



## Student Handbook

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## DAVIS COLLEGE MISSION

Davis College is a Bible-centered higher education institution committed to making an impact upon the world for Jesus Christ by the fostering of Christian character and the equipping of students with the knowledge, competencies, and skills needed in an ever-changing world for service and leadership within the church, Christian organizations and society.

## CORE INSTITUTIONAL VALUES

The following values are held and shared by the Davis College community as we strive for excellence in achieving our goals and objectives: A commitment to...

- The inerrancy, authority, and sufficiency of the Scriptures. Worship God and to pursue Christ-likeness in actions and attitudes.
- The practice of personal holiness, professional integrity and adherence to the highest spiritual and ethical standards.
- Respect the worth and dignity of all of human-kind and to create a college representative of our society's cultural, ethnic, and racial diversity.
- Foster a cooperative and caring community that encompasses staff, faculty, and students and develops the potential of each.
- Offer a relevant curriculum, quality instruction, serviceable facilities, and character-building activities for the personal and professional development of men and women called to serve in church and church-related ministries.
- An on-going assessment and planning process that will address current and future needs and developments that the programs of study offered will be practical and advance the kingdom of God worldwide.
- Compassionately minister to the church, society, and the world in general.

## DAVIS COLLEGE COVENANT

- I will commit myself to grow in my knowledge and obedience to Christ and His Word.
- I will embrace the core values of Davis College and strive to carry out these values in my service to God and humankind.
- I will maintain involvement in a local church, regularly worshiping and studying God's Word with a body of believers (Hebrews 10:25).
- I will follow the policies of Davis College and will treat the people and property of this community with respect and courtesy.
- I will tell the truth and my academic work will be my own.
- I will abstain from the possession and use of alcoholic beverages, illegal drugs, and tobacco products and I will not misuse prescription drugs, both on and off campus.
- I will be financially responsible to the college, paying my bills and working to support myself as necessary.
- I will keep my mind and body pure and free from any form of sexual sin, including pornography (Colossians 3:5).
- I will do my best in my academic work to please the Lord, so that I may be a "workman who does not need to be ashamed" (2 Timothy 2:15).
- I will conduct myself as a witness of Jesus, treating people with grace and kindness.
- I will appreciate the diversity of people at Davis College and will strive to model the love of Christ across lines of gender, race, culture and socio-economic status.
- I will respect the doctrinal beliefs of my peers and Davis College, and where I disagree I will not "sow discord among the brethren" (Proverbs 6:19). In essentials unity; in nonessentials liberty; and in all things charity.

## STUDENT DEVELOPMENT MISSION AND GOALS

Our mission is to serve God by coming alongside students to help impact and transform themselves physically, emotionally, intellectually, socially and spiritually.

### PHYSICAL GOALS

- To provide intercollegiate and intramural sports that challenge and unite students through physical effort and teamwork.
- To provide health information and services to aid in awareness, healing, comforting and referring students to receive healthcare that will help them be healthy and successful.
- To provide equipment and facilities that enable students to exercise and develop physically at Davis' college's gymnasium and Fitness Center.

### EMOTIONAL GOALS

- To encourage students through relationships to be open and share their opinions and feelings on issues and experiences in their lives.
- To provide counseling services that give the comfort, encouragement and challenges to the students.
- To engage students through chapel and other events to be moved concerning issues, spirituality, obedience to the Lord and reaching the lost for Christ.

### INTELLECTUAL GOALS

- To inform and engage students in critical thinking about personal, relational, church and social issues through chapels, conferences, guest speakers and other awareness resources.
- To challenge students to be leaders spiritually and socially in whatever field they serve in.
- To challenge and expose students to a diversity of perspectives, ministries and topics, and equip them with the tools to effectively discern, evaluate, reject and/or apply them to their lives.

### SOCIAL GOALS

- To provide facilities that promote social and athletic activities that unites students through fun and fellowship.
- To provide fun, engaging and creative activities that appeal to a variety of students.
- To provide spiritually challenging and bonding events that encourages and meets the needs of students as well as reach out to the surrounding community of Davis College.

### SPIRITUAL GOALS

- To foster an environment of spiritual growth and accountability through such things as residence hall devotionals, prayer groups, Chapel, Encounter, Bible studies, and a variety of other small group events.
- To provide chapels that inspire students to worship God in a variety of ways and to be challenged to grow by preaching, teaching, testimonies, music and a variety of other creative methods.
- To develop relationships in which faculty, staff and older students have opportunities to mentor younger students through means such as, student life, resident leadership and internships.

## DISCIPLINE AND GUIDELINES

### PHILOSOPHY OF GUIDELINES AND DISCIPLINE

Davis College realizes that students come from a variety of homes, churches and cultures. Students have a variety of situations, trials and issues that affect or have affected their lives. We have a deep love for our students. We are committed to allowing our students make their own decision and to develop spiritually. We strive to have a balance between firm and corrective discipline and grace, mercy and understanding. The philosophy of discipline at Davis College is founded upon four basic principles. All Davis College guidelines apply on and off campus.

Davis College believes that every Christian has the freedom to make wise choices before the Lord. We do not believe that rules determine spirituality; however, they do cultivate a campus environment in which moral and spiritual growth is facilitated. God does not want us to use our liberty as license, but rather as an opportunity to shine for Him by choosing right over wrong. Students should still be bound in their freedoms to glorify God in all they do (1 Cor. 10.31).

Davis College strives to be a Christian community that honors and glorifies God. It is important that all members of the college community realize that the Word of God establishes the principles that guide and govern our behavior. The College recognizes the impossibility of extending the category of guidelines to provide for every incident. We expect students to build a biblical world-view of life that will guide them in making intelligent decisions that are socially and spiritually constructive.

We believe that students preparing for ministry must prepare their heart as well as their mind and be accountable for his/her behavior. We would be irresponsible if we did not encourage students to overcome addictions, heal from emotional scars, and experience significant internal changes. The purpose for accountability and discipline is to provide opportunity for change and growth.

### DISCIPLINARY PROCEDURES

Students are to be treated objectively, fairly and consistently. It is the philosophy of Davis College to treat each student on an individual basis. Students are encouraged to voluntarily confess and seek counsel when struggling with sin and/or if they have violated the standards of the Davis College community. The college reserves the right to amend its rules, regulations, or procedures.

When a rule is violated, a college staff member will point out the violation of the rules and remind the student of the discipline procedure. A change notice is issued when a rule is violated. The student will be notified of the change notice by email or text message and may be asked to meet with the Student Life Coordinator. Any further violation will result in another change notice for each offense. Student Development reserves the right to address serious rule violations differently.

### CHANGE NOTICE PENALTIES

Change notices that accumulate over the duration of the semester. The accumulation of notices will result in the following penalties:

- 3 Notices: The student will be required to do 3 hours of Campus Community Service.
- 4 Notices: The student will also be required to do 4 hours of Campus Community Service and be required to meet with the Student Development Officer and to sign a discipline contract.
- Further violations: The student will meet with the Director of Student Development and will result in suspension or dismissal.

## CHAIN OF COMMAND

The Residential Life staff is in place to serve, edify, and to correct the student for their safety, discipline and growth in Christ. Disagreement with a change notice issued should first be addressed to the Resident Assistant who issued the notice. If the student disagrees with the notice, a student can speak with the Student Life Coordinator. Only after no reconciliation has been made with the RA and Student Life Coordinator should a student seek the intervention of the Director of Student Development.

\*Additional penalties, such as loss of privileges may be assigned by the Director of Student Development at any time in the case of rule violations. Immoral behavior (see: INTERPERSONAL RELATIONSHIP GUIDELINES) substance or alcohol abuse are very serious issues and disciplinary action for these violations will reflect that fact.

## COMMUNITY SERVICE

Community service will be assigned by Student Development and the student will be given a date and time to report and when community service to be completed. Failure to complete community service hours may result in a suspension or dismissal.

## CHANGE NOTICE ACCUMULATION

Notices given within the last two weeks of the Semester will remain on a student's record through the following semester. Student Development reserves the right to address situations on a case by case basis. In some cases, Campus Community Service will be granted immediately.

## SUSPENSION

- The student must go home on the day the suspension is imposed. In special cases, a suspended student may be confined to the residence hall room if going home is not immediately possible.
- The student will be encouraged to seek out counseling by a counselor or pastor.
- Notification will be made to parents or guardian by letter or phone call unless the student is age 21 or older.
- Students are subject to academic penalties for work missed because of disciplinary action. Faculty members are not obligated to permit makeup of missed assignments and examinations.
- Serious violations Davis College community standards or rules may result in immediate suspension.
- Violence and/or threats will result in immediate suspension or dismissal.

## DISMISSAL

- Serious violations of Davis College community guidelines, violence or threats may result in immediate dismissal
- The student must reapply and be reviewed by the Admission Committee.
- The student will lose all academic credit for the semester in which he or she is dismissed. The student will not be admitted in any residence hall and will not be allowed to loiter on campus during (or following) dismissal period.
- Student(s) will lose access to Davis College Wi-Fi and Email servers.

A student's privilege to hold office, participate in co-curricular activities or represent the College in some other activity including athletic events, may be restricted.

## TO REAPPLY

When a student has been dismissed, the student must reapply through the Office of Enrollment Management. Once the application is received, the student will need to be cleared by the Office of Academics, Business Office, and Student Development and be reviewed by the Admissions Committee. The Admissions Committee will accept or deny the student's readmission to Davis College.

## WITHDRAWALS, DISMISSALS AND REFUNDS

<b>Semester Breakdown</b>	<b>Refund Amount</b>
<b>Week 1</b>	100%
<b>Week 2</b>	75%
<b>Week 3</b>	50%
<b>Week 4</b>	25%
<b>Week 5 or later</b>	0%
<b>Online Term</b>	
<b>Before the course begins</b>	100%
<b>Week 1</b>	75%
<b>Week 2</b>	40%
<b>Week 3 or later</b>	0%
<b>1 Week Module</b>	
<b>Up to 7 days before course begins</b>	100%
<b>1-6 days before course begins</b>	75%
<b>Day 1</b>	50%
<b>Day 2 or later</b>	0%

### Refund Policy

Students who drops a course, are dismissed, or completely withdraw from Davis College; may be eligible to receive a tuition refund based on the table above. *An official withdrawal form must be obtained from the Registrar's Office and properly completed for a student to receive a refund.* All miscellaneous fees are non-refundable. Refunds apply to tuition and room and board only. No refunds will be awarded on Davis College scholarships.

### "Earned" Financial Aid

Federal regulations require students to attend at least 60% of the semester to "earn" 100% of their eligible financial aid. Students who withdraw or are dismissed from Davis College before the 60% point in the semester (approximately the 9<sup>th</sup> week of fall/spring semester classes) will have the amount of their financial aid reduced in proportion to the percentage of the semester attended, per the Department of Education regulations.

### Financial Consequences

All tuition refunds will be applied against any earned financial aid. This may result in a balance owed to the College. If a financial aid disbursement (student refund check) has already been made, the student may be required to pay back the "unearned" portion of their financial aid. Students in this situation will need to make payment arrangements and complete re-payment within one year. As per College policy, no grades or transcripts will be issued while students have a balance on their accounts, and any delinquent accounts are eligible to be sent to collections.

## DRUG & ALCOHOL ABUSE POLICY

When there is reasonable cause to suspect the use of illegal drugs, alcohol, or the abuse of prescription drugs, the College may require a student to undergo drug testing at his/her own expense. Refusal to cooperate will be regarded as an admission of guilt and will result in suspension or dismissal at the discretion of the Director of Student Development.

## FIRST OFFENSE

The student will be required to meet with the Director of Student Development. The student will immediately be suspended. Upon returning to campus, the student will be required to again meet with Student Development. Student Development will talk with the student and then determine if the student should be re-admitted to classes.

## SECOND OFFENSE

Drug & Alcohol related offenses will remain on a student's record for the duration of his/her enrollment at the College. A second offense at any time during the student's enrollment may result in dismissal. This decision is subject to the discretion of the Director of Student Development.

## APPEAL PROCESS

Appeals of suspension or dismissal decisions will be presented to a Discipline Panel. The panel is made up of 4 faculty and staff members, 2 males and 2 females appointed by the Director of Student Development. Appeals must be in writing. The Appeal Committee will meet within 3 business days of receiving the appeal. A decision will be made after the committee meets. The student will be notified of the decision the following business day after the committee meets by email or phone.

## APPEARANCE GUIDELINES

Any choice of clothing within any Christian community should not draw attention to one's self by what it reveals of the body or by what it shows in extreme fashion. Enrolling in a college means joining the college community. Setting aside some personal preferences for the sake of the community is necessary and important for effective ministry. A dress guideline is helpful in establishing standards not only for biblical modesty but also for campus atmosphere. We require that students respect and adhere to the rules of the community while enrolled in the college.

## NEATNESS & RESPECT

- No clothing should carry a message contrary to Scripture.
- Men, hats or hoods are not to be worn in Chapel. Hats may be worn in classrooms with the permission of the professor.
- Clothing worn for class dress is not to have holes, patches, stains or tears.

## MODESTY

- Jeans, pants and shorts should fit properly and not be tight, revealing or expose the waist, back, or underwear in any position.
- Shirts or dresses are not to be sheer, tight or low-cut. They should not expose her stomach, bra, or back in any position.
- Hemlines or open slits are not to be higher than the kneecap when standing or sitting
- Women should wear a camisole, tank top or slip when necessary to ensure modesty.
- Women should wear a sports bra while participating in athletic activities or exercising.

## WHEN DOES THE DRESS CODE APPLY?

### Casual Class Dress

Monday, Wednesday, Thursday, Friday, and Saturday

### Tuesday Dress and Special Events

Every Tuesday before 3:00 p.m. For special events, an announcement will be made to the students concerning dress code expectations or changes for that event. Announcements will be made via Facebook, email, and chapel announcements.

To train & prepare students for ministry, Davis College encourages students to understand proper attire within a business situation; therefore, this day, once each week, is reserved for such a purpose.

In keeping with the purpose of the college to provide a Christian influence in the community, modest attire is expected when entering and leaving campus. Shoes are to be worn always outside the residence halls

#### **WHAT TO WEAR**

	Class Dress	Tuesday Dress	Casual Dress
Dress slacks/Khakis	Yes	Required	Yes
Collared shirts (men)	Yes	Yes	Yes
Dresses/Skirts	Allowed for women		
Sweaters	Yes	Yes	Yes
Jeans/Denim	Yes	No denim of any color	Yes
Bermuda shorts	Yes	Yes	Yes
T-shirts	Yes	No	Yes
Sweatshirts	Yes	No	Yes
Cargo pants / Joggers	Yes	No	Yes
Flip flops/Athletic sandals/Tennis shoes	Yes	No	Yes
Leggings/Tights (women)	Allowed to be worn on campus with a loose-fitting knee-length dress or flowy top that covers the butt.		
Capris	Yes		
Fatigues/Sweat pants	Yes	No	Yes
Pajama pants	No	No	Dorms only
Tank tops/Muscle shirts (no undershirt tank tops are to be worn as shirts.)	Yes	No	Yes
Spandex/Biker shorts	No	No	Allowed with other shorts over them
Spaghetti straps/Halter tops	No	No	No
Gym Wear	Shorts and tops must be modest. Sports bras are not to be worn alone or showing through shirt or arm spaces. Capri or full-length spandex bottoms may be worn in if the top is flowy and long enough to cover the butt. Clean close-toed shoes must be worn in the gym always. Boots, sandals, and flip-flops are not allowed to be worn at any time in the workout area.		

Swim Wear	Must be modest. No String bikinis.		
Warm-up suits/ Denim Shorts/ Athletic Shorts	Yes	No	Yes

\*Shorts must be mid-thigh or to the top of your knee. If shorts do not meet standards you will be asked to change.

## SEMI-FORMAL

Periodically, the administration requests students and staff to “dress up” for special events such as conferences, banquets, travel, etc. The Director of Student Development will notify students when it may be otherwise necessary to use semi-formal or Tuesday dress. For semi-formal dress, men must wear a dress shirt, tie, and suit coat. Dress slacks, socks and dress shoes are a part of semi-formal dress. Women must wear a dress or business suit with skirt or pants. Clothing and accessories should fit well, match in color and be worn properly.

## ATHLETICS AND FITNESS

Athletics are a very essential aspect of Davis College. Our overall goal for athletics is to glorify Jesus Christ in every aspect of the student athlete’s life. It is an excellent way to learn about competition, testimony, sportsmanship, winning, as well as losing. We believe that through athletics, the student athlete can learn many of the important and valuable lessons of life. We see athletics as an excellent “classroom” to teach those things that might not be learned anywhere else. It also provides an opportunity to apply and practice that which is being taught through Christian education. We desire that involvement in our athletic program will produce a better Christian, person and citizen in our world today. As Matthew 5:16 reminds us, we should “Let your light so shine before men that they may see your good works and glorify your Father in Heaven.”

## INTERCOLLIGATE ATHLETICS

Davis College offers an intercollegiate athletics program for both men and women as a member of the United States Collegiate Athletic Association (USCAA) and the Hudson Valley Intercollegiate Athletic Conference. Sports include soccer for men, volleyball for women and basketball for men and women.

## EQUITY IN ATHLETICS

Davis College is required as a postsecondary institution that receives Title IV funding and has an intercollegiate athletics program by the Equity in Athletics Disclosure Act to report annual athletic data. This data can be found at [ope.ed.gov/athletics](http://ope.ed.gov/athletics).

## INTRAMURAL ATHLETICS

The athletic department provides an intramural athletic program, which includes volleyball and indoor soccer for men and women. Intramural sports may vary based on student interest and participation. OSD reserves the right to restrict students with discipline issues or under academic probation from participating in Intramurals or Intercollegiate athletics.

## FITNESS CENTER

One significant benefit provided to students attending on-campus courses by Davis College is a Fitness Center directly on campus. The Center is in Patterson Hall, and contains cardio and weightlifting stations. This Center is a privilege and

students must respect the equipment, rules, and the employees that monitor this facility to continue being able to use the space. Failure to follow rules and instructions may result in administrative and/or disciplinary action, including cancellation or privileges. Students must also wear appropriate clothing to and from the Fitness Center. See Dress Code section for Fitness Center attire.

- All participants must present and scan in with a valid Davis College ID to utilize the facility. This includes all campus employees and their family members regardless of age.
- Memberships are free to all full-time on-campus and commuting Davis College students and campus employees that are 18 years of age or older. Davis College IDs are made in the Office of Student Development.
- Music and TV stations will be monitored by the Fitness Center attendant. No vulgarity or profanity will be allowed.
- No gum or food items are allowed in the Fitness Center. Water is the only beverage allowed.
- All personal items (gym bags, backpacks, etc.) must be kept in the lockers and should not be in the workout area. Davis College will not be responsible for items left unattended, lost, or stolen.
- Participants must return all plates and dumbbells to their proper place, and use equipment properly. Do not slam or drop the plate weights or dumbbells.
- Participants are not allowed to remove equipment or towels from the Fitness Center.
- If participants need any assistance with any exercise or machine, see the Fitness Center attendant on duty.
- There is a 30-minute time limit on all machines in the Fitness Center when other participants are waiting.
- Children 17 years and under are not permitted to use the Fitness Center.
- The use of this facility may be restricted at certain times. A notice will be posted.
- All injuries, large or small, should be reported to the Fitness Center attendant immediately.
- Any equipment problems should be reported to the Fitness Center attendant immediately.
- Due to high risk of injury, Davis College recommends a spotter when training with free weights.

Fitness Center hours will vary throughout the school year. Hours will be posted on the Fitness Center Entrance door.

## ACADEMIC POLICIES FOR ATHLETIC PARTICIPATION

Participating student athletes are required to meet academic guidelines set forth by the USCAA. The following are a summary of the basic eligibility guidelines and all guidelines can be found at [www.theuscaa.com](http://www.theuscaa.com).

A student athlete must be a full-time student enrolled in 12 or more credit hours during a semester and be making normal progress towards a degree. A student athlete entering their second semester must have a GPA of 1.6. After the first two semesters, a student athlete must pass 24 credit hours the previous academic year. In addition, after accumulating 24-48 credit hours, the student must have achieved a 1.75 GPA. After accumulating more than 48 credit hours, the student must have achieved a 2.0 GPA.

Balancing academic school work with the demands of being a student athlete can be challenging. The Athletic Department will set up team study hall hours in the Academic Success Center while an athletic team is in season to encourage necessary study habits. The Athletic Director and respective Head Coach will work out a set time(s) each week that a particular team will gather in the Academic Success Center for study hall. Attendance will be required as part of participation on the team and tutors will be made available during that time to help individuals. Failure to participate in team study halls may lead to suspension from practice, games, or even dismissal from the team.

# CHAPEL

## CHAPEL ATTENDANCE

Chapel is important to the development of a student's spiritual life. An individual's presence in chapel is also a source of encouragement to the college community of faith. Therefore, Monday, Tuesday, and Thursday chapel attendance is **required**.

## ATTENDANCE AT CONFERENCES

Attendance at school-sponsored conferences is required. Exceptions are made if a student is enrolled in evening classes or has evening employment by notifying the Office of Student Development in advance.

## CHAPEL ABSENCE

There are NO excused absences for Monday, Tuesday and Thursday Chapel. Only in cases of serious illness or serious family emergencies are students allowed to request an excused absence. A student may request in writing to be excused from a mandatory chapel in advance. A written request to be absent does not guarantee approval. The Student Development Team will carefully review the request.

## CONDUCT

Students are expected to be attentive and respectful to chapel speakers. Texting or the use of laptops during chapel is prohibited. Students are expected to arrive in a timely fashion. Missing more than 15 minutes of Chapel will count as an absence. To avoid distractions, Chatlos classrooms and lounges, student union, athletic center, gym and Office of Student Development are closed during Chapel.

## CONSEQUENCES OF CHAPEL ABSENCES

Any unexcused Chapel will result in 1 hour of campus community service. This is managed through the OSD.

## SPECIAL EVENTS

Attendance is required for certain special events throughout the semester. All students are to attend regardless of their chapel waiver, unless special permission has been granted by the Student Development Officer prior to the event. These event dates will be announced during Orientation, Chapel, Davis website, Student Development Facebook page and through each student's Davis email.

## CHURCH ATTENDANCE

The Word of God places great emphasis upon the local church and the "assembling of ourselves together," students are required to regularly attend a local, Bible-believing, evangelical church of their choice. They are to be faithful to the services of their local church.

Students are expected to unite with a local church that is in harmony with the doctrinal position of Davis College.

For many new students, this is the first time looking for a church. Students are encouraged to initially choose a church wisely and make a commitment to that part of the body of Christ. Moving from church to church does not allow for deep relationships. Therefore, once a decision has been made to join or attend a local church, the student is encouraged to remain at that church throughout the school year. Information on Johnson City/ Binghamton area churches is available in

the Office of Student Development.

## COMMUNITY STANDARDS

### GUIDELINES BUILT ON BIBLICAL PRINCIPLES

Davis College condemns the attitudes that the Bible condemns as morally wrong such as greed, jealousy, pride, lust, bitterness, uncontrolled anger, prejudice based on race, sex, or socio-economic status, sexual harassment, discrimination, slander and impatience. Also, those acts forbidden in Scripture including: premarital / extramarital sex, theft, murder, homosexuality, drunkenness, stealing, profanity, dishonesty and gossip are not to be practiced. Drawn from the inferences in Scripture and to maintain a blameless testimony before all men and women, members of the Davis College community will also *abstain* from the possession or use of alcoholic beverages, tobacco in any form, narcotics and hallucinogenic drugs (including marijuana). Students should not attend or be employed by establishments whose primary purpose is to promote drinking, dancing, gambling, sexuality or drug use such as bars, nightclubs, casinos and raves. Members must also refrain from any form of gambling, dancing, viewing movies, videos, electronic media, Internet usage and print materials which are not in accord with biblical principles of purity and holiness. If these community standards are violated, please see Disciplinary Guidelines.

### FACILITY USE

Permission must be granted for use of Davis College facilities. Facility Use forms are available in the Student Development Office, and must go through an approval process.

### CHRISFIELD CAMPUS

There is to be no loitering on the Chrisfield Campus, this will be enforced by the Safety Officers, Student Life Coordinators, and the Johnson City Police.

### SUSQUEHANNA RIVER

There is to be no swimming and/or wading in the Susquehanna River: which runs right behind the school. It is extremely dangerous due to the undercurrents in certain areas.

### GOSSIP

Gossip is any conversation about a situation or person, which either does not help the situation or person and/or harms the situation or person. Gossip divides community and tarnishes integrity. Therefore, any student engaging in gossip will be confronted and disciplined.

### BULLYING

Bullying is any willful, conscious behavior intended to hurt another person, either physically or emotionally. ([stopbullying.gov](http://stopbullying.gov)) Bullying is not tolerated at Davis College. Any type of bullying should be reported to your RA, Student Life Coordinator, or another Student Development staff member. Any student participating in any type of bullying towards another student will be disciplined.

## STALKING/HARRASSMENT

Stalking is defined as but not limited to: the repeated following of an individual with unwanted and obsessive attention. Any form of stalking or harassment is not tolerated at Davis College. Any type of stalking or harassment should be reported to your RA, a Student Life Coordinator, or the Director of Student Development, for more information go to:

<https://www.davisny.edu/titleix/>.

## MEDIA & MUSIC

Davis College endeavors to maintain a standard conducive to a healthy Christian atmosphere on campus. The mature Christian should refrain from using forms of media that are not compatible with biblical principles and standards. Individuals should be willing to alter their musical listening or performing habits so as not to be offensive to other Christians. Viewing and listening habits should be in accordance with biblical principles and standards. The student, in private listening as well as public performance, should be guided by the following:

- The volume, regardless of style or content, must be kept low enough to avoid disturbing others.
- The lyrics must not violate biblical standards or imply concepts which are inappropriate for Christians to reflect upon.
- Music that encourages immorality, violent behavior, or contains questionable lyrics is not to be played on campus. This guideline applies to commuters as well as resident students. This policy applies to all College-sponsored activities on and off campus including travel to or from an event.
- Music in residence hall rooms should not be heard in the hallway, adjacent rooms or outside the window. Students not in single rooms must use headphones for listening, unless the roommate agrees that the music will not disturb him or her in other activities planned for that time. This principle also applies to any broadcasts or recordings of lectures or sermons.
- Students should not attend concerts or movies that conflict with Davis community standards.
- Movies or TV shows with explicit sexual material, obscene language, nudity, and gratuitous violence are prohibited.
- Videogames that contain Satanic or sexual content are strictly prohibited. Also, card games or board games that contain Satanic or sexual content are prohibited as well. If found they will be discarded or confiscated.
- Musical instruments are not to be used in residence hall rooms (unless specific permission is given) but may be used in the lounge.
- Headphones must be used always when listening to music outside of the residence hall.
- Illegal downloading of any media is strictly prohibited. Discipline for such activities will be severe, up to and including suspension.

## ON-LINE POSTINGS

Students are reminded that pictures and information posted on the internet via programs such as Facebook are public information. Pictures or information from these sources that describe or document behaviors that are brought to the attention of the College and which reasonably suggest that behavior violating College policy has taken place, on campus or at a College-sponsored function off-campus, is subject to further investigation and verification by the College. Any College policy violations that are documented because of such an investigation will result in appropriate disciplinary action by the College.

## DANCE

We recognize that appropriate styles of dance can be a valuable part of art, worship, choreography, celebration, and exercise. Expressions of dance performed in a manner that honors God and promotes holiness are permitted. Unfortunately, many forms of dancing are closely associated with things that undermine godliness. Participating in

dance that is sexually provocative, occurs in unhealthy environments, or accompanies lyrics that do not reflect a pure and godly lifestyle is prohibited.

## PETITIONS

Participation in unauthorized petitions or demonstrations is prohibited. No petitions are to be circulated without permission from the OSD.

## PRANKS/HAZING

Any student participating in either a “just for fun” prank or in a deliberate hazing activity will be held responsible for this behavior. Students will not interfere with or alter in any way another student’s room or its contents. Tampering with another’s personal possessions, including their automobile is also inappropriate.

Regardless of motive or intent, any student participating in a prank-type activity that potentially endangers or adversely affects the physical and emotional well-being of another student can expect immediate and serious disciplinary action. This includes the possibility of suspension or dismissal from the college.

## STUDENT GRIEVANCES

The Office of Student Development is committed to the students of Davis College. Concerns and complaints of our students are important to us. Please email [studentdevelopment@davisny.edu](mailto:studentdevelopment@davisny.edu)

Non-academic Complaints:

If a student has a complaint that is non-academic in nature, it should be directed to the Office of Student Development.

[studentdevelopment@davisny.edu](mailto:studentdevelopment@davisny.edu) If the complaint is not resolved with the Office of Student Development, then the student may appeal the decision to the Appeal Committee. If the complaint is not resolved with the Appeal Committee, then the complaint may be appealed to the President’s Cabinet. The President’s Cabinet has the final decision.

## SEXUAL MISCONDUCT AND TITLE IX

The complete policy can be found online in the Campus Safety and Security Handbook. The policy may be accessed via this link: <https://www.davisny.edu/titleix/>

## ACADEMIC GRIEVANCES

If a student disagrees with the grade received in a course, then the student may appeal the grade. The student must follow the Academic Final Grade Grievance Policy.

If a student has an academic-related complaint not related to the final grade for a course, then the student is to direct the complaint to his or her professor or academic advisor. If the complaint is not resolved with the student’s professor or academic advisor, then the student may appeal the decision to the Academic Affairs Committee. If the complaint is not resolved with the Academic Affairs Committee, then the decision may be appealed to Chief academic officer. The Chief academic officer has the final decision.

It is expected that a student will cooperate fully in investigations by Davis College. For example, doing so means answering all questions completely and honestly and giving the investigator all documents and other material that might be relevant. All complaints will be handled as confidentially as possible. When the investigation is complete Davis College will take corrective action, if appropriate.

Davis College will not engage in or allow retaliation against any student who makes a good faith complaint or participates in an investigation. If a student believes that he or she is being subjected to any kind of negative treatment because a complaint was made or were questioned about a complaint, then the student should report the conduct immediately to the Chief academic officer. If the complaint is not resolved by the Chief academic officer, then the student may appeal the

decision to the President's Executive Cabinet.

## RESPECT

- Students are to show proper respect to all faculty and staff members always.
- Students are to answer any inquiry by a faculty or staff member courteously, fully, and promptly.
- Students are to observe academic courtesy regarding all titles (President, Dr., Mr., Mrs., or Miss). Students are not to use first names address when speaking to or about faculty or staff members.
- Students are to show proper respect to one another at all times.

## MISSIONS TRIPS & LONG DISTANCE TRAVEL

The Office of Student Development should be informed of any long distance travel or missions trips that occur during the semester and does not correspond to scheduled breaks.

## WEAPONS / FIREWORKS

Pursuant to New York State Penal Law, 265.06, "It shall be unlawful for any person to knowingly possess any weapon in or upon a building or grounds, used for educational purposes, of any school, college or university, without written authorization of such educational institution. Weapons including but not limited to; air soft guns, paintball guns, pump action, including any BB gun, or air soft gun, any weapon powered by compressed air or CO2, any firearm or black powder weapons, any blowgun or similar weapon, any type of bow (archery), any martial arts weapon, (i.e. nun-chucks, throwing stars, throwing knives, etc.), any knife with a double edge blade, any other item that may be deemed as dangerous at the discretion of Student Development are not permitted in residence halls, academic buildings or in vehicles.

Carrying a knife on campus

Any fixed blade knife that is 3" or less, while permitted to be possessed by a student, may not be worn to be publicly visible. Approved knives may be kept in a backpack, pocket, or vehicle. Any knife left in the open on campus, including a student room, may be confiscated and held at the discretion of any College staff person.

\*Any Weapon(s) left with Student Development or Safety and Security past the close of May term is subject to appropriate disposal.

Fireworks are not allowed on campus unless approved for a specific event. Students may not possess fireworks of any kind.

## THEFT

Davis College cannot assume responsibility for loss due to theft of personal property left in residence hall rooms or apartments, or upperclassmen suites or public areas or storage rooms. Students are strongly encouraged to keep residence hall rooms or apartments or upperclassmen suites locked when they are not present. Students should not leave valuable personal belongings unattended in lounges, classrooms, storage rooms, or other public areas.

## RELATIONSHIPS

God has used Davis College as a great place for students to meet and develop relationships that may lead to marriage. Davis College does not promote starting a relationship while at college; however, we do feel an obligation to help guide men and women to form healthy and God-honoring relationships that will lead them into faithful and fruitful lives for Christ. There

are three foundational principles that help form the relationship guidelines of Davis College. Christian men and women are sons and daughters of God so they must treat each other as brothers and sisters. (1 Tim. 5:1-2). Every man and lady should respect one another with agape love, purity and honor. Physical contact should be very minimal until marriage. Students should strive to honor and glorify God in their relationships through displaying exemplary conduct that will not offend other believers and exhibit a positive testimony to the unsaved. Couples should prayerfully strive for the great standard of 1 Cor. 7.1. Men and women must protect their bodies with self-control because they are the temple of the Holy Spirit (1 Thess. 4:1-12; 1 Cor. 3:16). Students who have struggled in this area should seek help and accountability to not hurt others in the Davis College community. Students should carefully consider all aspects of life that a relationship affects. Students are led to Davis College to engage in an education. Students should guard against defeating the purpose for which they came. Relationships should never hinder a student's studies, personal growth or ministry involvement. Students must consider the physical, emotional, social and spiritual effects of every relationship. Dating may lead to emotional hurts and even to the student leaving college. Again, we must treat one another as brothers and sisters to avoid emotional attachments or callousness that can hurt one another.

## **INTERPERSONAL RELATIONSHIP GUIDELINES**

- Members of the opposite sex are not permitted to meet alone in Davis College facilities and are encouraged to meet in groups on and off campus.
- Students are not permitted to enter the residence halls or upperclassmen suites of members of the opposite sex, except during posted suite visiting hours when a 3<sup>rd</sup> party is present. Students are not allowed to visit the apartments of married students unless one of the married students is present.
- Students are permitted to hold hands on campus. Students are not to hold, cuddle, hug, kiss, or be involved in any other display of affection while on campus.

## **IMMORAL BEHAVIOR**

Scripture clearly directs believers to keep themselves from sexual sin, and to pursue purity in all things (1Cor. 6:18, Eph.5:3-5). Therefore, students at Davis College are expected to refrain from all forms of sexual activity outside of marriage. These include, but are not limited to:

- Viewing pornography
- Foreplay
- Sexting
- Oral Sex
- Sexual conversations on line
- Pre-marital Sex
- Sexually suggestive comments, jokes or gestures

As believers in Christ, students are not to engage in any form of homosexual behavior, including joking about such behaviors. (1Cor. 6:9-10, Rom. 1:26-27, Eph. 4:29, Eph. 5:12).

## **ENGAGEMENT & MARRIAGE**

Occasionally students today marry during their undergraduate days. Davis College encourages students to carefully consider the academic, financial, psychological and emotional difficulties that become reality in a student marriage. Davis College strongly discourages undergraduates from marrying due to the following factors:

- In Christian work both the husband and the wife often need adequate training. Marriages that result in discontinuing his/her education(s) prematurely may lead to struggles down the road.

- Marriage involves financial obligation and the home responsibilities can hinder a student's study habits.
- As a student, marriage may also create psychological and emotional stress, especially if the pressures are experienced for several years.
- Students should consider the remaining number of years of education in relation to their marriage plans. Many students who enter an early marriage are forced to interrupt or relinquish their education and therefore their plans for vocational ministry.
- Davis College recommends that students defer marriage until their education has been completed.

## GUIDELINES FOR ENGAGEMENT

Engaged couples are strongly encouraged to seek godly counsel, to talk with their parents, and to attend pre-marital counseling.

## MARRIED COUPLES

Married Couples can apply for housing on campus. Applications are available in the OSD.

Social Life - married couples are encouraged to attend any of the student-led or Student Development sponsored activities.

## RESIDENCE LIFE

### RESIDENCE HALL PHILOSOPHY

Living in a residence hall on a college campus is an experience of personal enrichment and development, both for the present and for the future. The goal of campus life at Davis College is the development of a community that will enhance the physical, emotional, intellectual, social and spiritual well-being of each student. The needs of students are met when the members of the College community cooperate with each other for mutual growth and understanding.

\*All students must reside in college housing unless living with immediate family members.

### OFF CAMPUS APPLICATION

An application for off campus housing can be picked up in the Office of Student Development. Applications are approved by the Office of Student Development. To receive an exemption to the off-housing requirement, the following criteria **must** be met:

- New student applicant resides with immediate family members (i.e., parent, guardian, grandparent)
- New student applicant is a part-time student (taking less than 12 credits)
- Student is at least 23 years of age and able to maintain a semester-to-semester GPA of 2.5 or higher
- Student does not have any current disciplinary contract(s)

Requests will not be approved for mid-semester moves. If a student develops disciplinary problems after being allowed to move off campus, they may be suspended or dismissed.

### ROOM DEPOSITS

Students will supply a damage deposit of \$200.00 to be held by Davis College for the cost of repair or damage to Davis College property that is caused by the student. Students who fail to turn in key/fob by May 31st will forfeit their entire room deposit

### RESPONSIBILITIES OF RESIDENCE LIVING

Care of college Property. Room care is the responsibility of the occupants. A clean and orderly room is expected. Extreme non-conformity may result in disciplinary action.

College furniture is not to be removed from any designated locations. Lounge furniture is to remain in the lounge in which it is located. Room furniture is not to be removed except under unusual circumstances and with prior approval of the Student Life Coordinator.

Residence hall lounges are to be kept clean of personal belonging and clutter. These public spaces are cleaned by custodial staff, but excessive mess will lead to fines being charged to the floor members.

Because of potential damage to people and property, throwing balls or other objects in the residences halls is prohibited. For similar reasons, water fights are prohibited inside College buildings. Removing screens or throwing things out of windows is an infraction of residential hall policy.

## ROOM DAMAGE

The condition of the student's room will be determined by an entrance and exit inspection. A representative of the OSD and the student will conduct this inspection at the time of check-in and at check-out. Any room damages incurred over the course of the school year will be deducted from the student's room deposit. Damages exceeding the room deposit fee will be billed directly to the student's account. If there is a case where there are more than one student assigned to a room and responsibility for damages cannot be specifically assigned, all students who lived in the room will divide the expenses. Any refund will be credited to the student's account at the end of the school year.

## GUESTS

Students are welcome to have guests visit on campus. Students must contact their Student Life Coordinator in advance to plan for guests, and guests should request permission from the professor before visiting a class. Guests will need to pay for all meals in the cafeteria. Guests who wish to preview the college may meet with an Admissions representative, and may request a free meal pass.

Host students are responsible for the behavior of their guests and any damages caused by their guests. Guests are expected to abide by Davis College guidelines. Guests who are unwilling to abide by College guidelines will be asked to leave.

Off-campus students under age 25 may be permitted to stay overnight on campus up to one night a week, at the discretion of the Student Life Coordinator, for reasons such as weather or campus life activities. If an off-campus student stays overnight more than once a week (only with the Student Life Coordinator's permission), he or she will be charged \$10.00 per night. Off-campus students must pay for any cafeteria meals during their stay. This policy applies to both residence halls and upperclassmen suites.

Parents of students or other guests over the age of 25 are not permitted to stay in the residence halls overnight; other accommodations must be made.

## SEMESTER BREAKS AND VACATIONS

It is requested that students depart promptly from the residence halls during Thanksgiving break, Christmas break and Spring break. Departure is expected within 24 hours of student's last final exam at the end of each semester or Commencement. Students can stay after finals to attend Commencement in the Spring semester.

## ROOM ASSIGNMENTS

Students that are taking 6 or more credits online or on campus are eligible for living in the dorms. Students will have their room assignment are given prior to the semester. While Davis College will take reasonable measures to comply with the student's preferences regarding room assignments, Davis College specifically reserves the exclusive right to make assignments and reassignments at any time within the complete discretion of Davis College and will do so without regard to race, color, national origin, and physical handicap. The student may make changes in room and/or roommate assignment

only after receiving written approval from the Student Life Coordinator. Room changes are allowed only within the first three weeks of classes and between semesters. Requests for single rooms will be considered based on special needs and seniority.

## QUALIFICATIONS

Students over the age of 25 at the start of the semester are not permitted to live in the residence halls. Students over the age of 25 should plan to live off campus. Students over 25 may apply for upperclassmen suites; those accepted into the upperclassmen suites are at the discretion of the Director of Student Development.

## ROOM KEYS/FOBS

Keys/fobs to a student's room will be issued at the beginning of the occupancy period. Keys/fobs may not be transferred or given to other people. Lost keys/fobs must be reported immediately. In the event a student loses a room key/fob will be charged \$20.00 for the cost of cutting/replacing new keys/fobs. Stolen keys/fobs will be considered lost. Keys/fobs not returned by the student at the end of occupancy will also be considered lost. A fob is a security device, which allows access to the Residence Halls and is given to all on-campus resident students. In the event a door knob and new key must be made it will be \$70 for the cost of the door knob and the making of a new key.

## STUDENT ID CARDS

Every student and staff member will be issued an ID. To obtain a Davis ID card, you must be currently registered for classes, or if you are faculty/staff, you need to receive authorization through the Business Office, or your appropriate department or chair. Please bring with you a valid picture ID such as a driver's license or a passport for identity verification. A student will be charged \$20.00 for a lost Student ID.

Teaching Sites and Online Students may obtain a student ID. They must show a valid picture ID, such as a driver's license or a passport for identity verification.

## CURFEW AND CAMPUS PRESENCE

- Residence hall curfew is 11:30pm Monday through Thursday, and 1am Friday through Sunday. Commuter students and visitors are not permitted on campus after curfew except by the permission of the Student Life Coordinator.
- Curfew is enforced for students staying in the residence halls during breaks or between semesters.
- A change notice will be automatically issued when a student arrives 15 minutes late for curfew. Being late after curfew for an extended time or frequently violating curfew will result in additional disciplinary action.
- If a student is unexpectedly delayed, he or she must call the Resident Assistant to notify them. Calling the RA does not mean that the student will be exempt from disciplinary action.
- Any student returning to the residence halls after curfew is to check in with security personnel and must notify an RA.
- Students are not to leave the residence halls before 6am, except with special permission from the Student Life Coordinator.
- Students leaving the residence halls overnight must sign out with the Resident Assistant on their floor. (See restrictions below for first semester students, students on Academic Probation, and students requesting a late pass).
- Late passes will only be approved at the discretion of the Student Life Coordinator for special circumstances (example: going to the emergency room or a family emergency). Working after curfew is discouraged.
- Students on Academic Probation will not be granted overnight passes except at the discretion of the Resident

Director for family events, emergencies or work.

- First semester resident students are required to remain on campus for the first two weekends after the start of classes. Exceptions may be made at the discretion of the Student Life Coordinator.
- Failure to sign out before leaving campus overnight will result in disciplinary action.
- Unmarried students are not permitted to stay overnight in the same accommodation (home, hotel, etc.) with an individual of the opposite sex unless a parent or other Student Life Coordinator-approved adult is present to chaperone. Violation of this rule may result in suspension or dismissal.
- House-sitting off-campus is only allowed at the discretion of the Student Life Coordinator. First semester students, students with disciplinary referrals, or students on Academic Probation will not be permitted to house-sit.
- Students must respect the needs of others in the residence hall. Activity that distracts from studying, sleeping, or worshipping, or annoys other residents must be avoided.
- Quiet Hours are in effect from 10:30pm to 8am. Activity during this time should be restricted to individual rooms or designated recreation areas. Students are expected to speak quietly and to use headphones if listening to media during these hours.

## MAINTENANCE

For maintenance issues in the residence halls please email [maintenance@davisny.edu](mailto:maintenance@davisny.edu)

## GENERAL REGULATIONS

- Students who are outside after dark are asked to stay in the lit main road areas or sidewalk areas around the campus.
- Students should not walk alone off campus after dark.
- Students are not to have pets in their rooms. Fish are allowed with special permission.
- No student should sell anything routinely without permission from the OSD.
- No sports equipment is to be used in the residence hall rooms. Please use the Robb Gymnasium and the campus' Knoll for such activities.
- Students are not to leave personal items or dishes in the restrooms, kitchenette or lounges. Personal items left in these public areas will be discarded or placed in the swap area.
- Cardboard, brown paper bags, newspaper, magazines, copy paper, cans, bottles, and glass all need to be recycled: pizza boxes and garbage should not go in the recycling.
- Respect other dorm residents by maintaining modesty always.
- Indoor storage for bicycles is not provided.
- The Office of Student Development should be consulted before bringing large items, such as drum sets or furniture.
- Students are not allowed to bring second hand or curb side upholstered furnishings (which can bring bed bugs among other issues) into their dorm rooms or apartments.

## FIRE CODE

Students are not to have cooking appliances, grills, extension cords, microwaves, and electrical heating appliances in the residence hall. Pressing irons are not to be used in the residence hall rooms. They may be used in designated areas with compliance to posted regulations.

- Power strips with a circuit breaker may be used for multiple plugs.
- Curtains need to be fire rated.

- The fire law prohibits suitcases, trunks and furniture to be left in the hallways
- Christmas lights are NOT to be hung around the door frames or windows
- Candles are illegal on college campuses in NY.

## ROOM PRIVACY

Davis College administration and staff reserve the right to search a room when there is reason to believe that the community standards of the college have been violated or to search for contraband without notice. It may also be necessary for maintenance staff to enter a room to make repairs.

## PREVIEW DAYS

Periodically prospective students will visit Davis College to explore it as a college option. Davis College resident students are an important part in hosting prospective students.

## ROOM INSPECTION

Student rooms are informally inspected on a routine basis on notice. An automatic \$25 fine will be issued to individuals leaving their rooms unsatisfactory during breaks.

- Beds are to be made properly. Sheets are to be used, and pillows are to have pillow cases on them.
- Wastebaskets are to be emptied and clean. Each student is responsible for disposal of their own trash into the dumpster.
- Rugs are to be kept clean and vacuumed.
- Desks and furniture are to be straightened and clean.
- Curling irons, blow dryers, etc. are to be unplugged and cords are to be wrapped up neatly.
- The door to the room is to be locked.
- Clothes are to be picked up and either in the dresser or hanging nicely in the closet.
- Soiled clothing is to be kept in a hamper or laundry bag in the closet.

## RESIDENCE HALL ROOMS

All room decorations, including wall hangings, posters, and screen savers, should be in harmony with biblical standards and Davis College community standards. Students are not permitted to build lofts or platforms. Students are to bring their own twin-size linens, blankets, bedspread and pillows, as the school does not supply these.

## ROOM SEARCH POLICY

The following statement outlines the basic relationships which exist between a student and Davis College concerning the entry and search of residence hall rooms or college-owned housing.

It is the concern of all persons involved with student life to assure each student certain rights and privileges over his or her environment within the institution. This does not imply that the student who rents a given area exercises all control over it. The students' payments are for specified uses.

Although a student may live in College-owned property for the larger portion of the year, the student does not thereby assume the ownership of the bedroom area or suite to which she/he may be assigned. Instead, the student agrees to pay a stipulated amount for the use of such facilities for studying, sleeping, eating, and recreation. The student housing rental fee entitles the student to the use of these areas in the same manner as the student pays for the use of the dining room, library, etc.

## Entry of resident's room, suite, or apartment

Only authorized personnel are generally permitted to enter the living area in the absence of the residents. Authorized Davis College personnel includes professional members of the Student Development staff, Student Life Coordinators, Resident Assistants, Security Officers, maintenance personnel and non-college personnel contracted to perform maintenance or repair services for Davis College College.

## Entry of room in absence or residents

Only in the following situations will entry be made: for emergencies, safety and maintenance inspections, verification of resident's presence or absence, or search for "cause."

In case of an emergency, the resident will be notified of entry upon return. Notice of safety and maintenance inspections shall be given in advance whenever possible.

## Procedures for entry by authorized Davis College personnel:

- Knock and identify self – give resident ample time to open door.
- Request the door be opened.
- If the door is not opened or entry is refused:
  - (a) Knock again and re-identify self.
  - (b) State that College personnel will enter if the door is not opened.
  - (c) Wait a reasonable period, then use key and enter.

## Search of a Resident 's room, suite, or apartment:

Living space and personal belongings of the resident may not be routinely searched.

General situations that lead to a search are listed below:

- Clear indication that health or safety regulations are being violated.
- Emergency situations endangering life, health, or property. In these cases, the typical procedures for search do not need to be followed.
- Search for "cause." A reasonable cause to believe that a federal, state, or civil law or a Davis College regulation is being violated.

Procedures for search:

- At least two staff members should be present and one of them must be from the Student Development professional staff.
- The search must be approved by the Dean of Students or Resident Director.
- The resident will be asked to open all drawers, closets, refrigerator, luggage, etc., during the search.
- If the occupant is not present during the search, the resident(s) will be notified of the entry and search and the reason for the entry and search upon return.

Search and seizure:

Items which may be seized without prior consultation of the owner: (a) Those specifically prohibited. (b) Those that pose immediate danger to the health and/or safety of the residents. • Residents will be promptly notified of the removal. (a) Residents will be given a notice for all belongings removed. (b) These belongings may be claimed by the student when lawful to do so, after the disposition of the case by the appropriate College or civil authorities. • Recourse: A student who believes the policy has been violated or his/her rights disregarded may appeal in writing to the Associate VP for Student Development. The above information is stated as completely as possible to help each student know the procedures by which Davis College College functions. If any information is not clear, please feel free to talk with a member of the Student Life staff.

## LAUNDRY SERVICE

Pay-to-use laundry facilities are in each of the residential Halls, Phillips Hall, and Mason Hall.

## VISITATION GUIDELINES

Students and visitors are not to enter the residence hall or upperclassmen suite of members of the opposite sex. Any student entering the residence hall or upperclassmen suite of the opposite sex without permission will be subject to immediate suspension or dismissal.

## UPPERCLASSMEN SUITE GUIDELINES

### PURPOSE

The purpose of the Upperclassmen Suites is to provide convenient and affordable on-campus housing for students who have demonstrated maturity and responsibility. Upperclassmen Suites are ideal for older students, Junior and Senior students, students who have lived on their own for a few years and for students that have work schedules that make it difficult to live in a traditional dorm setting. The Upperclassmen Suite provides a community experience of fellowship, accountability, and freedom.

### STATUS

Upperclassmen Suites are considered on-campus housing; however, institutional scholarship award amounts will be reduced. See the Financial Aid Office for more details and questions.

### QUALIFICATIONS

Residence in the Suites is a privilege provided to returning students who have demonstrated trustworthiness, academic responsibility, and ability to get along well with others. Students applying to the Suites must be at least 20 years old or a Junior, have and can maintain a semester-to-semester GPA of 2.5 or higher, and have no significant disciplinary issues. It is the policy of the Office of Student Development not to admit new students to the suites until they have completed a minimum of one semester of on-campus classes and have met the qualifications for suite residence.

The OSD reserves the right to deny occupancy of a Suite to any student for any reason. Students who have difficulty getting along well with others or a significant history of disciplinary actions will not be admitted to the Upperclassmen Suites.

The OSD does not maintain a waiting list for the Upperclassmen Suites. Applications for Suites are open for two weeks each spring semester. From the applications received during this period, the most qualified students are accepted until all available openings are filled.

At times, a very limited number of Suite openings are available for the spring semester. In that occurrence, applications will also be accepted during the fall semester.

Applications for the Upperclassmen Suites are available on the [my.davisny.edu](http://my.davisny.edu) website.

### CONTRACT & RENT

Upperclassmen Suites rent may be applied to a student's school bill so that they qualify for federal and state funding. Each student must provide a \$200 security deposit prior to occupying the apartment.

Students who choose to live in the Upperclassmen Suites will be entering a five-month contract. Dates of occupancy will be August 15th to December 31st and Jan 1st to May 15th. If a student leaves during a semester, he or she is responsible for the full five months of rent, unless other arrangements are made with the Business Office. Students are not to switch apartments without written permission from the Office of Student Development.

Students are not allowed to sublease the apartment and should return the apartment key at the end of the contract period.

All personal possessions must be removed at the end of the contract period. Any personal possessions left on premises at

the end of the contract year will become Davis College property to be disposed of as the college sees fit. Students that leave personal items and do not turn in apartment keys during the months of June and July will be charged rent.

## UPPERCLASSMEN SUITE PRIVACY

Davis College administration and staff reserve the right to search an upperclassmen suite when there is reason to believe that the community standards of the college have been violated or to search for contraband without notice. It may also be necessary for maintenance staff to enter a room to make repairs.

## MAINTENANCE REQUESTS

Maintenance requests should be made through [maintenance@davisny.edu](mailto:maintenance@davisny.edu) or through the Student Life Coordinator or Resident Assistants.

## VISITING HOURS

Students and visitors are not to enter the Upperclassmen Suites of members of the opposite gender, except during visiting hours or with special permission from the Student Life Coordinator. Members of the same gender can stay overnight as a guest no more than one (1) night per week, but the Student Life Coordinator must be notified at least 24 hours in advance.

Visitation Hours are as follows:

Saturdays: 12pm (noon) -12am (midnight)

Sundays: 12pm (noon) -12am (midnight)

- A third party must be present and awake throughout the entire duration of the visitor's stay.
- Visitors of the opposite sex are to stay in the common areas (the kitchen and the living room). At no point are visitors of the opposite sex to be in the bedroom(s).
- Holding hands is the only physical contact allowed.
- Any student entering or inviting guests to the Upperclassman Suite of the opposite sex without permission from the Student Life Coordinator or the Office of Student Development outside of the two designated visitation days will be subject to immediate suspension or dismissal.

Student Life Coordinators and RAs may make un-announced visits to ensure that rules are being followed.

## SUITE INSPECTIONS

Residents given the privilege of living in the Upperclassmen Suites are expected to maintain a clean and neat living space during the extent of their Lease Agreement. Residents are required to have a bi-weekly Suite Inspection performed by their Suite Supervisor(s) and/or Student Life Coordinator. Three (3) failed Suite Inspections will result in that Suite's residents being removed from Upperclassmen housing, and placed back in the dorms.

## PETS

Pets, except for fish, are NOT allowed in the Upperclassmen Suites. If you decide to get a pet without authorization, you will forfeit your deposit and be required to remove the pet from the premises immediately.

## CURFEW

Curfew for suite residents is 1 a.m. every night. Students should communicate with their Resident Assistant/Suite Leader regarding work or overnight travel. Such communication prevents unnecessary worry and helps maintain a safe campus.

## PRANKS

Absolutely no pranks are to be done. If the police are notified for any reason, all individuals involved will be required to meet with the Student Development Officer immediately.

## STUDENT MINISTRY

While it is the responsibility of each student to locate a student ministry and contact those supervising that ministry, the Director of Student Development is available to provide information and suggestions on certain ministries. Students are also encouraged to discuss potential student ministries with the faculty, staff, academic advisors and upperclassmen. Information on current student ministry opportunities submitted by local churches and organizations is available to students in the OSD. Ministry opportunities are also communicated in chapel by visiting pastors and leaders from organizations.

## STUDENT MINISTRY PURPOSE

Student ministry is vital to a student's education it takes students from the classroom and gives them opportunity to put into practice what has been learned. It also provides area churches and community programs or organizations with a task force of trained personnel. Students are required to complete Student Ministry for graduation from each program.

While the students' learning experience is important, the overall goal of the student ministry is to expose our students to local ministry opportunities, requiring them to step out of their comfort zones and participate in something they may not typically do otherwise. Participation in Student Ministry gives students an opportunity to develop a passion out of the experiences that they did not know existed and ultimately shape their professional direction. Another goal of the program is to edify the body of Christ and share the love of Christ with others. Objectives:

- To serve God and other people.
- To promote the discovery and development of ministry skills and spiritual gifts through service.
- To provide the student with supervised ministry training, accountability and evaluation.

## REQUIREMENTS AND INFORMATION FOR STUDENT MINISTRIES

- Students are to select a ministry that will assist them in their personal and professional development.
- Students should be challenged by the requirements of their student ministry but not overwhelmed. Therefore, ministry selections should be made with the student's current experience, training, aptitudes, interests and needs in mind.
- Students should select a ministry that requires at least 2 hours of preparation and participation each week of the semester.
- Students must locate work with a student ministry supervisor. A supervisor should be someone who directly oversees the ministry in which the student is serving and is willing to provide the student with accountability, counsel and feedback.
- Students may participate in a ministry that occurs over the summer or in a concentrated portion of the school year, such as camping or missions' ministry.
- Each credit requires a minimum of 30 hours of preparation and participation. All student ministries must be approved by the Director of Student Development.
- Upon locating a ministry and a supervisor, students must complete the appropriate forms and return them to the Director of Student Development for approval. Students are encouraged to participate in a brief meeting with the Director of Student Development if they have any concerns or suggestions regarding student ministry

Forms for credits and completion of student ministry are available in Student Development and are to be handed in two weeks before grades are due at the end of each semester to the Office of Student Development.

## SELECTION OF A MINISTRY

Davis College is in an area where many exciting opportunities exist in local churches and Christian organizations for student ministry. There are also opportunities for students to serve through student organizations and campus ministries at Davis College. The following list suggests some of the many areas in which a student may minister:

Bible Study Leader	Small Group Leader	Children's Ministry
Rescue Mission	Discipleship	Evangelism
Music	Worship Leader	Pastor
Assistant Pastor	Youth Pastor	Visitation
Sunday School Teacher	Campus Ministry	Camping
Cross Cultural	Jail and Prison Ministry	Missions
Outreach Music	Traveling Teams	Release Time
Street Witnessing	Nursing Home	Youth Group
After School Programs	Soup Kitchens	Community Events
Missions Trips		

## STUDENT MINISTRY CREDIT REQUIREMENTS

Student Ministry credit is the recognition given by the Office of Academic Affairs for satisfactory participation in an approved area of Student Ministry. Students will be given either a "CR" or a "NC". If a student receives a "NC" the student did not fulfill his assigned ministry in an acceptable manner, i.e., less than 10 weeks of ministry or if the student is a continual problem in negligent church attendance. (Students are required to attend all regularly scheduled Sunday morning worship service.) If a student receives a "CR" they have completed their Student Ministry Credit acceptably.

Students must satisfactorily complete (CR) the designated minimum number of semesters of ministry development required for their program: seven (7) semesters for BRE degree, six (6) semesters for three-year diploma, four (4) semesters for AAS degree and two (2) semesters for Bible certificate. Both full-time and part-time students must satisfy the Student Ministry requirement to graduate from a program. A prorated reduction in the required number of semesters of Ministry Development will be given for transfer students.

All BRE students are required to participate in an approved internship in their area of academic concentration. The internship is either conducted during the summer or spread over both semesters of the senior year. While this internship is taken for academic credit, it also counts for Student Ministry credit. Students must follow the requirements for registering and reporting a student ministry to receive Student Ministry credit.

A permanent record of a student's credit will be kept in the Office of Academic Affairs. Prior to graduation, the Student Development Officer will send to the Registrar's Office a recommendation of those students who qualify for graduation. Should a student fail to meet the minimum requirement for graduation, the Student Development Officer will recommend to the Registrar's Office that the diploma be withheld until the student has met the requirements.

## STUDENT ORGANIZATIONS

Ideas for new student organizations should be submitted to the Director of Student Development for approval.

## STUDENT LIFE ASSOCIATION

Student life Association (SLA) serves as a representative for the student body. The SLA also provides direction for student associations, coordinates and conducts campus events and ministries and promotes self-government within the student body. It serves to enhance campus life by planning, promoting and conducting events each semester.

### Student Association Policies:

- If a student is interested in starting a new student association, it must be approved through Student Development
- Every association of students within the College is required to have a faculty advisor. Meetings are not to be called without the knowledge and presence of the advisor. The faculty advisor will assist with the activities at the association and accompany the organization on any trips or retreats.
- No group may print, solicit, or distribute any literature without first receiving permission from the Office of Student Development.
- All fund-raising activities must be approved and scheduled through the Office of Student Development and the Development Office.
- Only approved associations may reserve campus facilities and request College vehicles. All student associations should check with the Activities Calendar to avoid conflicts in scheduling.
- Student groups, associations, and classes may not enter into contractual agreement with off-campus agents or vendors. Such contracts and agreements must be signed by an authorized agent of the College in the Office of Student Development.

## STUDENT SERVICES

### TECHNOLOGY SERVICES

Davis College's information technology resources, including email and Internet access, are provided for business and educational purposes. Students, faculty, staff, and guests (hereinafter referred to as users) are expected to adhere to the following policy for continued access to the college's technological resources. Users should report security risks or violations to staff, faculty, or a network administrator.

#### Overview

Davis College provides its students, faculty, staff and guests (hereinafter referred to as users) with Internet and E-Mail access to help in the fulfillment of job responsibilities and for educational services.

Users must understand that any connection to the Internet offers the opportunity for non-authorized users to view or access school information. Therefore, it is important that all connections be secure, controlled, and monitored.

#### Purpose

The purpose of this policy is to describe what steps must be taken to ensure that users connecting to Davis College's network are authenticated in an appropriate manner, in compliance with school standards, and are given the least amount of access required to perform their job function or meet their educational needs. This policy specifies what constitutes appropriate use of network accounts and authentication standards.

#### Scope

The scope of this policy includes all who have access to school-owned or school-provided computers or require access to Davis College's network and/or systems. This policy applies not only to employees and students, but also to guests, contractors, and anyone requiring access to the college's network. Public access to the college's externally-reachable systems, such as its website or public web applications, are specifically excluded from this policy.

#### Policy

#### Account Setup

During initial account setup, certain checks must be performed to ensure the integrity of the process. The following policies apply to account setup:

- Positive ID and coordination with Human Resources, the Registrar's Office, or the Student Development Office (in regards to guests) is required.
- Users will be granted the least amount of network access required to perform his or her job function or meet their educational needs.
- Users will be granted access only if he or she accepts the Acceptable Use Policy.
- Access to the network will be granted in accordance with the Acceptable Use Policy.

#### Account Use

Network accounts must be implemented in a standard fashion and utilized consistently across the organization. The following policies apply to account use:

- Accounts must be created using a standard format (i.e., first name-last name, or first initial-last name, etc.)
- Accounts must be password protected (refer to section 4.3 Password Policy for more detailed information).
- User accounts must not be given administrator or 'root' access unless this is necessary to perform his or her job function.
- Occasionally guests will have a legitimate need for access to the college's network. When a reasonable need is demonstrated, temporary guest access is allowed. This access, however, must be severely restricted to only those resources that the guest needs at that time, and disabled when the guest's work is completed.
- Individuals requiring access to confidential data must have an individual, distinct account. This account may be subject to additional monitoring or auditing at the discretion of the IT Manager or Operations Team, or as required by applicable regulations or third-party agreements.

#### Password Policy

All accounts must be password protected. Passwords are unique for each user and are not to be shared with anyone.

Appropriate passwords must contain the below information:

- Must be at least eight characters in length.
- Must contain at least one upper case letter.
- Must contain at least one lower case letter.
- Must contain at least one number or special character. Examples of special characters are \$, %, @, or \* etc.
- May not contain your name. For example, if your name is John Doe, your password can not be John1234.

#### Account Termination

When managing network and user accounts, it is important to stay in communication with the Human Resources and Registrar's Office so that when an employee or student no longer works at or attends Davis College, that account can be disabled. Please refer to Human Resources and the Registrar's Office's policies for more detailed information on how the IT Manager is notified in the event of employment terminations or disenrollment.

#### Minimum Configuration for Access

Any system connecting to the network can have a serious impact on the security of the entire network. A vulnerability, virus, or other malware may be inadvertently introduced in this manner. For this reason, users should update their antivirus software, as well as other critical software, to the latest version before accessing the network.

Any network access equipment connected to the network in the dormitories or apartments (such as wireless routers, etc.) must be secured with a wireless password. Any devices that are broadcasting unencrypted wireless signals will not be allowed access to Davis College's network.

#### System Use and Ownership

Users should be aware of the following when using any systems at Davis College and should report any violations to staff, faculty, or a network administrator:

- Users at Davis College should have no expectation of privacy while using college-owned or college-leased

equipment. Information passing through or stored on college equipment can and will be monitored. Users should also understand that Davis College maintains the right to monitor and review Internet use, Intranet use, and E-Mail communications sent or received by users as necessary.

- Users are to respect the intended usage of an account. Users are not to use their Davis College provided email account or network access to operate a business unless these activities are approved as a project for the college. These accounts are created for Davis College business or educational use only. In regards to E-Mail, users should not send spam, chain letters, or other mass unsolicited mailings.
- Users are expected to respect and protect the privacy of others. Every user is assigned an account for access to Davis College's systems. This information is not to be shared with others. Also, users are not to use another's account for any reason. Users should not intentionally seek information on, obtain copies of, or modify files or passwords belonging to other users of Davis College, or represent others, unless explicitly authorized to do so by those users. Please refer to the Academic Integrity Policy for more detailed information.
- Users are to respect and protect the integrity, availability, and security of all electronic resources. This includes observing all network security practices as listed in this document. Users should not purposely damage or destroy any resources that do not belong to them without clear permission of its owner. Users shall not intentionally develop or use programs, transactions, data, or processes to harass other users or infiltrate the system or damage or alter the software or data components of a system. Users shall not develop or use any unauthorized mechanisms to alter or avoid charges levied by the college or its providers.
- Users are to respect and protect the intellectual property of others. This includes abiding by copyright laws and not plagiarizing. Most software, music, games, movies and books are copyrighted materials and copies of these should not be created or downloaded using Davis College's systems.
- Users are to respect and practice the principles of community. This includes abiding by Davis College's code of conduct. Users should not intentionally access, transmit, copy or create any material that is illegal or obscene, and they shall not use resources to further other acts that are criminal. Users shall comply with Davis College policies regarding sexual, racial, and other forms of harassment.

#### Consequences for Violation

Davis College network administrators and their authorized employees maintain the right to monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the college's information networks to further the health, safety, discipline, or security of any student, employee, or to protect property (physical and intellectual).

Any suspected violations of this policy will be reviewed on a case-by-case basis. If it is determined that a user has violated one or more of the above use regulations, disciplinary action may occur.

- Disciplinary action may include suspension, restriction of access, or more severe penalties up to and including termination of employment (in regards to employees) or expulsion (in regards to students).
- Where illegal activities or theft of college property (physical and intellectual) are suspected, Davis College may report such activities to the applicable authorities.

## PRINT POLICY

### Overview

Davis College provides its students, faculty, staff and guests (hereinafter referred to as users) with printers and copiers to help in the fulfillment of job responsibilities and for educational services.

Users must understand that with each connection to a printer/copier there is a responsibility to not be wasteful and to be mindful of cost, both financially and environmentally.

### Purpose

Printing/copying represents one of the highest equipment expenditures at Davis College. The goal of this policy is to facilitate the appropriate and responsible use of printer assets, as well as control printer cost of ownership by preventing the waste of paper, toner, ink, and other incidental items.

#### Scope

The scope of this policy includes all who have access to school-owned or school-provided printers and copiers. This policy applies not only to employees and students but also to guests, contractors, and anyone requiring access to the college's printers/copiers.

#### Policy

#### Printing Cost

All users are assigned an allowed print balance and each print job is assigned a cost. When a user has exhausted their available balance, they can purchase more by visiting the Business Office.

- Faculty and staff will currently have an unlimited balance. However, printer and copier use is tracked for reporting purposes. This information can and will be used to re-evaluate this policy, which may be changed at any time.
- Students are currently given a \$30 per semester balance. A student reaching a zero balance they may contact the business office to add funds to their account.

The below table shows cost per page when printing.

<b>Grey Scale</b>	<b>Grey Scale Duplex</b>	<b>Color</b>	<b>Color Duplex</b>
\$.10 per page	\$.05 per page	\$.35 per page	\$.20 per page

#### Connecting to and using printers/copiers

All school owned computer systems will be connected to a print server. Each will have a program that appears in the top right corner of the screen that will inform the user of their current printing balance. Access to printers is determined by the department that the user belongs to.

Any user who wishes to print from their personal device will need to go to <http://print.davisny.edu> and sign in using their network credentials. These credentials are provided by Technology Services (please see the Acceptable Use Policy for Information Technology Resources). This website is available only while on campus.

Users can also go to this website at any time, while on campus, to check their balance and review the print jobs they have sent.

#### Printer/Copier Use

Users should be aware of the following when using any printers/copiers at Davis College and should report any violations to staff, faculty, or a network administrator:

- Printers are to be used for documents that are relevant to educational purposes. Printers are not intended for personal use. Users should not print personal or confidential information on school owned printers/copiers that are not designated for this purpose.
- Personal printers are allowed on campus. If you live on campus you are permitted to bring and use your own printer. If you do bring your own printer, then you acknowledge that Davis College is not responsible for maintaining the printer and Davis College does not guarantee it will be able to function optimally on the Davis College network (maintenance includes, but is not limited to, replenishing paper or ink, repairing damaged or nonworking parts). It is also understood that it is the users' responsibility to make sure access to the device is only available to those they wish to use it and that Davis College is not responsible should the device become lost, stolen, or otherwise damaged.

- Davis College is not responsible for lost print jobs. It is the user's responsibility to retrieve documents in a timely fashion. It is also recommended that a user be at the printer when sending a job to it. Davis College is not responsible for reimbursing an expense for lost or stolen print jobs.
- If a user finds an unclaimed print job it is requested that the documents be neatly placed in a designated area. Any unclaimed print jobs will be discarded daily by the custodial staff. Davis College is not responsible for any print jobs that were not collected in a timely fashion and will not reimburse for these jobs. It is each user's responsibility to pick up anything that is sent to the printer.
- It is requested that each user limit paper usage by taking advantage of duplex printing and other optimization features. Some printers offer the option to duplex a print job (print on both sides of a page) or to consolidate multiple pages into a single page (i.e. printing 6 PowerPoint slides per page versus one per page). It is asked that each user consider these and use them as the system or print job allows.
- Avoid printing documents that can easily be reviewed electronically. As an example, do not print emails, but instead use the folders and archiving functionality in your e-mail application to organize and view your messages. Avoid printing a document just to see what it looks like. While it is understood that a document will not always look exactly as it did on the screen once printed, this can be wasteful and will count against your printing balance.
- Consult Technology Services before using non-standard paper. Many printers do not support certain paper types, including vellum, transparencies, adhesive labels, tracing paper, card stock, or thicker paper. If you need to use a non-standard paper type, consult Technology Services to determine which printer or copier can handle it.
- The devices on campus capable of printing color are few and are not available for student use. Given the high cost per page to print color copies you are strongly encouraged to avoid printing in color when grey scale (black and white) will do.
- If you encounter a problem with a printer/copier contact Technology Services. If you encounter a physical problem with the printer/copier (paper jam, out of toner, etc.) and are not "trained" in how to fix the problem, please do not try. Instead, report the problem to Technology Services or ask a trained staff member for help. Also, please report any malfunction to Technology Services as soon as possible.

## CAMPUS BOOKSTORE

Bookstore is a ministry of Davis College. It primarily serves to provide textbooks and supplies to students and faculty. It also serves the community providing Bibles and reference books, gifts, and Davis College clothing.

## COUNSELING SERVICES

The OSD offers off-site counseling services to Davis College students. Students often face many challenges during their college days and sometimes need someone to talk to. Some of the issues students face are: homesickness, loneliness, depression, anxiety, marriage and family, spiritual and interpersonal relationships. Counseling is based on biblical principles and integrated with sound psychological truth to provide assistance for the student. Contact the Office of Student Development or Health Services for more information. Services are kept in professional confidence.

## CAMPUS DINING HALL

### Meal Hours

#### Breakfast

Monday, Tuesday, Thursday, Friday (Hot)	7:30 a.m. – 8:30 a.m.
Monday, Tuesday, Thursday, Friday (Continental)	8:30 a.m. – 10:30 a.m.

Lunch	
Monday, Tuesday, Thursday, Friday	12:00 p.m. – 1:00 p.m.
Sunday	12:30p.m. – 1:30 p.m.

Brunch	
Wednesday and Saturday	10:30 a.m. – 12:00 p.m.

Dinner	
Saturday and Sunday	5:00 p.m. – 6:00 p.m.
Monday, Tuesday, Thursday, Friday	5:00 p.m. – 6:30 p.m.

Tableware and silverware are not to be taken out of the dining hall. Students are responsible for cleaning up their table after each meal. After meals, dirty dishware and any undesired or remaining food is to be taken to the dish room for proper cleaning and food disposal.

Dishes are not to be taken out of the dining hall for any reason. To-Go containers are available to students purchasing a meal when they are not able to eat in the Dining Hall due to illness or due to job scheduling conflicts. For any other circumstances, students are to talk to the Director of Food Services or the Cook.

Students are to obey the dress code for the dining room. Politeness and good table manners are expected.

Guests and students who are not on a meal plan are welcome to purchase meals in the dining hall.

## STUDENTS AND CREDIT CARDS

Students are encouraged to be financially responsible while going to college. Students are informed by Financial Aid department about the types of loans they are taking to pay for their college tuition. Students are also made aware of the financial implications and risks that can occur using credits cards while in college.

Davis College prohibits the advertising, marketing, or merchandising of credit cards on campus to Davis students. If someone is found handing out credit card information to students without authorized consent, please notify the Office of Student Development immediately.

## SUMMARY

### “THE CREDIT CARD ACCOUNTABILITY RESPONSIBILITY AND DISCLOSURE ACT”

The CARD Act of May 19, 2009

#### PREVENTS UNFAIR INCREASES IN INTEREST RATES AND CHANGES IN TERMS

- Prohibits arbitrary interest rate increases and universal default on existing balances;
- Requires a credit card issuer who increases a cardholder’s interest rate to periodically review and decrease the rate if indicated by the review;
- Prohibits credit card issuers from increasing rates on a cardholder in the first year after a credit card account is opened;
- Requires promotional rates to last at least 6 months.

#### PROHIBITS EXHORBITANT AND UNECESSARY FEES

- Prohibits issuers from charging a fee to pay a credit card debt, whether by mail, telephone, or electronic transfer,

except for live services to make expedited payments;

- Prohibits issuers from charging over-limit fees unless the cardholder elects to allow the issuer to complete over-limit transactions, and also limits over-limit fees on electing cardholders;
- Requires penalty fees to be reasonable and proportional to the omission or violation;
- Enhances protections against excessive fees on low-credit, high-fee credit cards.

#### REQUIRES FAIRNESS AND APPLICATION AND TIMING OF CREDIT CARD PAYMENTS

- Requires payments in excess of the minimum to be applied first to the credit card balance with the highest rate of interest;
- Prohibits issuers from setting early morning deadlines for credit card payments;
- Requires credit card statements to be mailed 21 days before the bill is due rather than the current 14.

#### PROTECTS THE RIGHTS OF FINANCIALLY RESPONSIBLE CREDIT CARD USERS

- Prohibits interest charges on debt paid on time (double-cycle billing ban);
- Prohibits late fees if the card issuer delayed crediting the payment;
- Requires that payment at local branches be credited same-day;
- Requires credit card companies to consider a consumer's ability to pay when issuing credit cards or increasing credit limits.

#### PROVIDES ENHANCED DISCLOSURES OF CARD TERMS AND CONDITIONS

- Requires cardholders to be given 45 days' notice of interest rate, fee and finance charge increases;
- Requires issuers to provide disclosures to consumers upon card renewal when the card terms have changed;
- Requires issuers to provide individual consumer account information and to disclose the period of time and total interest it will take to pay off the card balance if only minimum monthly payments are made;
- Requires full disclosure in billing statements of payment due dates and applicable late payment penalties.

#### STRENGTHENS OVERSIGHT OF CREDIT CARD INDUSTRY PRACTICES

- Requires each credit card issuer to post its credit card agreements on the Internet, and provide those agreements to the Federal Reserve Board to post on its website;
- Requires the Federal Reserve Board to review the consumer credit card market, including the terms of credit card agreements and the practices of credit card issuers and the cost and availability of credit to consumers;
- Requires Federal Trade Commission rulemaking to prevent deceptive marketing of free credit reports.

#### ENSURES ADEQUATE SAFEGUARDS FOR YOUNG PEOPLE

- Requires issuers extending credit to young consumers under the age of 21 to obtain an application that contains: the signature of a parent, guardian, or other individual 21 years or older who will take responsibility for the debt; or proof that the applicant has an independent means of repaying any credit extended;
- Limits prescreened offers of credit to young consumers;
- Prohibits increases in the credit limit on accounts where a parent, legal guardian, spouse or other individual is jointly liable unless the individual who is jointly liable approves the increase;
- Increases protections for students against aggressive credit card marketing, and increases transparency of affinity arrangements between credit card companies and universities.

#### ENHANCED PENALTIES

Increases existing penalties for companies that violate the Truth in Lending Act for credit card customers.

### GIFT CARD PROTECTIONS

Protects recipients of gift cards by requiring all gift cards to have at least a five -year life span, and eliminates the practice of declining values and hidden fees for those cards not used within a reasonable period of time.

### ENCOURAGES TRANSPARENCY IN CREDIT CARD PRICING

Requires the GAO to study the impact of interchange fees on consumers and merchants, specifically their disclosure, pricing, fee and cost structure.

### PROTECTS SMALL BUSINESSES

- Requires the Federal Reserve to study the use of credit cards by small businesses and make recommendations for administrative and legislative proposals;
- Establishes Small Business Information Security Task Force to address the information technology security needs of small businesses and help prevent the loss of credit card data.

### PROMOTES FINANCIAL LITERACY

Requires comprehensive summary of existing financial literacy programs and development of strategic plan to improve financial literacy education

Taken from: [http://www.banking.senate.gov/public\\_files/051909\\_CreditCardSummaryFinalPassage.pdf](http://www.banking.senate.gov/public_files/051909_CreditCardSummaryFinalPassage.pdf)

## LIBRARY

The library exists to serve you and your academic needs. The Alice E. Chatlos Library provides over 70,000 physical volumes, access to premier electronic resources, current and back issues of periodicals as well as DVD's, CD's and VHS.

### LIBRARY HOURS

Monday - Thursday	8 a.m. – 11 p.m.	Saturday	11a.m.–4p.m.
Friday	8 a.m. – 5 p.m.	Sunday	5p.m.-10p.m.

If hours change due to campus events or emergencies a notice will be posted in advance on the library doors and on the Library's Facebook page.

### BORROWING INFORMATION

- Any student along with their spouse and children are welcome to use and check out library materials.
- Circulating books and CDs are checked out for a period of four weeks. After four weeks, items can be renewed one time if the book has not been reserved. A total of 17 items may be checked out per account.
- DVD's can be checked out for a week with a one week additional renewal.
- Reference books, reserve textbooks, periodicals and bound periodicals do not typically circulate out of the library.

Anyone may reserve a book that is checked out by making a request with library personnel or via the library catalog. The patron will be notified when the book is in. Customers may renew books in person, by phone (607.729.1581 ext. 324) or via email ([library@davisny.edu](mailto:library@davisny.edu)).

Materials borrowed from the library should be returned to the front library desk. After hours, the book-drop should be used. Please do not re-shelve books while browsing but place books on carts provided on each floor.

If a library resource is lost or damaged the student is responsible to pay the cost of replacing the item.

## LIBRARY ORIENTATION

Each student will receive a library orientation session during their first semester of school. If for some reason a student misses the orientation, the librarian would be happy to schedule an individual orientation for the student.

## LIBRARY SERVICES TO THE STUDENT

- The librarian and student workers are happy to assist you in finding whatever resources you need.
- A copy machine is available for your use on the first floor (15 cents per page)
- The second floor of the library hosts the Academic Success Center to promote student success and learning.
- The library has ample space for individual or group study.
- The library will reserve books for you if they are checked out. You will be notified via email when the book is returned.
- The library will endeavor to get books for you through inter-library loan should the library not have the desired resource(s). This process may take a week or two, so materials should be requested well in advance of the date of need.
- The two library computer terminals located on the first floor offer access to the online library catalog and online databases.
- There are six computers located on the second floor for word processing, printing, email and other basic computer needs.
- The library catalog and databases are available 24/7 via the library section of the Davis website at <http://koha.davisny.edu:8050/cgi-bin/koha/opac-main.pl>

## RESERVE TEXTBOOK BORROWING PROCEDURES

The textbooks used for each class are kept on a bookshelf behind the circulation desk. These materials cannot be checked out of the library due to their heavy use, but may be used within the library.

### BORROWING PROCEDURES FOR RESERVED TEXTBOOKS

- Sign out the book(s) you need using the sheet on the side of the bookshelf.
- DO NOT TAKE THE BOOKS OUT OF THE LIBRARY.
- Return the book(s) to the circulation desk and sign them in using the same sheet.
- If a book comes up missing, the librarian will request to view the video for the appropriate timeline.
- If it is determined that you were the last person to have the book(s).
- You will receive an email notification asking you to return the book(s).
- You will participate in a conversation with the Librarian and Student Development.
- You will have 24 hours to return the book(s).
- If the book(s) are not returned within 24 hours, your student account will be charged the replacement cost and a \$5.00 processing fee for each item.

## STUDENT REQUESTS FOR MATERIALS

The Library strongly encourages and welcomes suggestions concerning any aspect of the library's resources. The library especially welcomes recommendations of books, periodicals and other research materials. While the library cannot guarantee immediate purchase of recommended items, the suggested items will go into consideration for future

purchasing.

## POST OFFICE

Davis College is one of only a few Colleges to have a United States Post Office on its campus. The Post Office has provided the following regulations:

- All resident students must rent separate post office boxes upon registration in order to receive mail. Only one family name is permitted per box and students are not allowed to share post office boxes.
- The cost of a PO Box is \$56 for a full year. Further box rental information can be obtained through the Post Office. If larger boxes are needed, please inquire of the Postmaster.
- Married students who rent post office boxes may be issued two post office keys.
- Students are responsible for the safe keeping of their post office key.
- If a student loses a key, he/she must present proper ID and pay a fee for an additional key. Please make a careful search before purchasing another key.
- Students are encouraged to contact the Postmaster concerning any postal matter.
- The student's correct post office address is:

Name

P.O. Box (insert assigned number)

Bible School Park, NY 13737

Students renting post office boxes must return keys prior to leaving campus and complete a change of address card.

Post Office regulations prohibit the Postmaster from giving mail over the counter.

## DAVIS COLLEGE MAILBOXES

Every student who attends 1 or more courses on campus will receive a Davis College issued Student Mailbox and corresponding key. These mailboxes are filled by employees and volunteers only, to help ensure confidentiality.

Student mailboxes are not for personal use. Any mail that comes through the USPS is subject to be returned to sender. Students are required to open a USPS mailbox to receive any personal mail and/or packages.

Rules and Information

- If a student loses their key, forgets their mailbox number, or is having an issue with the lock or door of their mailbox, they are to report to the OSD.
- The cost of a new key is \$15, and the fee must be paid to the Office of Student Development.
- Students are NOT permitted to make duplicates of their mailbox key. Doing so risks violation of confidentiality between the student and Davis College employees. This action can result in disciplinary measures.
- Students are to write their mailbox number at the top of their homework assignments.
- Students are not to check anyone else's mailbox. Students are responsible for handling their own mail. Allowing others to do so risks violation of confidentiality between the student and Davis College employees. This action can result in disciplinary measures.

Mailbox keys are to be turned back in when checking out/moving out at the end of the semester or each school year. Any keys that are not turned in will result in a \$15 fee to the student's bill, as well as the cost to replace the lock and key to that mailbox for safety and security purposes.

## HEALTH SERVICES

### GENERAL INFORMATION

Health services are provided through the Department of Health Services, which is located on the lower level of Chatlos-Davis Hall. All Davis students are entitled to the services provided. This department is not responsible for the families of married students. Services provided include first-aid, care for general sickness, ordinary over the counter medications and referral to: local clinics, medical doctors, chiropractors, and dentists. Davis College has two excellent hospitals within two miles of campus and there are also many quality Walk-In clinics in the community for non-emergent needs.

This nurse-directed department is staffed by a Registered Nurse with a BS degree in Nursing. The RN is under the advisement of the Chief of Student Development. Students may see the nurse during the office hours (which are posted on the Health Services door) or by appointment. After these hours, or when the nurse is not available, students are to contact Resident Staff.

Davis College is pleased to have a partnership with Lourdes Occupational health (A member of Acension Health). The Nurse Practitioner and Physician's Assistant provide all our sports physicals and visit our clinic twice a week for an abbreviated time to follow up on athletic injuries and evaluate ill students, faculty and staff. Patients are seen by appointment only.

### FORMS

Davis College requires the completion of the following health forms for students registered for 6 credits or more. Certain exceptions may apply; contact Health Services for further information.

- Personal Medical Report completed by the student
- Physician's Evaluation (physical) dated within one year prior to registration.
- Immunization Record signed by the Health Care provider. \*Freshman students residing in the dorm & high school students taking 6 credits or more on campus MUST have the Meningococcal Meningitis vaccine.
- Tuberculosis Risk Assessment Questionnaire
- Emergency Medical Consent for students under 18 years of age.
- Medical Insurance Verification Form with proof of medical insurance coverage in Broome County, New York.
- All health forms must be complete and in order. Applicants cannot be enrolled/registered until all health forms have been cleared. Once received, they are kept in professional confidence in Health Services office.

### IMMUNIZATION COMPLIANCE WITH NEW YORK STATE PUBLIC HEALTH LAW

In keeping with New York State Public Health Law Section 2165 & 2167 ALL student born after January 1<sup>st</sup>, 1957 who are taking 6 or more credits, MUST show proof of having two doses of LIVE Measles, Mumps & Rubella vaccine. The first vaccine being given no more than 4 days prior to the child's first birthday, and a second does no less than 28 days after the first dose. The law does provide for a religious or medical exemption under certain circumstances. Contact Health Services to obtain the Religious or Medical exemption form. These forms are also available on the Davis College website.

<http://my.davisny.edu/health-services/>

New York State requires all applicants to be informed of the risks of Meningococcal Meningitis Disease. An information brochure is provided on our website under Health Services. Hard copies of all forms are available through the US mail by

request. ALL freshmen living in Davis College housing and high school students taking 6 or more credits on campus are REQUIRED to have the vaccines.

No student is allowed to attend classes or stay on campus beyond 30 days without NYS Public Health Law for Post-Secondary Institutions and Davis College's health requirements have been met. An extended grace period is allowed by NYS Public Health Law only for students who are "In Process" of obtaining their official immunization records.

## INSURANCE

Davis College requires students taking 6 credits or more on campus to show proof of health insurance coverage covering them in Broome County, New York, NY. Adequate health insurance coverage provides our students with a safety net should unexpected health care costs be incurred. This requirement is designed to ensure that health concerns do not interfere with students' academic goals. Davis College does not offer a health insurance plan.

## REPORTING TO HEALTH SERVICES

Students having any physical or medical problem/disability should document that on their "Personal Medical Report" and review the situation with the nurse. Students with disabilities are protected by the Americans with Disabilities Act of 1990 therefore disclosure is optional. Davis College asks for disclosure to better serve and care for our students. All allergies, health conditions, special diets medications (including the dosages) must be listed on this report. The nurse must be informed of any changes throughout the year.

Resident students should report all doctor appointments, trips to the emergency room and any hospitalizations to the Director of Health Services and the Resident Staff immediately upon returning to campus.

Students with medically prescribed dietary restrictions must complete the Dietary Restriction Form and meet with the Directors of Health Services and Food Services to discuss a plan to meet their nutritional needs.

Any student with a learning disability wishing to receive learning accommodations should report and document their disability and needed accommodations with the Director of Student Support Services, who will arrange the support services needed.

There are NO Excused Absence slips given from Health Services for missed classes, chapels, or work assignments. Students are encouraged to have direct, respectful communication with faculty and staff regarding their absences. Visits to Health Services for illness are documented. The Director of Health Services can verify clinic visits for the absences in question providing a HIPPA release includes the person questioning the absence. Please refer to Academic Affairs section of the Student Handbook for Davis' policy on missing a class.

Falsification of information on ANY Davis College document may alter a student's status or prevent further enrollment.

Questions pertaining to Health Services may be referred to the Director of Health Services at (607) 729-1581 ext. 337; Fax # (607) 584-7656 or at [health@davisny.edu](mailto:health@davisny.edu).

## NEW YORK STATE GOVERNMENT TOLL FREE NUMBERS

### DIRECTORY OF "800" NUMBERS FOR SERVICES PROVIDED BY NYS GOVERNMENT

These "800" numbers are inward dialed WATS (Wide Area Telephone Service) lines which permit calls to be made with no charge to the calling party from within a service area selected by the State agency.

The following pages list the State agencies and the "800" numbers which provide toll free or free local usage for incoming intrastate calls. Numbers listed serve a statewide location unless otherwise noted.

### AGENCY/SERVICE

### TEL #

Advocate for Persons with Disabilities

All Disabilities 1-800-522-4369  
Electronic Bulletin Board 1-800-943-2323  
Vocational & Educational Services for Individuals with Disabilities 1-800-222-5627

Domestic Violence, Office for The Prevention Of

Domestic Violence - English 1-800-942-6906  
Domestic Violence - Spanish 1-800-942-6908

Central Office, Albany

Binghamton District Office 1-800-888-5010  
Elmira District Office 1-800-888-5020  
Syracuse District Office 1-800-782-6164

Health, Department of

AIDS Counseling & Testing (Albany) 1-800-962-5065  
AIDS Counseling & Testing (Syracuse) 1-800-562-9423  
AIDS Counseling & Testing Hotline (Non-Business Hours) 1-800-872-2777  
AIDS Hotline - General Information (English) 1-800-541-2437  
AIDS Hotline - General Information (Spanish) 1-800-233-7432  
AIDS Drug Assistance Program (ADAP) 1-800-542-2437  
Growing Up Healthy Hotline 1-800-522-5006

National Suicide Hotline

1-800-273-TALK

## TRAFFIC REGULATIONS

The campus of Davis College has a constant flow of traffic. Out of concern for safety and property, please obey the following regulations.

- Campus speed limit is 10 mph.
- Uniformed safety officers directing parking during special events must be obeyed.
- Park in designated parking areas.
- No driving or parking on the grass
- It is unlawful to park in any fire lane or campus roadway.

## FINES

	First Offense	Second Offense
Moving violations (speeding, reckless driving, etc.)	\$10.00	\$15.00
Parking violations	\$10.00	\$15.00
Fire Lane	\$10.00	\$15.00

## PAYMENT

- The enforcement of these rules and regulations is the responsibility of campus safety. The OSD reviews any appeals and makes a judgment on the individual cases.
- All fines must be paid to the Business Office within 7 days of the time issued.
- To appeal traffic or parking citations, you must write your reasons or basis for appeal on the back of the citation and return the citation to the OSD. All appeals must be made within 24 hours. If the basis for appeal is

considered inadequate an appeal will not be granted.

## AUTOMOBILE REGULATIONS

Registration Requirements:

- All vehicles are to be registered when the student registers for class.
- All vehicles must have their parking tag affixed in the proper location
- When a student acquires another vehicle to replace one already registered or a new one, he must notify the OSD immediately (same day) and the student will be issued a new parking sticker.
- All vehicles must be currently insured and registered with the student's home state. License tag(s) must be displayed.
- Vehicles that cannot be driven, due to breakdown, accident, no license, etc. are classified immobile. Students must report to the OSD when a vehicle falls into this classification. The vehicle must be removed from campus by tow truck for storage elsewhere within 7 days. The owner of the towed vehicle will assume responsibility for all towing and storage fees.

Several parking lots are available on campus. In order to insure parking for everyone, we have assigned parking.

## CAMPUS SECURITY AND SAFETY

We believe being aware of your surroundings is key to prevention. Davis has policies and procedures to help you know what to do if you experience a criminal act. Please take the time to review these policies and procedures.

Campus security committee is composed of Director of Facilities, Director of Student Development, 1 Faculty, 2 Students, and the Vice President of Academic Affairs. The committee meets once a semester. The committee will review the Campus Safety and Security Handbook and make changes to the handbook. Each student, faculty and staff has access to the Campus Safety and Security Handbook and the Student Handbook by online and through email.

We are pleased to welcome you to Davis College. We pledge to work with you in making your experience here safe and enjoyable. For more information on Campus Safety, reporting and Title IX information, please go to: <https://www.davisny.edu/titleix/>

## ACADEMIC AFFAIRS

### INTRODUCTION

Davis College has established its academic policies as the context through which the academic endeavor will be completed. These policies seek to aid students in their progress toward an academic experience that is both effective and efficient. Students should seek full understanding of, and are responsible for, adherence to the policies outlined in the catalog and the website. It is the student's responsibility to inform himself/herself of degree requirements. The Academic Catalog can be found at [www.davisny.edu/academics/academic-catalog](http://www.davisny.edu/academics/academic-catalog). Any questions can be directed to the Office of the Registrar.

### ACADEMIC DISHONESTY AND PLAGIARISM

All students are responsible to be familiar with this policy. Consistent with Christian character and the values of Davis College and in order to encourage and preserve the honor and integrity of the academic community, the college expects its students to maintain high Biblical standards of personal and scholarly conduct in the development of research papers and other academic projects.

Definition of Academic Dishonesty

Plagiarism is one form of academic dishonesty. Plagiarism includes the submission of quoted or paraphrased ideas without proper documentation, submission of the work of others as one's own work and reuse of one's own work without instructor authorization. Academic dishonesty also includes the receiving or giving of aid to another in connection with a quiz or examination.

#### Penalties for Academic Dishonesty

Whenever a student is found guilty of any kind of academic dishonesty, the instructor must report this in writing to the student and to the Registrar's Officer. The report will become part of the student's record. The Registrar will determine if any other such offenses already exist in the student's record in order to assist the instructor with grading penalties.

The penalty for academic dishonesty related to a quiz or examination is at the discretion of the faculty member involved. Generally, a failing grade for the quiz or exam will be given. It is recognized that there are various levels of plagiarism. Minimal plagiarism recognizes that the student has been careless or forgetful in acknowledging the sources for various statements. At the discretion of the instructor, the student may be granted an opportunity to rewrite or correct the submitted assignment and will receive a lower grade.

When the plagiarism is substantial (determined by the instructor) the student may, at the instructor's discretion, receive a grade of zero (0) for the paper, or be required to rewrite the paper with at least a letter grade reduction for the assignment. The second offense in any course will result in failure for the course. A third offense of substantial plagiarism in any course will result in disciplinary action which could result in academic dismissal.

In cases of complete or nearly complete (determined by the instructor but understood as flagrant, blatant, glaring) plagiarism the student will receive a failing grade for the course. There is no opportunity to redo the assignment. A second offense of complete plagiarism in any course will result in disciplinary action which could result in academic dismissal.

#### Appeal Process for Academic Dishonesty

The student may appeal academic dishonesty penalties to the Academic Affairs Council. The decision of this Council may be appealed to the Chief academic officer, whose decision is final.

If one of the Council members is the instructor who reported the plagiarism, the Chief academic officer will appoint an alternate faculty representative during that particular appeal.

#### Transcript Notation

If a student is dismissed because of plagiarism, that action will be recorded on the student's transcript as "Academic Dismissal".

## FINAL GRADE GRIEVANCE POLICY

- Any student disagreeing with the grade received in a course may appeal the grade. The student must follow the formal steps for contesting the grade.
- The student must meet with the instructor within 30 days of the beginning of the subsequent semester. If the instructor determines that the grade is in error, he or she may submit a Grade Replacement Request to the Registrar's Office.
- If the instructor disagrees with the request, the student may formally appeal the decision in writing to the Academic Affairs Committee within 10 business days of the meeting with the instructor. The Academic Affairs Committee will have 30 days from the receipt of the grievance to review the information and make a decision.
- The Chief academic officer has the final decision regarding the grade grievance.

## ACADEMIC PETITIONS

Students may petition the Academic Affairs Committee regarding academic and curricular decisions and policies that may

create an undue hardship for the student. Petitions must be submitted in writing, and should include a clear statement of why the waiver is necessary. Petition forms are available from the Office of Academic Affairs.

## STUDENT EMAIL ACCOUNTS

Every student at Davis College is assigned a Davis email address. All official correspondence to the student from any employee of Davis College will be through this email address. The student is responsible to check this email account often or have the email forwarded to his or her personal email account. For information regarding student Davis College email addresses and accounts, please contact Computer Services at [help@davisny.edu](mailto:help@davisny.edu); 607-729-1581 ext. 404, or at [davishelp.wordpress.com](http://davishelp.wordpress.com).

## ADMINISTRATIVE WITHDRAWAL

At the discretion of the Student Development Officer and/or the Registrar, a student may be withdrawn from classes and/or the college for non-disciplinary reasons if such action is deemed in the best interest of the student and/or the college. The student will be notified in writing no more than 10 business days after the administrative decision. The student will receive a grade of "Withdrawn" on the official transcript. Please see "Adding and Dropping Courses" for further information.

## GRADE POINT AVERAGE

Semester GPA equals the semester quality point divided by the number of credit hours for the semester. The number of quality points is determined by the number of credit hours for the course multiplied by the grade points for each letter grade. The GPA considers both earned hours and attempted hours of thousand - level and above courses.

### SAMPLE COMPUTATION OF GPA

<u>Course</u>	<u>Att</u>	<u>Com</u>	<u>Units</u>	<u>GPA</u>	<u>Points</u>	<u>Grade</u>
Foundations in Math	3	3	- x	-	= -	CR
English Comp I	3	0	3 x	0	= 0	F
Pentateuch	3	3	3 x	1	= 3	D
General Psychology	3	3	3 x	2.33	= 6.99	C+
Psalms	3	3	3 x	2.67	= 8.01	B-
Family Foundations	3	3	3 x	3.33	= 9.99	B+
Phys Ed I	1	1	1 x	2.33	= 2.33	C+
Term Totals	19	16	16	11.66	30.32	
Term GPA:			= 30.32 / 16 = 1.90			

A cumulative GPA of 2.00 or higher is required for graduation.

## WEATHER AND CLASS SCHEDULES

In the event of inclement weather Davis College may implement a delay schedule. The normal way of notifying students is via TV (WBNG-Channel 12; WBGH-Channel 34), posting at [www.davisny.edu](http://www.davisny.edu), email, or Davis Facebook. In cases of extreme emergency driving conditions classes will be cancelled. The student is responsible for checking these methods of notification for class delays/cancellations due to inclement weather.

- In the case of a one hour delay classes from 8:00 - 9:15 will be cancelled.
- In the case of a two hour delay classes from 8:00 - 9:15 and classes from 9:25 - 10:40 will also be cancelled.

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

### WHAT IS IT?

The Family Educational Rights and Privacy Act (FERPA) of 1974 is a Federal law designed to protect the privacy of a student's education records. This federal law, known as the Buckley Amendment, was enacted to establish procedures for disclosing information contained in student records, to insure the privacy of these records for the student, to establish the rights of students to inspect their educational records and to provide guidelines for the correction of inaccurate data through informal and formal hearings. Davis College is in compliance with the FERPA guidelines.

The Act applies to students enrolled in higher education institutions as well as K-12 students. If a student is a minor (e.g., under the age of eighteen), the parents or legal guardians are afforded the rights. Only when the student has signed a written release giving their parent(s) or legal guardian access to their record is an institution allowed to release information from the student's education record to parents. The Act also applies to former students but does not apply to applicants for admissions.

According to the American Association of Collegiate Registrars and Admissions Officers the essence of the Act as it affects higher education students and institutions is:

College students must be permitted to inspect their own education records.

Institutions may not disclose information about students nor permit inspection of their records without written permission, unless such action is covered by certain exceptions permitted in the Act.

### WHAT IS DAVIS COLLEGE'S POLICY ON FERPA?

An education record is defined as a record maintained by an educational institution and includes information that makes a student personally identifiable. Davis College will permit students to inspect and review their education records. It will not disclose education records about students nor allow inspection of student records without a written request. Davis College will also release educational records to parents of students only upon receipt of a written request from both the student and parent. Davis College will maintain a record of each request for access to and each disclosure of personally identifiable information from the education records of each student. The college at its discretion may disclose directory information, but students may protect all or part of this data from disclosure. When an individual requests student information from Davis College, the college will respond in accordance with FERPA guidelines.

### WHAT INFORMATION MAY AN INSTITUTION DISCLOSE?

There are two types of information distinguished under FERPA: personally identifiable information and directory information. Certain conditions exist with regards to disclosure of each kind of information.

### PERSONALLY IDENTIFIABLE INFORMATION

Davis College will not disclose personally identifiable information from the student's education records except with the written consent of the student. Examples of personally identifiable information are:

- The name of the student's parent or other family member
- The address of the student or student's family
- A personal identifier such as the student's Social Security Number or another student identifier
- Other information that would make the student's identity easily traceable

Prior consent, in the form of a signed and dated document, must be provided by the student to the Registrar's Office to authorize Davis College to disclose personally identifiable information. The consent:

- Must specify records that may be disclosed.
- Should state purpose of disclosure.
- Must identify party or class of parties to whom disclosure may be made.

## PRIMARY EXCEPTIONS

In relation to postsecondary institutions, prior consent is not required to disclose personally identifiable information:

To a school official who has a legitimate educational interest.

A school official is defined as administrative and clerical personnel, faculty, Board of Trustees, persons employed by or under contract to Davis to perform a special task, such as an attorney or auditor, and student workers performing assigned tasks.

The school official has a "legitimate educational interest" if the official is acting in the student's educational interest and needs the student record information for the effective functioning of his or her office position.

To Federal, State and local authorities involving an audit or evaluation of compliance with education programs.

In connection with financial aid (such as the administration or continuation of aid).

- To the student.
- To individuals or organizations conducting studies for or on behalf of an educational institution.
- To regional or professional accreditation organizations.
- To parents of a dependent student (see "What Is It?" section).
- To comply with a judicial order or subpoena. A reasonable effort must be made to notify the student beforehand—unless ordered by the subpoena not to do so.

In the event of a health or safety emergency where the information is required to resolve the emergency.

Data considered directory information, so long as the student has not previously requested nondisclosure of this information.

Data that is the result of a disciplinary hearing where the student is the perpetrator of a crime of violence or a non-forcible sex offense. Under this exception, information may be released to anyone, including the media. No information on the victim or witnesses may be released. Of a student under the age of 21 who has committed a drug or alcohol related offense (e.g., reporting the offense to the parents of the student).

## DIRECTORY INFORMATION

Directory information is defined as information that would not generally be considered harmful to the student or an invasion of privacy if disclosed. Directory information may be released at the discretion of college officials without written permission of the student. Consistent with federal law, Davis College has defined directory information as including, but not limited to:

Student's name	Enrollment status (e.g., undergraduate, full-time or parttime)
Local address	Participation in officially recognized activities and sports
Local telephone listing	Weight and height of athletic team members
Photograph	Degrees, awards and honors (includes Dean's list) received
Date and place of birth,	and pertinent dates
Major field of study	

Dates of attendance

The most recent educational institution or educational agencies attended and dates of attendance

Grade level

According to the American Association of Collegiate Registrars and Admissions Officers, the following is not considered directory information and may not be disclosed to a third party except with the written consent of the student or to a school official with a legitimate educational interest:

- Student identification numbers
- Ethnicity/race/nationality
- Social Security numbers
- Gender

Students may withhold directory information by notifying the Registrar's Office and filing a request for non-release within one week after the first day of class for the term. They may also protect a subset of this information, referred to as locator information, which includes: name, local address, local telephone listing. As a result of placing a privacy restriction on directory and/or locator information, a student will not be included in the Davis College Student Directory and will not receive mailings from the Alumni Association. Only materials related to your educational program will be mailed to you.

## ACCESS TO YOUR ACADEMIC RECORDS

Students who wish to view their records should notify the Registrar's Office by submitting a signed written request. An appointment will be made for the student to view the file within a reasonable amount of time (limited by law to 45 days). Students may receive copies of their records by submitting a signed written request. The fee for copies of educational records other than transcripts is \$1.00 per page. No transcripts or copies of any other educational records will be issued unless the student's or former student's financial account is current.

Parents desiring to inspect and review the education records of the student should address a written request accompanied by a signed letter of permission from the student whose record is requested or a court order directing the release of the information to the parent to the Registrar's Office.

If records are found to be inaccurate, the students or parents shall have the opportunity to request a hearing to challenge the contents of any institution record. If students or parents desire to challenge such a record and a solution is not reached informally, they must do so by filing a written request with the Registrar's Office. A committee appointed by the President of Davis College will conduct the hearing within 30 days of the written request. Students will have a full and fair opportunity to present evidence relevant to the issues raised. A decision shall be rendered in writing within two weeks of the conclusion of the hearing. If the decision of the review committee is unsatisfactory to the students or parents, they may place record statements with the College commenting on the information in the records stating the reasons for disagreeing with the decision.

## COLLEGE CATALOGUE

Every attempt has been made to present information in this section that is consistent with the current edition of the college catalog; a person enrolling as a student at Davis College must obtain a copy of the college catalog from the Davis College website and keep it in their possession during their time as a student at the college.

The provisions stated in the catalog “are to be considered directive in character, and not as an irrevocable contract between the student and Davis College. The college reserves the right to make changes it deems advisable in the offerings, regulation and fees stated in the catalog.”

Although the college makes every effort to keep changes to a minimum during the life of a catalog, students must realize that education is never static; therefore, changes are inevitable in order to meet changing needs and the expectations of accrediting agencies. Students should take note of catalog changes and make revisions in their own personal copy of the college catalog.

## SUBSTANCE FREE CAMPUS STATEMENT

Davis College is required by law to provide the following information to faculty, employees and students. Davis College prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by employees and students on its property or as part of its activities. This also includes the use of tobacco, cigarettes (including e-cigarettes), cigars, burning tobacco in any form or chewing tobacco. Faculty, employees and students found in unlawful possession, use or distribution of illicit drugs and possession of alcohol will face legal sanctions under local, state, or federal law as well as sanction under Davis policy. Davis College will assist local, state and federal law enforcement agencies by providing information on the unlawful possession, use or distribution of illicit drugs or alcohol by its faculty, employees or students. As a condition of their employment, faculty and employees of Davis College must notify the institution of any criminal drug or alcohol statute conviction for a violation occurring in the workplace no later than five days after such conviction.

The general rule is, because faculty and employees sign an agreement not to participate in the unlawful use or abuse of illicit drugs or alcohol, any employee who participates in the unlawful use or abuse of illicit drugs or alcohol or the lawful use will be dismissed from Davis College. However, the institution may review each offense on an individual basis providing counseling and the opportunity for rehabilitation programs.

Any student who participates in the unlawful use or abuse of illicit drugs or alcohol may be dismissed from Davis College for a period of one year. The student would then have the option of petitioning the college for re-admittance after having participated in counseling or a substance abuse rehabilitation program.

Substance Free community members are responsible for upholding these policies, which applies to all areas on campus. Students, employees and guests are prohibited from returning to the Substance Free community while under the influence of any substance. Substance Free community members are also responsible for the behavior of their guests, and may assume accountability for their actions.

Davis College will assist students suffering from a form of substance abuse to find proper drug, alcohol and tobacco counseling and treatment or the college will refer them to rehabilitation or re-entry programs.

## COMMUNITY SERVICE HOTLINES

Addiction Center of Broome County	607.723.7308	Crack Hotline	800.822.7225
Alcohol Abuse Hotline	800.252.2557	Drug Abuse Information Line	800.522.5353
Alcoholics Anonymous	607.722.5983	Fairview Halfway House	607.722.8987
Alcoholic Information and Referral Center	607.722.4080	First Call for Help	607.729.9100
Broome County Drug Awareness Center	607.778.1251	New Horizons Addiction Treatment Program	607.762.2171
Cocaine Hotline	800.662.4357	New Horizons Chemical Dependency	607.762.3232
Council on Alcoholism	607.723.7529	Southern Tier Drug Abuse Treatment Center	607.729.4983

The OSD provides information concerning the affects, both social and physical, of the abuse and use of alcohol and drugs through pamphlets, lectures and counseling. \*Please note; one can still legally possess alcohol and still be in violation of a Davis policy, see the Davis Covenant.

## **EQUAL OPPORTUNITY/NON-DISCRIMINATION POLICIY**

Davis College admits students of any race, color or national and ethnic origin to all the rights, privileges and programs of the institution. It does not discriminate on the basis of race, color, national or ethnic origin, physical or mental disability, gender or age in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic or other school-sponsored programs.

Davis College reserves the right to operate as a church-related institution and develop policies consistent with biblical principles and the religious tenets of its constituency churches. In keeping with biblical directives regarding gender in pastoral authority, only men will be admitted to the Pastoral concentration. Only women may enroll in Women's Ministries courses. Only men may take Homiletics and Homiletics Lab, and only women may take Ministry Communication for Women, since the presentation of student messages in these courses involves the exercise of spiritual authority.

Believing that all human beings are of equal value in the eyes of God, Davis College deplores discrimination and insensitivity based on differences in race, gender, age, socioeconomic status, physical or mental disability, or cultural differences. Attempts at humor which aim to elicit laughter at the expense of individuals based on these differences is considered to be a form of discrimination that is not acceptable in the Christian community.

The college is seriously concerned about allegations of discrimination and therefore encourages the reporting of such misconduct. Copies of Davis College's complete policy regarding Equal Opportunity and Non-Discrimination are available in the OSD.

## **CONCLUSION**

Every attempt has been made to present information in this handbook that is consistent with the current edition of the college catalog; however, in instances where there might be discrepancies, the handbook is to take precedence. Every person enrolling as a student at Davis College must obtain a copy of the Student Handbook from the Davis College website and keep it in their possession during their time as a student at the college. Although the college makes every effort to keep changes to a minimum, Davis College reserves the right to make changes to the handbook at any time during the semesters and breaks. Students must realize that education is never static; therefore, changes are inevitable to meet changing needs and the expectations of accrediting agencies. Modifications to the Handbook will be emailed to students as made.

\*Students should each sign a receipt saying they have received and read the handbook each academic year.