court. We compete at a number of national qualifying tournaments in the fall semester followed by the American Collegiate Moot Court Association's National Championship Tournament in January. ***PHC has captured the last two national championships in moot court.*** Take a look at the "Moot Court" entry on Wikipedia. We also participate in ***intercollegiate mock trial*** – perhaps the largest and most unified forensics activity in the United States. Last year 600 teams from across the United States competed to capture one of 48 bids to the American Mock Trial Association's National Intercollegiate Championship Tournament. Again, you can find out more about AMTA, and intercollegiate mock trial on Wikipedia where there is a pretty complete entry. For more information contact Michele Musto in Dr. Farris's office or Dr. Guliuzza.

5.3. Ministry & Community Involvement

Students are encouraged to actively involve themselves in ministry and outreach to the community. Part of this will follow naturally from a commitment to a local church. Wherever students choose to

worship, we encourage involvement and participation in church activities and opportunities. Throughout the year, flyers and announcements about ministry and community involvement opportunities may be posted on bulletin boards or distributed through e-mail.

5.4. Student Government

Student government is a way for students to have an organized voice in matters that directly affect them. It is also the means by which many of the extracurricular interests and activities of campus life are organized and implemented. Elections are held each year to fill the Student Senate and executive positions. By-laws are available for all students to read on the PHC website: http://www.phc.edu/student_2.php.

See the *Student Handbook* for more information on College governance and Student Affairs policy.

5.5. Student Organizations

A number of student organizations exist on campus. Some of the official student organizations include Eden Troupe, the Philosophy Club, the College Republican Club, and the Fencing Club. For an up-to-date listing of campus organizations and their current leadership, or for information on how to start an organization, contact the Office of Student Life.

6.0. SPIRITUAL LIFE

6.1. Chapel

The chapel ministry is an important part of the life of Patrick Henry College. We are firmly committed to the belief that chapel is an integral part of our education process. It enables everyone involved in fulfilling the mission of the school to come together corporately to worship the Lord. By meeting regularly, PHC faculty, staff, and students are reminded and encouraged to pursue an active and vibrant relationship with God in all that they do.

A college education at PHC is challenging and requires much time and effort to successfully accomplish all that is required. As busy as things get, however, time must also be spent cultivating a relationship with Christ. Through the chapel ministry, the PHC community, as well as anyone outside of PHC looking at the college, can see that the college's faith in Christ is important and central to the education one receives here. Furthermore, the chapel ministry provides an opportunity to come daily into Christ's presence through worship, the Word, and prayer. Christ is the focus of the PHC community and chapel is a means by which the PHC community can worship Him together.

Chapel ministry events are held 5 days a week: Monday, Wednesday, and Friday in Town Hall at 10:20 a.m., and Tuesday and Thursday in smaller group locations at 9:40 a.m.

Monday-Wednesday-Friday chapel services include a time of worship and a message by a Christian speaker (a preview of the week's speakers can be accessed at http://www.phc.edu/chapel_1.php). On Tuesday mornings, Christian Study Groups meet at various locations under the direction of a

faculty or staff member, focusing on a selection from Scripture or from some prominent Christian work. Opportunity is provided to discuss the reading and to pray for one another. Christian Study Groups provide an opportunity to get to know one another in a small group setting. On Thursday mornings, “Wing chapel” meets, led by the Resident Assistant of each wing. Wing chapel provides students a time of sharing and prayer with those in their wings.

6.1.1. Chapel Attendance Policies

Attendance at full chapel, “wing chapel,” and the Christian Study Groups is mandatory (see the Board of Trustees-approved policy in *Student Handbook*).

Students are allowed 5 chapel skips per semester. Students who miss more than that number may face disciplinary sanctions.

Exemptions from mandatory chapel attendance may be granted to the following:

- (1) Students who live off campus and have no classes before or after the chapel period
- (2) Students who are away from campus during the chapel period because of an internship.
- (3) Students with work responsibilities. (Students should, however, seek to avoid scheduling work times against chapel just as they would avoid scheduling work times against classes.)
- (4) Students with ministry responsibilities.

To receive a chapel exemption, one must fill out a form with the Student Life office, including a copy of the student’s semester’s schedule and other documentation.

When exempt students do happen to be on campus during the time for chapel, they will be expected to attend. Students using one of their allotted chapel skips should normally not congregate in public areas during the time set apart for chapel.

Monitoring chapel attendance may be done in various ways, whether collecting attendance cards, recording attendance electronically, or using the honor system in which students keep track of their own attendance. When the honor system is in force, students should report themselves to their RA or to the Student Life office when they have missed over five times.

6.2 Local Churches

Students of Patrick Henry College are required to be involved in a local church. There are many good churches from nearly every denomination in the area. A list of churches is provided on the website at: www.phc.edu/local.php.

6.3. Mentoring & Accountability Partners

Part of the success of the Christian life is found in the ability to form close friendships with other Christians. The Bible tells us that “As iron sharpens iron, so a man sharpens the countenance of his friend” (Prov. 27:17). It also says that the older men should teach the younger men, and the older women, the younger ones (cf. Titus 2). Many students that come on campus naturally form

mentorship relationships with upper classmen, alumni, and members of the faculty and staff. If a student wishes to meet regularly with a potential mentor or accountability partner, they should feel free to respectfully approach the individual to discuss the possibility of being mentored. The Student Life office will also assist students who wish to form such a relationship with another Christian.

7.0. COUNSELING

Nearly all faculty and staff on campus are available and willing to meet with students one-on-one on a regular basis, providing accountability, someone to talk with and pray with, and someone who will listen. The students are encouraged to seek guidance from whomever they feel comfortable with. The Student Life staff are available to help students make connections with faculty and staff.

Students needing more directed help are encouraged to meet with Student Life personnel. These people have generally received more training and have more experience in counseling. They are available to assist students with problems and concerns.

Finally, the Student Life office maintains a list of referrals for trained professionals in the area. Students may be referred to professionals when circumstances dictate it. Students may seek these trained professionals at any time as well. The Student Life office also has lists of resources that the student may use to find books and other materials that are needed.

8.0. CAMPUS OPERATIONS, SERVICES & FACILITIES

8.1. Bookstore

The Patrick Henry College Bookstore is open Monday through Friday from 9:00 AM – 5:00 PM. The bookstore offers all required textbooks for PHC classes and can help campus groups with ticket sales or by providing books associated with author events and speakers.

8.2. Dining Commons

The College's full-service campus kitchen is located on the first floor of The Barbara Hodel Center. The serving line is open only during meal service hours, which are as follows:

Monday-Friday

Hot Breakfast, 7:00 - 8:30am

Lunch, 11:30am - 2:00pm (resident students with class schedule conflicts must contact kitchen staff to make special arrangements for their lunch)

Dinner, 5:00 - 7:00pm

Saturday and Sunday

Continental Breakfast, 8:00 - 9:30am

Brunch, 11:30am - 2:00pm

Dinner, 5:00 - 7:00pm

The Dining Commons is open to all students who live on campus. The cost is covered under the student's meal plan. No credit is given for meals not consumed.

Friends and guests are welcome to eat in the Dining Commons. A variety of meal ticket options are available and individual meals can be purchased directly at the cashier station.

No patron of the Dining Commons is permitted to provide food or drink from the Dining Commons to other persons unless it has been paid for. Resident students who have paid for a meal plan are not permitted to transfer their meal rights to any other person. In other words, a resident student is not allowed to have a "substitute" eat his or her meal.

In order to help the College be good stewards of what God has given us, the College asks that students demonstrate moderation when helping themselves to food to ensure there is as little waste as possible. Our serving portions are modestly sized on purpose; if you want a little more, just ask; if you want *a lot* more, however, simply eat your first serving and then come back for seconds. Historical experience dictates that we adopt this approach to reduce the amounts of food being pitched in the trash from 'big-eyes, little-stomach syndrome.' Please refrain from putting too much food on your plate, and please eat all the food that you do take. Meals are to be consumed in the Dining Commons, as the Dining Commons food supply is not intended to provide students with foodstuffs for stockpiling a private stash for future consumption.

Food, trays, and utensils are not to be taken from the Dining Commons.

8.2.1. Access Policy

Resident students must scan their PHC ID card in the reader located at the cashier station upon entry into the Dining Commons. All other patrons must scan their meal ticket or pay for their meal.

8.2.2. Meal Plan Exemptions

Resident students may opt out of participation in the meal plan for the following two reasons only:

8.2.2.1. Medical Exemption

A resident student may opt out of the meal plan if the student has received a licensed, practicing physician's letter that includes the following statements:

- the physician has recently performed a complete physical examination of the student;
- it is the physician's professional opinion, after discussion with the College's food service director, that the food regularly offered in the dining hall is not compatible with the student's unique nutritional needs;
- it is the physician's professional opinion, after discussion with the College's food service director, that the College is unable to reasonably make the necessary adjustments or additions to the menu to meet the student's unique nutritional needs; and
- it is the physician's professional opinion, after discussion with and education of the student, that the student will be able to meet all of his/her own unique nutritional needs without having to cook food in his/her dorm.

8.2.2.2. Apprenticeship Exemption

Resident students who are forced to miss Dining Commons meals due to an off-campus, College-approved, for-credit apprenticeship may choose to opt out of the meal plan entirely. This option exempts the student from all meals for the remainder of the semester; no partial options will be granted. In opting out, the student's ID will be restricted from regular access to meal service. A pro-ration of the unused portion of the student's pre-paid meal plan for the semester (net of financial aid) will be refunded to the student. Once students have withdrawn from the standard meal plan they will not be allowed to re-enroll in the plan until the following semester. Exercising this option requires completion of a form that can be obtained from the Office of Campus Services, and must be authorized by the student's apprenticeship faculty supervisor.

8.3. Facilities Guidelines

8.3.1. Classroom and Facility Use

Students are free to use any of the classrooms whenever they are not reserved for some other use. Students may reserve classrooms with the Office of Campus Services. Students who have not reserved a classroom or other area are free to "hang out" unofficially, but must defer to prior reservations, as well as maintenance and cleaning crews. In all cases, the needs of the school take precedence.

The campus master calendar is kept in Office of Campus Services in The Barbara Hodel Center. All campus events are recorded and cleared through that office. The scheduling of campus facilities (except for classes) is also cleared through the Office of Campus Services at extension 8800.

8.3.2. Food & Drink

Food is not allowed in the Library, classrooms, Bookstore, or Exercise Room. Drinks are allowed in the Library and classrooms if they are in a closed container with a spill-proof lid. In the event of an accident, the possessor of the drink should take full responsibility for any damage to the property of other students and/or the College.

8.3.3. Lost & Found

Any unattended personal items found lying around will be placed in lost and found bins located in residence hall laundry rooms, Town Hall, the Student Life Office, and the west end of Founders Hall near classroom 2. Periodically these items will be displayed for "last chance" retrieval; any unclaimed items will be disposed of.

8.3.4. Pianos

Students are free to make personal use of the pianos either before or after regular business hours (i.e., 8:30 AM - 5:00 PM, M-F), unless such use disrupts a professional activity. However, students should refrain from personal use during business hours, as doing so can and does interfere with business being conducted in adjacent workspaces.

8.3.5. Posters, Promotion, Publicity, & Announcements

Items posted in The Barbara Hodel Center may only be posted on the bulletin boards and must be approved and stamped by the Office of Student Life.

8.3.6. Telephones

There are telephones located in each residence hall lobby and in the lobby of Founders Hall, opposite the reception desk. Calling cards are needed for all long-distance calls.

8.3.7. Vending Machines

Soda vending machines are located in the basement of Founders Hall and the lobbies of residence halls. If there is a problem with a vending machine, please notify the Maintenance Department by dialing extension 8820 or by e- submitting a work request over the campus intranet.

8.4. Guidelines for Campus Grounds

8.4.1. Bicycles

Every bicycle brought to campus must be registered with the Office of Campus Services by submitting a completed bicycle registration form noting the make, model, serial number, and color. Bicycles are not allowed on campus without a bicycle permit. Permits cost \$10 per year and may be obtained through the Office of Campus Services. The permit must be displayed on the main frame of the bicycle.

Every bicycle must have a working lock mechanism, and all bicycles must be kept in good repair. Students must keep their bicycles locked at all times when the bicycles are not in use. The lock mechanism must be shown when registering the bicycle in order to receive a bicycle permit. If a bicycle becomes nonfunctional, the owner must remove it from campus. All bicycles must be removed from campus for each summer break and when the owner permanently moves off campus.

Patrick Henry College is not responsible for any damage to bicycles.

Bikes should not be ridden over any landscaped grass or flowerbeds, and should be parked at a bike rack whenever they are not in use. Bike racks are located at Founders Hall and along Covenant Court.

8.4.2. Skating

Rollerblades, skateboards, and scooters are not to be used inside any campus building. Students are free to use these items on the campus circle or on the W&OD Trail. Students are not to leave any of the above parked anywhere on campus, other than at the bike racks or in their residence hall room.

8.4.3. Swimming, Boating, Fishing, & Ice Skating

The pond located between the residence halls and the Founders Hall is a storm water drainage pond, designed to collect run-off from excessive rain and flooding. As such, it is subject to contamination by goose droppings, pesticides, fertilizer, and oil. Accordingly, swimming and fishing in the pond are not permitted.

Virginia winters rarely get cold enough to thoroughly freeze the pond. The ice may look secure, but it could be extremely dangerous. No one is permitted on the ice at any time.

Boating on the pond is acceptable at times, but must be pre-approved in each instance by the Office of Campus Operations.

8.4.4. Vehicle & Parking

Any active student with a vehicle must display a valid PHC parking permit on the vehicle for each semester in which he or she is enrolled. Each such student is required to obtain their parking permit and register his or her vehicle with the Office of Campus Services by completing a Vehicle Registration & Parking Agreement form. Each vehicle must be registered immediately upon arriving on campus. Permits must be displayed in the lower driver's side corner the front windshield of the vehicle. All parking permits cost \$40 per semester. Only one motor vehicle per registrant may be parked on campus at any given time.

Each motor vehicle must be in a working, street-legal, road-worthy, drivable condition to park on campus. Wrecked vehicles may not be parked on campus. A valid state vehicle license and registration shall be maintained for each student vehicle parked on campus. The owner of each such vehicle must maintain liability insurance on each such vehicle as required by the state Department of Motor Vehicles.

Students are prohibited from parking any motor vehicle on campus that does not meet all of the above-stated criteria. Whenever any such vehicle becomes deficient in meeting one or more of the above stated criterion (i.e., license tags expired, insurance lapsed, flat tire, mechanical breakdown, wrecked, etc.), the owner of the vehicle must immediately bring the deficiency to the attention of the Office of Campus Services. An explanation of the problem and the timeframe needed to resolve it must be agreed upon by the Office of Campus Services (typically no more than 14 days).

Students must park vehicles on campus, and nowhere else, whenever they have reason to be on campus. Students may park only in the designated parking spaces on campus for which they are authorized. Parking in a handicapped space without a valid handicap permit, in the spaces reserved for bicycles, in the visitors' parking lots (to the west of Hodel Center and to the west of Founders Hall) during business hours, in front of any building, or in any parking space not designated by a student's PHC-issued permit is prohibited at all times. Commuter students can only park vehicles in spaces marked "VISITOR" in the large lower parking lot. If these spaces are full, the gravel lot should be used. Parking in spaces marked "STAFF" and the visitors' parking lots (to the west of Hodel Center and to the west of Founders Hall) is not allowed between the hours of 7:00 AM and 5:00 PM on regular business days.

Parking in front of a building is only allowed for temporary loading purposes. Such parking shall only be on the FAR side of the road opposite the building entrance or in the closest handicapped parking space, shall never exceed 10 minutes and is only allowed with 4-way emergency flashers on. Stopping, standing, or parking along any fire lane is prohibited; the Fire Marshall may ticket any vehicle in a fire lane.

Vehicles that are parked improperly will be ticketed and possibly towed at the owner's expense. The fact that a citation is not issued when a vehicle is improperly parked does not mean or imply that the regulation or rule is no longer in effect.

Vehicles must be removed from campus for Christmas Break and Summer Break, unless other arrangements have been made with the Office of Campus Services.

The College is not responsible for loss or damage to vehicles parked on or in transit on PHC property.

8.5. ID Cards

All students are issued Student ID cards during orientation. These cards include a student picture, barcode, and expiration date. Student ID cards must be validated at the beginning of each new semester. The ID cards are necessary to check books out of the library, to gain access to meal service in the Dining Commons, and to operate certain electronic door locks on campus. There is a \$10 fee to replace a lost ID card.

Student IDs expire after the last day of each semester. Students must promptly return their IDs to the Office of Campus Services whenever they graduate, or otherwise permanently leave the College.

8.6. Mail Center

A full-service Mail Center is located on the lower level of Hodel Center. Mail Center hours are from 8:30am-5:00pm, Monday-Friday. It is closed on weekends and on holidays observed by the College.

Each student is assigned a mailbox with a combination lock. Outgoing stamped mail can be dropped in the slot to the right of the mailboxes. Students will be notified if packages are received. Mail is not delivered to the residence halls. Mail addressed to students should follow the pattern of the address below:

First Name Last Name
PHC Box ###
10 Patrick Henry Circle
Purcellville, VA 20132-3198

9.0. STUDENT COMPUTER & TECHNOLOGY USE

Please see the Student computer & Technology Use Policy in your student portal under College Publications.

10.0. HEALTH & SAFETY

Consult the Quick Reference Guide inside the front cover of this manual to find emergency contact information.

See CAMPUS HEALTH & SAFETY MANUAL on the Student Portal in CAMS.

11.0. FINANCE

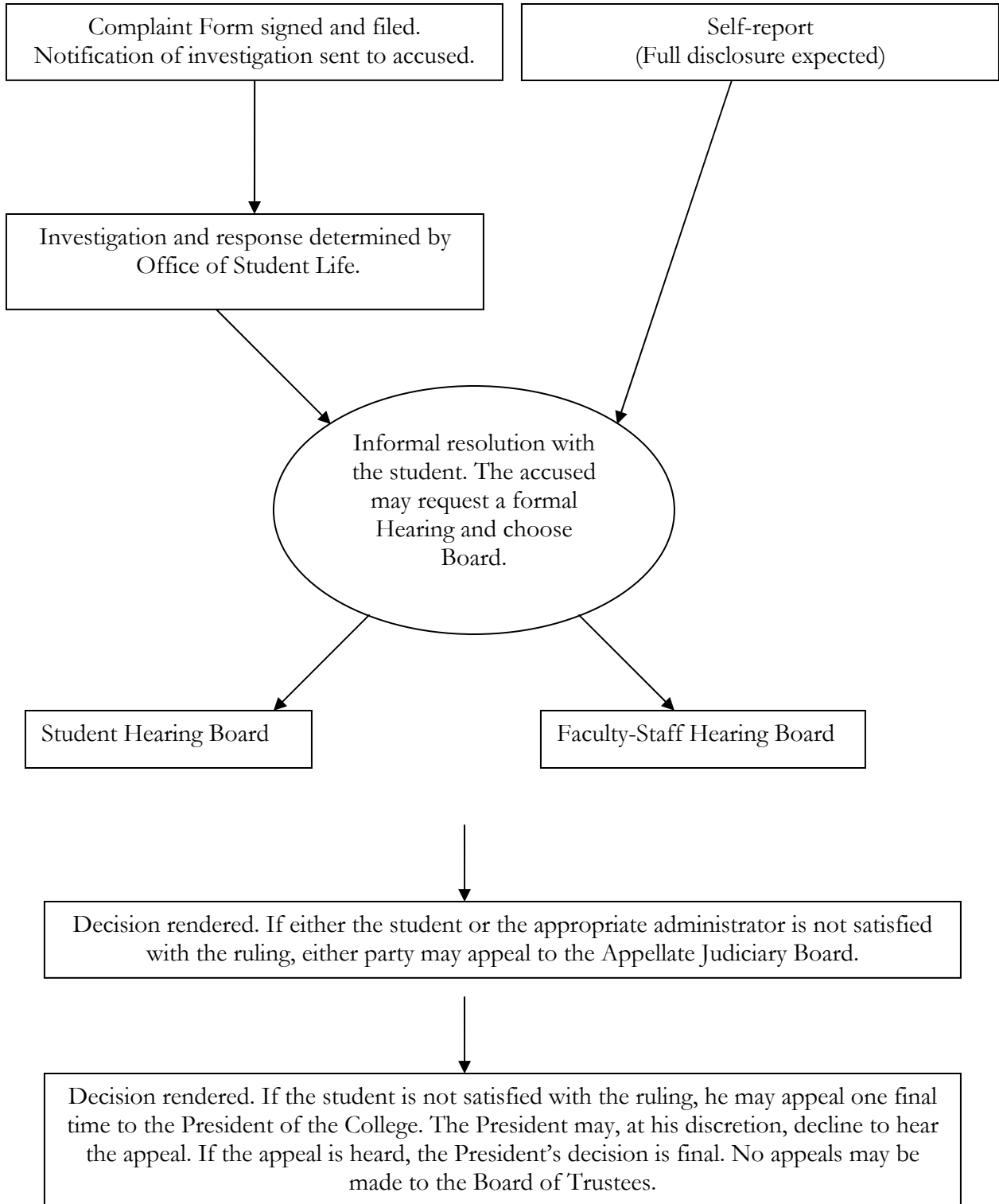
Please consult the *Catalog* for information regarding tuition, financial aid, and billing policies. For more specific queries, please contact Student Billing (ext. 8760) or Financial Aid (8140).

11.1. Student Employment

Job placements are coordinated through the Office of Human Resources (ext. 8770). More information, including job postings and application forms, is available on the Student Portal. Student employees should refer to the *Student Employee Manual* for more detailed information.

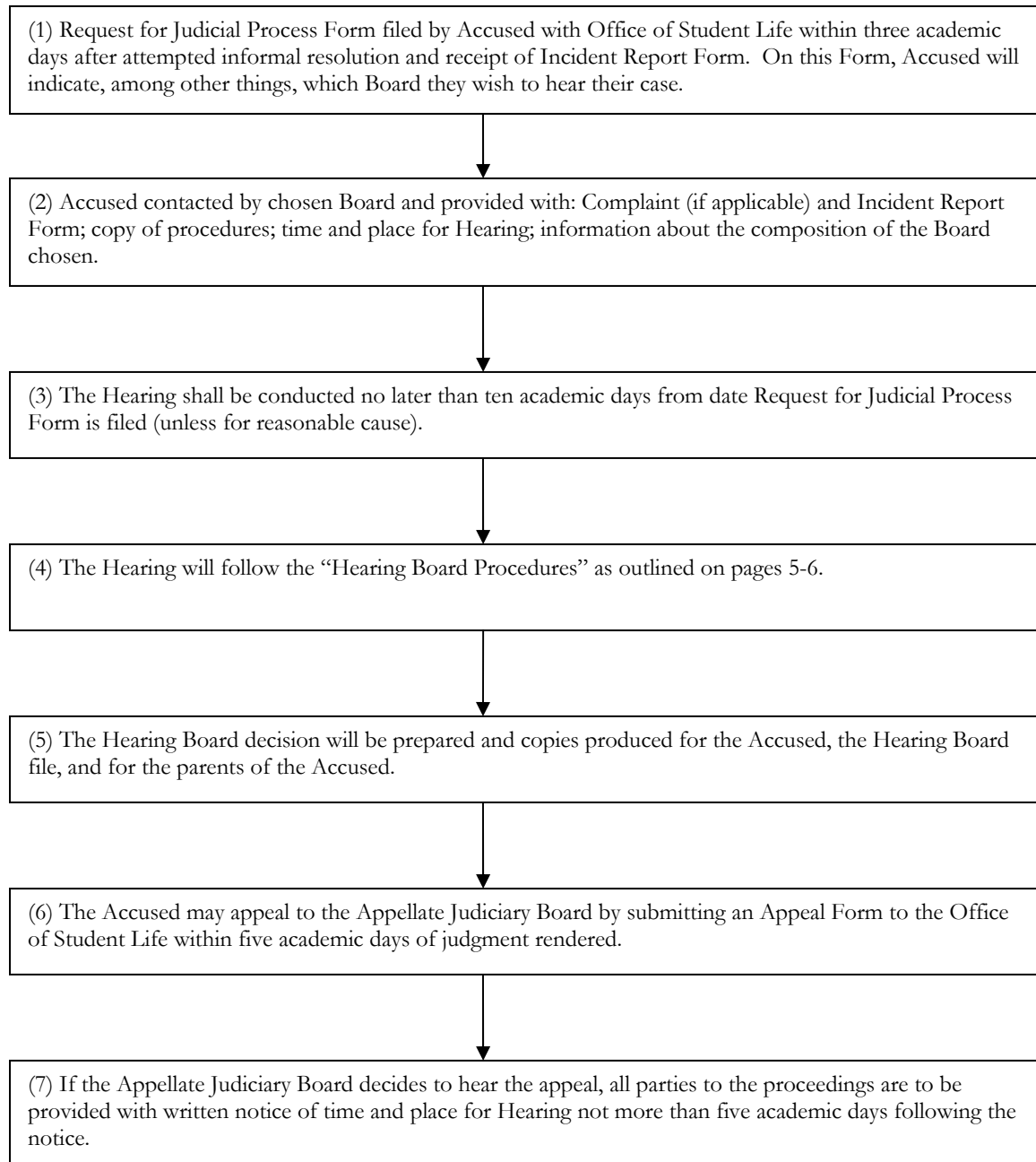
APPENDIX A: JUDICIAL PROCESS

1.0. JUDICIAL PROCESS OVERVIEW



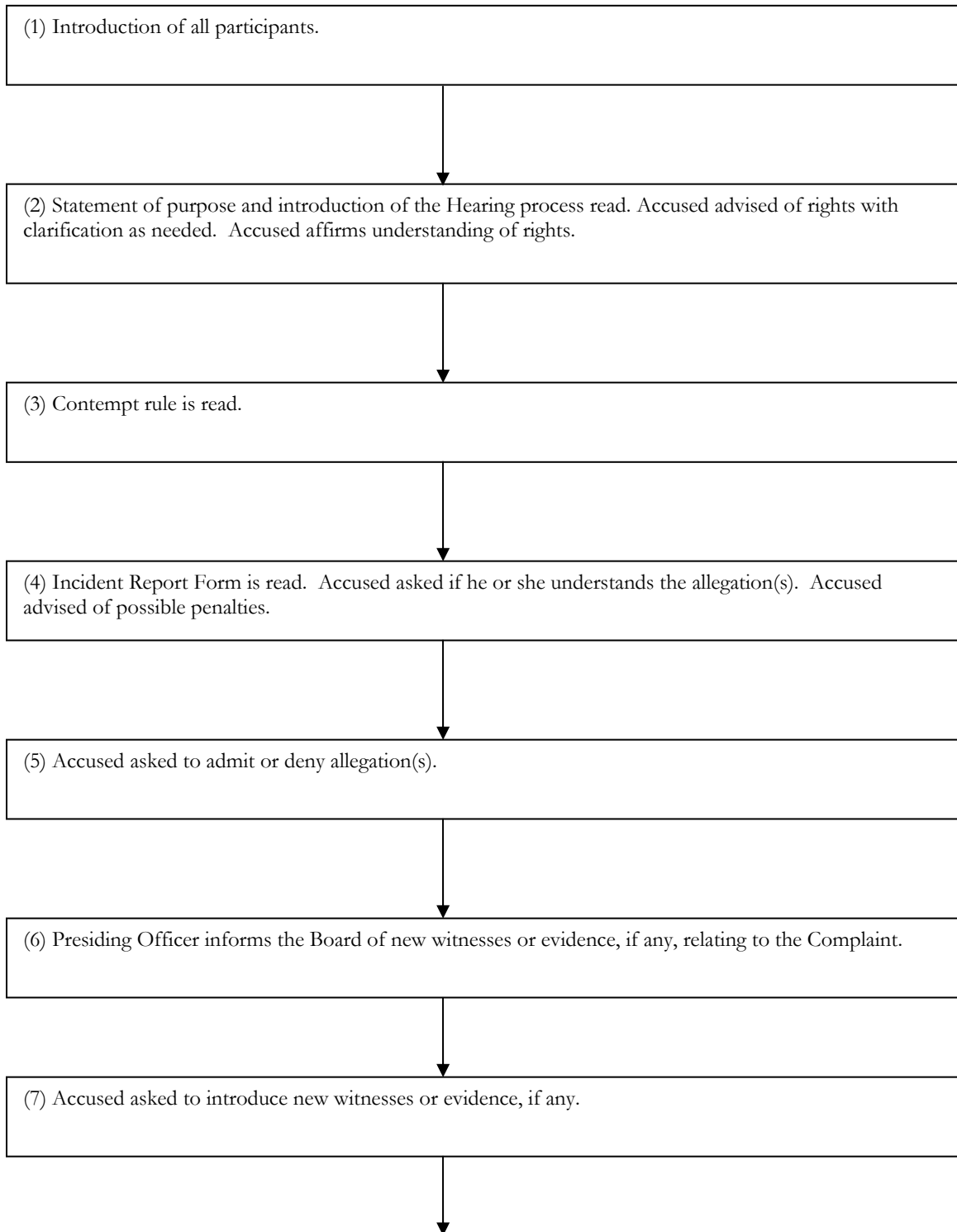
1.1. Formal Hearing Process

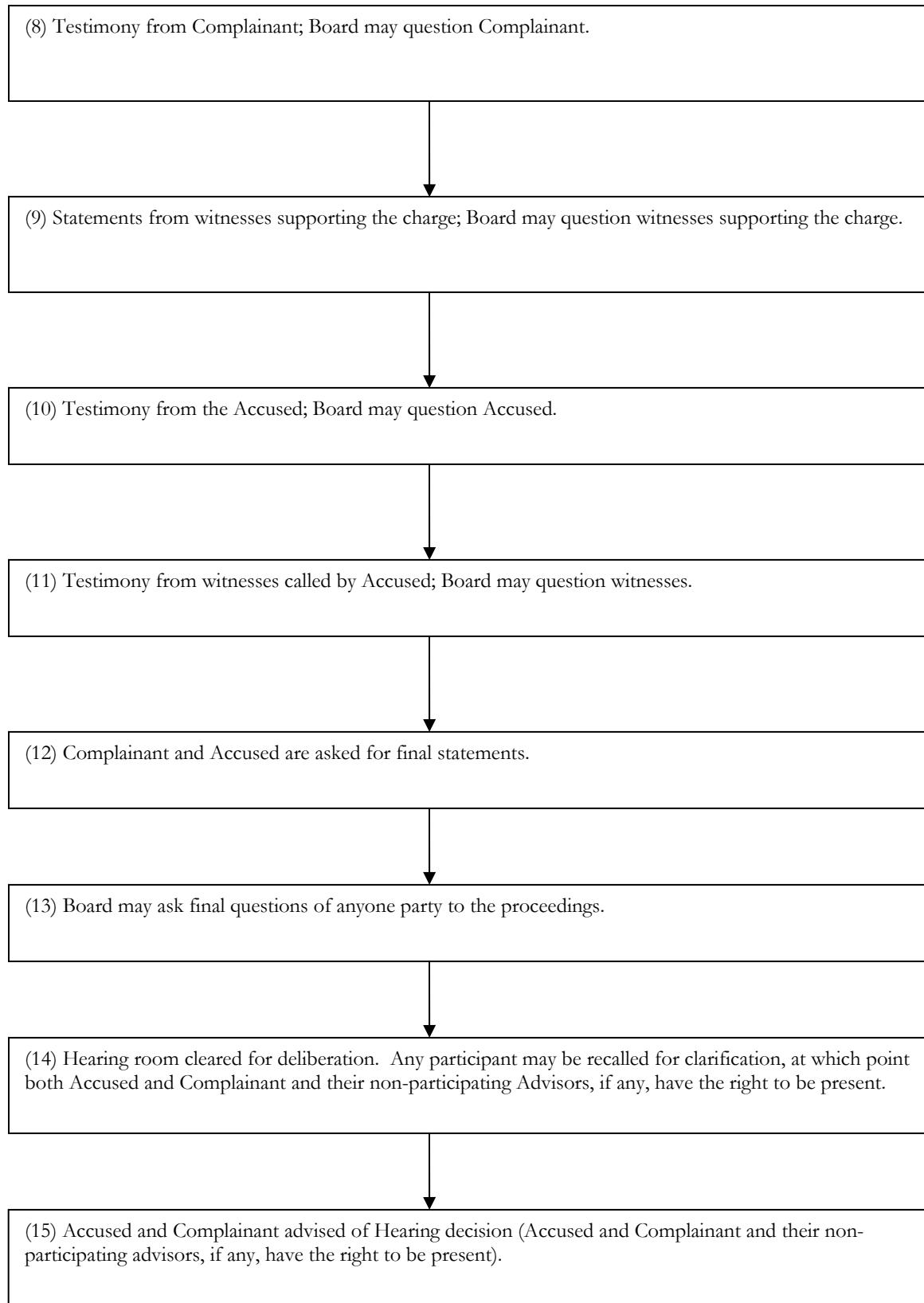
(occurs if accused student chooses formal hearing)



1.2. Hearing Board Procedures

(details of box four on previous page)





1.3. Judicial Process Forms

Form	Description	Completed by:	Turned in to:
Complaint Form	Contains names of Accused and Complainant, nature of complaint, and evidence.	Any member of PHC community who has evidence of violation of a rule (blank form is publicly available).	Office of Student Life (OSL). OSL gives copy to Hearing Board if Request for Judicial Process Form is filed. OSL gives copy to Appellate Judiciary Board if Appeal Form is filed.
Incident Report Form	Describes investigation and results of informal process. The Accused may or may not choose to participate in the informal process. Once informal process is done, the date is noted and a copy is given to Accused. If the Accused chooses not to participate in the informal process, the investigation will still proceed and a copy of the Incident Report Form will still be given to the Accused. Includes the information that the Accused has three academic days from receipt to file Request for Judicial Process Form.	OSL.	Filed by OSL and copy given to Accused. OSL gives copy to Hearing Board if Request for Judicial Process Form is filed. OSL gives copy to Appellate Judiciary Board if Appeal Form is filed.
Request for Judicial Process Form	Student states that he is initiating formal process and which Board will hear case. This form also states whether the student is requesting judicial process because he denies allegations or believes punishment is too harsh. Student may request a public Hearing on this form, otherwise it is private.	Student who has received Incident Report Form and wants case to be heard by a Board. Must be filed within three academic days after receipt of Incident Report Form.	OSL. OSL gives copy to Hearing Board. OSL gives copy to Appellate Judiciary Board if Appeal Form is filed.

Form	Description	Completed by:	Turned in to:
Appeal Form	States that student is appealing decision of Hearing Board; or, states that the appropriate PHC administrator is appealing the decision of the Hearing Board.	Student who has received a decision from a Hearing Board, or the appropriate PHC administrator after such a decision had been made. Must be filed within five academic days after receipt of decision from Hearing Board.	OSL. OSL gives copy to Appellate Judiciary Board.
Records Request Form	Requests records for a particular case. Records are only available for cases that proceed to the formal judicial process. Records are released within five academic days of request. Records will be released to either the Accused or Complainant with only his own signature. In cases involving allegations of sexual misconduct, both the Accused and Complainant must approve any release of records. All third party requests also require the approval of both the Accused and Complainant. In all cases, the OSL will contact the appropriate parties to secure approval.	Anyone, assuming Accused and Complainant both agree to release records.	OSL.

2.0. TERMS, DEFINITIONS, AND COMPOSITION OF THE DISCIPLINARY SYSTEM

2.1. Individuals:

2.1.1. Accused

One or more students who is/are alleged on a Complaint Form to have broken a PHC rule.

2.1.2. Complainant

One or more persons who file a Complaint Form.

2.1.3. Advisor

Each Accused and Complainant may have a non-participating Advisor present at Hearings. This advisor may be a parent or a member of the PHC community. The Advisor will not act as a representative during the Hearing, but may be consulted by the Accused or Complainant at any point during the Hearing. If the case involves accusation of sexual misconduct, misdemeanor, or felony, the Accused and Complainant may hire an outside attorney as a non-participating Advisor.

2.1.4. Member of the College Community

Members of the College Community are PHC students, PHC faculty and staff, and members of the PHC Board of Trustees.

2.1.5. Presiding Officer

The Presiding Officer conducts the Hearing and shall be chosen by the Board in question. He is responsible for explaining the judicial procedures to those involved in the Hearing and for delivering Summonses, Subpoenas, and other Hearing paperwork.

2.1.6. Student(s)

“Student(s)” herein refers to PHC student(s).

2.2. Other definitions:

2.2.1. Office of Student Life (OSL)

The OSL consists of all full-time professional staff members reporting to the Vice President for Student Life. If a situation arises in which none of these individuals are able to perform their duty as described herein, the Dean of Student Life may designate another individual, which may not be a student, to serve on behalf of the OSL.

2.2.2. College Hearing Board

“College Hearing Board” refers to any of the Boards described herein (Student Hearing Board, Faculty-Staff Hearing Board, and Appellate Judiciary Board). These may also be referred to as the “Hearing Board” or the “Board.”

2.2.3. Complaint

A complaint is an alleged violation described on a Complaint Form.

2.2.4. Contempt Rule

The rule states: Any act or conduct which violates the instructions or procedural rules of or shows disrespect for the dignity or authority of the College Hearing Board while in session, or which obstructs, interrupts, prevents, or embarrasses or tends to obstruct, interrupt, prevent or embarrass, the investigation, the hearing, or the administration of justice shall constitute contempt of the Board. Any member of the College Hearing Board may instigate a contempt charge, and it shall be decided by a majority vote of the Board. Contempt charges brought during a hearing shall be decided at that Hearing.

2.2.5. Summons

A Summons is an order to an Accused or Complainant to appear at the Hearing. The OSL and the Presiding Officer may issue summonses. If the summoned individual does not appear at the Hearing, he will be considered in Contempt.

2.2.6. Subpoena

A Subpoena is an order to anyone other than the Accused and Complainant to appear at the Hearing. Subpoenas may be issued by the OSL or the Presiding Officer. If the subpoenaed individual does not appear at the Hearing, he will be considered in Contempt.

2.2.7. Summary Suspension

In cases where the safety of people or property is endangered by the presence of a student on campus, the Dean of Student Life may suspend the student prior to any Hearing. In this case, the summarily suspended student will be given the opportunity for a Hearing within ten days of the suspension or as soon as reasonably possible.

3.0. GENERAL OPERATING PROCEDURES

1. One Hearing may be held for multiple students accused of participation in a single violation. Upon request of an Accused, the OSL or a Presiding Officer may grant a separate Hearing.
2. The OSL and the Presiding Officer of a Hearing may issue Summonses and Subpoenas at any point before or during a Hearing. Other individuals may request that the OSL or Presiding Officer issue Summonses or Subpoenas. If a student fails to appear after receiving a Summons or Subpoena, that person may be held in Contempt.
3. If the Accused is properly notified but fails to appear at a Hearing, the Board may decide to begin the Hearing in the absence of the Accused. It may also arrange for a new Hearing. The Accused may be held in Contempt for failing to appear at the Hearing.
4. In deciding whether or not the Accused is in violation of a rule, the Board must consider the facts of the case at hand and not the facts or outcomes of previous cases involving the Accused. Character witnesses may provide evidence of the general truthfulness or untruthfulness of the Accused, but no witness may present facts of previous violations or alleged violations. An exception allowing evidence from previous Hearings may be made at the discretion of the Board if it determines that the facts of a prior case heard before a Board are important to determining the truth of the case at hand, but if this exception is made, the Board should exercise due diligence in understanding the whole of the facts of the prior case in order to avoid prejudice. The decision of violation or no violation should ultimately be based on the evidence of the case at hand.
5. In determining Penalties, the Board may consider the nature of the violation, the attitude of the Accused, extenuating circumstances, and the prior conduct record of the Accused.
6. The Board must decide cases based upon the standard of clear and convincing evidence (reasonable certainty). The Board will consider the whole of the evidence, including considerations of bias, consistency, and credibility of witnesses. In all cases, the Accused shall be presumed innocent unless the evidence is determined through the Judicial Process described herein to rise to the requisite standard.
7. If an Accused student withdraws from the College before his Hearing takes place, he may still participate in the Hearing. If a student chooses not to participate, the Hearing will still be held. Readmission may be affected by unresolved investigations or cases decided against a student.
8. The OSL is responsible to see that penalties are carried out. Upon completion of penalties, the OSL will note this in the written record of the case and give a copy of this statement to the Accused, indicating that the case has been closed.
9. Basic standards of fairness are required in the presentation of evidence. The Accused has the right to present reasonable evidence for his defense, and the Complainant has the right to present reasonable evidence to support the Complaint. The Presiding Officer may decide to exclude evidence from deliberation that does not meet basic standards of fairness, and a majority of the Board may vote to override the Presiding Officer. The Hearing may be recessed by the Presiding Officer in order to gather more evidence.

10. In cases involving allegations of sexual misconduct, care should be taken in the treatment of the Complainant during the Hearing. Evidence of sexual behavior of the alleged victim with the accused may be presented. However, evidence of the general reputation of the alleged victim concerning sexual behavior is not admissible unless relevance and reliability are first established. In determining whether such evidence will be allowed, the Board must weigh the value of the evidence with the possibility of undue prejudice.
11. Each Accused and Complainant has the right to a non-participating Advisor as described in Appendix A.
12. In order for a Hearing to take place, all members of the Board must be present. If a Board member is unable to attend or chooses to recuse himself, the body that chose that member may elect a substitute. A member of the OSL may also choose to recuse himself during informal resolution.
13. Hearings are closed by default to all but the Accused, the Complainant, their non-participating Advisors, and Hearing Board Members. The Board may vote to allow other individuals to attend the Hearing. The trial shall be open to the campus community at the request of the Accused. In cases of sexual harassment or assault, the trial shall be open to the campus community at the request of the Accused and the Complainant.
14. Graduation of a student may be denied or delayed until an open case has been closed.

4.0. RIGHTS OF THE ACCUSED & THE COMPLAINANT

1. These rights must be read to the Accused at the beginning of each Hearing.
2. Any Accused shall have the right to a formal Judicial Process and to choose whether his case will be heard before the Faculty-Staff Hearing Board or the Student Hearing Board.
3. The Accused and Complainant have the right to a non-participating Advisor as defined in Appendix A. This right is subject to the limitations described in Appendix A.
4. At least two academic days before the Hearing, the Accused must be notified if there are witnesses prepared to testify against him and be informed of the nature of the testimony to be given. The Accused will also be given the opportunity to examine other evidence submitted against him. The Complainant shall also receive the same notification two academic days before the Hearing.
5. The Accused has the right to call a reasonable number of witnesses as determined by the Hearing Board.
6. Subject to the provisions herein, the Accused has the right to an open Hearing if desired, except in cases involving allegation of sexual misconduct, which will be closed unless both the Accused and Complainant consent to an open Hearing.
7. The OSL shall make a recording of each Hearing. Recordings are considered part of the record of the Hearing and will be kept by the OSL, but will only be available to be heard in the OSL. A secretary will take minutes during the Hearing, which become part of the official record of the case. The minutes will be released in the event that the whole record is released.
8. Any Accused has the right to hear testimony and see evidence against him during the course of a Hearing. While the Accused may not question witnesses, he has the right to express to the Board, during final statements, concerns about the validity of testimony from the Complainant or witnesses supporting the charge. The Board may then ask further questions of any participant, at its discretion.
9. The Accused has the right to remain silent. In this case, the Board will consider the evidence presented in order to determine whether or not the accused is in violation, but will not take the silence of the Accused into account.
10. The Accused has the right to a Hearing held no later than three months after the filing of a Complaint.