

## Bryan College Community Life Standards

At Bryan College, we believe that the development of the whole person is a significant part of your Bryan education. Who you are as a person and how you learn to live in a healthy community with others will determine how you approach every aspect of your life—education, entertainment, work, marriage and family, friendship, faith, service, and mission. Therefore, Bryan College is committed to cultivating a community that encourages spiritual and relational growth and academic development.

A positive experience at Bryan College hinges on the willingness of each person to live in patterns of integrity, respect, responsibility, and servanthood. In this “me-first” culture, the word “servant” may sound foreign or even negative. So it was in Jesus’ day. Jesus radically subverted his culture’s definition of status and success, modeling for His followers the humility of a servant (John 13:12-17). This is foundational to Bryan College’s mission statement: “Educating students to become *servants of Christ* to make a difference in today’s world.”

These Bryan Community Standards constitute a trust between Bryan students and the Bryan community that you are willing to adopt a servant's attitude during your time at Bryan. Some of these standards are based on principles or commands found in the Bible; some support our educational mission; some are simply ways of showing respect to other community members. Being a part of this community means that you agree to abide by them in a spirit of cooperation.

We recognize that students may come to Bryan College who do not profess to follow Christ or know Him personally. We seek for Bryan College to be a place where people of all backgrounds are cared for and every student will be encouraged to pursue Christ. While we don’t expect every student to agree with the policies included in our Community Life Standards, we require all students to agree to uphold them during their time at Bryan. We pray that students will be challenged to take steps towards Christ while they are at Bryan.

Bryan College’s expectations regarding student conduct commence when the student initially registers for classes. Bryan’s Community Life Standards and Honor Code apply to the student's conduct wherever the student may be, on or off-campus, when the student is engaged in college-related activities and when the student is not. This includes the winter break between the fall and spring semesters. Students involved in illegal activities are subject to disciplinary measures regardless of when the illegal activity takes place, including the summer break.

The Bryan Community Standards are based on a set of core values:

- Integrity (page 2)
- Respect (pages 3-4)
- Personal Responsibility (pages 5-110)
- Christ-like Servanthood (pages 11-12)

General provision and information will be outlined through pages 13-27.

\*Updated FA 21

## INTEGRITY

Integrity is the foundation of relationships and is an essential quality of social, business, and spiritual life. Without integrity, there can be no trust. A breach of integrity is a breach of trust that often has long-term consequences and exposes a lack of character. Thus, with the student's restoration in mind, actions that illustrate a lack of integrity will be followed by consequences that help shape future actions.

### **Lying**

Students are expected to tell the truth at all times. Failure to tell the truth to College officials is a serious breach of the commitment made to live by the Student Conduct Code.

### **Cheating**

Students are expected to complete their own academic work at all times. Academic cheating is a violation of the Academic Honor Code.

### **Theft**

Bryan College is a community built on trust. As such, theft of any sort compromises this trust.

### **Tobacco, Alcohol, & Substance Use and Abuse**

The possession and/or use of alcohol, illegal drugs, or tobacco is prohibited. This includes hookah and electronic/vapor cigarettes in any form. Smoking of any other substance is not permitted. In addition, individuals are not to abuse legal or prescription substances. Bryan has a zero-tolerance policy for alcohol.

### **Bars, Nightclubs, and Similar Establishments**

Attendance at establishments such as bars, nightclubs, dance clubs, casinos, and other similar establishments, whose primary activities include practices that the College prohibits, is not permitted.

### **Pornography**

The reading, posting, viewing and/or soliciting of pornography/sexually provocative material, in any form or fashion, is prohibited.

### **Gambling**

Gambling in any monetary form is prohibited.

## RESPECT

Respect for one another and those of differing backgrounds and views is vital in any close-knit community such as Bryan College. Therefore, failure to show respect by adhering to the Bryan community standards listed below is unacceptable and will be addressed with each student.

### **Speech and Postings at Bryan College**

*Students are expected to treat others with respect and dignity, living in such a way that promotes the physical and emotional well-being of others and demonstrates respect for students, faculty, staff, administration and others in their respective roles and responsibilities.* Members of the Bryan student body should understand the following:

- Profane, slanderous, sacrilegious, obscene or suggestive language is inappropriate and is not acceptable. This includes communication by voice, graphic means, electronically or by telephone (whether or not a conversation has taken place).
- The displaying/posting of signs, written messages, images, symbols, etc., that the College deems offensive, inappropriate or that has the effect of harassing and/or alarming another person (intentionally or unintentionally) is not acceptable.
- Students should refrain from behavior (whether intentional or reckless) that may, or in fact does, cause physical or emotional harm to another person or cause reasonable apprehension of such harm.
- In accordance with the College's Discrimination Policy Statement, inappropriate/offensive speech or actions that are directed at an individual or group on the basis of age, sex, race, color, national origin, ethnic group, or disability are considered serious offenses by the College and are not acceptable.
- Students who have concerns or questions about specific issues related to acceptable speech and conversation should see the Director of Residence Life & Student Accountability.

### **Pranks**

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

### **Sexual Conduct**

It is our desire to assist all students through all types of sexual temptations and struggles. Made in the image of God, all students will be treated with love, dignity, and grace. We expect students to live out a biblically faithful lifestyle that is consistent with bearing Christ's name, which includes the difficult, but God-honoring, pursuit of celibacy for those not in a monogamous marriage between one man and one woman.

Sexual intercourse and many of the intimate acts preceding it are reserved exclusively for the context of a biblically defined marriage (Gen. 2:21–23; Matt. 19:4–6). Behavior that is inconsistent with these standards is prohibited even when consensual. Bryan College prohibits same-sex dating relationships and behaviors, as it is our desire to teach and model a biblical approach to sexuality.

We believe that the marriage union between one man and one woman is the sole place for acting on God-given sexual desire (Gen. 1:26–28; Gen. 2:22–25; Rom. 1:26–27). We believe that other sexual acts (premarital sex, extramarital sex, bisexual acts, and homosexual acts) are violations of clear biblical teaching regarding sexual purity (Rom. 1:26–27; 1 Cor. 6:18–20; Gal. 5:19–21; Eph. 5:3; Col. 3:5–6).

### **Social Interaction and Dating**

It is important to remember that all interactions, whether between friends or dating couples, should show respect and courtesy between the individuals and towards others. With a desire for morality and appropriateness to guide our behavior, the following policies are in place:

- Private displays of affection should follow the biblical principles of purity that do not allow for actions such as petting, fondling, sexual intercourse, etc.
- Couples are to avoid being alone in any private living quarters.

### **Dancing**

Sexually provocative dancing is not permitted.

### **Dress Code**

While the College recognizes that opinions vary considerably regarding what constitutes appropriate dress, the College has established reasonable guidelines that students are required to follow while on campus. Cleanliness, neatness, appropriateness, and modesty are the general guiding factors with regard to dress. Resident Assistants (RAs), Resident Directors (RDs), as well as other university employees will enforce dress guidelines.

Questions concerning the standard of dress should be directed to Student Life, which may make the final determination as to appropriateness. When a student chooses to dress inappropriately and is asked to change, immediate cooperation will be expected.

### **General Attire Guidelines**

- All clothing should be modest and appropriate.
- Advertisements for tobacco products, alcoholic beverages, etc., are not permitted.
- Tank-style tops and t-shirts with oversized armholes are only permitted during athletic practices and activities.
- While in public areas, shirts must be worn, including during athletic activities or working out.
- Athletic spandex shorts are only permitted during athletic practices and activities.
- Shirts should not be tight-fitting or sheer.
- Shorts, pants, leggings, or yoga pants should not be sheer.

### **Shorts**

All shorts, including those worn in practices and informal athletic events, must have an inseam of three or more inches.

### **Classrooms/Chapel/Administrative Offices**

Pants are required in all classroom, chapel, and administrative offices. Pajama pants and hats are not permitted.

### **Off-Campus Location Dress Code**

Students are expected to adhere to campus dress guidelines when representing the College or attending a College-sponsored event.

## PERSONAL RESPONSIBILITY

Personal responsibility is required of every Bryan student. Students are responsible for conducting themselves to comply with the guidelines stated below regardless of their background, culture, or personal views on these items.

### **Movie Viewing**

Students are not to view films that are provocative, contain excessive violence, or include other objectionable material. As a College, we recognize that there is a wide variety of opinions within the Christian community regarding what is appropriate. At Bryan College, RDs and RAs have the authority to determine if a movie is appropriate to be viewed in the residence hall.

### **Music**

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

For the benefit of others in the College community and to create the proper atmosphere for relaxation, study, rest and informal interaction, the volume should be kept low or headphones should be used. No personal music is allowed in public areas, i.e. (Lion's Den, Prideland Grill, workout facilities, Common Grounds, etc.)

### **Christian Formation Credits (CFC)/Chapel Sign-Up Requirements**

Full-time residential students are required to obtain at least 40 Christian Formation Credits per semester. Each semester, there will be a minimum of 55 available Christian Formation opportunities for students to receive credit. These are Christian Formation opportunities that include: Chapel, ENGAGE Outreach, and Spiritual Development initiatives (panels, focus groups, workshops, etc.). There are a variety of ways for students to obtain 40 Christian Formation Credits. Each student is expected to take ownership and responsibility for their Bryan experience by completing each semester's requirements. To be clear, students cannot receive all 40 credits in one category.

- a. Chapel – Each student can obtain up to **32** Christian Formation Credits from chapel per semester.
- b. ENGAGE – Each student can obtain up to **7** Christian Formation Credits from ENGAGE service opportunities each semester.
- c. Spiritual Development – Each student can obtain up to **16** Christian Formation Credits from Spiritual Development opportunities per semester.

Further information will come from the Student Life office each semester with details of opportunities, chapel assigned seating, and how to track your credit requirements.

### **Consequences for Failure to Fulfill 40 Christian Formation Requirements**

Failure of full-time students to reach the requirement of at least **40** Christian Formation Credits per semester will result in:

- 35-39 credits – Written Warning and Meeting with the Director of Student Development & Christian Formation and Director of Community & Christian Formation. *Note: This is a one-time warning. If a student falls into this category a second semester, they will receive 3 work hours or a \$75 fine.*

- 30 -34 Credits – 3 work hours or a \$75 fine
- 25-29 Credits – 6 work hours or a \$150 fine
- 24 or fewer – Conduct Caution

Cellphones, tablets and laptops are not allowed to be used in Chapel.

### **Student Conduct**

A goal of Bryan College is to challenge students to grow personally, spiritually, emotionally, and intellectually. The Bryan Community Standards are designed to aid in this process. If students choose to violate these standards, corrective action becomes necessary.

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

The appropriate Student Life staff member will determine if there is enough information to hold a student responsible for a CLS violation. Responsibility does not always equate to suggesting a student is “guilty” of a CLS violation. If there is enough evidence to suggest a violation of the CLS, then the Student Life staff member will hold the student responsible.

While the details for every possible situation cannot be “spelled out,” the following section outlines the general disciplinary actions, procedures, and penalties that the Student Life staff will follow.

See the Title IX Policy & Procedure Manual for more information on Title IX issues and complaints.  
<https://www.bryan.edu/wp-content/uploads/2021/02/Title-IX-Non-Title-IX-Policy-and-Procedures.pdf>

### **WARNING**

Warnings are given to students for lower-tier misconduct. Warnings will be documented by the Student Life staff member who spoke with the student who violated expected conduct, and the documentation will be counted and housed in Student Life. Below are examples of misconduct.

- Chapel misconduct (i.e., studying, sleeping, talking, texting, etc.)\*\*
- Use of profane, slanderous, sacrilegious, obscene, or suggestive language
- Dress Code Violation
- Inappropriate public display of affection
- Quiet hours violation
- Other lower-level misconduct

\*\*At the discretion of the Student Life staff member, chapel misconduct may result in receiving no attendance credit for chapel. \*\*

Penalties for warnings during a given academic semester are as follows:

Warning	Consequence	Meeting w/ Student Life Staff
1 <sup>st</sup>	-	-
2 <sup>nd</sup>	-	-
3 <sup>rd</sup>	-	Conversation with RD/AC
4 <sup>th</sup>	\$10 fine	-
5 <sup>th</sup>	\$25 Fine <u>or</u> 1 Work Hours	-
6 <sup>th</sup>	\$50 Fine <u>or</u> 2 Work Hours	Meeting with respective RD/AC
7 <sup>th</sup>	Conduct Caution (Includes Sanction)	Meeting with Area Coordinator
8 <sup>th</sup>	Conduct Probation	Meeting with Director of Residence Life & Student Accountability
9 <sup>th</sup>	Referral to Honor Council	Meeting with the Executive Dir. Of Student Life

### **FINES**

In some cases, monetary fines may be assessed for various behaviors. Fines may be increased, reduced, or coupled with further corrective action as the circumstances surrounding each violation are evaluated. Any fines not paid by the end of the semester will be charged to the student's bill. Below is misconduct that results in a fine:

Misconduct	Fine Amount
Possession and/or use of firearms & weapons	\$350
Tampering with fire alarms, smoke detectors, emergency doors, fire extinguishers, emergency or exit lights, security cameras, security alarms, secured doors, windows, security vehicles, etc.	\$350
Unauthorized Entry	\$350
Roof walking or climbing on any campus building, structure, etc.	\$100
Unauthorized duplication of keys	\$100
Unapproved early arrival or late departure	\$100/day
Misuse or unauthorized use of College property or equipment	\$50
Burning candles, incense, or other open flames	\$50
Use of prohibited items in the residence halls – coffeemakers and irons without automatic shutoffs, hotplates, hot pots, toasters, toaster ovens, popcorn poppers, halogen lamps	\$50
Absence from a mandatory meeting	\$50
Hair bleaching in an unapproved area or not cleaning up afterward	\$25
Items left in dorm hallways	\$10
Failure to complete work hours on time	\$25/hour
Showing or watching an unlicensed movie in a non-approved public area	\$35
Loss of room key/Unreturned room key	\$35
Unapproved pets in the dorms	\$50/day
Vandalism	Restitution + Fine

### **CONDUCT CAUTION**

Conduct Caution is an elevated student conduct measure given to a student whose conduct violates the Community Life Standards. Conduct Caution will last for the entirety of the academic semester. Students reach the Caution level in two ways: (1) Through the accumulation of verbal warnings given by Student Life staff (listed above), or (2) through Conduct Caution offenses. While on Caution, a student may continue to represent the College in their routine capacity (intercollegiate athletics, music, theatre, elected offices, etc.), but further misconduct (Conduct Caution or above) will move the student to Conduct Probation accountability. Caution lasts 15 weeks regardless of the conduct situation. Students can be put on Caution for the following misconduct:

- Deception
- Alcohol or Tobacco Use or Possession (Parents/guardians must be notified of illegal alcohol use due to Federal Law requirements)
- Smoking/Vaping/Possession of Vaping Paraphernalia (Additional \$350 fine for setting off campus fire alarms)
- Students involved in sneaking into a Residence Hall of the opposite gender
- Gambling (Monetary)
- Possession and/or viewing of material deemed as pornographic
- Failure to earn 40 Christian Formation Credits (Student earns under 24 or fewer credits)

Furthermore, students who are put under Conduct Caution will be given additional sanctions that will specifically help foster restoration in the conduct process. These sanctions differ based on the situation.

### **Conduct Probation**

Conduct Probation is an elevated student conduct measure given to a student whose conduct violates the Community Life Standards.

Probation will last for the entirety of the academic semester. Students who are on Probation will be unable to represent the College in any manner (intercollegiate athletics, music, theatre, elected offices, etc.). Students reach probation in three ways: (1) Through the accumulation of verbal warnings given by Student Life, (2) Through a second Caution violation, or (3) a Probation violation. A student's scholarship aid might be affected due to the student's inability to perform the requirements associated with the scholarship. Further misconduct may result in suspension from the College. Parents or guardians may be notified of this probation. Probation lasts for a 15-week period where a student is unable to officially represent the school for a minimum of 50% and a maximum of 100% of their games/performances/matches within the probation timeframe, depending on the student's integrity, posture, and other situational factors. Probation offenses include, but are not limited to:

- Sexual Activity
- Second Caution Offense
- Persistent Disregard of College Policies
- Illegal activity not outlined in CLS

Furthermore, students who are put under Conduct Probation will be given additional sanctions that will specifically help foster restoration in the conduct process. These sanctions differ based on the situation.



## **Suspension**

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

- Possession and/or use of narcotics & illegal drugs
- Misuse or abuse of prescription drugs
- Failure to give truthful testimony
- Deliberate destruction of, misuse of, damage to, or theft of College property or the property of another individual
- Sexual harassment
- Adultery. Adultery is defined as:
  - a. A person who is married engaging in a dating relationship with someone other than their spouse
  - b. A person who is married engaging in sexual activity with anyone other than their spouse
  - c. An unmarried person engaging in a dating relationship with a person who is married to someone else
  - d. An unmarried person engaging in sexual activity with a person who is married to someone else
- Assault and battery upon another person
- Persistently causing disruption to the College community
- Persistent disregard of College policies or disciplinary actions

Immediate suspension results in the loss of academic credit for the semester. Upon suspension, a student is required to leave the campus within a specified time limit and is not permitted to return for classes, extracurricular activities, or for any reason without permission from the Executive Director of Student Life. Should circumstances warrant, the suspension might be issued so that the student may complete the semester and receive academic credit but be denied re-enrollment for the following semester(s). A suspension is issued with the desire that the student will return at a future date with a greater appreciation of the standards of the College and a sincere resolve to follow those standards. An individual wishing to resume studies after having been suspended must reapply for admission to the College. A suspended student must be able to show evidence of positive changes in the area(s) that led to the suspension. If a student would like to move to BC Online during the suspension period, then a written request should be submitted to the Executive Director of Student Life and Vice President of Academics. Each situation will be reviewed case by case to determine if the online modality would be available.

*Note: Of the above-stated behaviors, it is recognized that some may be of an addictive nature. When possible, College personnel will make every effort to assist the student who requests help with breaking the addiction. Concealing one's behavior is not considered evidence of desiring help.*

Students are encouraged to self-report when they have knowingly violated the Community Life Standards. When self-reports are received, the College will provide discreet counsel and support to the student. This self-report policy is intended for students seeking to acknowledge and self-correct their wrongdoing.

A student has the option of self-reporting a violation of the Community Life Standards to Student Life or Residence Life within one week of an offense. If an investigation has begun or there is already prior

knowledge of the incident, it may not be considered a self-report. Student Life or Residence Life will work with the student in implementing the necessary boundaries and accountability measures to foster an environment for growth. Students may only self-report the same behavior once per academic year without sanctions.

*Note: Violations of the law (felony and serious misdemeanor offenses) may carry sanctions up to and including Suspension or Expulsion, even when there is a self-report.*

### **Expulsion**

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

### **APPEALS PROCESS**

Students are required to request an appeal within 24 hrs. Student Life may request the appeal to be in writing to understand the situation and appeal request better.

For Warnings and Fines, student appeals will be reviewed by the Area Coordinators.

For Caution misconduct, student appeals will be reviewed by the Student Life Conduct Committee (Executive Director of Student Life, Dean of Student Support & Care, and Director of Residence Life & Student Accountability). Once an appeal is received, the Student Life Conduct Committee will convene and return to the student with a decision.

For Probation, Suspension & Expulsion misconduct, student appeals will be reviewed by the Student Life Conduct Committee (Executive Director of Student Life, Dean of Student Support & Care, and Director of Residence Life). Once an appeal is received, the Student Life Conduct Committee will convene the next business day. The Student Life Conduct Committee will then pass on the situation to the Honor Council.

### **Search & Seizure**

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

### **Sanction**

The restorative, corrective action taken by the Student Life Department to help the student in the restoration process (examples of sanctions might include, but are not limited to, the following: work hours, mentorship, discipleship meetings, fines, etc.

The Director of Residence Life & Student Accountability and the Student Life Conduct Committee reserve the right to make decisions on sanctions.

## CHRIST-LIKE SERVANTHOOD

Bryan College offers many experiential opportunities for both individual and corporate spiritual growth. Students are required to participate in these opportunities through Chapel, ENGAGE Outreach, and Spiritual Development initiatives by obtaining at least **40** Christian Formation Credits per semester. The College's desire is for all students to be formed into the image of Jesus Christ.

### REQUIRED PARTICIPATION

#### **Chapel Program**

Chapels are held up to 3 times a week on Monday, Wednesday, and/or Friday mornings at 10 am. Chapel exists as a place for consistent corporate gatherings of the Bryan community to learn and grow together spiritually through a time of instruction and worship. As a corporate gathering, Chapel encourages the students to be confronted with others in their community. Students come face to face with the needs and stories of those gathered in the seats around them as well as the one(s) on the platform teaching through testimony, conversation, discussion, and/or preaching. Chapel is designed to assist students in "becoming servants of Christ" through spiritual instruction and corporate worship. There will be between 30 and 35 chapels a semester, and each chapel program attended will count as **(1)** Christian Formation credit.

#### **Community Service Days**

There will be two Community Service Days per year. The Fall Community Service Day will be held on a Saturday and is an optional opportunity for students to be involved in. The Spring Community Service Day is a weekday in the Spring semester that provides a practical way for students, faculty and staff to participate in "becoming servants of Christ" to those in the local community. Classes are canceled for the Spring Community Service Day, and all students are expected to participate in one of the service projects this day. Each community service day will be worth **(3)** Christian Formation credits.

#### **ENGAGE Outreach Trips**

ENGAGE trips are short-term domestic mission trips that allow students to experience domestic mission work as preparation for local mission work. There will be multiple ENGAGE trips offered throughout the year. ENGAGE trips will count for **(3)** Christian Formation Credits.

#### **Local Leader Panels**

Local Leaders Panels are an excellent opportunity for students to hear from local leaders. These panels allow leaders in the community to share why they do their work, how and where students can actively volunteer, and what events students can look forward to in the community. There will be multiple Local Leaders Panels throughout the year. Each Local Leaders Panel is worth **(1)** Christian Formation Credit.

#### **Spiritual Development Initiatives**

There will be multiple Spiritual Development Initiatives offered throughout the semester that all count for **(1)** Christian Formation Credit. These initiatives will include panel discussions, workshops, and monthly Sunday evening worship nights called The Gathering (formerly known as Vespers). Spiritual Development Initiatives exist as opportunities for students to dive deeper into specific topics regarding their holistic

spiritual growth. Student Life sponsored workshops, panels, and worship services will be counted for Christian Formation Credits. Any initiatives put on by other departments will not be counted at this time.

## **OPTIONAL PARTICIPATION**

### **Church Attendance**

Since involvement in a local church is an integral part of the spiritual development process, **students are greatly encouraged to attend weekly church services** at a church of their choice that affirms the orthodox Christian views of the Trinity, the full deity of Christ, and the inspiration of the Bible.

### **ENGAGE**

ENGAGE provides opportunities for students to serve in the local community. Students invest thousands of hours each year off-campus in the homes and churches of the Rhea County community, sharing the Gospel and practical services with area residents.

### **ENGAGE Trips**

ENGAGE trips provide opportunities for students to serve those in other parts of the United States. These trips typically occur over fall break and spring break.

### **Residence Hall Spiritual Formation**

Residence Life cares deeply about the spiritual formation of each student. Many Residence Life staff members facilitate small groups, bible studies, and accountability groups. If you desire to be connected, we encourage you to talk to your RA.

## Student Provisions

### Complaints

Situations may arise in which students believe they have not received fair treatment by a College representative or may have a complaint about the performance, action, or inaction of a member of the staff or faculty. A complaint should be directed as soon as possible to the person or persons whose actions or inactions have given rise to the complaint. Every effort should be made to resolve the problem fairly and promptly at this level.

If this matter is not resolved to their satisfaction, students should pursue the following procedures. In the case of academic matters, students should contact their Academic Advisors. In the case of non-academic matters, students should contact the Executive Director of Student Life. If the complaint relates to any Vice President and/or Executive Director of Student Life, the student should submit the complaint to the President of Bryan College.

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

Filing a Written Complaint: The student should file a written complaint with the appropriate official mentioned above, including the following:

- a. A statement describing the complaint in the clearest possible terms
- b. A clear and concise statement of the evidence upon which the allegation is based
- c. A description of the action taken by the institution to date
- d. Full disclosure about any other external channels the complainant is pursuing
- e. The complainant's signature

Hearing: For academic matters, the Provost & Vice President of Academics will convene a hearing with the student and the Academic Council. For non-academic matters, the Chairperson of the Honor Council will convene a hearing with the student and the Honor Council. An at-large faculty representative will chair the Council for such hearings and supervisors from other areas of the College will be included when appropriate. The Academic Council or the Honor Council shall respond with a written statement of the committee's findings, the basis for those findings, and, if necessary, recommendations for any corrective action that should be taken.

- Records: The Vice President for Academics and the Executive Director of Student Life are responsible for keeping a record of all formal complaints brought to them.
- If a student feels that appropriate action was not taken on an issue that is governed by Tennessee state law, he or she may take steps to appeal to the appropriate state agency. This link, <http://www.ticua.org/about/complaint>, gives information on how to do so.

Complaints relating to the quality of education or accreditation requirements shall be referred to the Southern Association of Colleges and Secondary Schools (SACS), (<http://www.sacscoc.org/pdf/081705/complaintpolicy.pdf>);

Complaints related to the application of state laws or rules related to approval to operate or licensure of a particular professional program within a postsecondary institution shall be referred to the appropriate State Board (i.e., State Boards of Health, State Board of Education, and so on) within the Tennessee State Government and shall be reviewed and handled by that licensing board (<http://www.tn.gov>, and then search for the appropriate division);

Complaints related to state consumer protection laws (e.g., laws related to fraud or false advertising) shall be referred to the Tennessee Division of Consumer Affairs and shall be reviewed and handled by that Unit (<http://www.tn.gov/consumer/>).

### **Student Rights: Hearings and Appeals (Non-Academic)**

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

If a student receives a sanction below the level of probation and believes it to be inappropriate, the student may consult with the individual giving the discipline. It is the student's responsibility to check with Student Life if there is any question about the accuracy of records. If the student is not satisfied or does not understand the conditions of the penalty, he or she may appeal to the Student Life Conduct Counsel. Matters of a more serious nature (at or above the probation level) as described below may be taken to the Honor Council.

Suppose the Honor Council has not already convened concerning a sanction involving probation, suspension, or expulsion. In that case, a student may request a hearing before the Honor Council if he or she believes the enacted sanction is inappropriate. This request must be made in writing to the Chair of the Honor Council. Consequently, the decision of the Honor Council may affirm the sanction already given, reduce or eliminate the sanction, or enact greater or additional corrective action.

#### **Student Life Conduct Committee**

The Student Life Conduct Committee consists of the Executive Director of Student Life, Dean of Student Support and Care, and the Director of Residence Life & Student Accountability. The committee is the first level that students should send appeals to any conduct sanctions.

#### **The Honor Council**

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

#### **The Board of Appeals**

The Board of Appeals hears appeals of serious cases involving disciplinary probation, suspension, or expulsion from the College. The purpose of this committee is to evaluate due process and whether the College followed procedures properly. The committee does not evaluate the appropriateness of disciplinary action. The committee is made up of staff and faculty appointed by the President of Bryan College and the Vice President of Academics. Any student who wishes to make an appeal to the Board of Appeals must notify the Chair of the Honor Council in writing.

### **Readmission Review Committee**

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

## **General Information**

### **Student Activities**

The appropriate faculty advisor and/or the Coordinator of Student Engagement must approve any activities sponsored by student groups. Major events should be coordinated through Student Life.

### **Using / Reserving Facilities**

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

- Athletic Department: the gyms and athletic fields;
- Student Life: Student Center Kiosk, Lion's Den, Prideland Grille, and Latimer 303;
- Event Services: all other facilities, including classrooms; e-mail [eventservices@bryan.edu](mailto:eventservices@bryan.edu).

### **Initiations (Hazing)**

According to Tennessee State Law (49-7-123), hazing and initiation activities that can do mental or bodily harm to a person or may be offensive to the dignity of an individual are prohibited. Students may not be forced against their will to do anything they do not want to do.

### **Community Life Standards Revision Procedure**

Suggested *Community Life Standards* revisions may be submitted at any time to the Student Government Association (SGA) Senate or Student Life. The SGA will examine all suggestions and present those approved to the Coordinator of Student Engagement with their recommendations. The Executive Director of Student Life is responsible for reviewing proposed changes to the *Community Life Standards* and presenting the proposed revisions to the Administrative Cabinet for action. Those revisions that the Administrative Cabinet approves will be incorporated into the *Community Life Standards* for the following school year.

### **Mail**

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

Intramural mail service is provided for all members of the College community. A name and box number must appear on all intramural mail. Any item smaller than 4 1/4" by 5 1/2" will not be accepted. Only letters, cards, and notes will be accepted for delivery to College mailboxes.

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

### **Illness and Medical Emergencies**

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

### **Image Release Policy**

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

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

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

In all cases, should a student object to having their photograph made, it is the student's responsibility – not the photographer's – to either inform the photographer/videographer or remove themselves from the scene being photographed.

### **Lost-and-Found**

Lost or found items should be reported to or taken to Student Life. After two weeks, all unclaimed lost-and-found articles will be discarded.

### **Personal Property**

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

### **Solicitation**

No solicitation, collection, and/or campaign for funds are to be made among students except by permission of the Executive Director of Student Life.

### **Student Records Policy**

Conduct Records: Student disciplinary records are kept in Student Life. Only appropriate College officials and personnel have access to these files. Academic disciplinary records are kept in the Academic Office. Academic Records are maintained permanently in the Office of the Registrar.



## **Campus Parking Policies**

### **Vehicle Registration and Parking**

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

The campus-wide speed limit is 15 miles per hour.

Students are encouraged to use caution when loaning their vehicles to other students. Each student is responsible for their vehicle, even if another student is using it.

Other than those used for official College use, all vehicles are to remain on roadways and in designated parking areas at all times. Vehicles traversing through or parking on grassy areas or sidewalks will be ticketed and may be towed at the owner’s expense.

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

Visitor parking permits are available from Operations and the Admissions Office.

### **Vehicle Registration**

All students must register their vehicles on the MyBryan site under the “Tools” menu item using the “Parking Registration” link and pay the Parking Registration fee in the Business Office. Students residing in the dorms can choose either Premium parking (\$175) as long as it is available or Standard/Resident parking (\$125). Commuters register as Standard/Resident (\$125) as well. Townhouse parking is for those living in the townhouses (\$125).

### **Parking Regulations**

Bryan College parking permits for resident, townhouse, and commuter students must be displayed at all times while student vehicles are on campus. Parking permits must remain on the vehicle to which they are assigned. If a student changes vehicles, the information for the new vehicle should be submitted to Operations. This includes the vehicle make, model, year, color, license tag number, and state of the vehicle.

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

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

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

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

There is \$75 fine for parking in marked fire lanes. Fire lane areas include the areas around the dorms and the gym. Please be advised that during a fire, firefighters are authorized to use fire trucks to push cars blocking the fire lane, for which the fire department is not liable since the vehicle was parked in a fire lane.

Bryan College parking patrol monitors the parking lots at random times during the week and weekends. Refer to the "Parking Regulations" you received when you registered your vehicle for a complete list of fines that may be given upon violations of the above regulations.

### **Grassy Areas and Sidewalks**

- Vehicles traversing through or parking on grassy areas or sidewalks will be ticketed.
- The use of grassy areas for golfing or golfing practice of any kind is strictly prohibited.
- Hammocks, eno, etc., should be no higher than five feet off the ground.

## **Computer Use Guidelines**

### **Purpose**

The purpose of technology resources at Bryan College is to support the College's mission of educating students to become servants of Christ to make a difference in today's world.

The primary purpose of the networks and Internet access is to provide academic resources to help students achieve their scholastic goals. Other legal uses of the networks such as gaming, entertainment, socializing, and all other activities not directly related to the pursuit of academic excellence are not prohibited. Still, they will not be afforded the same level of support as resources pertaining to the purpose of the College's computer networks.

### **Policy**

Current faculty, staff, and students are provided with user accounts; guests may be granted temporary, short-term access. Anyone using the College's computer networks does so under the expectation of adherence to the policies set forth below. Failure to comply with said policies may result in disciplinary action via the appropriate office, up to and including termination of employment or expulsion from the institution. Any action deemed illegal in nature may be reported to the appropriate law enforcement agencies.

### **"Acceptable use" includes, but is not limited to:**

- Using the networks for course work, research, correspondence, and collaboration among the Bryan College community. These activities are the primary purpose of the College's networks and receive the highest level of support and priority.
- Taking responsibility to learn and understand how to use the hardware and software resources you have been given to perform the essential duties of your job or coursework.
- Adhering to copyright laws and respecting the intellectual property of others.
- Abiding by the expectations and standards outlined in the student, faculty, and staff handbooks.
- Accessing entertainment, social, or gaming sites is acceptable, but it is not guaranteed, nor will it receive the same support as the activities outlined in item one of this section.

- Treating the property of the College with respect, as if it were your own.

**“Unacceptable use” includes but is not limited to:**

- Accessing remote sites without proper authorization (more commonly known as “hacking”) is strictly forbidden and is a violation of the Tennessee Code Annotated, which states suitable punishment for violators.
- Accessing, downloading, or displaying obscene, erotic, or pornographic materials.
- Transmission of threatening or harassing materials.
- Using the networks or other College resources for commercial purposes of for-profit activities including but not limited to Bitcoin and other cryptocurrency generating and other non-College related business.
- Using the College email system or network to send mass emails not approved by the College.
- Violating copyright laws or using the networks for plagiarism or any other dishonest activity.
- Installing software or hardware that I.T. services have not authorized.
- Installing hardware on the College’s networks, including Wireless Access Points, printers, or similar items. Hardware shall only be installed on the wired network by I.T. Services.
- Using another person’s credentials or providing your credentials to be used by another person.
- Activities that embarrass, denigrate, or libel any individual or organization.
- Activities that imply College endorsement of any commercial products/services other than those approved by the College.
- Operating a WiFi broadcasting device including, but not limited to WiFi Hotspots, WiFi-enabled printers, or WiFi routers.

Any person found to violate any of the policies above will be subject to disciplinary action.

**Drug, Alcohol and Tobacco Policy**

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

**The possession or use of alcohol, illegal drugs, or tobacco is prohibited.** Smoking of any other substances is also prohibited. In addition, students are not to abuse legal or prescription substances.

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

**Bryan College Drug and Alcohol Testing Policy**

**Drug Testing Policy**

The College maintains a drug-free educational environment and requires all students to remain free of the unlawful and/or inappropriate use of controlled or illegal substances while enrolled as a student. Students will be held accountable for consuming illegal substances, regardless of state/local laws in the location where the substance was ingested. A student is subject to testing to show proof of a physical condition free from the unlawful and/or inappropriate use of controlled or illegal substances, the use of

prescription medication for which the student does not have a valid prescription, or that which a student is using in a manner inconsistent with a physician's directions. Drug testing (at the College's expense) will be required whenever the Executive Director of Student Life or his/her designee suspect or have reason to believe that a student might be engaging in the unlawful and/or inappropriate use of a controlled or illegal substance or the inappropriate use or abuse of a prescription medication, whether on or off campus.

Reasonable grounds for requiring a student to submit to a drug test may include, but are not limited to, the following:

- Incoherent communication or inexplicable behavior
- A pattern of tardiness and/or absenteeism from class
- Suspicious odors on person, clothing, and/or other property
- A sudden, inexplicable decline in academic performance
- Possession of drug paraphernalia
- Prior positive drug test results
- Arrest, citation, or conviction for a substance-related offense by the College or public law enforcement authorities
- Observation of substance use or physical symptoms or manifestations of impairment, incoherency, or erratic, inexplicable conduct
- A report of substance abuse or use provided by a reliable and credible source

A student who refuses to submit to a request for drug testing from an authorized College official, refuses to allow the release of test results to the College, or tampers with a drug test sample could end in expulsion from the College. A positive drug test that confirms that a student has engaged in the unlawful or inappropriate use and/or abuse of controlled or illegal substances or inappropriate use or abuse of prescription medication, whether on or off-campus, will result in disciplinary action including, but not limited to, suspension or expulsion from the College.

Drug testing will be conducted at a lab selected by the College and certified to conduct drug testing.

### **Alcohol Testing Policy**

Students suspected of alcohol consumption may be requested to take a breath analysis test. Refusal to take the test when requested will be interpreted as an admission of alcohol consumption. Students who are confronted with suspicion of consuming will be offered or may immediately ask to use the breath analysis test to confirm their innocence. Students are responsible for any possession or consumption of alcohol that occurs in a campus residence or vehicle if they are present in the room or vehicle whether or not they themselves have been drinking or in possession of alcohol. Residents who discover a violation of the College's alcohol policy are to report it to Residence Life Staff. Violations of the College's alcohol policy by commuter students should be reported to the Director of Residence Life & Student Accountability.

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

### **Health Risks**

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

### Effects of Alcohol Abuse

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

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

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

### Effects of Other Drugs

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

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

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

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

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

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

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

For further information on commonly abused drugs, go to the National Institute on Drug Abuse at <http://www.drugabuse.gov>.

### **Resources**

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

- The Resident Assistant (RA) or Area Coordinators & Resident Director (RD) are available to listen to students with such problems and make a referral if necessary.
- The Counseling Services located in Latimer Student Center has professional counselors.

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

- Rhea County Medical Center, 9400 Rhea County Highway, Dayton, TN 37321 (423-775-1121)
- C.A.D.A.S., 207 Spears Avenue, Chattanooga, TN 37421 (423-756-7644)
- HCA Valley Hospital, 2200 Morris Hill Road, Chattanooga, TN 37421
- Young Life Center, 516 Cherokee Blvd., Chattanooga, TN 37405
- Cleveland Community Hospital, 2800 Westside Drive, Cleveland, TN 37312 (423-339-4134)
- SUMA, 632 Morrison Springs Road, Red Bank, TN 37415
- Greenleaf Center, 500 Greenleaf Circle, Ft. Oglethorpe, GA 30742 (423-861-4357)

### **Procedures for Reporting Crime or Emergencies**

In cases of emergencies, the appropriate emergency services should be called immediately. All complaints should be reported to:

- Student Life: 423-775-7209 (during office hours)
- Urgent Response Number: 423-521-5454
- Night Watch: 423-718-6696
- Bryan Campus Dayton Police Dept. Officer: 423-443-0004
- Dayton City Police Department 423-775-3876
- Call 911 (emergencies only)

Report all emergencies and crimes as soon as possible.

### **Access to Facilities**

Unauthorized entry into campus facilities constitutes a basis for immediate disciplinary action.

### **Discrimination Policy Statement**

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

Bryan College does not discriminate on the basis of age, sex, race, color, national origin, ethnic group, or disability in the education programs and activities which it operates according to the Civil Rights Act of

1964 and Title IX of the Education Amendment of 1972, Public Law 93-112. This policy extends to both employment and admission to the College.

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

<u>Title IX</u>	<u>Section 504</u>
Title IX Coordinator	VP for Finance
Bryan College	Bryan College
721 Bryan Drive	721 Bryan Drive
Dayton, TN 37321	Dayton, TN 37321

### **Timely Warnings**

In the event that a situation arises on our campus that constitutes an ongoing or continuing threat in the judgment of the Executive Director of Student Life or other designee, a campus-wide ‘timely warning’ will be issued through the College’s emergency alert system, which will send the alert via text, voice, and email messaging.

Because the intent of a warning regarding a criminal incident(s) is to enable people to protect themselves, a warning will be issued as soon as the pertinent information is available. Upon the first issuance of the timely warning, not all of the facts surrounding a criminal incident or incidents may be included; however, additional information will continue to be provided at a later time.

### **Campus Security Awareness/Education**

Students are made aware of security procedures and maintain their own security through the following means:

1. New student orientation, held annually at the beginning of the fall semester
2. Monthly residence hall meetings
3. Bryan Community Standards – distributed annually
4. Educational pamphlets

**Bryan Statements on Human Sexuality, Gender Identification and Human Life** can all be found in the Bryan College Catalog at <https://www.bryan.edu/academics/catalog/>

### **Library**

The Bryan College Library offers students a variety of resources and services. Available resources include reference help, interlibrary loan service, PCs for online resources, self-service copy, printing and laminating, as well as housing the Academic Resource Center with tutoring, test proctoring, and ADA services.

## **Federal/State Provisions**

### **Family Educational Rights and Privacy Act (FERPA)**

Information regarding FERPA can be found in the Bryan College Catalog at: <https://www.bryan.edu/academics/catalog/>

### **Disability Policy Statement**

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

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

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

The ADA Coordinator works under the supervision of the Vice President of Academics. She or he considers a student's request and documentation and then determines what specific services will be offered. The Coordinator then provides the minimum expectations for accommodations. These accommodations are provided to the student on a Syllabus Addendum form that they must take to the faculty of each course, who will fill out the form. A completed Syllabus Addendum must be completed for each course within the first 10 business days of the semester or within 10 business days of a diagnosis/approval by the ADA coordinator. Once the provisions are understood by both the faculty member and the student, the original copy must be turned into the Office of the Registrar. The student or his/her professor may appeal the decision of the ADA Coordinator to the Academic Appeals Committee, which will make a final determination on behalf of the College. For more information, contact the ADA Coordinator at (423)-775-7173.

### **Immunization Information**

The Tennessee Department of Health has immunization requirements for those who attend College. The requirements can be found in the Tennessee Department of Health Rules. Below is a list of required immunizations.

**MMR** (Measles, Mumps, Rubella): 2 doses.

**Varicella** (Chicken Pox): 2 doses or credible history of the disease.

A brief summary of the required immunizations for Colleges is listed in the TN Immunization Requirements Summary Table:

[https://www.tn.gov/content/dam/tn/health/documents/immunizationrequirements/tennis/TN\\_Immunization\\_Summary\\_Table.pdf](https://www.tn.gov/content/dam/tn/health/documents/immunizationrequirements/tennis/TN_Immunization_Summary_Table.pdf)

*Note: Any student for whom we do not have the above information will be required to be vaccinated at their expense prior to registration.*

### **Alcohol and Controlled Substances**



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

### **State of Tennessee Sanctions**

This document contains a summary of state and federal sanction for the unlawful use of illicit drugs and alcohol. Portions of the summary were provided by the federal government, and while the summary is a good faith effort to provide information, Bryan College does not guarantee its accuracy. Under state law, it is unlawful for any person under the age of twenty-one (21) to buy, possess, transport (unless in the course of their employment), or consume alcoholic beverages for or furnish them for any purpose to anyone under twenty-one years of age. These offenses are classified Class A Misdemeanors punishable by imprisonment for not more than eleven months and twenty-nine days, or a fine of not more than \$2,500 or both. (T.C.A. § 1-3-113, 39-15-404, 57-5-301.) The offense of public intoxication is a Class C Misdemeanor punishable by imprisonment of not more than thirty days or a fine of not more than \$50, or both. (T.C.A. § 39-17-310.) Under Tennessee law, the offense of possession or casual exchange of a controlled substance (such as marijuana) is punishable as a Class A Misdemeanor (eleven months twenty-nine days and/or a fine of \$2500). For the third of subsequent offense of possession of ½ oz. or less of marijuana, punishment is one to six years of imprisonment and a \$3,000 fine. If there is an exchange from a person over twenty-one years of age to a person under twenty-one, the older person is at least two years older than the younger, and the older person knows the younger is under twenty-one years of age, *then the offense is classified as a felony*. (T.C.A. § 39-17-417, 21 U.S.C. § 801, et. Seq.; T.C.A. § 39-17-417). Possession of more than ½ oz. of marijuana under circumstances where intent to resell may be implicit is punishable by one to six years of imprisonment and a \$5,000 fine for the first offense.

State penalties for possession of substantial quantities of a controlled substance or for manufacturing or distribution range up to a maximum of fifteen to sixteen years of imprisonment and a \$5,000 fine for the first offense.

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

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

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

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

21 U.S.C. 853(a)(2) and 881(a)(7): Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than one year of imprisonment  
21 U.S.C. 881(a)(4): Forfeiture of vehicles, boats, aircraft, or any other conveyance used to transport or conceal a controlled substance [An automobile may be impounded in cases involving any controlled substance in any amount.]

21 U.S.C. 884(a): Civil fine of up to \$10,000 (pending adoption of final regulations).

21 U.S.C. 853(a): Denial of federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to one year for first offense, up to five years for second and subsequent offenses.

18 U.S.C. 922(g): Ineligibility to receive or purchase a firearm

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

### **Information for Crime Victims about Disciplinary Proceedings**

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

### **Missing Persons**

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

Upon determining that a resident student has been missing for 48 hours, the Director of Residence & Student Accountability Life will notify the local law enforcement agency.

The Director of Residence Life & Student Accountability will notify the contact person that has been designated by the student (this contact will be registered confidentially).

If the missing student is under 18 years of age and not emancipated, Bryan College will (as required by law) notify a custodial parent or guardian within 48 hours when the student is determined to be missing (if such person is different from the contact person designated by the student).

### **Campus Sex Crimes Prevention Act**

The federal Campus Sex Crimes Prevention Act and the Tennessee College and University Campus Sex Crimes Prevention Act of 2002 require that whenever a sex offender becomes employed, enrolls as a student, or volunteers at an institution of higher education in the state of Tennessee, he or she must complete or update the Tennessee Bureau of Investigation (TBI) sexual offender registration/monitoring form and deliver it to TBI headquarters in Nashville. As defined in section 40-39-201 et seq. of the Tennessee Code, a "sexual offender" means a person who is, or has been, convicted in this state of committing a sexual offense or who is, or has been, convicted in another state or another country or who

is, or has been, convicted in a federal or military court of committing an act that would be constituted a sexual offense if it had been committed in this state. A "sexual offense" means the commission of acts including but not limited to aggravated and statutory rape, sexual battery, sexual exploitation of a minor, aggravated prostitution, and kidnapping.

Both laws designate certain information concerning a registered sexual offender as public information and therefore amend and supersede the Family Educational Rights and Privacy Act (FERPA) and other federal and state laws that previously prohibited the disclosure of such personal information. Since the laws require the publication of information pertaining to sexual offenders employed, enrolled or volunteering at an educational institution, said publication does not constitute grounds for a grievance or complaint under institutional or Tennessee Board of Regents policies or procedures.

In compliance with the federal Campus Sex Crimes Prevention Act and the Tennessee College and University Campus Sex Crimes Prevention Act of 2002, members of the campus community may obtain the most recent information received from the Tennessee Bureau of Investigation (TBI) concerning sex offenders employed, enrolled or volunteering at this institution from the Dayton Police Department Officer assigned to Bryan College. Information is also available on the TBI's web site listing of sex offenders: <http://www.tbi.state.tn.us/sorint/SOMainpg.aspx>.

### **The Clery Act Requirements:**

The law is named for Jeanne Clery, a 19-year-old Lehigh University freshman who was raped and murdered by another student, Joseph Henry, in her campus residence hall in 1986. The Clery Act, signed in 1990, was originally known as the Crime Awareness and Campus Security Act. The Jeanne Clery Act was enacted in the belief that crime awareness can prevent campus victimization. The law requires Colleges and universities receiving federal funding to prepare, publish, and distribute, by October 1 of each year, campus security policies and crime statistics.

The *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*, more commonly known as the *Clery Act*, requires that Colleges and universities:

- Publish an annual report by October 1 that contains three (3) years of campus crime and fire safety statistics and certain campus security policy statements;
- Disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities and remote classrooms. The statistics must be gathered from campus police or security, local law enforcement, and other university officials who have "significant responsibility for student and campus activities";
- Provide timely warning notices of those crimes that have occurred and pose an ongoing threat to students and employees;
- Implement emergency notification procedures if there is an immediate threat to the health or safety of students or employees on campus;
- Disclose in a public crime log "any crime that occurred on campus . . . or within the patrol jurisdiction of the campus police or the campus security department and is reported to the campus police or security department"; and
- Maintain in a public fire log a record of any fire that occurred in an on-campus student housing facility.