



# **Elim Bible Institute and College**

## *Student Handbook*

**2023-2024**

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# Purpose of the Handbook

Welcome to Elim Bible Institute and College (EBIC)! We trust that your course of studies here will help form you for service in the Kingdom of God. As you maximize your preparation time here, this Student Handbook will serve as your primary social advisor. Resident Advisors (RAs) will discuss and explain the Handbook, as well.

In order to fulfill the mission of Elim Bible Institute and College, all accepted and enrolled students are expected to adhere to the institution's statement of faith and to pursue a life reflecting the institution's core values. Failure to comply with the school policies may subject a student to disciplinary action, up to, and including expulsion.

Students who engage in conduct contrary to EBIC's beliefs may be given an opportunity to remain at the school at the cabinet's discretion. If the cabinet determines that the student is sincerely repentant and that allowing the student to stay would not damage the school's culture, the cabinet may permit such a student to remain at the school for a probationary period. At the end of the probation, the cabinet will determine whether the student may be fully reinstated or whether the student must withdraw or be expelled.

A history of the buildings and a map of the EBIC Campus can be found in this Handbook right before the [Appendix](#).

Information regarding Academics may be found in the Academic Catalogue.

Information, JotForms, Links, Forms, Tickets, etc., can be found in Populi under the "Links" tab.

God bless you and welcome to the EBIC family.

*Note: This Student Handbook may be updated at any time without notice.*

# A Note from the President



There are four different ingredients needed for life transformation to occur in a student's life. These four ingredients are truth, trials, relationships, and Holy Spirit involvement. It is as the Holy Spirit works through the truths we learn, the trials we face, and the relationships we experience that transformation of life takes place.

At EBIC, we work to develop transforming experiences in all these areas, but our programs (listed below) demonstrate that we believe in the absolute necessity of filling the minds and hearts of our students with the truth of the Bible and theology.

We design our classes to bring not simply the accumulation of knowledge, but so that knowledge will result in both spiritual and character formation. As you review the programs, remember these classes are part of the fuel the Holy Spirit will use to transform your life.

EBIC offers the following programs:

- Launch Certificate

- Spiritual Enrichment Certificate

- Associate in Applied Science in Biblical and Theological Studies

- Bachelor of Science in Theology

- Bachelor of Science in Business Management

For further details on these programs see the Academic Catalog.

Sincerely,

President Fred Antonelli

## A Note from the Dean



Welcome to the campus of Elim Bible Institute and College. I am grateful that the Lord has led you here. I pray that EBIC will provide you with many opportunities to grow spiritually, socially, and academically as you become a servant leader manifesting the character of Christ and minister in the power of the Holy Spirit.

This handbook contains information that will assist you in making a smooth adjustment to EBIC life. Elim Bible Institute and College comprises a community of believers who have joined together for the purpose of spiritual growth, personal discipleship, leadership training, and academic progress. The handbook is intended to offer life principles that will help you develop the disciplines required to be an effective leader.

Please remember that the EBIC staff desire to serve you and provide an atmosphere of loving discipleship that will assist you in surrendering to Christ's Lordship in all areas of your life. It is my prayer to see each of you launched into a life calling that will impact the nations of the world. Welcome to our EBIC family.

May the Lord continue to lead you and reveal His will for your life,

Blessings,  
Ms. Cassie Wilhelm  
Dean of Students

## Accreditations and Associations



Elim Bible Institute and College is a member of the Transnational Association of Christian Colleges and Schools (TRACS), [15935 Forest Road, Forest, VA 24551; Telephone: (434) 525-9539; email: [info@tracs.org](mailto:info@tracs.org)] having been awarded Reaffirmation I of its Accredited Status as a Category II institution by the TRACS Accreditation Commission on April 24, 2023. This status is effective as of January 1, 2023, and is good for a period of ten years. TRACS is recognized by the United States Department of Education (ED), the Council for Higher Education Accreditation (CHEA), and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).



EBIC was granted an absolute charter by **the Board of Regents of the University of the State of New York** to conduct programs leading to the Bachelor of Science degree. The Associate in Applied Science degree and one-year certificate program is also registered by the NYS Education Department and is part of the NYSED inventory of registered programs.



The Evangelical Council of Financial Accountability (**ECFA**) recognizes Elim Bible Institute and College as one of its charter members. ECFA accredits its members and holds them to high standards of accountability with respect to governance, financial management, and stewardship/fundraising practices. Members include Christian ministries, denominations, churches, educational institutions, and other tax-exempt 501(c)(3) organizations.



### **GI Bill®**

EBIC is approved by the **NYS Division of Veterans Affairs, Bureau of Veteran's Education**, for the training of veterans.



The college has been granted eligibility by the United States Department of Education to participate in student financial assistance programs authorized by **Title IV** of the Higher Education Act of 1965.



EBIC is approved for the New York State Tuition Assistance Program (**TAP**). Eligible New York residents, enrolled in the BS degree, AAS degree or Launch certificate program, may receive an annual TAP award as determined by **HESC**. EBIC also participates in Enhanced Tuition Award (**ETA**) to help advance and assist eligible students who are New York State residents.



Elim Bible Institute and College has been approved by NYS to participate in the **National Council for State Authorization Reciprocity Agreements**. NC-SARA is a voluntary, regional approach to state oversight of postsecondary distance education.

# Section 1: The College Statements

## 1.1. Mission Statement

The mission of EBIC is to prepare Christ-centered, Spirit-empowered servant leaders for global ministry and worldwide revival.

## 1.2. Vision Statement

To be the premier Christian charismatic college impacting the whole world through Christian workers ministering with integrity in the power of the Holy Spirit.

## 1.3. Core Values

- **Community Life** – We are committed to building a community of believing staff and students committed to serving each other with integrity.
- **Worship and Prayer** – We are committed to a life of expressive worship and prayer.
- **God’s Word** – We are committed to providing a setting where intensive Bible study takes place.
- **Revival** – We are committed to discern, pursue, and participate in any fresh emphasis of the Holy Spirit’s work in each generation.
- **Missions** – We are committed to preparing students for taking the Gospel to all the world.
- **Character** – We are committed to hating what is evil and embracing what is good.
- **Honor** – We are committed to honoring Jesus in everything and considering others above ourselves.
- **Unity** – We are committed to unity in doctrinal essentials, liberty in non-essentials, and in everything love.
- **Academic Excellence** – We are committed to weaving together Bible study with high academic standards producing excellence which honors God.
- **Practical Ministry** – We are committed to equipping students with practical skills to be able to minister effectively.

## 1.4. Statement of Faith

1. We believe the Bible to be the inspired, the only infallible, authoritative Word of God. (2 Tim. 3:16,17)
2. We believe in the triune Godhead as eternally existent in three persons: Father, Son and Holy Spirit. (2 Cor. 13:14)
3. We believe in the deity of Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed Blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His present priestly ministry. (Ro. 1:4; Matt. 1:18; 2 Cor. 5:21; Matt. 4:23,24; Ro. 3:25,26; 1 Jo. 1:7; Heb. 7:25)
4. We believe in evangelistic and missionary fervor and endeavor. (Acts 1:8; Mark 16:15-18)
5. We believe that for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential. We further believe in the keeping power of God. (Heb. 9:22; Jude 24, 25; Tit. 3:5)
6. We believe that sanctification, holiness, and the overcoming life are God’s design for the Church, which is the Bride of Christ. (Eph. 5:25-27)

7. We believe that God created mankind as two distinct sexes: male and female, and that each person affirms God's infinite wisdom by living in alignment with their birth sex. (Gen 1:26-28; Matt 19:4-5)
8. We believe that sexual purity is a necessary expression for all of God's children, and requires abstinence from adultery, fornication, incest, homosexuality, and other sexual relationships or practices forbidden by Scripture. (Heb. 13:4; 1 Cor. 6:18; Lev. 18:1-30; Gal. 5:19)
9. We believe that marriage is the uniting of one man and one woman in covenant commitment for a lifetime, and a sacred institution established by God. (Matt. 19:4-6)
10. We believe that God created the existing space-time universe and all its basic systems and kinds of organisms in the six days of the creation week. (Gen.1:1-31)
11. We believe that since mankind is created in God's image, human life is of inestimable worth and significance in all its dimensions, from conception to the grave. (Gen. 1:27; Ps. 139:13, 14)
12. We believe that water baptism is for believers in the Lord Jesus Christ and is to be administered by immersion, thus bearing witness to the gospel of Christ's death, burial and resurrection for us, and our own new life in Him. (Matt. 28:19; Ro. 6:4)
13. We believe that communion, when shared by believers, witnesses to the saving power of the gospel, to Christ's presence in His church, and looks forward to His victorious return. (1 Cor. 11:23-26)
14. We believe in the Baptism of the Holy Spirit as on the day of Pentecost, and in the continuing ministry of the Holy Spirit, as evidenced in charismatic gifts and ministries, and in the fruit of the Holy Spirit in the life of the believer. (Acts 2:4, 10:46, 19:6; Eph. 4:11; 1 Cor. 12:8-11; Gal. 5:22,23)
15. We believe that divine healing is obtained on the basis of the Atonement. (1 Pet. 2:24; Matt. 8:17)
16. We believe in Christ's imminent personal return in power and great glory, and in His present and everlasting dominion. (Acts 1:11; Rev. 1:7; Dan. 7:14)
17. We believe in the resurrection of both the saved and the lost; they that are saved unto eternal life, and they that are lost unto eternal punishment. (John 5:28, 29; Rev. 20:15)

## 1.5. Goals and Objectives

### 1. Biblical Scholarship:

- a. Demonstrate a measurable increase of biblical knowledge.
- b. Exhibit an increasing comprehension of the historical setting of the Bible.

### 2. Spiritual Vitality and Formation:

- a. Define a measurable increase in personal spiritual formation.
- b. Provide opportunities for students to embrace our Pentecostal heritage and learn to exercise charismatic gifts and experience the presence of God in chapels, classes, and other events.

### 3. Relevance in Culture:

- a. Demonstrate knowledge of the principles used to understand various cultures and communities.
- b. Display the ability to form effective strategies for relevant ministry in any culture or community.

### 4. Discipleship and Servant Leadership:

- a. Exhibit a Christ-like leadership style of influence on other people.
- b. Exemplify a biblical work ethic.

## Section 2: Spiritual Life

EBIC's commitment to training men and women for worldwide ministry begins with an emphasis on the spiritual health and development of each student. The following are some of the ways in which this development is encouraged:

### 2.1. Personal Devotions

Students are encouraged to have a time of daily communion with the Lord. Developing a devotional lifestyle is vital to the development and maintenance of sound spiritual health.

### 2.2. Chapel Services<sup>1</sup>

Chapels and conferences are an integral part of this process. Permission to miss a chapel or conference session for work or other reasons must come from the Dean's Department. If granted, it will be considered an excused absence. Students living in on-campus apartments are considered residential students even if their classes are online. Students are expected to do the following:

- **Full-time residential students** must attend all weekly chapels and conferences unless an exception was made and then, only with permission, can the chapel requirement be reduced to a minimum of two weekly chapels, of which one is the President's Chapel.
- **Part-time residential students** are expected to attend a minimum of two weekly chapels, preferably Tuesday and Thursday and attend conferences.
- **Full-time and part-time students living off campus** are expected to attend chapel on the days they attend classes on campus and are required to attend at least one chapel a week.
- If a student misses a conference session during Foundations Weekend, Worship Emphasis, Missions Week, Week of Prayer, or Prophetic Presbytery, they will receive two (2) unexcused absences per session missed unless prior approval was obtained by the Dean's Department.
- Students are permitted three (3) unexcused chapel absences a semester. Any further unexcused absences will result in a meeting with a Dean, the assignment of two (2) hours of community service for each service missed, and possible additional consequences. Unworked community service hours will be billed at the same rate as unworked SOS hours.
- Students are expected to arrive to chapel on time, per the internal events calendar. It is the student's responsibility to let their RA know in chapel that they were late to chapel and the RA will let the Deans know of the change, otherwise the student will be marked absent. Four times of arriving late or leaving early will count as one unexcused absence.

Chapel attendance will be tracked by the resident advisors (RAs) and submitted to the Dean's Department. Four or more unexcused chapel absences will result in a meeting with a Dean, the assignment of two (2) community service hours, or additional disciplinary consequences. Permission to miss chapel must be authorized by a Dean. Students are expected to arrive to chapel on time, per the internal events calendar. It is the student's responsibility to let their RA know in chapel that they were late to chapel and the RA will let the Deans know of the change, otherwise the student will be marked absent. Students arriving late or leaving early four times will count as one unexcused absence.

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<sup>1</sup> Chapel, Conference, and Church Attendance policy

## 2.3. Church Attendance

All students are asked to regularly attend a weekly in-person church service, when not in conflict with ministry assignments. Students are welcome to attend as many online church services as they desire however, with the exception of sickness (see Illness and General Healthy Practices section of this handbook), menstrual cramps, etc., this does not take the place of an in-person service.

Students have four weeks during the first semester of each school year to visit different churches in the area. After the fourth week, students must commit to one local church. Students should arrive on time and attend the complete service. Students are encouraged to actively participate in the church they commit to. There will be a covering of accountability for church attendance by the RAs and Deans. Students are permitted one (1) unexcused absence each semester. A second unexcused absence will result in a meeting with a Dean. Further unexcused absences may result in disciplinary action.

## 2.4. Special Days of Prayer and Spiritual Emphasis

EBIC recognizes the importance and strength of gathering as one body for prayer and spiritual growth. Times of prayer are set apart during the school year for residential students (Dorm students and Commuter students) and staff to spend time together in prayer. These times include Foundations weekend in September, Missions Emphasis week in October, the Week of Prayer in January, Worship Emphasis Week in the spring semester, and the Prophetic Presbytery in March. The attendance requirement for these special services is noted in the Chapel and Conference Attendance policy as they are different than normal chapel attendance.

## 2.5. Conferences and Seminars

Annual on-campus conferences and seminars provide valuable exposure to the excellent ministries of missionaries and ministers. Attendance will be required at some of these events and is optional at others. Students will be notified in advance of the attendance requirements.

## 2.6. Internships and Student Ministries<sup>2</sup>

For more information, please refer to the *Internships and Student Ministries* section of the Academic Catalog.

# Section 3: Student Conduct

## 3.1. Definition of a Student

For the purposes of this student handbook for Elim Bible Institute and College, a student is defined as any person who is registered for or enrolled in a traditional undergraduate program or is undeclared, either full-time or part-time residential student (dorm or commuting student who attends on the residential campus) or as a Distance Education learner.

## 3.2. Privacy of Educational Records<sup>3</sup>

Elim Bible Institute and College is committed to protecting the privacy of all students and their education records in compliance with federal and state regulations regarding information security for on-campus as well as distance education students. Therefore, EBIC abides by the Family Education Rights and Privacy Act (FERPA). The law applies to all schools that receive funds under an applicable program of the U.S.

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<sup>2</sup> TRACS Accreditation Standard I.7.2

<sup>3</sup> TRACS Accreditation Standard I.7.2; FERPA policy

Department of Education. For more information, refer to the Privacy of Educational Records section of the Academic Catalog.

### **3.3. Code of Conduct<sup>4</sup>**

The campus comprises a community of believers who have joined together for the purpose of spiritual growth, personal discipleship, and academic progress. We desire to promote the well-being and growth of students by upholding the mission and values of EBIC. Living daily in fellowship with other Christians is a privilege. In recognition of this privilege, we place great value on the quality of relationships in our community and believe this is set forth in our core values.

EBIC expects each student to adopt the “Code of Conduct” as a personal lifestyle commitment to be followed for the entirety of the student’s EBIC program. We hope as you grow in your relationship with Christ that these guidelines can be adopted to your everyday life, beyond your time here at EBIC. The guidelines apply during the school term, during holidays, all breaks as well as during the summer.

EBIC sets forth the following Code of Conduct to which members of the college community voluntarily submit. Because of the importance of trust, common courtesy, and mutual responsibility, violations of the following are regarded as a serious breach of integrity within the community and will be addressed by EBIC’s leadership:

#### **3.3.1. Sexuality**

EBIC believes that human sexuality is a gift of God. We choose to affirm its goodness and to exercise it within the guidelines set by God in the Scriptures. EBIC reserves the right to counsel and, in some cases, take disciplinary action against students who overstep these Scriptural guidelines.

EBIC has adopted a position on sexuality that is higher than what the Affirmative Consent and Responsible Employees laws require regarding premarital sexual engagement. EBIC believes God has reserved the most intimate of sexual relationships for the marriage union between a man and a woman. It is, therefore, not only a violation of our social policy but also of God's law to engage in such behavior outside of the marriage covenant.

Students are not permitted to visit the personal living area of the opposite sex, including on-campus apartments, except with special permission granted by EBIC leadership.

#### **3.3.2. Public Displays of Affection**

Excessive or distracting public displays of affection (PDA) must be avoided as they are not generally appropriate and could be disruptive to the workplace or learning environment. Living above reproach includes not even giving the illusion of anything inappropriate or undignifying to God. Such displays may include, but are not limited to, extended or suggestive hugging and/or kissing, lying or sitting on one another, and fondling.

#### **3.3.3. Substance Use**

We recognize the danger to one's physical and psychological well-being in the non-medical or recreational use of certain substances. Therefore, members of the community are to abstain from the use of any of the following: Tobacco in any form (including any battery-powered devices which simulate tobacco smoking, such as electronic cigarettes, personal vaporizers or electronic nicotine delivery systems); Alcoholic beverages; Controlled substances, marijuana, hallucinogens, depressants, stimulants, and narcotics, unless prescribed by a physician.

The above items are not to be personally used, possessed, sold, or distributed on or away from the campus.

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<sup>4</sup> TRACS Accreditation Standard I.7.2; Conduct policy

### **3.3.4. Gambling**

Gambling is considered poor stewardship of our God-given resources and therefore we discourage such activities.

### **3.3.5. Harassment, Violence, Profanity**

Any kind of demeaning gesture, threat of violence, personal attack conduct, which is lewd, indecent, or obscene, including the use of profanity or abusive language or any other kind of harassment (verbal, non-verbal or electronic)

The scriptures tell us that “death and life are in the power of the tongue” (Proverbs 18:21) and the Apostle Paul exhorts us with the following words: “don’t use foul or abusive language. Let everything you say be good and helpful, so that your words will be an encouragement to those who hear them” (Ephesians 4:29). On the foundation of these scriptures, it is requested that all students refrain from language that would fall into any of the following categories: crude, vulgar, obscene, swearing, lewd, or abusive. As a campus community, we should seek to honor Christ and edify one another in all of our communication.

### **3.3.6. Theft and Damage**

Theft or damage to any public or private property is prohibited.

### **3.3.7. Pornographic Material**

Because the pornography industry exploits people and the use of its products is immoral, pornographic materials are not to be viewed, used, possessed, or distributed on or off-campus.

### **3.3.8. Hazing**

Participation in hazing and initiation tactics which involve any activity expected of someone joining a group that humiliates, degrades, abuses or endangers mental or physical health for the purpose of initiation into or affiliation with any organization, regardless of the person’s willingness to participate is prohibited.

### **3.3.9. False Information**

Furnishing false or misleading information on college records of any kind is prohibited. Making false threats of harm of any kind on campus is prohibited.

### **3.3.10. Direction of College Officials**

All students must comply with the directions of college officials acting in the performance of duties.

### **3.3.11. Laws**

All students must comply with the laws of the local community, the state, and the nation.

### **3.3.12. Unauthorized Occupancy**

Unauthorized occupancy or use of college facilities, buildings, or rooms is prohibited at all times.

### **3.3.13. Protesting, Demonstrations, or Material Distribution**

Picketing, protesting, demonstrations, rallies, or distribution of leaflets which directly interfere with or seek to discourage the orderly operation of the College community is prohibited at all times.

### **3.3.14. Interference with Orderly Operation of the College**

Interference with the orderly operation of the College by breach of the peace, physical obstruction, coercion, noise or other forms of disturbance is prohibited at all times.

### **3.3.15. Television, Movies, Electronic Media, and Video Games**

Moral discretion is required in the choice of television programs, music, movies, and electronic media. Unless special permission is received from the Dean's Department, only PG 13 movies and Teen rated video games may be viewed in the dorm lounges and Student Center lounge. Movies, videogames and music with a higher rating may be viewed in dorm rooms with agreement from all persons present.

## **3.4. Accountability**

Accountability is based upon the principle that individual freedom is founded upon responsibility. Ultimate responsibility for abiding by behavioral expectations lies with the individual student.

If a student violates a principle of the Core Values, the Code of Conduct, the Statement of Faith, or the Student Handbook at any time, the student is honor-bound to self-report to an RA or the Dean's Department.

Likewise, if a student is aware that a fellow student has violated EBIC Principles, that student is honor-bound to confront the violator according to the principles of Matthew 18.

Accountability is designed to give students the opportunity to earn the trust of the spiritual leadership placed over them. It also enables EBIC's leadership to express a love that "rejoices in the truth," as students seek to "live a life worthy of the Lord" and to "please Him in every way" (I Corinthians 13:6/Colossians 1:10).

## **3.5. Accountability in Action through Matthew 18**

EBIC does not expect perfection of its students, just as God does not expect perfection of us. As such, we ask students to talk with each other in a spirit of love according to the principles of Matthew 18:15-18. It is our hope that during their time at EBIC, students will learn to hold themselves and their peers accountable for their actions. Please be mindful the primary goal of accountability is the growth of the student, not the consequence.

Confronting and/or providing accountability should not be considered negative qualities when done in the Spirit of Love.

1. If a student becomes aware that another student has violated the principles of the Core Values, Code of Conduct, or student handbook, they are responsible to address the issue with the student in a spirit of love.
2. If the student is unwilling to respond and repent, the assigned RA or lead RA becomes a part of the second meeting.
3. If the student is still unwilling to respond and repent, the matter will be brought to the Dean of Students office. Discipline sanctions provide a proper balance of freedom and accountability, providing students with the opportunity of building strong bridges of trust, and to demonstrate spiritual and ethical growth after a failure.

Note: if a student is fearful for his/her safety or the student who has violated the Core Values or the Code of Conduct is an RA, he/she should not approach the student but report the information to a Dean.

For Academic concerns please refer to the *Resolving Conflicts/Filing a Complaint* section of the Academic Catalog or the corresponding policies.

## **3.6. Additional Campus Policies**

### **3.6.1. Dress Code**

One of the primary goals of community life at EBIC is to glorify Christ in all areas. In the area of personal dress and appearance, EBIC recognizes that students come from diverse backgrounds and have experienced many styles of dress standards. The demands of community life require mutual understanding expressed in reasonable expectations. Students in violation of the dress code will be asked to change into clothing that respects the dress code. Continued violations may result in a meeting with the dean or further disciplinary action. In keeping with EBIC's goal of training leaders, it is expected that students will dress with the following three principles:

3.6.1.1 Modesty: This principle describes an outward appearance that is not excessive or pretentious. It means dressing in a way that reflects honor to Jesus and communicates respect to all members of the community. For example, exposed underclothing is unacceptable for both men and women. Shorts, skirts, and dresses must not be shorter than a credit card (student ID) length from the top of the knee. Clothing of any kind cannot have tears, rips, or slits above a credit card (student ID) length from the top of the knee unless it has a fabric backing that is not an undergarment. Women's tops should not reveal cleavage. Both men and women must not have their midriffs exposed in a public setting. Clothing that is skin-tight should be avoided unless it is covered with additional looser-fitting clothing that meets the modesty standard above.

3.6.1.2 Neatness: This principle describes clothing that is tidy and in good condition.

3.6.1.3 Cleanliness: This principle describes clothing that is recently laundered and fresh, which is hung up or folded promptly to avoid excessive wrinkling.

### **3.6.2. Specific Applications of the Dress Code**

Clothing should reflect a student's personal commitment to a high standard of daily personal hygiene. Students must also maintain acceptable standards of personal grooming, expressing a heart of honor and respect.

3.6.2.1. Classes and chapels: neat, clean shirts, T-shirts, slacks, capris, jeans, skirts, dresses, and shorts (see modesty above) are all examples of acceptable attire for classes and chapel. Footwear is required. Notice: head coverings [hats, winter caps, sweatbands, bandannas, etc.] may not be worn in chapel. Teachers will enforce whether there is a no hat policy in their class. A T-shirt cannot display a message that is contrary to Biblical principles and EBIC's values.

3.6.2.2. Dormitories and campus life: while attending EBIC, the dormitory and campus is the student's home. Outside of classes and chapels, the student's dress can reflect a more relaxed atmosphere. Sweatpants and athletic shorts are examples of acceptable dress in the context of dorm and campus life, including the dining room (see modesty above).

3.6.2.3. Dress for local church services: because students are considered to be leaders in training, it is expected that Sunday dress will conform to the model set by leadership in that particular local church.

3.6.2.4. Special events and designated times: part of leadership training is acquiring the wisdom that certain occasions call for "dressing up." For example, while jeans may be acceptable for a class or a normal church service, they would be inappropriate attire at most weddings and funerals. Certain occasions require that we communicate honor and respect with our outward attire. To

teach this important principle, the EBIC leadership on certain special days and occasions, such as Prophetic Presbytery and Baccalaureate and Graduation, will ask the student body to dress up. On these special days men are expected to dress in a suit or jacket and dress slacks, dress shirt, tie, and dress shoes and women are expected to be attired in dresses/skirts/dress pants (see modesty above).

### **3.6.3. Faculty and Staff Respect**

Part of the student's leadership training at EBIC involves learning how to properly relate to those in authority (Romans 13). Faculty and staff members should be addressed with due respect by the title desired by each member. Use of the terms Professor, Dean, Reverend, Pastor, Brother, Sister, Doctor, Mr., Mrs., or Ms. will assist in this wholesome attitude.

### **3.6.4. Copyright Infringement<sup>5</sup>**

For more information, please refer to the *Academic Conduct* section of the Academic Catalog.

### **3.6.5. Computer Use Guidelines<sup>6</sup>**

The EBIC IT Department strives to offer and maintain a working network environment for both staff and students that is secure and reliable. If you are experiencing any issues, even with your personal computer, please contact the IT Department through email at [itsupport@elim.edu](mailto:itsupport@elim.edu). During class hours (M-F 8 a.m.-12 p.m. and 1:00 p.m.-5:00 p.m.) and peak study hours (M-F 7 p.m.-9 p.m.) please limit non-essential usage (i.e., streaming tv, videos, video games, Netflix, Hulu, etc.) of the network.

Using the IT Department for your personal computer issues insures that not only will your computer be repaired correctly, but also ensures the integrity of the EBIC policies. There is a fee that will be charged to your account for personal PC repairs.

#### **3.6.5.1. Unauthorized Use of Resources**

- You may not use false identification or misleading information to gain access to computing resources nor use computing resources for which you are not authorized. You may only use your account for EBIC related activities.

#### **3.6.5.2. Modification of EBIC Equipment**

- You are not allowed to repair, upgrade, modify hardware, remove components, or software of EBIC equipment.

#### **3.6.5.3. Restrictions While Using EBIC's Systems and/or Networks**

- Access to EBIC network or Wi-Fi should be available for all campus members.
- Users must not physically or electrically attach any foreign network device to the EBIC System.
- Individuals are not allowed to set up a network server at EBIC.

#### **3.6.5.4. Harassment**

- You may not harass others, or send obscene, defamatory or threatening messages at EBIC. This includes messages spoken, phoned, or sent via the computer.

#### **3.6.5.5 Violation and Disciplinary Action**

- If you violate any of the above policies disciplinary action may be taken based on the New York State Computer Crime Statute (Article 156) which covers a number of very specific punishable crimes involving computers (see <http://ypdcrime.com/penal.law/article156.htm>).

#### **3.6.5.5. Personal Populi account credentials**

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<sup>5</sup> Copyright Infringement policy

<sup>6</sup> Computer Use policy

- These credentials must not be shared with anyone for any reason. Department Populi account credentials must not be shared with anyone who is not a staff member and part of that department. If someone needs access to a Department Populi account that is not a staff member of that department then a staff member of that department will need to enter the credentials for the non-staff member. Personal and Department Populi accounts, and any computer login credentials must all use different credentials.

### **3.6.6. School Pond and Water Tower**

Under NO circumstances is anyone allowed to swim or wade in the pond! Fishing is permitted on a catch-and-release basis; however, no netting or spearing is allowed.

Climbing the Water Tower is not allowed under any circumstances.

## **3.7. Discipline Sanctions<sup>7</sup>**

Elim sets forth certain standards of behavior to which members of the college community voluntarily submit. Because of the importance of trust, common courtesy, and mutual responsibility students are expected to abide by the Student Handbook. Students who violate the EBIC Code of Conduct and/or consistently break the guidelines and standards as described in the Student Handbook may receive Discipline Sanctions and/or meet regularly with a Dean until the conclusion of the discipline sanction period. Serious violations of the EBIC Code of Conduct or Statement of Faith may result in suspension. Please refer to the Discipline Sanctions policy and the Student Due Process policy.

For Students who violate EBIC's standards, the following protocol will be implemented:

1. For the first violation, the student will meet with a Dean for a friendly conversation about the deficient standard:
  - a. To ensure the student understands the standard and where to find the standard in the Student Handbook or in the policy.
  - b. To share the heart behind the standard.
  - c. To have the discipline policy explained.
2. For the second violation, the student will receive a written warning.
3. For the third violation, the student will receive a second written warning and be assessed a \$50.00 fine.
4. Any further violations may include any or all of the following:
  - a. Additional \$50.00 fine per additional violation.
  - b. Community Service Hours: A student may be assigned a specific number of hours to work on campus.
    - i. Work is to be completed within the time frame given upon assignment at the discretion of the Dean .
    - ii. The Dean's Department and the appropriate supervisor will monitor work hours.
    - iii. Community service is not deducted from SOS hours.
    - iv. Unworked community service hours will be billed at the same rate as unworked SOS hours.
  - c. Restitution: The student is required to make restitution for damage to, or misappropriation of property. Restitution may take the form of appropriate service to repair or compensate for damages.
  - d. Disciplinary contracts may be issued by the EVPP's approval and enacted, which may result in a one-year suspension.

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<sup>7</sup> TRACS Accreditation Standard I.7.2; Discipline Sanctions policy

With respect to Student On-Campus Services(SOS), this applies to violations of the G05 Student On-Campus Services SOS policy. The fee for unworked SOS hours remains as it is in the SOS policy.

With respect to Dorm Chores, this applies for violations of the G14 Dorm Chore policy. The fee for unworked community service hours remains as it is in the Dorm Chore Policy.

### **3.8. Student Due Process<sup>8</sup>**

A student may be suspended from EBIC after the following procedural steps:

1. Receive a written warning specifying the nature of the issue and the conditions of continual enrollment.
2. If the violation is repeated, the students will be asked to attend a “Live Hearing” held by the College’s President’s Cabinet. The student’s behavior and the file will be reviewed with the student present at this meeting.
3. The President’s Cabinet will make the decision. Since the President is a part of the Cabinet, its decision is final.
4. A designated Cabinet member will give the students a written letter, which will communicate the Cabinet’s decision.

**Please note:** A violation of the college’s Statement of Faith may result in an immediate suspension without prior written warning or “Live Hearing”.

### **3.9. Student Complaint Process<sup>9</sup>**

A complaint may be initiated by a student when they believe they have been treated unjustly. EBIC provides a way for students to address personal grievances and file any complaints whether the grievance is against EBIC or its staff and faculty or another student or tenant. Anonymous complaints or feedback for EBIC, Facility, or staff may also be submitted to the “Suggestion Box” located in the College Hall Student Lounge.

For details, please refer to the [Student Complaint Process](#) policy.

### **3.10. Student Request for Residency or Program Change**

Students must notify the Registrar’s office of requested program or residency changes using the Residency and Program Change Form. This form can be obtained by reaching out to the Registrar’s office.

## **Section 4: Campus Life**

### **4.1. Student Life**

#### **4.1.1. Student Council**

The Student Council will facilitate the objectives of the school and function as a liaison between the student body and the administration. This is achieved by the Student Council keeping abreast of the problems and

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<sup>8</sup> Student Due Process policy

<sup>9</sup> TRACS Accreditation Standard II.17.3; Student Complaint Process policy

needs of the student body and communicating these to EBIC's administration; to aid EBIC's administration in seeking recommendations from the student body on major decisions about them.

The EBIC Student Government consists of four Councils, with each representing their respective freshman, sophomore, junior, and senior classes. Each Council is comprised of a student-nominated and elected President and Vice-President that represents and serves their class under the direction of an appointed Faculty/Staff member. The President and Vice-President will choose the rest of the Council, which includes Secretary, Treasurer, and the following optional roles: a Male and Female Representative, a Student Families Representative, and an International Student Representative under the guidance of their appointed class advisor. The Student Council has direct input into the administration of the school through the Dean of Students' office

See the Student Council Manual for more information.

#### **4.1.2. Qualifications for Student Council Leadership<sup>10</sup>**

Please refer to the [Student Leadership Qualification Requirements](#) policy for further information.

#### **4.1.3. Class Dues**

Class dues are collected at registration each semester. Dues are applied toward the cost of class social activities. Dues are not optional. Non-payment of class dues are treated in the same manner as unpaid bills, i.e., grades will be withheld until full payment is received.

#### **4.1.4. Social Events**

Class-sponsored social events, athletic contests, fundraising events, etc., are held throughout the year for the entire EBIC family. Students also participate in holiday socials, school picnics, and overnight class events (with the class advisors).

For the smooth operation of activities put on by classes or students, all social events must be approved by the Campus Life Director.

#### **4.1.5. Online Student Welcome Event**

At the beginning of the fall semester, online students are encouraged to attend an event designed especially for them. This one-day event will provide an overview of EBIC's mission and allow students to meet professors and other online students to enhance the online learning experience.

#### **4.1.6. First Semester Students**

First semester students come to EBIC with a wide diversity of perspectives on what it means to be a college student. EBIC leadership considers the first semester on campus as a time to build relationships, establish trust, and immerse each new student in the values of EBIC culture and campus life. This orientation takes more than a few days.

To achieve this important goal each new student will be required to take a course entitled "Foundations for Life." This course is theological, but intensely practical, dealing with the "whys" behind different handbook expectations. "Foundations for Life" begins with teaching centered on the Lordship of Christ and personal integrity, and focuses throughout on practical issues like dress code, study habits, and time management.

To ensure that each new student becomes rooted in the values of EBIC culture and campus life, the following guidelines are required for new students in the first semester:

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<sup>10</sup> Student Leadership Qualification Requirements policy

- A. New students are not allowed to develop an exclusive relationship with a member of the opposite sex. No dating privileges are extended during the first semester on campus. (See 4.1.8 Dating Philosophy and Guidelines for more detailed information).
- B. New students are required to live in the dormitory for the first semester.

#### **4.1.7. Mixed Group Activities**

Students are encouraged to participate in mixed group activities both on and off campus. The purpose of the mixed group is to allow each student the opportunity of social interaction with the opposite sex in the context of fellowship and friendship.

As a general rule, a mixed group consists of three or more people with a proportionate ratio of men and women. Mixed group activities are never to be used as a way of bypassing the dating guidelines (see 4.1.8.2 Relationship Guidelines) by using the group as an opportunity for exclusive "pairing off". Students who are a part of mixed group activity are expected to remain with the group for the entire activity. Any group of four comprised of two couples who are not Dean recognized is not considered a mixed group, but a double date and is in violation of the mixed group activities. Students who are found violating the mixed group activities standards will need to meet with the Deans and further disciplinary actions may be given.

#### **4.1.8. Dating Philosophy and Guidelines<sup>11</sup>**

At EBIC, we seek to assist students in discovering the Lordship of Christ in their dating relationships. To this end, EBIC encourages students to develop healthy relationships that are based upon biblical principles, pastoral care, accountability, and community support.

Accountability is vital. Students who wish to spend time together getting to know each other on an individual level before entering a dating relationship, outside of mixed group activities, are asked to make an appointment with the Deans for accountability, covering, and prayer. Students who are interested in starting a dating relationship are required to make an appointment with a member of the Dean's Department to meet regularly, at the discretion of the Dean, for the purpose of setting healthy boundaries and appropriate guidelines as the couples mature. The heart of this meeting is to provide care, counsel, prayer, and support, as well as to acknowledge you as a Dean recognized couple. Students who are not a Dean recognized couple must adhere to mixed group activities.

EBIC has established the following dating non-negotiables and healthy guidelines to help counsel and support students who are entering into dating relationships. These non-negotiables and guidelines apply to all full-time and part-time students.

##### **4.1.8.1. Dating Non-negotiables**

- A. New students are asked to refrain from developing a dating relationship within their first semester on campus.
  - o Students should take the first semester to cultivate a wide variety of friendships with the student body, staff, and faculty. Social times should be invested in many relationships, not just a "special someone." For this reason, EBIC requires that first semester freshmen not pursue exclusive relationships. First semester freshmen coed activities are understood as group activities (mixed group of three or more.) Freshmen coming to EBIC in an already established and recognized relationship may be granted certain privileges after meeting with a member of the Dean's Department. These guidelines may be adjusted as maturity dictates.

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<sup>11</sup> Relationship policy

- B. Dating relationships should not distract students from their primary purpose for coming to EBIC - including spiritual formation, community, and academics (Heb. 12:1).
- C. Do not engage in sexual activity outside of marriage (2 Tim. 2:22; 1 Cor. 6:18).
- D. In accordance with biblical standards, as reflected in EBIC's statement of faith, "marriage is the uniting of one man and one woman". Therefore, it is Elm's policy that dating relationships are to be between a male and female.
- E. Deans encourage couples to seek out a local leader or couple that will speak into their relationship on a regular basis.
- F. Students residing in apartments on campus cannot have their boyfriend or girlfriend visit them alone in the apartment.
- G. Couples should not be alone together in places that are closed off, hidden, or otherwise out of the way of general public accountability. Students who are found in compromised situations will need to meet with the Deans and further disciplinary actions may be given.

#### 4.1.8.2. Relationship Guidelines

- A. For a covering of accountability and, at the discretion of the Dean, Dean recognized couples involving at least one first year student must always be in a mixed group (See 4.1.7) or accompanied by a Dean recognized couple.
- B. Healthy physical and emotional connections should appropriately match the commitment level of the relationship over time.
- C. Healthy balance of exclusive time together and time with community.
- D. Use wisdom and discernment in determining the appropriateness of physical displays of affection in common areas on campus, based upon the biblical principles of living beyond reproach, and honoring others above oneself. (Ephesians 5:15; Heb. 13:4)

#### 4.1.9. Engagement & Marriage

Marriage is one of God's most precious and sacred gifts and one of the most important decisions a person will ever make. Therefore, EBIC encourages students to make any such decision with pastoral covering and counsel. Because marriage is so significant, the Dean's Department encourages student couples who are considering marriage to seek counsel prior to engagement to discuss parental and pastoral support as well as timing for marriage.

#### 4.1.10. International Relations

We are privileged to have international students joining the student body each year and we want to help internationals feel as welcome and comfortable as possible by showing them respect.

American students are encouraged to intentionally reach out to and include internationals in social activities (e.g., dining room, mixed groups, lounge, and café time). It is a special blessing to invite an international student to your home to share a recess, holiday, semester break, or free weekend. One very important area in which we need to be careful concerns behavioral approaches in socializing. If sensitive forethought is used in relating to an international student, many offenses and misunderstandings can be avoided.

We encourage international students to branch out and experience the pulse of American culture. Though there may be great differences from what you are used to, we hope your time immersed in America will add to your life experiences.

Appreciating cultural differences, learning about them and growing through them will create opportunities for lifelong friendships.

#### **4.1.11. On-Campus Socializing Locations**

The following locations are available for student use, i.e., studying, socializing, and relaxing.

- Dorm Lounges: Men and women are not permitted to visit each other's dorm lounges.
- Student Center Lounge/Cafe: The lounge and cafe are for the exclusive use of the EBIC family.

#### **4.1.12. On-Campus Meeting Locations**

The following locations are available for student group use by reservation only (i.e., meetings, classes, etc.). To make arrangements for use of any of these facilities, go through the Campus Life Office.

- Classrooms
- Conference Rooms
- EBIC Café
- Student Center
- Tabernacle
- Main Dining Hall
- Executive Dining Room
- Athletic Center or Field
- College Hall lounge

#### **4.1.13. Online Postings**

Students are reminded that pictures and information posted on the Internet via sites such as Facebook, Twitter, Instagram, YouTube, etc., are all considered public information. Pictures or information from these sources that describe, document, or imply behavior that is inappropriate or in violation of EBIC's Statement of Faith or any part of the Student Handbook will be subject to further investigation, verification, and appropriate discipline. Students are encouraged to live a life "above reproach" and to portray an image that honors God.

#### **4.1.14. Repairs**

For needed repairs for school property, the student should contact their RA who will submit a ticket request to maintenance.

#### **4.1.15. Water**

Students are asked to be as conservative as possible in the use of water. Cars are not to be washed on campus. In case of plumbing failure (faucets, toilets, etc.), repair needs should be reported immediately to and RA who will report it to the Maintenance Department.

#### **4.1.16. Immunization Policy<sup>12</sup>**

All new students must submit immunization and medical information forms to the Dean's Department no later than 30 days from the first day of class or 45 days for students born outside of North America.

#### **4.1.17. Illness and General Healthy Practices**

Illnesses are a part of life. If you have strong symptoms (i.e., active fever, active sore throat, productive cough, vomiting, etc.), believe you may be contagious, or need to miss class please stay in your room and

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<sup>12</sup> Immunization policy

do not go to the library, the gym, the student center, the dining hall, etc., to help you isolate until you are better. You can ask your RA or one of your friends to bring you a meal from the dining hall.

There are some simple practices we can all implement to protect those around us, especially here on campus:

- Frequent handwashing with soap is your first line of defense to help stop the spread. Wash your hands with warm water and soap regularly. When you are not feeling well, wash your hands more often, especially after coughing, sneezing, blowing your nose, etc.
- Avoid touching your eyes and mouth.
- Disinfecting the things you touch frequently to help prevent you and others from coming in contact with germs.
- Get plenty of sleep, when you are sick you will need more rest.
- Stay hydrated.

If you are ill and need to miss class, please reach out to your instructors to let them know you are not feeling well. If you need to miss chapel and have been excused by your instructors, please reach out to the Deans.

#### **4.1.18. Photo & Media Release**

Unless a student specifically revokes his/her permission (by signing a Photo & Multimedia Non-Release Form at the beginning of each semester), it is understood that the student grants permission to EBIC to use his/her name, photograph, story and video/audio in EBIC publications without the student's prior inspection or approval. This may include, but is not limited to, brochures, newsletters and magazines; electronic versions of the same publication or on College websites or other electronic forms of media; and to offer the photographs for use or distribution in other non-college publications, electronic or otherwise, without notifying the student.

#### **4.1.19. Yearbook Photos**

Individual student ID photos will be organized & displayed in class sections (freshman, sophomore, junior, or senior), using the following criteria:

- Full-time regular students — by social class standing
- Full-time mid-term students — by social class standing in the spring semester
- Part-time students — by academic class standing, based on the total number of credits earned

The special Graduates Section will highlight the students who are on track to graduate with the Bachelor of Science degree that spring.

Class group photos will be open to all students (including full-time, mid-term, and part-time) according to their social class standing.

#### **4.1.20. E-mail Correspondence**

The EBIC assigned e-mail account shall be an official means of electronic communication within the EBIC community. Students are responsible for all information sent to them via their assigned e-mail account from faculty, administrative offices, and academic departments. Students should check their EBIC email daily.

#### **4.1.21. Student Contact information**

It is the student's responsibility to notify campus life if any of their contact information (name, address, phone number, emergency contact, etc.) changes.

## **4.2. Dorm Life<sup>13</sup>**

While attending EBIC, the dormitory is the student's home. We hope each student will find a community life atmosphere of love, cooperation, and unity. Most students will share a dorm room with a roommate(s). This provides an opportunity for students who were strangers soon become like members of a family, learning to respect the rights of others, becoming flexible, sharing time, and concerns with one another. Upper classmen and international students may apply through the Dean's Department for a single room if space allows and at a fee. The dormitories are also used for studying. Therefore, we ask that students show genuine concern for the study needs of others. Men may not enter women's dorms and women may not enter men's dorms at any time, except when authorized by a Dean.

The following guidelines are set forth to assure the smooth operation of community life in the dormitories.

### **4.2.1. Resident Advisors**

Resident Advisors (RAs) are a vital component of community life at EBIC and are selected after a screening process. RAs reside in the dorms and function as servant leaders and are an extension of the Dean of Students' Office. They are responsible for encouraging students with personal, social, and academic difficulties while understanding and facilitating a healthy residential environment.

### **4.2.2. Resident Advisors Qualifications<sup>14</sup>**

Please refer to the [Student Leadership Qualification Requirements](#) policy for further information.

### **4.2.3. Key Policy**

Each student is issued a dorm room key and a mailbox key. Loss of either one will result in paying a fee (see Fee Descriptions in Appendix A of the Academic Catalog for details). Replacement keys are obtained from the Campus Life Office. If a lost key is found and returned within the same semester it was lost, the fine will be refunded.

### **4.2.4. Student Emergency Cards and Emergency Information**

The Student Emergency Card must be posted on each student's door; this includes the student's emergency contact and other pertinent information. Emergency Cards are required during the academic year and during the summer should you stay on campus. Should these cards need to be replaced or updated, blank cards can be found in the lobby of the student center. Failure to display Student Emergency Cards may result in disciplinary actions.

It is the student's responsibility to let their RA and the Dean know when they will be off campus for a night. This is so campus officials will know who is away in the event of an emergency and so all students are accounted for.

### **4.2.5. Roommate or Room Request**

Students are permitted to request a specific room and/or roommate(s). The Dean's Department will do their best to honor the requests however requests are not guaranteed. Students who request to be with a specific roommate(s) must do so knowing that it will be for the entire calendar school year (fall and spring semester).

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<sup>13</sup> TRACS Accreditation Standard I.7.2

<sup>14</sup> Student Leadership Qualification Requirements policy

Note: Because you are requesting to room together, mid-semester mid-year request to change roommate(s) will be denied.

#### **4.2.6. Visitors**

Students who would like to have a guest stay in their dorm, must fill out Extended Stay and Dorm Guest Request JotForm a week before the date they are planning to host their guest. If approved the student will receive an email confirmation from the Dean's Department along with the Dorm Stay Payment JotForm. The fee of \$10 per night must be paid in order for the request to be completed and approved. The fee does not cover meals in the cafeteria. Guests must purchase meal tickets at the accounting window if they desire to eat in the cafeteria. All visitors are expected to comply with EBIC's Student Handbook. Students who have guests on campus without permission will be charged a \$50 violation fee in addition to the \$10 nightly guest fee.

Men may not enter women's dorms and women may not enter men's dorms at any time, except when authorized by a Dean.

#### **4.2.7. Furniture**

Rooms are supplied with the appropriate amount of furniture for student needs. Therefore, students are not to remove or exchange furniture between the rooms. Each student is responsible for the care of the furniture in his/her room. Students may be allowed to bring some personal furniture however this furniture must be labeled as their own. All personal furniture must be removed when dorm room is vacated.

#### **4.2.8. Personal Possessions**

Students are responsible for the loss of and/or damage to their possessions. This includes loss of and/or damage to personal possessions as the result of a fire, flood, or natural disaster. It is suggested that students place their name on all personal items. All Personal items must be removed when dorm room is vacated.

#### **4.2.9. Pets**

Dorm students are not allowed to have any pets on the EBIC campus.

#### **4.2.10. Safety**

See [Campus Safety](#) or [Fire Safety Standards and Measures](#) in Appendix B.

#### **4.2.11. Student On-campus Services (SOS)<sup>15</sup>**

SOS is a discipling program that provides opportunities for resident students to serve in various capacities. SOS assists students in developing responsibility and character while maintaining daily cleanliness of shared facilities. This is a family responsibility and requires the participation of the whole community. The services that students provide also allow the college to keep room and board prices as low as possible.

Each Dorm Student will contribute 28 hours of service per semester. Dorm Students should be aware that if they miss any of their scheduled hours they are behind in hours, this includes weeks when breaks begin or end depending on when your shift is assigned. It is the responsibility of the Dorm Student to reach out to their supervisor to make up missed hours. Resident Advisors are exempt from the SOS program.

At the end of each semester, the SOS Coordinator will verify with supervisors that all SOS hours have been completed by the student. Students who have not completed their SOS hours will be required to pay a fee per hour for every outstanding unexcused hour. This fee can be found in the Student On-campus Services Policy. This fee will be added to the student's bill and reflected in Populi.

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<sup>15</sup> Student On-campus Services policy

#### **4.2.12. Dorm Chores<sup>16</sup>**

Dorm chores are a discipling program that provides opportunities for dorm students to serve in various capacities. Just as members of a family share chores around the house, Dorm chores assist students in developing responsibility and character while maintaining daily cleanliness of shared facilities. This is a family responsibility and requires the participation of the whole community. The services that students provide also allow the college to keep room and board prices as low as possible. Please see the Dorm Chore policy for student expectations and the discipline protocol.

#### **4.2.13. Campus Days**

Campus Days involve campus beautification and fulfill partial SOS requirements for resident students.

#### **4.2.14. Student Employment**

Students must post their work schedule on their dorm door. For full-time students, special permission is required from the Dean's Department to work over 25 hours per week.

#### **4.2.15. Scheduled Breaks**

Scheduled Breaks include:

- Fall Break (Canadian Thanksgiving)
- Thanksgiving
- Semester Break (over Christmas)
- Winter Break
- Easter Break

Students are expected to leave the campus during scheduled breaks. Students must return at the scheduled conclusion of the break, however students may not return from breaks earlier than the date and time listed on the Internal Events calendar without permission from the Deans. Permission to stay on campus must be requested in advance through the Dean's Department using Extended Stay and Dorm Guest Request JotForm. Staying on campus during certain breaks may require a fee and no meals are served during scheduled breaks. All guidelines remain in effect for students remaining during breaks. Curfew is extended to 1:00 am during break.

EBIC staff is not responsible for arranging or providing transportation to or from public terminals. Students are responsible to arrange in advance for all individual transportation needs to and from public transportation terminals. If advance plans are not made it is expected that the student will engage the services of a Taxi service.

#### **4.2.16. Weekends Away**

Students are allowed to take free weekends away from the campus according to the following schedule:

Students should not plan visits away from campus when they conflict with EBIC events. These include Foundations Weekend in September, Missions Week in October, Week of Prayer in January, Worship Emphasis week in the spring, Prophetic Presbytery in March, Baccalaureate & Graduation in May, required seminars, and student ministry assignments.

Students may not miss a class to go on a free weekend. They are free to leave after their last class of the week or after chapel should they have classes in the morning only and must return before their first class or chapel of the following week. Exceptions must be cleared in advance by each teacher with whom the student has a class.

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<sup>16</sup> See Dorm Chore policy

The destination, contact information, leave date, and return date must be posted on the student's dorm room door before they leave for the weekend. It is required that the student's RA knows their whereabouts in case of an emergency.

Students having work scholarship or student ministry responsibilities must follow the appropriate procedures for securing replacements before leaving for the weekend.

#### **4.2.17. Dorm Room Checkout<sup>17</sup>**

Cleaning supplies are available for student use and are located in the bathrooms or hall closets; supplies must be returned when the student is finished with them.

Students may not use the following anywhere in the dorms: staples, tape, large nails, screws, rubber cement, contact paper, or any form of adhesive\* or fastening material. This also includes no painting, wallpapering, or stenciling. Decorations may be adhered to dorm walls and doors with only: sticky-tack, Hold-it gum, or similar products. All wall hanging applications of any type must be removed before you check out of your dorm room. \*Note: Command style strips and similar types of wall adhesive applications will result in paint damage, drywall damage, or other damage which will result in a fine.

Windows must be closed and locked during scheduled school breaks and/or long absences from the room. Dorm rooms must be locked, and lights/fans turned off whenever the room is vacant.

Due to continued use of dormitory space after students depart rooms, hallways, lounges, bathrooms, prayer rooms and all other common areas must be left in the same clean and orderly condition in which they were found. Dirty or damaged dorm spaces will result in a significant fine, see Fee Descriptions in the Dorm Room Checkout policy. Each student will be responsible to complete the 'Dorm Room Checkout' form and have it signed by an RA and turn in their keys when they move out.

#### **4.2.18. Room Inspections**

The purpose of room inspections are to encourage and instill habits that reflect a life honoring and dignifying God and what He has provided, and to prepare students for future leadership roles, appreciating that leading by example is powerful. The intention is that your room is always neat and clean and the inspections are a touch point of accountability.

All dorm rooms will be inspected until there are four consecutive weeks of passing room inspections each semester. Students who pass four consecutive weeks of room inspections will be released from room inspections. For students who do not pass four consecutive weeks of room inspections, the inspections will continue until there is a consistent pattern of passing room inspections. If after eight weeks, students who are not released from room inspections will meet with a dean and further disciplinary actions will be applied, please see the Discipline Sanctions policy for disciplinary actions.

There will also be inspections before breaks. EBIC reserves the right to conduct room inspections at random times throughout the year without notice. Students who fail random inspections will need to pass four consecutive room inspections to be released again. All inspections will be performed with at least two people present.

Room inspections will include:

1. Floor vacuumed - please vacuum weekly
2. Garbage – garbage should not be overflowing or contain food garbage
3. Bed made – should be neat and tidy
4. General organization – including, but not limited to desks, chairs, cords, closets, dresser drawers not overflowing and are closed properly, laundry basket not overflowing, etc.

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<sup>17</sup> See Dorm Room Checkout policy

#### **4.2.19. Trash**

Trash dumpsters and recycling receptacles for paper and plastic can be found by the West Apts., North A and B Apts., and behind Washington. All trash must be placed inside the dumpster. All boxes should be broken down and placed inside the special dumpster for recycling cardboard located behind the Cafeteria.

#### **4.2.20. Storage<sup>18</sup>**

EBIC offers student storage option. A fee may apply.

#### **4.2.21. Food**

Students may keep snacks in their rooms as long as the food is enclosed in adequate containers. Refrigerators are provided in each dormitory for student use. Please put your name and the date on refrigerated items. Borrowing or using another student's food without permission is stealing and is strictly prohibited. Students are responsible for cleaning refrigerators in dorm areas.

#### **4.2.22. Music**

Musical instruments may be played in the dorms with discretion and consistent with the Core Values.

- Permission for using EBIC instruments in the Tabernacle (i.e., drums, piano, etc.) must be obtained from the Music department.
- Philosophy, tastes, and personal convictions concerning music vary greatly among Christians. Deference to other students and visitors requires that neither the volume nor choice of music should cause disturbance or offense. Volume setting should be low enough to ensure that music played in a dorm room does not carry into hallways or other rooms.
- Students are asked to guard not only their own conscience in their personal choice of music but to also guard the conscience of their brothers and sisters (Romans 14:1-22, 1 Cor. 8:1-13).

#### **4.2.23. Prayer Rooms**

A campus prayer room located on the main floor in the Tab is available to all students. In addition, prayer rooms are located in many of the dormitories for student use. Prayer rooms are not to be used for fellowship, study, or storage. When praying, please pray quietly in consideration of others in the dorm.

#### **4.2.24. Laundry**

Students are to use the following guidelines when doing their laundry on campus:

- Washers and dryers are located in the dormitories for current dorm student use only.
- Laundry facilities may not be used after curfew. (see Curfew section)
- Additional guidelines for their use are posted in the laundry areas.

#### **4.2.25. Curfew**

As part of the daily discipline involved in leadership training, and to create an atmosphere conducive to mental and physical well-being, EBIC enforces a nightly curfew. Curfew times are as follows:

- Sunday through Thursday: Students are to be in their dorm building by 11:30 p.m.
- Friday and Saturday: Students are to be in their dorm building by 1:00 a.m.
- Breaks: Student staying on campus during breaks are to be in their dorm building by 1:00 a.m.

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<sup>18</sup> See Student Storage Procedure

- Lights out: Lights out is at the discretion of each room (For example, if one student is unable to sleep with lights on, the roommate would be required to study in the dorm lounge.)

Students in violation of curfew will be required to meet with a Dean. Continued violations may result in further disciplinary action.

#### **4.2.26. Quiet Times**

Because the student body is made up of a diversity of age groups, schedules, needs, and habits, it is necessary to have scheduled times of quietness for the purpose of rest, study, and prayer.

Quietness must be maintained in the dormitories during the following times:

- Daily from 10 p.m. to 8 a.m.
- During these hours there must be no loud conversations or other activity in the halls.

It is important to note that quiet time starts before curfew. When coming in around curfew please be quiet with not only your voices, but with closing doors, walking, in the restrooms, etc., being mindful that some of your dorm-mates are sleeping.

#### **4.2.27. Meetings**

Each single dorm student is assigned to a small group called a cadre. An RA leads each cadre. Cadres meet regularly for the purpose of building relationships and establishing accountability. Cadres also regularly meet with other cadres on their respective halls for times of fellowship and building community life, these are called Hall Meetings. It is required for dorm students to attend regular Hall and Cadre meetings.

#### **4.2.28. Discovery Days**

During the fall and spring semesters, prospective students will be on campus as EBIC guests. They will attend classes, chapels, and special services to discover God's direction for their lives. Many students will be asked to be hosts by sharing their room and extending friendship to our guests. Arrangements for the housing of our Discovery Days guests are made through the Admissions and Dean's Department. Students will be notified and given instructions to assist them in hosting our guests. Weekends away need to be synchronized with the responsibilities of being a host. This may mean shortening a trip or planning it for another time.

### **4.3. Family Life**

Through the years, many couples and single parents have experienced a tremendous amount of joy during their time at EBIC. Though there will be many opportunities for adjustment and flexibility, all of these will add up to a significant part of one's development for life and leadership in the Kingdom of God!

#### **4.3.1. Dress Code**

As a student, you are expected to abide by the student [dress code](#) as listed in the Code of Conduct. Spouses and children are to reflect appropriate attire as well.

#### **4.3.2. Weekends and Events**

There are no restrictions for student families taking free weekends. Student families are expected to attend as many of the following events as they are able: Foundations Weekend in September, Missions Week in October, Week of Prayer in January, Prophetic Presbytery in March, Baccalaureate & Graduation in May.

### **4.3.3. Visitors**

Your visitors are to comply with EBIC's campus guidelines pertaining to dress and conduct as described in this Handbook.

### **4.3.4. Student Employment**

Typically, a student with a family finds it necessary for one or both spouses to work during all or part of their time at EBIC. Employment will at times conflict with EBIC requirements. It is expected that a high priority will be placed on each EBIC requirement and that every effort will be made by the student to meet these requirements. The Dean of Students' office must approve any departure from normal EBIC requirements in advance.

### **4.3.5. Dining Hall**

Meals are available in the Dining Hall for student families at reasonable rates. You are invited to come any time to share fellowship and a meal with the other students. Meal tickets can be purchased from the Accounting Office.

### **4.3.6. Social Life**

Should you or any of your children become involved with an EBIC student, the [dating guidelines](#) as explained for each respective class will be observed.

Single parent students, married students along with their spouses are encouraged to attend the social activities that are a part of their class.

### **4.3.7. Guidelines for Children**

Please read, discuss, and implement the following guidelines with your children:

- You are responsible for the conduct of your children. Property damaged by your children must be repaired or replaced immediately.
- When classes or meetings are in session, they are not to be loud or noisy near meeting areas.
- No children are allowed in the weight room, Student Center, or Dining Hall without adult supervision. Also, no children are allowed to participate in student activities without permission from the Campus Life Office.
- The athletic field and surrounding property are available for play and recreation. Please supervise young children playing near the pond. Swimming or wading in the pond and climbing the water tower are prohibited at all times.
- It is unlawful to discharge firearms, fireworks, or explosive devices within the Village of Lima limits. This includes the entire campus of EBIC.
- Children are not allowed in student dorms.

### **4.3.8. Chapels**

Married and single-parent students are expected to attend at least one chapel for each three-unit hours of classes taken. This means that a full-time student averaging 16-unit hours of course work per semester would be expected to attend the three regularly scheduled chapels each week. The Dean of Students' Office must approve exceptions.

## Section 5: Sexual Misconduct and Title IX Compliance<sup>19</sup>

EBIC is committed to creating and maintaining an academic and work environment that respects each person and nurtures the trust of its mission. The College has general expectations of students and employees and expects all to behave in a manner that supports the College's Mission, Statement of Faith, and Core Values, including respecting and protecting the personal rights of others.

The College seeks to create and maintain an environment free from intimidation or injury generated by sexual harassment, including domestic violence, dating violence, stalking and sexual assault. The College will act to eliminate such practices from our community and to remedy their effects. All members of the College community are entitled to a professional working and learning environment and are accountable and responsible for maintaining a respectful and trusting environment.

Any complaints involving sexual harassment, domestic violence, dating violence, sexual assault, and stalking must be submitted in writing and will be handled under the College's Sexual Misconduct and Title IX Policy.

The Clery Report may be accessed at [elim.edu](http://elim.edu)

### Contact Information:

- Title IX Coordinator 585-497-7979
- Campus Safety 585-355-1428
- Local Law Enforcement 911
- State Police 24-hour hotline 1-844-845-7269

### 5.1. Definitions

**“Domestic violence”** means violence of any kind committed by the victim's current or former spouse, current or former cohabitant, current or former partner, or any person similarly situated under domestic or family violence law. Violence includes, but is not limited to, physical, verbal, or emotional abuse. This refers to a domestic relationship where the parties are related or on close relationship.

**“Dating violence”** means violence by a person who is in a romantic or intimate relationship with the victim. Violence includes, but is not limited to, sexual, verbal, or physical abuse, or the threat of such abuse. This refers to people in a casual relationship.

**“Stalking”** When a person intentionally, and not for a legitimate purpose, engages in a course of conduct directed at a specific person, and knows or reasonably should know, that such conduct:

- Is likely to cause reasonable fear of harm to the physical health, safety, or property of such a person, a member of such person's immediate family or a third party with whom such person is acquainted;
- Causes harm to the mental or emotional health of such person, where such conduct consists of following: telephoning or initiating communication or contact with such a person, a member of such person's immediate family or a third party with whom such a person is acquainted, and the actor was previously clearly informed to cease that conduct; Is likely to cause such a person to reasonably fear that his or her employment, business or career is threatened, where such conduct consists of appearing, telephoning, or initiating communication or contact at such a person's place of employment or business, and the actor was previously clearly informed to cease that conduct.

**“Sexual assault”** means any nonconsensual sexual act proscribed by Federal or State law, including when the victim lacks capacity to consent.

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<sup>19</sup> Article 129-B of the New York State Education Law requirements

The College is in compliance with Title IX of the Education Amendments of 1972, the Violence Against Women Reauthorization of 2013, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act also known as the Clery Act and Article 129-A and Article 129-B of the New York State Education Law.

**5.2. Affirmative Consent** is a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant's sex, sexual orientation, sexual identity or gender expression.

- Consent to any sexual act or prior consensual activity between or with any party does not necessarily constitute consent to any other sexual act.
- Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol.
- Consent may be initially given but withdrawn at any time.
- Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by the lack of consciousness or being asleep, being involuntarily restrained, or if an individual otherwise cannot consent. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs, or other intoxicants may be incapacitated and therefore unable to consent.
- Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.
- When consent is withdrawn or can no longer be given, sexual activity must stop.

### **5.3. Student's Bill of Rights**

Regarding incidents of domestic violence, dating violence, sexual assault and stalking, all students have a right to:

1. Make a report to local law enforcement and/or state police.
2. Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously.
3. Make a decision about whether or not to disclose a crime or violation and participate in the judicial conduct process and/or criminal justice process free from pressure by the college.
4. Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard.
5. Be treated with dignity and to receive from the institution courteous, fair, and respectful health care and counseling services, where available.
6. Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed or should have acted in a different manner to avoid such crimes and violations.
7. Describe the incident to as few college representatives as practical and not be required to unnecessarily repeat a description of the incident.
8. Be protected from retaliation by the college, any student, the accused and/or the respondent, and/or their friends, family and acquaintances within the jurisdiction of the college.
9. Access to at least one level of appeal of a determination.
10. Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or respondent throughout the judicial or conduct process including all meetings and hearing related to such process.

11. Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial process of the college.

## **5.4. Amnesty**

The health and safety of every student at Elim Bible Institute and College is of utmost importance. EBIC recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence, including but not limited to domestic violence, dating violence, stalking, or sexual assault occurs may be hesitant to report such incidents for fear of potential consequences for their own conduct. EBIC strongly encourages students to report domestic violence, dating violence, stalking, or sexual assault to school officials. A bystander acting in good faith or a reporting individual acting in good faith that discloses any incident of domestic violence, dating violence, stalking, or sexual assault to school officials or law enforcement will not be subject to the school's code of conduct action for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the domestic violence, dating violence, stalking, or sexual assault.

## **5.5. Advisory Committee**

EBIC has an Advisory Committee that is comprised of a male and female representative for each of the following: faculty, staff, and students. The committee reviews current campus security policies and procedures and make recommendations for their improvement, as well as provide crime report statistics on the EBIC website and to the appropriate governing bodies.

# **Section 6: Campus Safety<sup>20</sup>**

## **6.1. Firearms and Weapons**

Firearms: Students are not allowed to bring or discharge firearms, fireworks, or explosive devices at the campus. BB, pellet, air, and paint guns are considered firearms and are not to be brought or used on campus. Bow and arrows; and blowguns are also not permitted to be used on campus. Hunting or Utility knives are not permitted in the dorms or on campus, however small pocketknives with blades no larger than 2.5 inches are permitted.

## **6.2. Fire Safety**

Due to strict fire regulations, caution must be employed with regard to the location and operation of various electrical appliances. All appliances, power strips, etc., must be UL listed. All power strips must be surge protected and all multi plug outlets must be UL listed and surge protected. Under no circumstances are extension cords to be used anywhere in the dorm building. Smoking in any form and open flames of any kind are strictly prohibited in all on-campus student housing facilities.

Note: there will be random and unannounced fire inspections at the discretion of Campus Safety and/or the Fire Marshall at any point during the academic year or summer. There will also be periodic inspections for fire extinguishers during the academic year or summer. Violations of these Fire Safety standards are subject to the Discipline Sanctions policy, however, due to the nature of fire safety the discipline protocol may change at any time.

The following items are not allowed in the individual dorm rooms of our student housing facilities, because of the fire and life safety risk:

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<sup>20</sup> TRACS Accreditation Standard I.7.2

- Candles
- Incense
- Electric or candle-heated potpourri burners
- Vaporizers - the type that uses a ceramic heating element to diffuse aromatherapy herbs and oils
- Smoke/fog machines
- Electric blankets
- Electric heaters
- Microwaves
- Toasters & Toaster Ovens
- Cooking Appliances - which includes anything with an exposed heating element, such as hot plate
- Coffee makers and water kettles are only allowed in dorm rooms if they have an automatic shut-off (e.g., Keurig)
- Hairdryers, curling/straightening irons, hot curlers
- Irons
- Humidifiers

For the use of electrical devices not listed, please check with the Campus Safety Coordinator for permission.

The following items may be used in public spaces such as kitchens, bathrooms, and lounges, in our student housing facilities:

- Microwaves
- Toasters and toaster ovens
- Cooking Appliances – which include anything with a heating element, such as hot plate
- Coffee makers and water kettles
- Hairdryers, curling/straightening irons, hot curlers
- Irons
- Christmas/Twinkle lights – these cannot exceed coverage of 25% of the room and/or corridor. It is NOT permitted to be draped across ceilings, near or by the smoke/fire detectors and may not be around doorways.

Electrical appliances permitted for use in dorm rooms:

- Fans (except fans with a heating element)
- Small refrigerators
- Coffee makers and water kettles are only allowed if they have an automatic shut-off (e.g. Keurig)
- Christmas/Twinkle lights – these cannot exceed coverage of 25% of the room and/or corridor. It is NOT permitted to be draped across ceilings, near or by the smoke/fire detectors and may not be around doorways.

Non-Electrical items permitted in dorm rooms:

- Posters/Signs – these cannot exceed coverage of 25% of the walls in the room. These cannot cover any outlets on walls.
- Tapestries and Flags must be no larger than 34”X 40” and may not cover any heating vents or electrical outlets. Limited to 1 per room.
- Curtains – these are permitted; however, they cannot cover any heating ducts or vents. They must be at least 12 inches above a heating duct.

Students are asked and expected to conserve energy. Please enable energy-saving settings on computers and monitors. Turn off lights, computers, monitors, fans, etc. when leaving a room.

For False Alarms and Fire Regulations: See [Fire Safety Standards and Measures](#) in Appendix B

### **6.3. Vehicle and Bicycle Use on Campus<sup>21</sup>**

All vehicles, including motorcycles and trailers, must be registered with EBIC. Dorm students obtain vehicle registration forms and parking permits through the Campus Life Department at the beginning of each semester, or on the first business day after the vehicle is brought to the campus.

The on-campus speed limit is 15 m.p.h. All traffic and parking signs are to be obeyed. Parking violations may result in fines and/or towing. Repeat violations will result in the loss of on-campus parking privileges.

Extensive car repairs are not permitted in the student parking lots. If repairs are needed please make arrangements to do so near the garage area. For more information please contact the Deans. If prior arrangements are made, vehicles may be stored on campus while away on a ministry trip.

All owners of motor vehicles who desire to park on the property of EBIC must register and pay for their vehicles with the Campus Life office and display a current EBIC parking permit. There is a fee for parking on campus, (see Fee Descriptions in Appendix A of the Academic Catalog for details). Parking permits are valid for one school year. Vehicles must display current license plates and registration and have active insurance coverage that meets New York State minimums. Student vehicles must be maintained in operating condition. If during the term of its parking permit a vehicle is replaced with another, the student must register the new vehicle with the Campus Life office and pay for a replacement permit.

Student parking is assigned and limited to the upper Faling lot, the large Library lot, the North overflow lot, and the Watson lot. All other campus lots are restricted and not for student parking. Vehicles parked in unauthorized lots, reserved areas, fire lanes, on the lawn, or in areas other than their permits allow will be ticketed.

Students may bring a bicycle to campus. EBIC is not responsible for any loss, theft, or damage to bicycle parked or stored on campus. Bicycles that are unidentified and/or unclaimed will become the property of EBIC after 30 days. During winter months, bicycles may be stored in a location designated by the Deans, otherwise there are two centrally located bicycle racks, one outside of the Dining Hall and a second on the west side of Spencer Hall. Students are encouraged to use bicycle locks when storing their bikes. Students may not store their bicycle in the dorm buildings. Dorm students who leave campus for the summer may not store their bicycle on campus over the summer. Bicycles may not be ridden inside the dorm buildings. Student families may also have bicycles and can keep them in their apartment storage unit.

## **Section 7: Building Use Guidelines**

Elim Bible Institute and College has thirteen buildings that are used for on-campus student housing facilities and four non-housing related buildings. All of them are equipped with smoke alarms and fire extinguishers. For more detailed information on campus buildings see Section 9 - A Campus Tour.

### **7.1. Dining Hall**

#### **7.1.1. Food Service**

The following guidelines relate to the use of the Dining Hall:

- Students are not permitted in the kitchen area except as required by work duties.
- No dishware, utensils, or equipment may be removed from the kitchen or dining room.
- All meals are served in the Dining Hall. (Special permission may be granted for taking food trays to sick students.)
- Your personal student I.D. card must be presented to the dining room monitor at each meal. Report lost cards to the Campus Life Office immediately and make arrangements for a replacement. You

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<sup>21</sup> TRACS Accreditation Standard I.7.2

will have 48 hours to obtain a new card in order to receive your dining hall meals. By downloading the Populi app on your phone, you can also access and use a digital student ID.

- Food Services can make special provisions for unusual dietary concerns. Please speak to the Food Service Director if you have questions or dietary restrictions.
- Please do not take more food than you can eat. Students are free to return to the serving lines for seconds.
- All students are required to clear their own tables and to pick up any trash in their respective areas.
- Sack lunches are available for those involved in a Student Ministry over mealtime. Please make arrangements with the Food Service Director the day before.

### **7.1.2. Dining Hall Atmosphere**

The following guidelines are suggested to maintain a considerate family atmosphere at mealtimes:

- Be courteous to EBIC guests by inviting them to go to the head of the meal line.
- Do not cut into the food line unless you have a scheduled school or staff function to attend.
- Limit your table conversation to pleasant subjects that include everyone at the table.
- Be restrained in your laughter and the loudness of your talking at the table.

## **7.2. Athletic Center**

Recreational activities are held in the Athletic Center. A schedule of activities and workout times will be posted in the Athletic Center and on-campus bulletin boards. Those desiring to schedule special event or class activities must obtain permission from the Campus Life Office.

When using the Athletic Center, you will need two pairs of shoes; one pair is to be worn walking to and from the Athletic Center, the other pair must be sneakers worn only on the gym floor. Rough play is not permitted in the Athletic Center.

Equipment and materials may be reserved through the Campus Life department. Students will fill out the *Reservation of Facilities and Athletic Equipment* JotForm, located in Populi's Files, to borrow basketballs, soccer balls, volleyballs, racquetball supplies, and other equipment. Once the JotForm is submitted by the student, the Campus Life office will respond within 48 hours with an approval or denial if items are not available.

No one under the age of 16 is allowed unsupervised in the Athletic Center. This is subject to the discretion of the Campus Life Office.

There are no open hours for the Athletic Center during school breaks. This does not effect anyone with a gym membership.

## **7.3. Student Center**

This building houses the following offices: the President's Office, Accounting, Administration, Institutional Effectiveness, Financial Aid, Campus Life, Ministry, Dean of Students' Office.

### **7.3.1. Student Lounge/Café**

- Open for the students to use. Maintenance of the lounge and Café is the responsibility of all who make use of the facility.
- Any furniture or cushions that are rearranged must be returned to their original places prior to the user's departure.
- All trash must be placed inside proper receptacles, which are located throughout the area.

- Personal belongings brought into the Student Center must be taken when leaving. Items left behind will be discarded after one week.
- Café hours and menu are posted.

#### **7.4. Tabernacle**

This building is used for most chapel services, Music Department, music practice, some classes, and a men's dorm on the lower level. Women may not enter the men's dorm area without permission from the Dean of Students' office, except to use the women's bathroom located in the lower level.

## **Section 8: Student Services<sup>22</sup>**

### **8.1. Health and Wellness Care**

EBIC will care for the health needs of its students by providing proper training to the Resident Advisors on how to respond to medical emergencies and by posting medical referral information in every dorm and on the Student Center bulletin board for non-emergency health needs.

During RA training, the Dean of Students' Office instructs all RA's on how to use the first aid kits, respond to medical emergencies (911) and communicate with staff leadership during a medical emergency. RAs will also receive some basic emergency care procedures through informal training by a registered nurse on campus. When students have non-emergency medical needs, the Resident Advisors and Deans will refer students to appropriate health care centers such as Urgent Care in Henrietta as well as hospitals that accept patients with *no medical insurance*. The Medical Referral form will also include information on mental health providers, women's health services, and primary care physicians. For emergencies call 911. The Resident Advisors will distribute the referral information during the first week of the semester. This information will also be posted in each hall and placed on the Campus Life Communications board throughout the academic year.

Students who seek to resume study on campus after taking a mental health-related leave of absence, withdrawal, or hospitalization will have to meet specific eligibility conditions for both their protection, as well as, for the protection of everyone in the EBIC community.<sup>23</sup>

Throughout the semester, nutritional seminars and physical fitness classes are offered to encourage healthy eating and physical fitness.

### **8.2. Intramural Sports**

Through intramural sports, EBIC encourages students to enjoy recreational sportsmanship and fitness through team-oriented competitions. A student-lead sports committee is formed at the beginning of the academic year and their task is to organize various sports-related activities throughout the academic year; soccer intramural games in the fall semester, volleyball intramural games in the spring semester, and a touch football game are planned every year.

### **8.3. Mail Delivery**

Students enrolled in 6 or more credit/unit hours are issued a student mailbox.

- *Mail:* mail is distributed to each student's mailbox Monday through Friday. Because important memos are placed in mailboxes, it is important that students check their mailboxes daily. Student mail should be sent to the following address:

<sup>22</sup> TRACS Accreditation Standard I.7.2

<sup>23</sup> Campus Health and Wellness policy

- Elim Bible Institute and College  
Student name and student mailbox #  
7245 College Street  
Lima, New York 14485

- *Packages:* when packages are received on campus, the Campus Life Office will notify the student by sending a package notice to the student's email. Please come to claim your package during the package pick-up hours posted on the Mailroom door.

## 8.4. Printing

Printers are located at the Campus Life Office and needed printing can be requested and sent to campuslife@elim.edu. Scans may be saved to a USB device or can be e-mailed to your e-mail address per request. See the Campus Life Office and the Fee Schedule in the Academic Catalog for any applicable fees.

## 8.5. Wireless Internet Access

Public wireless internet access is provided on campus and available to the students.

## 8.6. Academic Advising

The Registrar and Program Chairs advise students in their academic program and course registration. Additionally, the Academic Office assigns a faculty advisor to each student. Students are encouraged to consult with faculty and/or advisors regarding any academic or vocational questions. Although advisors are available to assist students, all students must accept full responsibility for identifying and completing requirements as they are listed in the catalog.

## 8.7. Career Counseling

EBIC offers guidance in making career decisions in various ways:

- For students who desire to continue getting more education, the academic office provides information about articulation agreements with other colleges.
- A Capstone course, required for all students in the Bachelor of Science Program, guides the student in defining their future goals and ministry objectives, assessing their individual gifts and personality types, and preparing their personal portfolio for possible job interviews.
- Free Resume Review Service at the academic office – each student may get advice on how to prepare a resume; submit a resume and receive feedback and recommendations; view sample resumes.
- Senior Job Questionnaire and One-on-one meetings with the Ministry Director– available to students in the Bachelor of Science Program only. They are asked to participate in the job questionnaire identifying their desire for ministry jobs and defining their calling, future aspirations, and plans. A meeting with the Ministry Director follows the survey where the student has an opportunity to ask questions and discuss his/her plans personally.
- Ministry Job posting board – available via the college website – Ministry opportunities, or at <http://elimplacement.org/>. This website allows EBIC students and various churches/ministries to connect with each other regarding their respective job interests.
- Chapel guest speakers – each academic year a few ministry leaders are invited to speak at EBIC's chapel. After chapel, the speaker is available to our students during lunch. Interested students have an opportunity to ask questions and find out how to get involved in that particular ministry.
- Ethnos Conference – every fall semester all full-time students attend a missions emphasis conference called Ethnos. Various missions and ministries are also invited to participate in this conference. Students have the opportunity to connect with each ministry and get information about it.

## 8.8. Learning Assistance

EBIC is committed to providing qualified students with physical or learning disabilities an opportunity to take full advantage of the College's programs, activities, services, and facilities. Examples of reasonable accommodations include special classroom seating, note-taking assistance, extended time for tests, recording of lectures, and special housing arrangements. Students who are eligible for learning assistance, determined through the admissions process can contact the Special Needs Coordinator at [disabilityservices@elim.edu](mailto:disabilityservices@elim.edu) or call 582-8210. For more detail, refer to the [ADA policy](#).

## 8.9. Cultural/Educational/Religious Opportunities

EBIC is located near the culturally diverse city of Rochester; throughout the year, there are multiple festivals and cultural events for students to participate in. EBIC students also have access to educational and religious organizations like the Lima Historical Society, Uganda Water Project, and Elim Fellowship.

- During the month of May, the *Lilac Festival* features thousands of fragrant lilacs, over 100 musical performances, craft booths, kid's rides, and various forms of entertainment at the Highland Park. More information is listed on [lilacfestival.com](http://lilacfestival.com)
- In September, there is a fine art and crafts festival called the *M and T Bank Clothesline Festival*, which features more than 400 local and regional artists. This festival is located at the Memorial Art Gallery. More information is available on [mag.rochester.edu](http://mag.rochester.edu).
- Rochester is the home of Susan B. Anthony and the birthplace of the Women's Rights Movement. To visit the Susan B. Anthony home or participate in events like the *New York's Women's Suffrage Centennial* visit [susanbanthonyhouse.org](http://susanbanthonyhouse.org).
- The *Lima Historical Society* offers events throughout the fall to educate the community on Lima's rich history. For more information about historical tours and events, visit [limahistorical.org](http://limahistorical.org).
- The *Uganda Water Project* provides safe drinking water to villages in Uganda every year. In April, the Uganda Water Project will partner alongside Elim Gospel Church and other local organizations to sponsor a 5K run fundraiser to assist their humanitarian effort. For more information, visit [ugandawaterproject.com](http://ugandawaterproject.com).
- *Elim Fellowship* is located on the Elim campus and exists as a "Christ-centered world-wide revival fellowship to strengthen the leader, to equip the church, to reach the world." This ministry affiliating network of churches and leaders offers our students a variety of ministry opportunities after graduation. For more information, visit [elimfellowship.org](http://elimfellowship.org).

## 8.10. Students with Food Allergies<sup>24</sup>

For students with food allergies, we try to accommodate by providing alternate meal options, such as nut-free /gluten-free options if the main course contains either of these allergens. We ask that students with medically diagnosed food allergies consult with the Food Service director regarding the preparation of meals at EBIC dining facilities. If a student has a severe allergy, we ask that he/she request a copy of the monthly menu plan and check daily with the kitchen for any changes that may have occurred. The Food Service director is available to discuss menu food preparation and ingredients. Students are asked to fill out the Food Allergy JotForm which can be found in Populi under the Files Tab, For Students, Available JotForms or in Populi under the Links tab.

## 8.11. Lost & Found

There are two Lost & Found locations: Student Center and the Athletic Center. EBIC is not responsible for personal property loss. Items that are not claimed prior to each college break will be donated or discarded.

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<sup>24</sup> Food Allergy Communication policy

## Section 9: A Campus Tour

### A HISTORIC CAMPUS

The campus on which Elim Bible Institute and College is situated today has a long history of Christian significance, pre-dating by 120 years EBIC's purchase of the property in 1951. The campus was originally the home of the Genesee Wesleyan Seminary, which was founded in 1832 as a result, according to historians, of the impact of Charles Finney's revival crusades in Rochester. The Methodist seminary, which was one of the first schools of higher education in Western New York, occupied the campus for 109 years before closing its doors in 1941.

#### Spencer Hall

This building is temporarily closed.

The first building constructed on the campus of Genesee Wesleyan Seminary, Spencer Hall burned to the ground in 1842 and was promptly rebuilt on its original site. Today, the top two floors serve as a dormitory, and the lower two floors house a receptionist/switchboard operator, administrative offices, guest rooms and lounges, and a few apartments. Except for the addition of the front veranda in the late 1800s, this building looks very much as it did at that time.



#### College Hall

The first floor is open where four finished classrooms are located along with the Academic Offices. Faculty offices are located in the basement and a large classroom is open on the second floor.

Built in 1851, this classroom building stands today as one of the area's best examples of Greek Revival architecture. Today, the exterior of the building is virtually unchanged, though the interior of the building has been remodeled and modernized throughout the years.

#### Watson Hall

This building was named after Eva Watson Clark (Class of 1928) who served EBIC as Dean of Women for over 20 years. Erected in 1969, the building was designed for use as a dormitory but was originally utilized as classrooms while the public-school system in Lima used College Hall as classrooms. This building currently houses student dormitories.



#### Washington Hall

Originally constructed in the late 1800s to be used as a laundry and dormitory, this building today houses student dormitories on the second and third floors, Admissions offices on the first floor, and housekeeping offices in the basement.

## **I.Q. Spencer Tabernacle**

Built by EBIC's Maintenance Department, the “Tab” was completed in 1972 and named in honor of the founder and first president of EBIC. The auditorium seats about 800 people when both wings are open. (These wings may be closed off to make classrooms and meeting areas.) The balcony portion of the Tab accommodates the sound and recording facilities. The lower level of the Tab is used as a dormitory.



## **North Complex, Buildings A & B**

Constructed in 1980 and 1996 to house student families, these buildings contain one, two, and three-bedroom apartments that are used for housing staff and student families.



## **Library Building**

Constructed in 1980, this building houses the student library facilities, dorm rooms, and faculty offices.



## **Faling Hall**

This dormitory was built in 1897 by Genesee Wesleyan Seminary. It is named after GWS alumnus David R. Faling.

## **Staff and Student Housing**

Many of EBIC's faculty and staff live in apartments on campus. Buildings 16 (West Apartments) and 15 (South Apartments) were built in recent years. The three buildings across the street (12-14) were built in the late 1800s and were originally used for classrooms; later, they were renovated for use as staff and student apartments. Today these buildings house student families as well.



## **Garage**

This building is used for the maintenance of school vehicles and equipment.

## **Student Center**

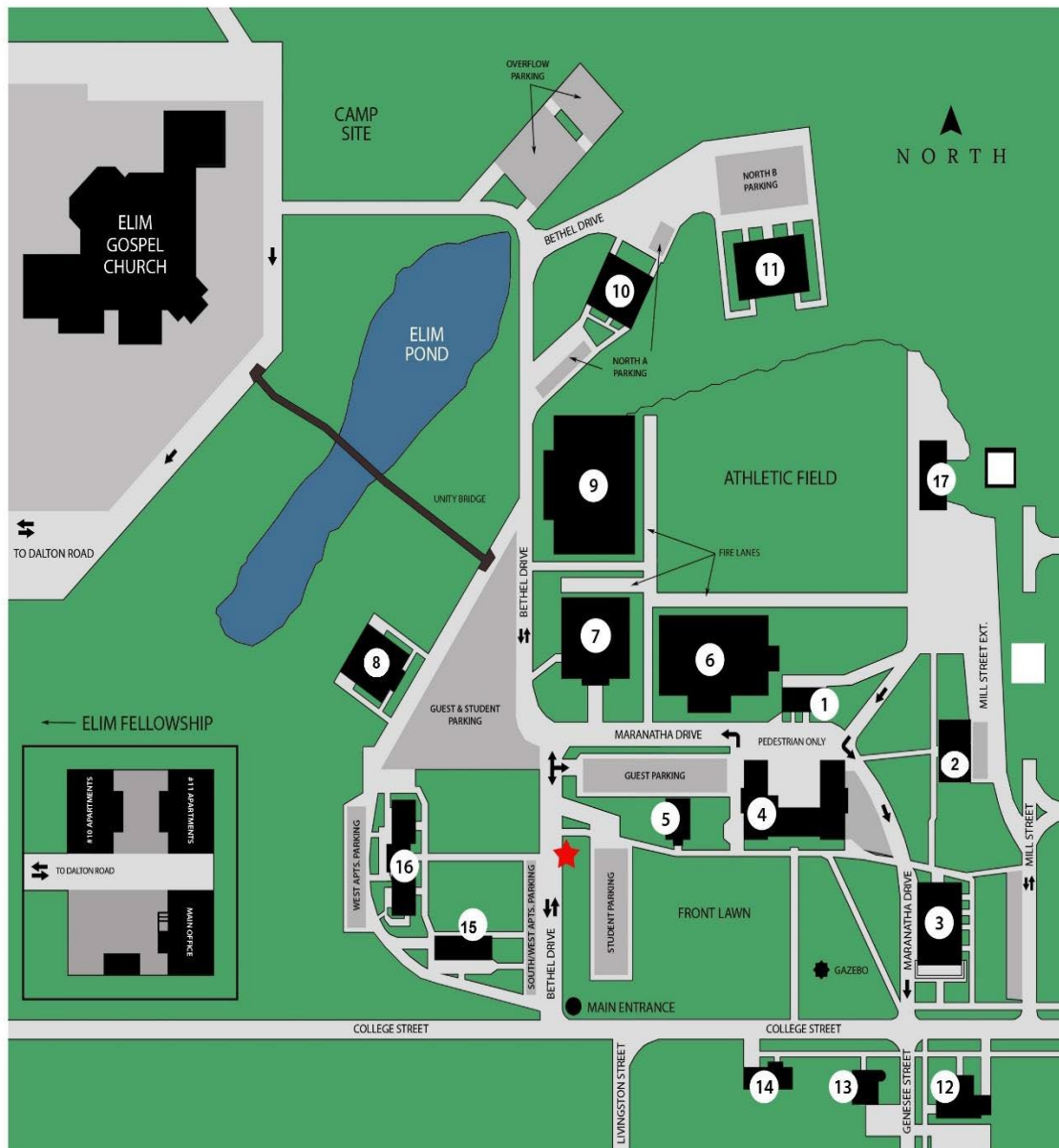
Constructed in 2000, this building houses the following: the Dining Hall, Kitchen, Food Service Offices, Student Café and Lounge, student mailboxes, classrooms, the President's Office, Accounting, Administration, Institutional Effectiveness, Financial Aid, Maintenance, Campus Life, and the Deans' Offices.



## **Athletic Center**

Completed in 2002, this building houses the school gymnasium, weight room, racquetball courts, and indoor track.

## Elim Bible Institute and College Campus



- |  |                                    |                                    |
|--|------------------------------------|------------------------------------|
| 1. Welcome Center / Washington Hall    | 7. Tabernacle 7245 Maranatha Dr.   | 13. Blake Hall 7252 College St     |
| 2. Watson Hall 1776 Mill St.           | 8. Library 1794 Bethel Dr.         | 14. Founder's Hall 7244 College St |
| 3. College Hall 7261 College St        | 9. Athletic Center 1781 Bethel Dr. | 15. S Apartments 1798 Bethel Dr    |
| 4. Spencer Hall 7252 Maranatha         | 10. N A Apartments 1775 Bethel Dr  | 16. W Apartments 1796 Bethel Dr    |
| 5. D.R. Faling Hall 7250 Maranatha Dr. | 11. N B Apartments 1773 Bethel Dr  | 17. Garage 1772 Mill St.           |
| 6. Student Center 7247 Maranatha       | 12. Music Hall 7264 College St     |                                    |

# Appendix A

## Bias-Related Crime Prevention<sup>25</sup>

<b>Applies to:</b>	<b>Students</b>	<b>Overseer:</b>	Campus Safety Officer
<b>Published in:</b>	Policy Manual Student Handbook	<b>Additional Reviewers:</b>	Deans Department EVPP IE Director
<b>Created on:</b>	10/16/2013	<b>By:</b>	Danuta Case
<b>Revised on:</b>		<b>By:</b>	

### Policy Statement:

6436 – Article 129-A

In compliance with the NYSED Article 129-A, EBIC is committed to protecting all members of the EBIC community by preventing and prosecuting bias or hate crimes occurring on campus. Hate/bias crimes have received renewed attention in recent years, particularly since the passage of the federal Hate/Bias Crime Reporting Act of 1990 and the New York State Hate Crimes Act of 2000 (Penal Law Article 485).

A hate/bias-related crime is committed when a person intentionally selects another person against whom a specified offense is committed or intended to be committed because of a belief or perception regarding such other person's race, color, national origin, ancestry, gender, age, disability, religion or religious practice, or sexual orientation, regardless of whether the belief or perception is correct. A hate/bias-related crime is also committed when a person intentionally engages in a specified offense such as murder, assault, kidnapping, stalking, harassment, arson, robbery, vandalism, or other crimes against another person because of a belief or perception regarding such other person's race, color, national origin, ancestry, gender, age, disability, religion or religious practice, or sexual orientation, regardless of whether the belief or perception is correct.

Penalties for hate/bias-related crimes are very serious and range from fines to imprisonment for lengthy periods, depending on the nature of the underlying criminal offense, the use of violence or previous convictions of the offender. Hate/bias crime incidents that rise to a felony level are reported to the local law enforcement authorities. Sanctions imposed by the College may include, but are not limited to, disciplinary probation, suspension, expulsion, criminal prosecution, and civil prosecution depending on the severity of the crime.

### Procedure:

A student who believes that s/he has been a target of a bias-related crime is encouraged to immediately report an incident to the Dean of Students or an Associate Dean. The incident, with the assistance of Elim's Dean of Students' Office, will be reviewed, investigated, and a determination made as to how the allegation will be handled.

Counseling and personal support is available to victims of hate/biased-related crime through the College's Dean of Students' Office. Students are informed about crime prevention measures through the New Student Orientation Program and the Student Handbook.

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<sup>25</sup> TRACS Accreditation Standard I.7.2

## Prohibition Of The Marketing Of Credit Cards

<b>Applies to:</b>	<b>Students</b>	<b>Overseer:</b>	EVPP
<b>Published in:</b>	Policy Manual Student Handbook	<b>Additional Reviewers:</b>	
<b>Created on:</b>	10/16/2013	<b>By:</b>	Danuta Case
<b>Revised on:</b>		<b>By:</b>	

### Policy Statement:

Pursuant to Article 129-A of the Education Law, EBIC prohibits the advertising, marketing, or merchandising of credit cards on the college campus to students. Credit card marketers are prohibited from offering gifts to a student in exchange for completing a credit card application on Elim's premises.

### Procedure:

Students are informed about good credit management practices through new student orientation as well as other programs, which may include workshops, seminars, or discussion groups.

## Dorm Room Checkout

<b>Applies to:</b>	<b>Students</b>	<b>Overseer:</b>	Dean of Students
<b>Published in:</b>	Policy Manual Student Handbook	<b>Additional Reviewers:</b>	Housekeeping VP of Business Affairs
<b>Created on:</b>	10/3/2014	<b>By:</b>	Keri Grant
<b>Revised on:</b>	5/16/2023	<b>By:</b>	Cassandra Wilhelm

### Policy Statement:

When moving out, it is the student's responsibility to have their dorm room checkout form signed by their RA and turned in with their keys (building, room, mailbox, etc.) to Campus Life before they leave campus at any point during the academic year. Students who vacate campus without doing so may be charged a fine and/or a key replacement fee.

Any student who changes rooms within the academic year (i.e. fall or spring semester) is responsible to schedule an inspection with the Housekeeping Coordinator or an Appointed Representative to assess any damage, cleaning deficiencies, or personal items left behind. Failure to do so may result in the assessment of fines at the end of the academic year.

Should a student vacate their room mid-semester either with or without notice to the college, their room will be inspected at the time of discovery of departure for personal items, damage, and/or cleaning deficiencies. All related fines for their portion of the room will be fully applied to their account at the date of the discovery of departure, which will be considered their final date to access the dorm should the student vacate without providing notice to the college or without completing the dorm room checkout form.

Students are responsible for damage(s) to furniture or fixtures broken beyond normal wear and tear. Fines will be assessed according to repair cost up to the current fair-market replacement cost plus any additional labor or delivery charges associated with the replacement. The fines below are a **minimum** and **do not** include labor or delivery charges:

• <b>Bookshelves</b>	\$50.00	• <b>Mini-Blinds</b>	\$30.00
• <b>Bed Frame</b>	\$100.00	• <b>Light Switch/Outlet Covers</b>	\$10.00/each cover
• <b>Carpet</b>	\$120.00	• <b>Radiator Covers</b>	\$50.00
• <b>Ceiling Tiles</b>	\$25.00/tile	• <b>Screens</b>	\$30.00
• <b>Desk</b>	\$75.00	• <b>Wall Repair/Adhesive Removal</b>	\$25.00
• <b>Dresser</b>	\$50.00	• <b>Window</b>	\$800.00/window
• <b>Mattress</b>	\$100.00		

### Procedure:

#### Broken Furniture and Fixtures:

All needed repairs (i.e., window blinds, chipped paint, broken furniture, floor damage, etc.) whether by wear & tear, neglect, or careless behavior, should be reported to Facilities or Housekeeping immediately via the respective links found on the Elim.edu website. If the student(s) responsible are not identified, the fine for the damaged property will be divided among all the students living in the dorm room at the time the damage occurred.

#### Dorm Room Cleaning:

Personal Property: Rooms left with personal items upon being vacated will be assessed a fine of **\$50.00**, and the items will be disposed of at the college's discretion. This includes but is not limited to furniture,

wall hangings, clothing, books, electronics, etc. If a student does not come forth and take responsibility, this fine will be divided among all the students who lived in the dorm room that previous semester.

**Wall Damage:** Students may not use the following anywhere in the dorms: staples, tape, large nails, screws, rubber cement, contact paper, or any form of adhesive\* or fastening material. This also includes no painting, wallpapering, or stenciling. Decorations may be adhered to dorm walls and doors with only: sticky-tack, Hold-it gum, or similar products. All wall hanging applications of any type must be removed before you check out of your dorm room or a fine will be assessed. \*Note: Command style strips and similar types of wall adhesive applications will result in paint damage, drywall damage, or other damage which will result in a fine.

**Excess dirt/debris\*:** There will be a fine of **\$50.00**. This fine will be applied to the last student to vacate the room. It is the student's responsibility to make sure the room is clean and orderly, whether by their own cleaning or by enlisting the assistance of his/her roommates before their departure.

**\*Excess dirt/debris** includes but is not limited to "food, dirt, dust, trash, tape on walls or ceiling (especially duct tape), blue sticky tack, chalk, etc."

The Housekeeping Coordinator or an Appointed Representative will inspect each dorm room at the beginning of the fall semester.

- This inspection will document any item(s) in disrepair before the students move in.

The Housekeeping Coordinator or an Appointed Representative will inspect each dorm room at the end of the spring semester.

- This inspection will thoroughly document the overall condition of each dorm room and any item(s) broken or left in a state of disrepair after the students have vacated.

The Housekeeping Coordinator or an Appointed Representative will inform the Dean's Department of any damages. The Dean's Department will levy the fines against the student(s) accounts.

## Access To Facilities And Equipment For The Disabled

<b>Applies to:</b>	All Disabled EBIC Employees, Students, Volunteers, Contractors, and Vendors	<b>Overseer:</b>	VP of <b>Business</b> Affairs
<b>Published in:</b>	Policy Manual	<b>Additional Reviewers:</b>	Special Needs Coordinator
<b>Created on:</b>	7/30/2015	<b>By:</b>	Ephraim Allgyer
<b>Revised on:</b>	6/9/2022	<b>By:</b>	Andrew Weiler

### **Policy Statement:**

Elim Bible Institute and College will be sensitive to the needs of persons with disabilities. We currently have designated parking and wheelchair access to the Dining Hall (Cafeteria and Classroom), Student Center (Campus Life front desk, café, snack and drink vending machines, games, restrooms), College Hall (Classrooms), Tabernacle (Chapel), and the Athletic Center. EBIC will take positive and proactive steps to make sure that persons with disabilities have adequate and easy access to facilities and equipment that they may need in order to accomplish their goals, duties, and responsibilities at EBIC and to ensure that their ability to have social interaction with others is not hindered.

### Parking:

The designated parking spaces are marked in the Library Parking lot, which gives you access to the Tabernacle. There is a parking space right outside the Athletic Center for easy access and another designated parking space outside the Dining Hall for easy access to the Dining Hall and Student Center. EBIC facilities are located on a hill, but we continually strive to meet the needs of persons with disabilities.

### Elevators:

There are elevators in the Student Center/Dining Hall and the Athletic Center. As we continue to modernize the older buildings (Spencer Hall and College Hall), complete ADA accessibility will be enhanced according to code.

### Restrooms:

There are accessible restrooms in the Student Center, Dining Hall, College Hall, Tabernacle, and Athletic Center.

## Americans With Disabilities Act (ADA)

<b>Applies to:</b>	<b>Students</b>	<b>Overseer:</b>	Special Needs Coordinator
<b>Published in:</b>	Policy Manual Student Handbook	<b>Additional Reviewers:</b>	EVVP Registrar Dean of Students Faculty VP of Business
<b>Created on:</b>	8/9/2016	<b>By:</b>	Danuta Case / Dick Grout
<b>Revised on:</b>	6/7/2023	<b>By:</b>	Shannon Nguyen

### Policy Statement:

Elim Bible Institute and College (EBIC) is committed to providing an equal educational opportunity for all qualified students. We welcome students with disabilities into our community and programs. We believe the needs of each student with a disability are unique; therefore, services are provided on an individual basis.

The following guidelines indicate standard policies related to academic support services to students with disabilities. EBIC recognizes and supports the standards set forth in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, as amended, and similar state laws (hereinafter "applicable law" or "law[s]"), which are designed to eliminate discrimination against qualified individuals with disabilities. The ADA 2008 amendment states: *no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of services, programs, or activities of a public entity, or be subjected to discrimination by any such public entity.*

EBIC is committed to making reasonable accommodations for qualifying students with disabilities as required by applicable laws. EBIC cannot make accommodations that are unreasonable, unduly burdensome, or that fundamentally alter the nature of the college's programs.

While responsibility for the accommodation of students with qualifying disabilities must be assumed and shared by all members of the college community, EBIC has established a process that is designed to facilitate the reasonable accommodation of students with disabilities.

### Procedure:

#### Role of the Student

EBIC neither imposes accommodations on its students nor pre-empts their responsibilities, as legal and social adults, to identify their special needs and to ensure that these needs are being met.

The Special Needs Coordinator (SNC) will receive notification of the students that have self-identified on the Admissions application as having a disability. It is the student's responsibility to inform EBIC about his/her need at least one week before the semester begins. Documentation from a medical professional is required, depending on the degree of learning assistance needed.

#### Certification and Accommodation

EBIC endeavors to make reasonable accommodations to promote the accessibility of its programs for students with qualifying disabilities:

- **Learning Disability/Special Needs**
  - By the end of the first week, or beginning of the second week of the semester, the SNC will create a list of students with special needs, and subsequently meet with the EVPP to form a

- plan for each student. The EVPP will address the faculty so all the teachers are aware of the existing needs.
- The Registrar will assign the SNC as an advisor to all students with special needs.
- Faculty will also be asked to remind students of this service in the beginning of the semester and direct them to the SNC.
- The SNC will follow up with both the students and the applicable faculty to ensure that the system is in place and report to the EVPP. He or she shall also upload to Populi a list of special needs students along with their approved accommodations and place it in the “For Faculty” folder.
- At the end of a semester, the services will be assessed, and an assessment report will be submitted to the EVPP.
- **Physical Disability**  
For students with physical disability:
  - The SNC will inform the Dean of Students of the student’s needs.
  - The Dean of Students in communication with the student will formulate a proposed course of action that would constitute a reasonable accommodation of the student's disability, in view of the nature and extent of the disability.

### Role of the Faculty

The ADA essentially requires that:

- All otherwise qualified students are provided with equal access to the essential course content, and
- The impact of the disability on the student's learning and/or academic performance is mitigated **without compromising course or program integrity.**
- Accommodations may involve modifications of the ways in which material is presented or learning is evaluated; however, **accommodations that compromise the essential integrity of a course shall not be required of faculty at EBIC.**
- Faculty also have the right to receive a status report of a student accommodation request and clarification of recommended accommodations. Also, they may suggest alternative accommodations they think more appropriate in light of the nature of the course or program. Alternative accommodations must be as appropriate and as effective in mitigating the effects of a disability.
- Accommodations normally should be implemented as soon as reasonably possible after the faculty member has received the accommodation recommendation. Undue delays in the implementation of accommodations should be avoided, as they may undermine a student’s ability to fairly access the content of a course.
- If a student approaches a faculty member directly to request an accommodation related to a physical or mental impairment, the faculty member must explain the certification/accommodation process of EBIC. A faculty member is not individually authorized to agree to provide a student with a requested accommodation.

### Documentation

EBIC requires appropriately current documentation of any or all disabilities for which accommodation is requested, provided at the expense of the student requesting accommodation, prior to determining what services and accommodations may be undertaken for students with qualifying disabilities. Documentation of disability furnished by the student will be kept confidential and will be shared only with college personnel involved with the coordination and facilitation of services and accommodations (including faculty), except as is otherwise required by law or a health or safety issue. Since insufficient information may jeopardize the accommodations process, EBIC reserves the right to request additional documentation considered necessary to the formulation of a reasonable and appropriate accommodation plan. The cost of obtaining any such additional documentation shall be borne by the student.

Generally, documentation verifying the disability must:

- Be prepared by an objective professional qualified in the diagnosis of such conditions.
- Include information regarding the testing procedures followed, the instruments used to assess the Disability, the test results, and a written interpretation of these results as they pertain to an educational environment and/or participation in EBIC's programs.
- Reflect the individual's present level of functioning in the areas related to the particular accommodations being sought.
- Be appropriately recent.

### Appeals Process

A student may appeal a decision by submitting a request for reconsideration to the EVPP. Appeals may be based on a decision not to provide a particular accommodation or issues regarding documentation of disabilities. The EVPP may approve or deny the request as his/her decision is final.

### Services

#### **Academic Accommodations for Students with Special Needs**

EBIC offers the following areas of assistance for students with special needs:

- Tutoring – All full-time faculty need to be available for up to 1 hour per week to address the needs of students with disabilities.
- Notetaking – The faculty will offer to all qualifying special needs students the services of a good note-taking student in their class. Some faculty may upload their notes or PowerPoint presentation directly to Populi and make it available to all students or just make it available to the student with special needs.
- Extended Times on Tests and Quizzes – The student with special needs is to receive 150% of time for the test/quiz. If there isn't sufficient time in the context of the classroom for that extended time to be offered, the test/quiz may need to be rescheduled. The SNC will work with the faculty to ensure that these arrangements are being made. This service is only provided for those with a recognized and documented disability.
- Recording a Lecture – Students with disabilities can record each lecture with their own recording device after they have submitted an Audio Recording Request Form to the Academic Office:  
<https://form.jotform.com/203413786727158>

#### **Campus Life Accommodations for Students with Special Needs**

##### Service Animals

Service animals apply to animals individually trained to perform tasks for the benefit of a student with a disability. A student who wants to bring a service animal to campus must have the appropriate, professionally issued diagnosis. It must also be in compliance with the institution's ESA policy.

##### Classroom Access for Students with Disabilities

EBIC is responsible for ensuring that programs and activities are accessible to qualifying students with disabilities, as long as it is not unreasonable or unduly burdensome for the college. Some courses might have to be taken via Virtual Live mode.

##### Food Allergy Accommodations<sup>26</sup>

Food allergies may constitute a disability and reasonable accommodations related to the meal plan may be possible. To initiate the accommodation process, the student needs to fill out the following JotForm:  
<https://form.jotform.com/211935461099158>

The information that you provide regarding any special needs will be shared only with those individuals involved in the coordination and facilitation of services and accommodations that are required.

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<sup>26</sup> See Food Allergy Communication Policy

### Residential Life Accommodations

The Dean of Students will arrange for reasonable accommodations for students with special needs living in the residence halls, as long as it is not unreasonable or unduly burdensome for the college. Residence hall advisers are notified in advance of students who are physically disabled and for whom residential accommodations have been approved.

Students requesting a single room as an accommodation are advised that such requests will be determined on an individual case-by-case basis and offered only when available.

Students are expected to play a substantial role in specifying their needs and following through on arrangements for accommodations. It must be understood that arrangements for equipment, housing assignments, and other accommodations require advance notice.

### Handicapped Parking

Handicapped spaces are available for students who display their handicapped tags on their rearview mirror.

## Advisory Committee

<b>Applies to:</b>	<b>Advisory Committee on Campus Security</b>	<b>Overseer:</b>	Campus Safety Coordinator
<b>Published in:</b>	Policy Manual Student Handbook	<b>Additional Reviewers:</b>	EVPP Advisory Committee Coordinator
<b>Created on:</b>	8/6/2015	<b>By:</b>	Danuta Case
<b>Revised on:</b>	6/6/2022	<b>By:</b>	Emily Cepeda

### Policy Statement:

An Advisory Committee on Campus Safety will be appointed each academic year. It will consist of six members: students, staff, and faculty, at least half of whom are female. These advisory committee members will be selected by the Executive Vice President and Provost, Campus Safety Coordinator and Advisory Committee Coordinator.

- Two students
- Two faculty members
- Two staff members

### Procedure:

#### This committee shall:

- Review current campus security policies and procedures and make recommendations for their improvement.
- During Title IX and Campus Safety Onboarding, make the student body aware of this committee and its role.
  - Also, educate the campus community about personal safety and crime prevention.
- **Report in writing** to the college President or Executive Vice President and Provost (EVPP) on its findings and recommendations **at least once each academic year**.
  - The President or EVPP will work with this committee to inform students and prospective students of the existence of the campus crime statistics on an annual basis and other campus safety policies and procedures of the school.
- Provide the campus crime statistics report. This information is always available at <https://elim.edu/student-life/student-achievement/> This link is also available in the Student Handbook.
  - The Advisory Committee on Campus Safety will provide upon request all campus crime statistics reported to the United States Department of Education under <http://ope.ed.gov/security/>. The Campus Safety Coordinator is authorized to provide the campus crime statistics report and can be reached at (585) 497-7921. The chair is responsible for providing a hard copy mailed to an individual within ten days of their request.

## Sexual Assault Prevention Information<sup>27</sup>

<b>Applies to:</b>	<b>Everyone on EBIC Campus</b>	<b>Overseer:</b>	Campus Safety Coordinator
<b>Published in:</b>	Policy Manual Student Handbook	<b>Additional Reviewers:</b>	Title IX Coordinator
<b>Created on:</b>	6/20/2014	<b>By:</b>	Danuta Case
<b>Revised on:</b>	6/6/2022	<b>By:</b>	Emily Cepeda

### Policy Statement:

Each college shall inform incoming students about sexual assault, domestic violence, and stalking prevention measures through programs which may include workshops, seminars, discussion groups, and film presentations, in order to disseminate information, promote discussion, encourage reporting, and facilitate prevention of sexual assault, domestic violence, and stalking.

Such information shall include, but not be limited to the:

- Applicable laws, ordinances, and regulations relating to such offenses;
- Penalties for the commission of a sex offense, a domestic violence incident, and a stalking offense;
- Procedures in effect at the college for dealing with such offenses;
- Availability of counseling and other support services for the victims of such offenses;
- Nature of and common circumstances relating to sex offenses, incidents of domestic violence, and stalking offenses on college campuses;
- Methods the college employs to advise and to update students about security procedures.

### Procedure:

The following website to New York State Laws is provided for users' convenience; it is not the official site for the State of New York laws. <http://codes.lp.findlaw.com/nycode>

For definitions of specific sex offenses see <http://public.leginfo.state.ny.us/lawssrch.cgi?NVLWO>.; click **Laws**, scroll to find, and select **PEN**.

In case of questions, readers are advised to refer to the New York State Legislature site for the menu of New York State Consolidated.

<http://public.leginfo.state.ny.us/menugetf.cgi?COMMONQUERY=LAWS>

The guidelines, penalties, and procedures dealing with such offenses are described in:

- The policy for Bias-Related Crime Prevention
- Student Handbook: Code of Conduct, Dorm Life Guidelines, and Campus Safety

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<sup>27</sup> TRACS Accreditation Standard I.7.2

## Fire Safety Standards And Measures

<b>Applies to:</b>	<b>Students</b>	<b>Overseer:</b>	Campus Safety Coordinator
<b>Published in:</b>	Policy Manual Student Handbook	<b>Additional Reviewers:</b>	
<b>Created on:</b>	2/24/2017	<b>By:</b>	Jacob Smales / Sarah Ames
<b>Revised on:</b>	5/23/2023	<b>By:</b>	Emily Cepeda

### Policy Statement:

Elim Bible Institute and College shall provide written notification to students residing in college-owned or college-operated housing with regard to a description of such housing facility's fire safety system, including whether the housing is or is not equipped with a sprinkler system. EBIC shall also indicate, within such written notification, how to access the Campus Fire Safety Report regarding on-campus student housing facilities as required under Title 20 of the U.S. Code Section 1092(i). For the purposes of this section, "sprinkler system" shall mean a system of piping and appurtenances designed and installed in accordance with generally accepted standards so that heat from a fire will automatically cause water to be discharged over the fire area to extinguish it or prevent its further spread.

### Procedure:

Elim Bible Institute and College has thirteen buildings which are used for on-campus student housing facilities and four non-housing related buildings. All of them are equipped with smoke alarms and extinguishers. The on-campus student housing facilities are not equipped with a sprinkler system. The Campus Fire Safety Report can be found on our website under "[Student Right to Know, https://elim.edu/student-life/student-achievement/](https://elim.edu/student-life/student-achievement/)".

### Fire Alarm Activation Log

The Safety Coordinator maintains the records of all alarm activations and fires that occur on campus. The log contains the following information: date and time of alarm or fire, location, type of alarm and the cause/reason. The Safety Team member who holds the safety phone will respond and record the incident on the accessible alarm log online. The Safety Coordinator will review the log to maintain its accuracy.

### Fire Drills

Fire Drills are conducted in all resident buildings (Dorms and Tenant Apartments) four times per calendar year. In accordance with [NYS Education Law 807](#) at least one drill will be conducted between September 1<sup>st</sup> and December 1<sup>st</sup>; one drill must be conducted after dusk, and one drill must include the utilization of fire escapes where applicable. Administrative buildings will also receive three fire drills per calendar year. All drills are overseen by the Safety Team.

### Reporting a Fire

Per Federal Law, Elim Bible Institute and College is required to annually disclose statistical data on all fires that occur in on-campus student housing facilities. Therefore, if a student finds evidence of an extinguished fire or hears about such a fire and is unsure whether the Safety Team has been made aware of it, they can contact the following non-emergency number:

EBIC's Safety Coordinator at (585) 497-7921

When calling, please provide as much information as possible about the location, date, time, and cause of the fire.

### Activating an Alarm

Pulling the handle of a manual pull station activates the building fire alarm system in the event of an

emergency. The pull station should only be used if there is an active fire or a smell of smoke, and the automatic fire alarm system has not yet been activated. Pull stations are located at every egress door in buildings that have an automatic fire alarm system.

### **Student Housing Evacuation Procedures**

In the event of a fire, activate any fire alarm in the vicinity. Use a fire extinguisher before evacuating only if it is possible to do so without risking personal injury and the fire is small or just beginning. Elim expects that all campus community members will evacuate by the nearest exit activating the fire alarm system (if one is present) as they leave. Once safely outside the building, it is appropriate to contact 911 and the campus safety phone number. Students and/or staff should relocate to their predetermined locations. In the event that a fire alarm sounds, it is required all occupants evacuate the building.

### **Fire Safety Education and Training:**

All Resident Advisors (RA's) will receive fire safety education during their week of Resident Advisor Training, which takes place the week before school begins each year.

All residents are required to attend a meeting in their dorms at the beginning of the school year to discuss fire safety, fire evacuation plans, and rules and regulations of the dorm. The Safety Coordinator also does a fire safety training in the first month of each semester prior to doing scheduled fire drills.

Supervised fire drills are conducted in each on-campus student housing facilities four times a year (twice per semester). All drills are supervised by **the Safety Team**.

These procedures should be followed in the case of a fire:

- Find the closest exit and go to your designated meeting location
  - a. The following buildings will meet on the **front lawn of the West Apartments**:
    - i. Library
    - ii. Tabernacle
    - iii. West and South Apartments
  - b. The following will meet on the **front lawn of Spencer Hall**:
    - i. Music Hall
    - ii. Blake Hall
    - iii. Founder's Hall
    - iv. Faling Hall
    - v. Watson Hall
    - vi. Washington Hall
    - vii. College Hall
    - viii. Student Center/Dining Hall
  - c. The following will meet near the **playground/Volleyball Court**:
    - i. North A Apartments
    - ii. North B Apartments
  - d. The following will meet on the **Athletic Field**:
    - i. Gym (Athletic Center)
- Gather by cadre
  - Let the RA that is present know if someone from your cadre is not present
  - Report any information you may have about the cause of the alarm and any discharged fire equipment to the RA
- Await further instructions from the RA, Fire Department and/or Safety Team
- Do not re-enter the building until they direct you to do so. Silencing of the alarm does not imply the emergency is over.

## Fire Safety Policies

Do not cover, or in any way tamper with smoke detectors, carbon monoxide detectors, pull stations, horn/strobe devices, sprinkler heads or pipes, or fire extinguishers. There is a \$500 fine for tampering with any fire life safety equipment.

Fire insurance regulations require that the dorm and apartment hallways must be completely clear of obstructions at all times.

Smoking in any form and open flames of any kind are strictly prohibited in all on-campus student housing facilities.

The following items are not allowed in the individual dorm rooms of our on-campus student housing facilities, because of the fire and life safety risk:

- Candles
- Incense
- Electric or candle-heated potpourri burners
- Vaporizers - the type that uses a **ceramic heating element** to diffuse aromatherapy herbs and oils (anything that melts or gets hot)
- Smoke/fog machines
- Electric blankets
- Microwaves • Toasters & Toaster Ovens • Cooking Appliances - **which includes anything with an exposed heating element, such as hot plate**
- Coffee makers and water kettles **unless they have an automatic shutoff** (e.g., Keurig)
- Hair dryers, curling/straightening irons, hot curlers • Irons
- Space Heaters
- Humidifiers

The following items may be used in public spaces such as kitchens, bathrooms, and lounges, in our student housing facilities:

- Microwaves
- Toasters and toaster ovens
- Cooking Appliances - which includes anything with a heating element, such as hot plate
- Coffee makers and water kettles
- Hair dryers, curling/straightening irons, hot curlers
- Irons
- Christmas/Twinkle lights – **these cannot exceed coverage of 25% of the room and/or corridor**. It is NOT permitted to be draped across ceilings, near or by the smoke/fire detectors., and may not be around doorways.

Electrical appliances permitted for use in dorm rooms:

- Fans (except fans with a heating element)
- Small refrigerators
- Coffee makers and water kettles are only allowed if they have an automatic shut-off (e.g. Keurig)
- Christmas/Twinkle lights – these cannot exceed coverage of 25% of the room and/or corridor. It is NOT permitted to be draped across ceilings, near or by the smoke/fire detectors and may not be around doorways.

Non-Electrical items permitted in dorm rooms:

- Posters/Signs – **these cannot exceed coverage of 25% of the walls in the room.** These cannot cover any outlets on walls.
- Tapestries and Flags – must be **no larger than 34”X 40”** and may not cover any heating vents or electrical outlets. **Limited to 1 per room.** [*They may not cover electrical outlets, have lights on or underneath, they cannot cover fire detectors, nor may they be near/touch heating*]
- Curtains – these are permitted; however, they cannot cover any heating ducts or vents. They must be at least 12 inches above a heating duct.

For the use of electrical devices not listed, please check with the Safety Coordinator

### **Fire Safety Fines**

*Refer to the False Alarm Policy*

Fire Safety Systems in EBIC Facilities

*\*\* Numbers on the following graph will be updated every fall when the Annual Fire and Security Reports are completed.*

<b>Residential Facilities</b>	<b>Fire Extinguishers</b>	<b>Sprinkler System</b>	<b>Smoke/Heat Detectors</b>	<b>Manual Pull Stations</b>	<b>Fire Alarm Audio/Visual</b>	<b>Alarm Monitoring by the Safety Committee</b>	<b>Fire Alarm Monitoring System</b>	<b>Fire Drills 2021</b>
<b>Watson</b>	Yes	No	Yes	Yes	Yes	Yes	Yes	3
<b>Falling Hall</b>	Yes	No	Yes	No	Yes	Yes	Yes	2
<b>Tabernacle</b>	Yes	No	Yes	Yes	Yes	Yes	Yes	5
<b>Washington</b>	Yes	No	Yes	Yes	Yes	Yes	Yes	5
<b>Library</b>	Yes	No	Yes	Yes	Yes	Yes	Yes	3
<b>North A</b>	Yes	No	Yes	No	Yes	Yes	Yes	2
<b>North B</b>	Yes	No	Yes	Yes	Yes	Yes	Yes	2
<b>West Apartments</b>	Yes	No	Yes	No	Yes	Yes	Yes	2
<b>Blake Hall</b>	Yes	No	Yes	No	Yes (audio only)	Yes	No	0
<b>Spencer</b>	Yes	No	Yes	Yes	Yes	Yes	Yes	0
<b>Founder's Hall</b>	Yes	No	Yes	No	Yes	Yes	No	0
<b>South Apartment</b>	Yes	No	Yes	Yes	Yes	Yes	Yes	2
<b>Music Hall</b>	Yes	No	Yes	Yes	Yes	Yes	Yes	2
<b>Paul Johansson</b>	Yes	Yes	Yes	Yes	Yes	Yes	Yes	2
<b>Athletic Center</b>	Yes	Yes	Yes	Yes	Yes	Yes	Yes	1
<b>Garage</b>	Yes	No	Yes	Yes	Yes	Yes	Yes	0

### **Plans for Future Improvements**

Elim Bible Institute and College will consider the options of how to upgrade and install more fire alarms and sprinkler systems. On-going fire safety education will be provided to students, faculty, and staff by the Safety Team.

## Drug And Alcohol Abuse Prevention

<b>Applies to:</b>	<b>Employees/Students</b>	<b>Overseer:</b>	Financial Aid Director
<b>Published in:</b>	Policy Manual Student Handbook	<b>Additional Reviewers:</b>	
<b>Created on:</b>	7/12/2016	<b>By:</b>	Jacob Smales/Sarah Ames
<b>Revised on:</b>	6/6/2022	<b>By:</b>	Shannon Nguyen

### Policy Statement:

Elim Bible Institute and College recognizes the danger to one's physical and psychological well-being in the non-medical or recreational use of certain substances. Therefore, members of the community are to abstain from the use of any of the following:

- Controlled substances, marijuana, hallucinogens, depressants, stimulants, and narcotics, unless prescribed by a physician

The above are not to be personally used, possessed, sold, or distributed on or away from the campus.

Students are required to abstain from alcohol while school is in session and on breaks, both off and on the EBIC campus. As stated in the *Community Life Commitment*, "EBIC will not restrict staff members who choose, based on their own convictions, to consume small amounts of alcohol in certain situations, such as weddings or other special celebrations away from campus." However, drunkenness is strictly prohibited for all EBIC staff and is grounds for dismissal. Consumption of alcoholic beverages is prohibited for *all* members of the EBIC community while on campus, including tenants.

### Procedure:

*At the beginning of every academic year—no later than the end of September—the Financial Aid Director will distribute an email with the information contained in this policy to all enrolled students. Newly enrolled students will be sent this email in January, as well.*

*This policy will also be distributed to each new employee and emailed/distributed annually to all staff by the Administration Director.*

### Sanctions for Violations of the Standards of Conduct

Elim Bible Institute and College will impose sanctions on students and employees for violations of this standard of conduct.

Student sanctions may include disciplinary warning, disciplinary probation, community service hours, suspension, or dismissal. Participation in a rehabilitation program outside of the College may be required. Whenever a student is in violation of a local, state, or federal ordinance or has committed a crime related to alcohol and/or drugs, they are additionally subject to law enforcement, as well. More information on sanctions can be found in the Student Handbook under Discipline Sanctions and the Employee Handbook under Standards of Personal Conduct.

Employee sanctions include, in ascending order of severity: warning, reprimand, probation, suspension [with or without pay], and termination of employment. Participation in a rehabilitation program outside of the College may be required. Whenever an employee has violated one of these standards, Elim Bible Institute and College will consider, as with students, referral of the matter to law enforcement officials for prosecution.

Employees must notify the Administration Director of any criminal drug-statute conviction for a violation occurring in the workplace no later than five days after such conviction.

## Government Sanctions

For information on the sanctions under local, state, and federal law for unlawful use, distribution or possession of illicit drugs and alcohol click on the links below:

- Local and State Alcohol Laws (click on Laws, then ABC Alcoholic Beverage Control link)
  - <http://public.leginfo.state.ny.us/lawssrch.cgi?NVLWO>:
- Local and State Drug Laws (click on Laws, PEN, then Article 220)
  - <http://public.leginfo.state.ny.us/lawssrch.cgi?NVLWO>:
- Federal Laws
  - <https://www.dea.gov/drug-information>  
[=http://www.deadiversion.usdoj.gov/21cfr/21usc/844.htm](http://www.deadiversion.usdoj.gov/21cfr/21usc/844.htm)

Local government sanctions subscribe to the same standards as the New York state sanctions.

## Illicit Drugs and Alcohol Health Risks

- Alcohol affects every organ in the drinker's body and can damage a developing fetus. Intoxication can impair brain function and motor skills; heavy use can increase risk of certain cancers, stroke, and liver disease.
- Risks of harm may occur from the use of prescription drugs in ways other than prescribed.
- Drugs taken by injection can increase the risk of infection (e.g. HIV, hepatitis, etc.) through needle contamination.

For more information and a complete list of health risks visit the [drug abuse \(https://www.drugabuse.gov/drug-topics\)](https://www.drugabuse.gov/drug-topics) website.

## Drug and Alcohol Education Program

Alcoholics Anonymous® is a fellowship of men and women who share their experience, strength and hope with each other that they may solve their common problem and help others to recover from alcoholism. The only requirement for membership is a desire to stop drinking. There are no dues or fees for A.A. membership.

Local AA Groups/Resources:

- Rochester area: <https://www.rochester-ny-aa.org/meetings/>

## Provided upon Request

The Campus Safety Chair will upon request, make the Drug and Alcohol Abuse Prevention Policy available to the U.S. Department of Education and to the public. He/she will also make available the results of a biennial review of the school's program that:

- Determines the effectiveness of the program and implements needed changes
- Determines the number of drug and alcohol-related violations and fatalities that occur on the school's campus or as part of the school's activities, and are presorted to campus officials
- Determines the number and type of sanctions that are imposed
- Ensures that sanctions are consistently enforced

## Investigation Of Violent Felony Offences<sup>28</sup>

<b>Applies to:</b>	<b>Employees/Students</b>	<b>Overseer:</b>	Campus Safety Coordinator
<b>Published in:</b>	Policy Manual Student Handbook	<b>Additional Reviewers:</b>	Deans' Department
<b>Created on:</b>	10/16/2013	<b>By:</b>	Danuta Case
<b>Revised on:</b>	6/7/2022	<b>By:</b>	Emily Cepeda

### Policy Statement:

In compliance with the NYSED Article 129-A EBIC has adopted and implemented a plan providing for the investigation of any violent felony offenses occurring on campus and providing for the investigation of resident Missing Persons. Such plans provide for the coordination of the investigation of such crimes and reports with the Bureau of Criminal Investigation of the New York State Police and/or appropriate local law enforcement agencies. Such plans shall include, but not be limited to, written agreements with such law enforcement agencies providing for the prompt investigation of such crimes and reports.

As used in this section, the following terms shall have the following meanings:

- "Local law enforcement agencies" means any agency or agencies employing peace officers or police officers for the enforcement of the laws of the state, and which has or have jurisdiction under provisions of the criminal procedure law over offenses occurring at or on the grounds of any institution subject to the provisions of this section.
- "Missing student" means any student of an Institution subject to the provisions of this section, who resides in a facility owned or operated by such Institution and who is reported to such Institution as missing from his or her residence.
- "Violent felony offense" means a violent felony offense as defined in subdivision one of section 70.02 of the penal law.

### Procedure:

These crimes will be immediately reported to the Bureau of Criminal Investigation of the New York State Police and/or appropriate local law enforcement agencies by the EBIC Deans' Department. A joint initial investigation will be conducted and then a follow-up investigation will be conducted by the appropriate law enforcement agencies. The college administration and college community will be kept informed and will be updated on developments.

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<sup>28</sup> TRACS Accreditation Standard I.7.2

## Maintenance Of Public Order On Campus<sup>29</sup>

<b>Applies to:</b>	<b>Employees/Students</b>	<b>Overseer:</b>	Campus Safety Coordinator
<b>Published in:</b>	Policy Manual Student Handbook	<b>Additional Reviewers:</b>	Dean's Department
<b>Created on:</b>	6/20/2014	<b>By:</b>	Danuta Case
<b>Revised on:</b>	6/7/2022	<b>By:</b>	Emily Cepeda

### Policy Statement:

The policy for the maintenance of public order on college campus prohibits any action or situation which recklessly or intentionally endangers mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization. Such rules shall govern the conduct of students, faculty, and other staff as well as visitors and other licensees and invitees on such campuses and property. The penalties for violations of such rules shall be clearly set forth therein and shall include provisions for the ejection of a violator from such campus and property, in the case of a student or faculty violator his or her suspension, expulsion, or other appropriate disciplinary action, and in the case of an organization which authorizes such conduct, rescission of permission for that organization to operate on campus property. Such penalties shall be in addition to any penalty pursuant to the penal law or any other law to which a violator or organization may be subject.

### Procedure:

#### Guidelines:

- In recognition of the rights of freedom of speech and assembly, peaceful protest, or demonstration by any member of the Elim community, in or on College property, is permitted.
- The following activities which infringe upon the rights of individuals shall not be permitted and shall be considered violations of College rules:
  - Use or threat of force or violence against any person, or the damaging of property.
  - Prevention of the normal use or occupancy of any College building or facility or disruption of any normal College function through use of force or threat of force, physical obstruction, or noise.
  - Physical obstruction of or the use of threat of force or violence to interfere with the passage of any person about the College campus or through the entrance or exits of any College building or facility or the corridors thereof.
  - Entering of any private office or private room without the consent of the rightful occupant.
  - Engaging in the practice of hazing, including, but not limited to any action or situation which recklessly or intentionally endangers mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization, whether occurring on or off Elim's Campus, regardless of an individual's willingness to participate.
  - Presence in or use of any College building or facility during the hours when such building or facility is officially closed, unless permission is secured from the President or his designee prior to such presence or use.
- The use of College buildings, facilities, and grounds is restricted to members of the Elim community. The College reserves the right to require evidence of any individual's qualification to use or be in or on any College building, facility, or grounds and to deny use thereof to anyone who is not a member of the Elim community, or to eject anyone therefrom who is not complying with these rules.
- These rules shall apply to any student, faculty member, staff member, or visitor (including, but

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<sup>29</sup> TRACS Accreditation Standard I.7.2

not limited to, invitees and licensees) in or on College property.

- Detailed guidelines affecting the Elim community and the smooth operation of community life in the dormitories are described in the Student Handbook.

### Enforcement

Enforcement shall be consistent with approved College procedures and binding contractual agreements of the College. Any student, faculty member, officer of administration, or non-faculty member may charge any person with a violation by filing a written statement of the acts allegedly constituting the violations with the President's Office.

- Alleged violations of these rules by students shall be referred to the Dean's Department.
- Alleged violations of these rules by faculty shall be referred to the Executive Vice President and Provost.
- Alleged violations of these rules by officers of administration or other non-faculty employees shall be referred to the President.
- Alleged violations of these rules by the president shall be referred to the Chairman of the BOT.
- Pending such a hearing, the President of the College shall have the right to restrict the campus activities of any such member of the student body or staff if he/she determines that it is necessary to prevent further violations of these rules.

### Penalties

With due regard for civil liberties and professional rights, any individual who is found to have violated these rules may be subject to immediate ejection from college property. In addition, any member of the Elim community who is found to have violated these rules may be subject to suspension, expulsion, or such other appropriate disciplinary action as shall be determined upon a prompt hearing before the designated committee. Disciplinary action against a member of the faculty shall be subject to the review of the Board of Trustees.

All additional discipline sanctions as well as the right to appeal is described in detail in the Student Handbook's Dorm Life Guidelines.

## Student Complaint Process<sup>30</sup>

<b>Applies to:</b>	Students	<b>Overseer:</b>	EVPP
<b>Published in:</b>	Policy Manual Academic Catalog Website	<b>Additional Reviewers:</b>	President President's Cabinet IE Director
<b>Created on:</b>	2/10/2016	<b>By:</b>	Danuta Case / Emily Sanders
<b>Revised on:</b>	12/8/2023	<b>By:</b>	Cassandra Wilhelm

### Policy Statement:

A complaint may be initiated by a student when he/she believes they have been treated unjustly. EBIC provides a way for students to address personal grievances and file any complaints whether the grievance is against EBIC or its staff and faculty or another student or tenant. Anonymous complaints or feedback for EBIC, Faculty, or staff may also be submitted to the "Suggestion Box" located in the College Hall Student Lounge.

### Procedure for grievances against EBIC, faculty, or staff:

1. Each student is encouraged to first attempt to resolve his/her grievance by consulting with the accused staff/faculty member.
2. If the student believes that the issue has not been resolved, he/she should communicate with the faculty/staff supervisor.
3. If the student still believes the issue has not been resolved, he/she may submit a [Student Complaint](https://form.jotform.com/60406376635962) (<https://form.jotform.com/60406376635962>) form. This form is sent directly to Executive Vice President and Provost (EVPP) as well as the President. The EVPP will investigate the matter unless the complaint concerns him/her. At that point, the President may appoint another person to handle the matter or he/she may choose to address it him/herself. The process may require contacting other parties involved and offering to meet with the student individually, as well as meeting with other members involved in the matter.
4. Once all of the information from the investigation has been gathered, the EVPP (or another designated, unbiased employee) will issue a letter/email that determines the position of the school on the matter. This letter/email will be sent to all the individuals associated with the complaint and it will include information about appealing the decision, including the President's Cabinet members. A written appeal may be sent from the student to the President's Cabinet within five business days of receiving the letter.
5. If the student feels that he/she has been treated unfairly in the process outlined above or that the issue has not been resolved, he/she may report the incident to the New York State Board of Regents ([NYSED Complaint Procedure: http://www.nysed.gov/college-university-evaluation/filing-complaint-about-college-or-university](http://www.nysed.gov/college-university-evaluation/filing-complaint-about-college-or-university)), Transnational Association of Christian Colleges and Schools ([TRACS Complaint Form: https://tracs.org/Documents/3.TRACSComplaintForm-AgainstInstitution\\_000.pdf](https://tracs.org/Documents/3.TRACSComplaintForm-AgainstInstitution_000.pdf)), or National Council for State Authorization Reciprocity Agreements ([Student Complaints Process: https://nc-sara.org/student-complaints](https://nc-sara.org/student-complaints)).
6. Academic-related complaints will be stored in the Provost's office, and all other complaints will be stored digitally on a Google Drive with two people having access to it, which is the IE Director and the EVPP.

All links to various complaint forms are available on the website at <https://elim.edu/student-life/student-achievement/>.

<sup>30</sup> TRACS Accreditation Standard II.17.3

**Procedure for grievances against another student or tenant:**

1. Each student is encouraged to first attempt to resolve their grievance by consulting with the offending student or tenant, according to the Matthew 18 principle. If a student, for whatever reason, feels unsafe to do so alone, such student is permitted to ask another person, or they may ask a dean, to assist them in the confrontation. It is, however, the responsibility of the student themselves to state their concerns with whom they have a grievance.
  - a. For student – student issues: the student will meet with the offending student, sharing their concern in a spirit of love. The student will send a follow-up email to the offending student recapping the meeting.
  - b. For student – tenant issues: the student will meet with the offending tenant, sharing their concern in a spirit of love. The student will send a follow-up email to the Executive Vice President and Provost (EVPP) recapping the meeting with the tenant.
2. If the student still believes the issue has not been resolved, they may submit a [Student Complaint \(https://form.jotform.com/60406376635962\)](https://form.jotform.com/60406376635962) form. This form is sent directly to EVPP as well as the President. The EVPP will investigate the matter and determine the path to resolution.

All links to various complaint forms are available on the website at <https://elim.edu/student-life/student-achievement/>.

# Computer Use

<b>Applies to:</b>	<b>Students</b>	<b>Overseer:</b>	IT Director
<b>Published in:</b>	Policy Manual Student Handbook	<b>Additional Reviewers:</b>	
<b>Created on:</b>	2/3/2016	<b>By:</b>	Sarah Ames
<b>Revised on:</b>	2/25/2020	<b>By:</b>	Jackson Day

## Policy Statement:

The Elim Bible Institute and College IT Department strives to offer and maintain a working network environment for both staff and students that is secure and reliable. If you are experiencing any issues, even with your personal computer, please contact the IT Department through email at [itsupport@elim.edu](mailto:itsupport@elim.edu). Using the IT Department for your personal computer issues insures that not only will your computer be repaired correctly, but also ensures the integrity of the EBIC policies. There is a fee that will be charged to your account for personal PC repairs.

## Procedure:

### Unauthorized Use of Resources

- You may not use false identification or misleading information to gain access to computing resources nor use computing resources for which you are not authorized. This includes:
  - Using a computer account that you are not authorized to use.
  - Obtaining a password for a computer account that is not your own.
  - Using the Campus Network to gain unauthorized access to any computer systems.
- You may only use your account for Elim Bible Institute and College related activities, and not for others such as advertising for a commercial organization or endeavor or running a business. For example, you may not sell access to your user-id or perform work for profit with EBIC resources in a manner not authorized by the EBIC.

### Modification of EBIC Equipment

- You are not allowed to repair, upgrade, modify hardware, remove components, or software of equipment, including:
  - Firmware, updates, or drivers
- If any of the above is needed, please contact the IT Department.

### Restrictions While Using EBIC's Systems and/or Networks

- Access to EBIC network or Wi-Fi should be available for all campus members. Please refrain from disabling or crashing systems, playing games at inappropriate times, sending mass emails, or engaging in other disruptive activities.
- All EBIC departments, which use computers, network systems, and servers, expect to maintain an acceptable level of performance and must assure that frivolous, excessive, or inappropriate use of the resources by one person or a few people does not degrade performance for others. The campus network resources are shared widely and are limited, requiring that resources be utilized with consideration for others who also use them. Therefore, the use of any automated processes to gain technical advantage over others in the EBIC community is explicitly forbidden.
  - Users must not physically or electrically attach any foreign network device including, but not limited to routers, hubs, or wireless access points to the EBIC System.
  - Individuals are not allowed to set up a network server at EBIC.

### Security, VPN Restriction, Malware, Viruses, Hacking, Etc.

- The EBIC system has several security mechanisms in place to protect your information. Any attempt to circumvent data-protection schemes or uncover security loopholes is prohibited.
  - This includes using hardware or software, such as VPNs, to bypass or circumvent the restrictions that are in place.
- On EBIC network and/or computing systems, do not use tools that are normally used to assess security or to attack computer systems or networks (e.g., password 'crackers,' vulnerability scanners, network sniffers, etc. This includes, but is not limited to:
  - Engagement in any activity that is intended to harm systems, or any information stored thereon, including creating or propagating malware, such as viruses, worms, or “Trojan horse” programs; disrupting services; damaging files; or making unauthorized modifications to EBIC data.

### Harassment

- You may not harass others, or send obscene, defamatory, or threatening messages at EBIC. This includes messages spoken, phoned, or sent via the computer.

### Violation and Disciplinary Action

- If you violate any of the above policies
  - Disciplinary action may be taken based on the New York State Computer Crime Statute (Article 156) which covers a number of very specific punishable crimes involving computers (see <http://ypdcrime.com/penal.law/article156.htm>)

### Personal Populi account credentials

- These credentials must not be shared with anyone for any reason. Department Populi account credentials must not be shared with anyone who is not a staff member and part of that department. If someone needs access to a Department Populi account that is not a staff member of that department then a staff member of that department will need to enter the credentials for the non-staff member. Personal and Department Populi accounts, and any computer login credentials must all use different credentials.

# Student Leadership Qualification Requirements

<b>Applies to:</b>	<b>Students</b>	<b>Overseer:</b>	Dean of Students
<b>Published in:</b>	Policy Manual Academic Catalog Student Handbook	<b>Additional Reviewers:</b>	Ministry Director EVPP Worship Director Worship and Tech Coordinator
<b>Created on:</b>	7/26/2022	<b>By:</b>	Dr. Case / Ashley Allen
<b>Revised on:</b>	6/16/2023	<b>By:</b>	Cassandra Wilhelm

## Policy Statement:

There are biblical principles of diligence, good stewardship, trustworthiness, and personal responsibility that are important traits for leadership and are also reflected in the academic area. Additionally, if a student is struggling academically, it is in the student's best interest to not have additional leadership responsibilities to focus on improving academically. Therefore, in keeping with EBIC's stated core value of Academic Excellence <https://elim.edu/about/who-we-are/> student leadership positions (such as Resident Advisor, Student Worship Leader, Student Ministry Leader, and Student Council) will also have an academic eligibility requirement.

## Procedure:

### Spiritual Qualifications

Each member must:

- Model and grow in Elim's core values of expressive worship, prayer, simplicity, integrity, holiness, and servant leadership.
- Have and maintain a good standing with the Dean of Students' Office. Violations of the Student Handbook requiring discipline may result in the suspension of the student from their leadership position(s).

### Other Qualifications

Each student leader must:

- Be in good academic standing,
- Have good communication skills,
- Have the ability to connect with peers and leadership,
- Be an initiator,
- Possess leadership skills or the potential to develop them.
- Demonstrate teachability, humility, and the heart of a servant-leader,

## Resident Advisors Requirements

Each leader must:

- Be at a minimum a sophomore, preferably a junior or senior,
- Have a cumulative GPA  $\geq 2.5$ .

Please refer to the RA Duties and Selection Process procedure for further information.

## Student Council Member

The EBIC Student government consists of four councils, with each representing their respective freshman, sophomore, junior, and senior classes. Each class elects a president, vice president, secretary, treasurer, male representative, female representative, and international student representative. All representatives are elected as needed for enrollment.

The Freshman council will be elected mid-October. The sophomore, junior, and senior class elections will be held two weeks into the semester. If a student is removed from the council and needs to be replaced, the person with the second highest votes in the previous election may be offered the position or the replacement may be appointed by the class advisors or a Dean.

Each council is responsible to:

- Serve in helping the class fulfill their assigned responsibilities,
- Represent and advocate for their class and serve under the direction of an appointed faculty/staff member,
- Have the ability to appoint spiritual and social sub-committees that are responsible for organizing social events and planning class divided chapels.

Each member must:

- Have a cumulative GPA  $\geq 2.5$ .

### **Student Ministry**

Each leader must:

- Have completed at least one, preferably two, semesters of student ministry experience as a team member,
- Have a cumulative GPA  $\geq 2.0$ .

Responsibilities of a Team Leader:

- Attend the orientation and training meetings scheduled at the beginning of each semester
- Be the team's primary point of contact for the Ministry Host Site leader as well as for the Ministry Department.
- Organize/facilitate all team members' involvement for the ministry assignments for each week.
- Lead weekly team meetings to pray and plan for the next ministry time.
- Submit a weekly student ministry evaluation (link in the Syllabus and in Populi). This should be submitted within 24 hours even if your team did not go and/or the team only met together for prayer and planning.
- Make sure the team is punctual.
- Will check that the personal appearance of each team member is consistent with the Ministry Host Site requirements.
- Consult with the Ministry Director about possible cancellations (i.e., weather related)
- Promptly report any concerns or issues that may arise within your team.

### **Student Worship Leader**

Each leader must:

- Be at a minimum a sophomore, preferably a junior or senior
- Have been a part of the worship team for at least 1 year
- Meet music eligibility requirements
- Have a cumulative GPA  $\geq 2.0$

Each Worship Leader will:

- Work with the Worship Director to facilitate worship music for the different chapel services
- Submit a monthly student ministry evaluation form (if applicable)
- Attend the monthly team leaders meeting with the worship director
- Train and aid training other worship leaders under the leadership of the worship director
- Be the primary point of contact for the worship team

- Attend the worship events created by the worship department

*Any exceptions to this policy must be reviewed for approval by the Executive Vice President or the President.*

# Appendix B

## Emergency Action Plan<sup>31</sup>

- **Step One:** Assess the type of emergency. (Intruder, Fire, Explosion, etc.)
- **Step Two:** If appropriate, call: **911**
- **Step Three:** Call the Emergency Phone Line: **(585) 355-1428**

In case of an emergency, a staff member will send an emergency text message using Populi's Emergency Notification System to all students, faculty, and staff. When the emergency has been resolved you will receive another text from the Notification System giving the okay to resume normal activities.

### In the case of a **Fire or Explosion:**

- **Step One:** Activate any fire alarms in vicinity.
- **Step Two:** Use a fire extinguisher before evacuating only if it is possible to do so without risking personal injury & the fire is small or just beginning.
- **Step Three:** Leave building & assemble outside.
- **Step Four:** Call the Emergency Phone Line & communicate the details to the staff member on duty. **(585) 355-1428.**
- **Step Five:** Determine if everyone is out of the building by assembling in Cadres and contacting those who are not accounted for.

### In the case of an **Intruder:**

- **Step One:** Immediately call “911”
- **Step Two:** Call the Emergency Phone Line and communicate your assessment to the staff member on duty: **(585) 355-1428.** The staff member will utilize the Emergency Notification System which will send a text message to everyone’s phone with specific instructions on what to do. These instructions will be one of the following: **Lockdown, Lockout, or Shelter in Place.**

**Lockdown** – is the response to the worst case scenario, the intruder is in the building.

- Gather everyone into classrooms or offices. Lock the doors, sit on the floor, and stay out of sight.
- No one leaves or enters under any circumstance! Do not communicate through the locked door.

**Lockout** – is the response to an actual or potential threat from outside the building.

- Lock all exterior doors and windows and cease all outside activities.
- Entry to the building may be gained only on a one-on-one basis and only through a locked and monitored door.

**Shelter in Place** – is the response to a bomb threat or a weather-related situation.

- Bomb Threat: The safety team will be instructed to find an internal location to move the school population to. They will scan and clear the location, rout and then move those in the affected area to the established and cleared location.
- Weather-Related Situation: Go to the hallway or a room w/out windows and sit on the floor.

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<sup>31</sup> TRACS Accreditation Standard I.7.2



## **Elim Bible Institute and College**

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