



**THE  
VIKING CODE  
Student Handbook**

**2016-2017**

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Dear students:

Welcome to the 2016-17 academic year! We look forward to your active participation in the life of the campus.

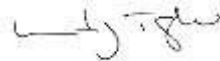
A hallmark of a Berry education is a well-rounded experience. There are innumerable opportunities for involvement through colloquia, speakers, organization activities, sports, service, and college-wide events. We encourage you to make the most of your time at Berry by taking full advantage of these programs and events.

We're glad you are here and we look forward to working with you to make 2016-17 a great year.

Sincerely,



Debbie E. Heida  
Vice President for Student Affairs  
and Dean of Students



Lindsey Taylor  
Assistant Vice President for Student Affairs

## Academic Calendar 2016-2017

### Fall Semester 2016

July 10, Sunday	First payment due for fall semester courses
August 19, Friday	On-line add/drop for cleared returning students opens at 8 AM
August 22, Monday	Classes Begin
August 25, Thursday	Final day to change schedules; on-line add/drop closes at 4 PM (courses on schedule after this day apply towards HOPE)
September 5, Monday	Labor Day (no classes)
September 7, Wednesday	Final day to withdraw with automatic grade of W for 1 <sup>st</sup> 7-week courses
September 23, Friday	Final date to withdraw with automatic grade of W for full term courses; Last day to withdraw with W or WF for 1 <sup>st</sup> 7-week courses
September 30, Friday	Mountain Day activities, no classes after 2:00 pm
October 1, Saturday	Mountain Day
October 7, Friday	First 7-week classes end
October 8, Saturday	Online grading opens for 1 <sup>st</sup> 7-week courses @ 7 AM; <b>closes Mon. 10/17 @ 10 AM</b>
October 8-11, Sat.-Tues.	Fall Weekend, no classes
October 12, Wednesday	<b>Second 7-week classes begin</b>
October 13, Thursday	Final day to add/drop a 2 <sup>nd</sup> 7-week class
October 24, Monday	Senior exit examinations (major field)
October 24-Oct. 28	Advisement, Week 1
October 28, Friday	Last day to withdraw with W grade for 2 <sup>nd</sup> 7-week classes
October 31-November 4	Advisement, Week 2
October 31-November 11	Pre-registration (closes at 4 PM, Nov. 20)
October 31-November 18	<b>Late Application for Spring 2016 Graduation; Application open for Fall 2016 (VikingWeb)</b>
November 11, Friday	Last day to withdraw with W or WF for full term and 2 <sup>nd</sup> 7-week classes; Deadline for Cultural Events for students graduating in December
November 23-25	Thanksgiving Holidays (no classes)
December 2, Friday	Last day of classes
December 3, Saturday	Online grading opens @ 7:00 AM
December 5-9	Final examinations (Monday-Friday)
December 10, Saturday	First payment due for spring semester courses
December 12, Monday	<b>All grades due to Registrar's Office by 10:00 AM (online grading closes)</b>
December 16, Friday	Conferral of diplomas for students completing all degree requirements during fall term

### Spring Semester 2017

January 6, Friday	Online add/drop for cleared returning students opens at 8:00 am
January 9, Monday	Classes Begin

January 12, Thursday	Final day to change schedules for full term and 1st 7-week; on-line add/drop closes at 4:00 pm; (courses on schedule after this date apply towards HOPE)
January 16, Monday	Martin Luther King Jr. Day (no classes)
January 27, Friday	Last day to withdraw with automatic W grade for 1 <sup>st</sup> 7-week courses
February 10, Friday	Final day to withdraw with automatic grade of W for full term courses; final day to withdraw with W or WF for 1st 7-week courses
February 24, Friday	First 7-week classes end
February 26, Saturday	Online grading for 1 <sup>st</sup> 7 week courses opens @ 7:00 AM; <b>closes Mon, 3/06 @ 10 AM</b>
February 27, Monday	<b>Second 7-week classes begin</b>
February 27, Monday	Senior Exit Examinations (major field)
February 28, Tuesday	Last day to add/drop 2 <sup>nd</sup> 7-week classes
March 13-17	Spring Break (no classes)
March 19-24	Advisement, Week 1
March 24, Friday	Last day to withdraw with automatic W grade for 2 <sup>nd</sup> 7-week classes
March 27-31	Advisement, Week 2
March 27-April 7	Fall and Summer pre-registration
March 20-April 7	<b>Application for Fall 2017 and Spring 2018 graduation (VikingWeb)</b>
April 4, Tuesday	Symposium on Student Scholarship - classes suspended
April 7, Friday	Last day to withdraw with W or WF full term and 2 <sup>nd</sup> 7-week classes; Deadline for Cultural Events for May graduating students
April 14, Friday	Good Friday (no classes)
April 25, Tuesday	Last day of classes
April 26, Wednesday	Reading Day
April 27, Thursday	Online grading opens @ 7 AM
April 27-May 3	Final Exams (Thursday-Wednesday)
May 3, Wednesday	<b>Grades for graduating students due 10:00 AM</b>
May 3, Wednesday	Baccalaureate
May 5, Friday	Graduate Student Commencement
May 6, Saturday	Undergraduate Student Commencement
May 8, Monday	<b>All grades due to Registrar's Office by 10:00 AM (online grading closes)</b>

The Academic Calendar for the current and future years may be found on the college web page:  
[http://www.berry.edu/uploadedFiles/Website/Academics/\\_Assets/Documents/AcademicCalendarA.pdf](http://www.berry.edu/uploadedFiles/Website/Academics/_Assets/Documents/AcademicCalendarA.pdf)

Berry College admits students of any race, creed, color, sex, national and ethnic origin or qualified handicap to all the rights, privileges, programs, and activities generally accorded or made available to students at the college. Berry does not discriminate on the basis of race, creed, color, sex, national and ethnic origin or handicap in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other college-administered programs. Under the provision of the Family Educational Rights and Privacy Act of 1974, as amended, Berry College permits the student access to educational information maintained on him or her by the institution. These policies pertain to all students – both undergraduate and graduate – except where noted.



Martha Berry

**SCHOOL PSALM**  
**(Psalm 121)**

I will lift up mine eyes unto the hills, from whence cometh my help.  
My help cometh from the Lord, which made heaven and earth.  
He will not suffer thy foot to be moved; He that keepeth thee will not slumber.  
Behold, He that keepeth Israel shall neither slumber nor sleep.  
The Lord is thy keeper: the Lord is thy shade upon thy right hand.  
The sun shall not smite thee by day, nor the moon by night.  
The Lord shall preserve thee from all evil: He shall preserve thy soul.  
The Lord shall preserve thy going out and thy coming in from this time forth,  
and even for evermore.

**FIGHT SONG**

Fight on for 'ol BC.  
Fight on, fight on, for victory.  
Our Alma Mater dear,  
Sing out a song, Let out a cheer.  
Fight on, fight on,  
Fight Berry we fight on.  
Fight on, fight on

**ALMA MATER**

Far up in the hills of Georgia stands  
Old Berry tried and true,  
The Shrine of many a memory of  
The Silver and the Blue.  
Our loyalty and love we pledge,  
God keep thee without fail,  
Be thou the light that shines for right,  
Alma Mater, Hail, All Hail!

**SCHOOL HYMN**

O God our help in ages past,  
Our hope for years to come;  
Our shelter from the stormy blast,  
And our eternal home!  
Before the hills in order stood,  
Or earth received her frame,  
From everlasting Thou art God,  
To endless years the same.  
O God our help in ages past,  
Our hope for years to come;  
Be Thou our guard while life shall last,  
And our eternal home!



## **CABINET**

**Stephen Briggs**, President

**Andy Bressette**, Interim Provost

**Brian Erb**, Vice President for Finance

**Debbie Heida**, Vice President for Student Affairs and Dean of Students

**Bettyann O'Neill**, Vice President for Institutional Advancement

**Gary Waters**, Vice President for Enrollment Management and Interim Chief of Staff

## MOUNTAIN DAY AND OTHER TRADITIONS

What was it about Berry that caught the interest of Andrew Carnegie, captured the enthusiasm of Theodore Roosevelt, appealed to the practical mind of Henry Ford and earned his generous support?

What is it about Berry today that commands an equal measure of enthusiasm among leading Americans and thousands of loyal friends?

The answers to these questions are found in the fascinating story of founder Martha Berry and her successors and the remarkable institution they have built from a cabin to a college.

Berry is a college rich in heritage. Many campus customs are deeply rooted.

The most universal custom is that of greeting everyone on campus with a smile, a wave, and a cheery “hello.” Freshmen usually become familiar with this custom on their first day and realize that much of the beauty of Berry is in this spirit of friendship which one meets everywhere.

Each year on the first weekend of October, Martha Berry is remembered in a traditional celebration, which is called Mountain Day. The holiday, which celebrates Miss Berry’s birthday, begins with convocation for college students and a picnic lunch.

The lunch is followed by the main event of the day, the Grand March. The music for the Grand March is provided by the college wind ensemble. Students, led by the seniors, join hands, separate, and unite in ever widening lines as they weave a march pattern on the gentle slope at the foot of Lavendar Mountain. During the march, students drop donations into the birthday basket, traditionally the number of cents equal to the student’s age. These donations become a part of the Martha Berry Memorial Endowment Fund, established by Miss Berry with gifts made to her to aid The Berry Schools. A colorful part of the tradition is the costume worn - for the women, a pastel pink (blue if a senior) dress or skirt and blouse; for the men, a lighter blue shirt (white if a senior) and dark trousers.

On the Saturday night of Mountain Day Weekend, students come together in the Clara Bowl to participate in **Marthapalooza**, an all-night carnival, free food, games, music, bonfire, outdoor movie and the opportunity to camp on campus with friends.

The Miss Berry College Pageant, sponsored by the Krannert Center Activities Board, is held each year. Contestants are sponsored by campus organizations. Miss Berry is an official representative of the school throughout the year.

Honors Night is held during the spring semester. Awards and scholarships are given to students who have excelled academically, provided leadership, or contributed to the Berry community. A Leadership & Service Awards program and Work Awards program are annual spring recognition events.



- **School Colors** – Silver and Blue
- **Mascot**- Viking



## **MOUNTAIN DAY GUIDE**

Mountain Day is Berry's celebration of Martha Berry's birthday. This year Mountain Day Weekend will be September 30 - October 1.

Plan to stay for Mountain Day Weekend and invite your parents to join in on the festivities, which may include many great student-sponsored activities, athletic events, and other Mountain Day traditions as listed below.

The Mountain Day Olympics will be on Friday afternoon on the Green Hall lawn.

KCAB's Mountain Day Talent Show will be Friday night at 8 p.m. and 10 p.m. in the Ford Auditorium.

The Mountain Day Chapel Service will be Saturday morning in the Frost Chapel.

A picnic lunch will be held on Saturday at the foot of Lavendar Mountain (WinShape Campus).

Be sure to participate in the Grand March that follows the picnic. Traditionally, female students dress in a pastel pink (blue, if senior) dress or skirt and blouse; the male students wear a light blue shirt (white, if senior) and dark trousers. These colors represent the uniforms worn by past Berry students.

Marthapalooza will take place in the Clara Bowl from late Saturday night into Sunday morning.

## The Academic Community

### Academic Resources

#### ■ Academic Success Center

The Academic Success Center, which is located in Evans Hall 106, seeks to provide all Berry students with learning support in their academic work, directed toward overall academic success. As part of its support for educational success, the Center coordinates free peer tutoring services, study smarter seminars, and workshops in topics such as effective time management and strong study skills. Peer academic coaches and consulting are available to all students.

The Center is also responsible for coordinating services the college provides to students with needs according to the Americans with Disabilities Act. All students needing accommodations are required to work with the Coordinator of Disability Services before the college may provide accommodations to the student.

#### □ Advising Program

Each student is assigned an academic advisor with whom to consult in selecting a schedule of classes each semester, in planning a program of study leading to the chosen degree, and for guidance in their career paths. Questions and concerns related to the student's academic program and progress should be discussed with the advisor, who is available for consultation on other matters as well. The advisor provides advice and will help the student understand the ramifications of their choices, but the final responsibility of completing all requirements for a degree rests with the student.

#### ■ First-Year Experience Office

The office of the First-Year Experience, located in the Krannert Center, offers a variety of support services to help new students adjust to the academic and social demands of college life. In addition to assisting the dean of academic services with the first-year advising program, the office coordinates the First-Year Seminar (BCC 100). During orientation, the office offers a two-hour "crash course" in college success and organizes a book discussion that allows freshmen to enjoy dinner and conversation with Berry faculty and staff, usually in their homes. In conjunction with the Bonner Center for Community Service, the First-Year Experience office organizes First-Year Service Day, an opportunity for new students to get to know each other and the community by giving a day of service in Rome and Floyd County. The office provides support to any first-year student at Berry College.

#### ■ Library Resources

Balancing functional convenience with a comfortable working environment, Memorial Library offers an array of spaces and tools for research and study. Open 106 hours a week, including evenings and weekends, those spaces range from personal study carrels to group study rooms, from collaborative zones to secluded niches, from dedicated workstations in the lab to our open-access Sandbox – a technologically-enhanced classroom and shared-learning environment. Further enriching the library-experience are the Java City Café, the Writing Center, BITS support, and the Berry College Archives, which retain the Martha Berry Papers, the official college records, and a host of bygone publications and photographs.

Wi-Fi is available throughout Memorial Library, along with a variety of self-service, project-management resources, like print stations, book and document scanners, a laminator, poster printers, and fax machines. A robust technology lending program provides multiple mobile resources for students, faculty, and staff – laptops, iPads, flip cams, camcorders, voice recorders, a portable pocket-projector, and more.

The hub of research activity on campus, Memorial Library provides access to an agile and adept collection of digital and physical resources, encompassing more than 200,000 print volumes, 130,000 e-books, 37,000 journals and newspapers, and 5,500 documentary and feature films. The breadth of access, for students and faculty alike, is further enhanced by over 220 academic databases, supporting disciplines across the curriculum. Membership in OCLC's WorldCat cooperative makes holdings from libraries across the country discoverable directly from the Memorial Library homepage, and a vigorous Interlibrary Loan program further buttresses the collection. As a select government depository, Memorial Library houses more than 100,000 current and historic government documents.

Most importantly, Memorial Library supports all these and other resources with its knowledgeable, user-focused staff. We are approachable and ready to help! One-on-one reference and research assistance are available throughout the working day, either in-person or via text, phone, email, or chat.

## ■ PLAN4WARD

In the first year, each student will begin to map their personal path to graduation and learn to take advantage of everything the college has to offer through our Plan4ward program. Students begin by learning to plan intentionally, understand their strengths, interests and aspirations. Students then choose curricular, co-curricular, extracurricular, student work and service options that help them move forward toward their goals. Students will then spend the next couple of years exploring, growing, learning, and delving deeper into what they like and desire. Advisors will encourage students to study, work, serve, reflect, and then revise their plan to make it personal, allowing each student to achieve the personal goals students have charted for themselves.

## Academic Policies and Requirements

The Berry College catalog provides details about all academic policies, degree requirements, major and minor requirements, and information about specific programs and course descriptions. The catalog is available online at <http://catalog.berry.edu/>; students should consult the catalog for details about their chosen degrees and programs of study.

Several Academic policies are summarized below for convenience. In the cases of any discrepancies between the academic policies published below and those in the official online Berry College catalog, the catalog shall supersede the academic policies summarized below.

### ■ Class Attendance Policies

Class attendance is vital to a student's ability to succeed in any course. In all cases, attendance policies will be detailed on course syllabi provided at the beginning of each course.

Students are expected to attend classes regularly. Each student is responsible to the instructor in matters pertaining to class attendance. The student should explain the cause of each absence. If the absence is deemed justifiable, the instructor may grant the student an opportunity to make up the work. Because the college is concerned about the academic success of the student, instructors are encouraged to keep records of class attendance. Instructors should explain to each of their classes at the beginning of every semester what constitutes "excessive absences." A student with excessive absences may be withdrawn from the class at the request of the professor, in accordance with the policies explained on the course syllabus. Students who fail to attend all courses regularly may be withdrawn from the college.

### ■ Dropping/Adding Courses

Returning students may make changes to their schedules online during the Add/Drop period- typically the first four class days of each term. Withdrawals may continue after the fourth day until the end of the tenth week of the term. Any class for which you are registered after the end of the add/drop period will count as hours attempted for HOPE.

### ■ Withdrawal from a Course

Official voluntary withdrawal from a course must be initiated by the student through the student's advisor. After obtaining the advisor's signature on a One-Stop form, the student must take the form to the instructor of the course in question. The instructor must assign a grade and sign the form. It may then be sealed in an envelope. **The student must deliver it to the registrar's office. If the withdrawal is made during the first five weeks of a semester, the student will receive a W. During the next five weeks, the grade will be either W or WF, depending on whether the grade at the time of withdrawal is passing or failing. Only in extremely unusual circumstances will a student be permitted to withdraw from a course during the last three weeks of classes, even if the grade in the course is passing.**

Failure to withdraw properly will result in a grade of F. Applicable dates by which class withdrawals must be accomplished are printed in the College Catalog, the college calendar, and **The Viking Code**.

### ■ Withdrawal from College

To withdraw, a student must obtain and complete withdrawal forms from the office of the Associate Provost or the Dean of Students, obtain the signature of the advisor and participate in a brief exit interview. Completed forms should be taken to the office of the Associate Provost. **These forms must be completed in order for withdrawing students to leave the college with a clear record.** Refunds for which the student is entitled will be processed according to the Refund of Charges section of the Berry College catalog.

Students who will be absent from campus for at least one full semester but are not classified as full-time transient students or who have not been granted a leave of absence will be considered withdrawn and must complete the withdrawal form.

### ■ Leave of Absence

There are situations such as medical or family emergencies when a student must withdraw from classes for a semester with every intention of returning the next semester. The student may, in these cases, request approval of a Leave of Absence that, if granted, would mean that he or she would not have to complete the withdrawal-from-the-institution process and then reapply for admission. In applying, the student will be asked to indicate the term of absence, the reason for the absence and to provide documentation of the reason stated so that the provost and/or associate provost may consider the request.

While students are encouraged to apply for the Leave of Absence prior to the beginning of a term or during the drop/add period, students must complete the Leave of Absence form and turn it in to the associate provost's office no later than the end of the automatic W withdrawal period, typically the fifth week of the regular fall or spring terms, for approval to be considered for the current term. Students who have begun coursework during the term and who receive permission for the leave after the drop/add period would be granted a W for all courses for which they are registered; these hours would count, however, as hours attempted.

In cases where a student needs to withdraw temporarily for medical reasons but anticipates returning in the next semester, the student may be granted a Medical Leave of Absence. The leave must be requested no later than the last day of the semester to withdraw with a W or WF grade, typically the twelfth week of the regular fall or spring semester. Upon receipt of appropriate medical documentation, students will be granted a WS for all courses for which they are registered; these hours would count, however, as hours attempted. Students who withdraw for medical reasons will be asked to provide documentation from the appropriate medical professionals regarding the student's readiness to return to a residential academic community.

A student approved for a Leave of Absence or Medical Leave of Absence will be eligible to preregister at the same time he or she would if enrolled at Berry and will, upon returning to the college, be coded as a current student. The student is responsible for meeting all fee deadlines, housing-application deadlines, etc., as is a student in residence.

A Leave of Absence will be granted for no more than one term in duration. If students must be gone from the institution longer than one term, they must formally withdraw and then reapply for admission.

Students should be advised that an approved Leave of Absence may affect the student's eligibility for financial aid and grants; students seeking approval of a Leave should consult with financial aid.

### ■ Involuntary Withdrawal from College

Berry College may require at any time the withdrawal of any student whose conduct or academic standing it regards as undesirable, either for the student's sake or for the college's.

If the undesirable conduct is unintentional but suggests that the student may be harmful to self or others or is incompatible with the good order and operation of the college, the matter will be referred to the dean of students. The dean of students will consult with health-care providers, professors, counselors, and other individuals as appropriate. The dean of students may require interim, temporary, or permanent withdrawal of such student.

If the undesirable conduct is deliberate, the student will be subject to the rules and procedures provided in the **Code of Student Conduct**.

Students who leave the campus under the above conditions, either voluntarily or involuntarily, may be readmitted to the college only after being cleared by the dean of students. Permission for readmission may take into account the student's demonstrating a period of stable behavior outside the college and may require a statement from a physician, psychologist, or other qualified professionals that the student is ready to return and cope successfully with college life. Follow-up services or special conditions may be required as part of the readmission decision. In most cases, a letter from your doctor may be required before your readmission may be considered.

### ■ Financial Obligation to the College

It is important to remain in good financial standing in regards to your tuition account. A student who is delinquent in payment of any financial obligation to Berry College may be removed from classes; may not be allowed to register at the college for another semester until such delinquency is satisfied; may not be issued grades, transcripts, or a diploma; and may be subject to further action. In addition, in the event that an unpaid obligation is submitted to a collection agency or an attorney at law, all costs of collection, including reasonable attorney's fees, will be paid by the student. **Payment due dates for the upcoming semester may be found at [www.berry.edu/business/tuition/](http://www.berry.edu/business/tuition/).**

### ■ Berry's Refund Policy

All students who withdraw during fall or spring semester will be charged tuition, and room and board if applicable, at the rate of 10 percent of the semester charge for each week or fraction thereof of enrollment. If a recipient of financial aid withdraws and is scheduled to receive a refund, all or part of this refund will be used to reimburse the financial-aid programs from which the student received funds. All students who withdraw from a summer block on or before the add/drop day for the summer block will receive a full refund for their courses. All other fees are not refundable.

Students with Title IV Federal Financial Aid (Stafford, Plus or Perkins Loans, Pell Grant, SEOG, Etc.) who withdraw during a semester will be subject to the refunding of all or a portion of their financial aid to the respective loan or grant, according to Federal Regulations. Students should consult with the Student Financial Services Office before they withdraw if they have questions about how their withdrawal may impact their account. Information on these withdrawal procedures and the Federal Regulations that apply are available in the Student Financial Services Office.

### ■ Example of Withdrawal Credit and Return of Federal Funds

A student withdraws during the eighth week of the semester and is eligible for a 20% withdrawal credit:

$$\text{Total charges } \$25,925 \times 20\% = \$5,185.00 \text{ credit.}$$

The student was enrolled 59 days of the 110-day semester; a Federal Pell Grant of \$2,865.00 and a Stafford Loan of \$1,750.00 have been applied to the student's account. Using the days enrolled, 59, and dividing by the total number of days in the semester, 110, the percentage rate of 54% was determined to arrive at the amount of Title IV Federal Funds the student earned for the semester.  $(\$2,865.00 + \$1,750.00) \times 54\% = \$2,492.10$ , the portion of the

Title IV Federal Funds the student would be allowed to retain.) The total, \$4,615.00, minus \$2,492.10 (or \$2,122.90) would be the amount of Title IV Federal Funds to be returned.

If the student's tuition account had a zero balance at the time of withdrawal, the account would be:

Tuition Account Balance	\$ 0.00
Withdrawal Credit	(5,185.00)
Funds to be Returned	<u>2,122.90</u>
Balance Due to Student	\$ (3,062.10)

### ■ Grade-Point Average

The grade-point average (GPA) is determined by dividing the total number of grade points earned by the total number of hours attempted, including any on which the student earned a grade of F or WF. All attempts in a course will be counted. The student will earn credit hours for a course only once, unless otherwise noted. The following example illustrates a grade-point average of 2.85 obtained by dividing 39.9 by 14:

<u>Course</u>	<u>Semester Hours Attempted</u>	<u>Grade Received</u>	<u>Quality Points Earned</u>	<u>Grade Points</u>
RHW 101	4	B-	2.7	10.8
MAT 111	3	B-	2.7	8.1
KIN 101	1	B	3.0	3.0
HIS 154	3	A-	3.7	11.1
PSY 101	<u>3</u>	C+	2.3	<u>6.9</u>
	14			39.9

### ■ Study at another Institution

A student who wishes to take courses at another institution must request permission to do so in advance from the registrar. This is done by taking a signed transient-student permission form to one's advisor, the relevant department chair and dean for each course for approval, and then to the registrar, with a list of the desired courses and the institution the student will be attending. Each department sets policies for transient coursework equivalencies. Please be aware that deadlines at the host school may vary; students should apply for transient permission well in advance of the host school's deadlines. Students must request that official transcripts be sent to the registrar when the courses have been completed. Students must earn a C or better on any course to be transferred to Berry. **Students who have completed 60 hours or more may not be transient students at two-year (lower division) institutions.**



## ■ Academic Integrity, Violations, Appeals

The Berry College community affirms its support of academic integrity as reflecting founder Martha Berry's commitment to educating the head, heart, and hands, and as the foundation of college life and experience. We believe that mutual trust among Berry's students, faculty, and staff is essential to the operation of the college and that all members of the Berry College community are responsible for working together to establish and uphold an environment conducive to honorable academic endeavor.

Academic dishonesty includes, but is not limited to, the following: cheating, unauthorized collaboration, plagiarism, fabrication, multiple submissions, and aiding and abetting;

Cheating: using or providing unauthorized information or aids on any examination or other graded assignment; altering a graded work prior to its return to a faculty member; doing another's work or allowing another person to do one's work, and submitting it for grading;

Unauthorized Collaboration: working with another person on a project, assignment, examination, tests, or quiz, unless collaborative work has been stipulated by the instructor;

Plagiarism: submitting material that in part or whole is not one's own work without properly attributing the source(s) of its content;

Fabrication: inventing or falsifying information, data, or citations; altering or creating any document or record affecting the grade or academic standing of oneself or others;

Multiple Submissions: submitting identical or substantially similar papers or course work for credit in more than one course without prior permission of the instructor(s);

Aiding and Abetting: providing material, information, or other assistance which violates any of the above standards for academic integrity; providing false information in connection with any inquiry regarding "academic integrity."

Where there is suspected violation of academic integrity policy, the concerned faculty member should:

- (a) discuss the suspected infraction directly with the student(s) involved. At the faculty member's or the student's discretion, the school dean, department chair, or faculty colleague may be present during this discussion as a witness;
- (b) make copies of relevant materials before returning them to the student(s) for any approved amendment or revision;
- (c) discuss the suspected infraction and the documented evidence with the department chair, dean, or a colleague if collegial advice is desired. In all such cases, the privacy of the student(s) involved must be protected;
- (d) make a decision based on the evidence and determine appropriate sanctions; sanctions may include warning the student, or reducing the assignment, exam, or course grade; if sanctions are imposed, discuss these and the appeal process with the student;
- (e) if a student is found to have violated the academic integrity policy, notify the provost in writing. This document should include:
  1. information about the course, the faculty involved, and the student(s) involved;
  2. the time and date of the incident, and a description of the incident and any evidence that indicates an infraction of academic integrity;

3. any sanctions imposed by the faculty member in response to this incident; and
4. a confirmation that the faculty member has discussed with the student the incident, any sanctions imposed and the student's right to appeal the faculty member's decision.

Students seeking to appeal the sanction concerning academic integrity may appeal to the provost or associate provost, who will convene a subcommittee consisting of equal numbers of faculty and students of Academic Council. Students will be informed of their right to appeal by the Provost once the instructor has rendered a decision and imposed a penalty. Appeals must be made in writing to the Provost within 10 days of the notification of the sanction by the Provost.

Students who are sanctioned for violating academic integrity policy forfeit the right to withdraw from the class with a grade of "W."

Students who are found to have violated the College's academic integrity policy more than once may have a sanction imposed by the Provost in addition to the sanction levied by the course instructor. The additional sanction imposed by the Provost could include (but is not limited to) academic probation, academic suspension, or academic dismissal. Should the Provost impose an additional sanction, students have the right to appeal the sanction to an appeal committee comprised of the College's Academic Deans, the Dean of Students, and the chair of the Faculty Assembly. Students will be informed of their right to appeal a sanction imposed by the Provost. Appeals must be made in writing to the Provost within 10 days of the imposition of the sanction by the Provost.

#### ■ **Grade Appeals**

A student who has a question about a grade should first discuss the matter with the professor of the class. If understanding is not reached through this discussion, the student should make an appointment to discuss the matter with the department chair and/or the chair and the professor together. If there is still a clear question of the unfairness in the matter under discussion, it may be taken to the school dean and then to the provost, at which level a resolution of the issue will be determined.

#### ■ **Academic Appeal Process**

Undergraduate students who wish to appeal an academic-related decision should first consult with the professor of the course in which the issue has been raised. If the issue is not resolved at that consultation, the student may then appeal to the department chair and then, if the issue is not resolved, in writing to the dean of the appropriate school and then to the associate provost and/or provost. If the issue continues to be at question, the student may then appeal to a subcommittee consisting of equal numbers of faculty and students of Academic Council that will be convened by the provost or associate provost, and then to the president.

If the issue is program related, the student should consult first with the director of the department or office in which the issue has been raised. If the issue is not resolved at that consultation, the student may then appeal in writing to the appropriate school dean. If the issue is not resolved, then the student may appeal to the associate provost and/or provost. If the issue continues to be at question, the student may then appeal to a subcommittee consisting of equal numbers of faculty and students of Academic Council that will be convened by the provost or associate provost, and then to the president.

#### ■ **Student Complaint Policy**

As an institution committed to students and open dialogue surrounding issues of concern to students, the college has implemented several policies to ensure student concerns are responded to quickly and fairly.

In addition to these policies, Berry College has a formal Student Complaint Policy. That policy is used in cases where there is no published policy/appeals process or in cases where a student has exhausted the published policy/ appeals process. This policy is designed

- To ensure consistency in the handling of complaints,
- To provide a process for students to appeal when they believe the college did not follow a written process/policy,
- To provide a process for the resolution of complaints where no written process/policy exists,
- To track formal complaints and their resolution as required by federal regulation, and
- To help students learn how to advocate for themselves through formal processes.

### **Procedures for Submitting a Written Formal Student Complaint**

Before filing a Student Complaint:

1. Berry College has several written appeals processes delineated in the Berry College Catalog, the Viking Code, and on the college website. In all cases, students should complete these processes prior to lodging a written complaint. Among the policies in place:

- The Berry College Catalog contains policies to address/appeal academic integrity violations, grade appeals, and general academic/course-related concerns or appeals.
- The Berry College Catalog contains policies regarding tuition charges and the payment of tuition, eligibility for and awarding of financial aid, and the refund of tuition and fees.
- The Viking Code contains policies to address/appeal student conduct violations and sanctions imposed through the judicial process.
- Berry College has a Title IX: Sexual Misconduct policy to address concerns related to sexual assault and sexual harassment. The policy is located on the Student Life website (<http://berry.edu/stulife/>).

2. In most cases where there is not a written policy, concerns/complaints may be resolved by first meeting with the office, faculty, staff or student directly. If that is not possible or if that meeting does not resolve the complaint, students should meet with the supervisor of the office, faculty, or staff directly. Students should speak with the appropriate person(s) to seek resolution prior to lodging a written complaint.

Filing a Student Complaint

3. All formal written complaints must be filed using the online Student Complaint Form, which may be accessed on VikingWeb (insert link to form). The Assistant Vice President for Student Affairs or the Dean of Academic Services are available to assist any student needing help submitting a complaint.

4. All Student Complaint Forms and supporting documentation submitted through the online system will be routed to the appropriate vice president for review and investigation. Complaints not designated for a specific vice president will be sent to the chief of staff who will review the complaint and respond or forward it as necessary to the appropriate vice president for review and investigation. The vice president investigating the complaint may request additional documentation and personal visits with students, faculty, staff, and administrators.

5. The appropriate vice president will respond to the complainant and strive to resolve the complaint within ten business days. The student will receive written communication of the resolution of the complaint.

6. A student may appeal the decision of a vice president or chief of staff directly to the president by letter delivered to the office. The president will respond to the student in writing, normally within ten business days of receipt of the complaint. The decision of the president is final.

7. All student complaints will be kept on file for four years.

### ■ Academic Freedom

Faculty and students are free to examine all pertinent data, question assumptions, be guided by the evidence of scholarly research, and teach and study the substance of a given discipline.

### ■ Classification

Students are classified according to the number of hours of credit earned. The undergraduate student with fewer than 30 hours is classified as a freshman. One with as many as 30 hours but fewer than 60 is a sophomore. A junior is a student with at least 60 hours but fewer than 90, and a senior has 90 or more hours. **While these hours mark student progress toward graduation, there is no implied requirement that a student earn 30 hours each year to make satisfactory progress toward graduation.**

### ■ Academic Standards

To earn a bachelor's degree, a student must complete a minimum of 124 semester hours with a cumulative grade-point average of 2.00 on all hours undertaken at Berry College and a minimum 2.00 grade point average within the major field. For determining the cumulative grade-point average, all attempts in a course will be counted except as described in the Class Repeat Policy.

### ■ Good Academic Standing

A student is in good Academic Standing at Berry College if his or her Berry cumulative grade point average is at or above 2.00.

### ■ Academic Probation and Suspension

Academic probation results when a student's record calls into question his or her long-range chances for academic success and eventual graduation. At the end of any semester in which his or her Berry cumulative grade-point average is below 2.00, a student is placed on academic probation for the succeeding semester. Students who fail to make adequate progress while on probation or whose grade point average is below a 1.00 while on probation may be suspended according to the policies outlined in the Berry College catalog. Multiple infractions of the Academic Integrity Policy may also result in a student being placed on academic probation or suspension.

### ■ Applications for Graduation

Students who wish to be eligible as candidates for graduation must complete an Application for Graduation form in the registrar's office by the mid-point of the semester prior to their last term (e.g., spring graduates must apply during fall semester), or they may be denied permission to graduate until the next term.

### ■ Study Abroad

To enrich the education of students and the life of the college as a whole, Berry offers a variety of education abroad options. Eligible students may attend semester and/or summer college-approved study abroad programs offered at a variety of institutions. Each year Berry faculty lead Summer International Programs to various countries.

Some academic programs include service and work components. Students may participate in credit-bearing service learning or internships, and opportunities for student teaching abroad are available. Institutional financial aid may be

used for one education abroad experience, and additional scholarships are available to eligible students. Berry College does not support travel to countries on the US State Department's Travel Warning list; students may not use any institutional aid to cover any costs, including tuition, associated with activities taking place in these countries.

All semester participants are required to hold a minimum grade point average of 2.50 and must have completed 2 semesters in residence at Berry College before studying abroad. Many programs have higher GPA requirements, which students must meet. Berry does not specify a minimum GPA for its Summer International Programs, although other pre-requisites may apply. Eligible students may participate in a summer program at any point during their college career. Students not in good disciplinary standing at the time of application to any program may reapply when they are no longer in this status.

The IP Committee reviews applications and recommendations and determines the final approval status of students. For program and scholarship information, select the International Programs Quick Link at <http://www.berry.edu/>, call International Programs at 706-233-4065, or stop by the office in Krannert 331.

### ■ Cultural Events Requirement Statement of Purpose

Full-time students must attend a minimum of 24 events (an average of 3 events for each semester of full-time enrollment) from a list of officially approved cultural events to qualify for graduation. The program is designed to expose students to events that faculty and administration believe best represent the literary, philosophical, scientific and performing-arts traditions for which Berry as an institution is responsible; to provide students an opportunity to make contact with the issues and personalities of contemporary America as well as cross-cultural public discussion; and to enable students to participate as fully as possible in the intellectual and spiritual tradition of Berry College. To be cleared for graduation, students must complete all of their required cultural events before the twelfth week of the semester in which they will graduate.

## GENERAL COLLEGE POLICIES

### ■ Substance Free

Berry College has historically chosen to be alcohol-free and has since chosen to be a substance-free campus. We continually strive to be a college that teaches respect and care for each other as a core value of the campus community. We believe that a commitment to be free of alcohol, tobacco, and the non-medical use of drugs provides an environment where students can thrive academically and socially. We also believe this policy promotes healthy living and healthy relationships and reduces the individual and second hand consequences of substance use and abuse.

Use of tobacco products including cigarettes, cigars, chewing tobacco, e-cigarettes, and vapors are not permitted anywhere, indoors or out, on Berry's campus.

### ■ Possession or Use of Alcoholic Beverages

No alcohol is permitted on the Berry College campus. Any student on the campus who is in possession of or under the influence of alcohol will be charged with a violation of college policy and/or state law. The minimum legal drinking age in Georgia is 21 years old.

### ■ Possession, Sale and/or Consumption of Narcotics, Depressants, Stimulants, Hallucinogens, or Solvents

The college does not permit the possession, consumption, ingestion, injection, or inhalation (without prescription or medical authorization) of substances that have the capacity to change a person's mood, behavior, or mind, or modify and relieve pain, such as, but not limited to marijuana, opiates, amphetamines, barbiturates, hallucinogens, psychedelics, or solvents. Any student or students found to be in conflict with the above will be referred to the Dean of Students office where the process defined in the Berry College Code of Student Conduct will be followed. The sanction may result in suspension or expulsion from Berry and/or referral to the criminal process. **Any student or**

**students found to be in violation of local, state, and federal narcotics laws will be subject to arrest and prosecution through the proper criminal process.**

#### ■ **Parental Notification for Drug and Alcohol Violations**

In accordance with the Higher Education Amendments of 1998 to the Family Educational Rights and Privacy Act (FERPA) of 1974, Berry College may notify a parent or legal guardian of a student under 21 years of age when the student has been found guilty through disciplinary channels of violating any Berry College rule regarding alcohol or illegal drugs. Notification decisions will be based on the severity of the incident and any prior incidents involving alcohol or drugs.

#### ■ **Assemblies**

On certain occasions special assemblies may be called. All students are encouraged to attend. Examples of these special assemblies are Opening Convocation, Mountain Day Chapel in October, and Honors Night near the end of the academic year.

#### ■ **Attire**

It is commonly accepted and expected that shoes and shirts be worn in all campus buildings.

#### ■ **Catalog and Student Handbook**

Berry produces a college catalog every year that is available online at <http://catalog.berry.edu>. The student handbook, The Viking Code, is available online at <http://www.berry.edu/stulife/>. These documents communicate important information for students. Students are responsible for reading and following the catalog and student handbook.

### **Berry College Policy on the Acceptable Use of Information Technology Resources and Data**

#### **I. Purpose**

This policy provides guidelines for the appropriate use of technology resources at Berry College. Those resources include information and data in electronic format and any hardware or software to create, process, transmit, store or use such information/data. This may include computers, networking systems (including wireless), databases, digital information/images, electronic mail, messaging, servers, software, storage devices, telephones, wireless devices and web sites.

#### **II. Scope**

Berry College information technology resources as defined above are owned by the college and must be used in support of the college's mission. Users of those resources on campus or off campus, include, but are not limited to, students, faculty, staff, contractors, visitors, visiting scholars, prospective students, camps and conferences attendees, and guest speakers.

#### **III. Policy**

##### **General Guidelines**

In support of the College's mission of teaching, service, and work, the Office for Information Technology provides computing, networking, and information resources to the college community. Users are responsible for seeing that these resources are used in an effective, efficient, ethical and lawful manner. All existing laws (federal and state) and college regulations and policies apply, including not only those laws and regulations specific to computers and networks, but also those that may apply generally to personal conduct. Using Berry College's Internet access and

electronic communications services means that one has read the acceptable use policy and agrees to abide by the guidelines.

### **Acceptable and Ethical Use**

The use of Berry resources is given to authorized users primarily for education, research, service and administration. Berry College encourages an environment in which ideas can be freely exchanged along with a commitment to academic freedom. It is the user's responsibility, however, to practice the following:

- Comply with all federal, state, and other applicable laws; college policies and procedures; and all contracts and licenses.
- Respect and honor the rights of others regarding intellectual property, privacy, freedom from harassment, academic freedom, copyright and use of IT resources.
- Make regular backups of information and files as appropriate and to store those backup files in a secure location.
- Regularly delete unneeded files from one's accounts on shared computing resources (i.e., file servers or "shared drives").
- Maintain the confidentiality, security and availability of computer systems and information on all devices under their control to prevent loss, theft, damage or inappropriate disclosure.
- Properly secure all mobile devices with sensitive data (FERPA, HIPPA, etc.) with a strong password and encrypt all files per the guidelines in the [Mobile Computing Policy](#).
- Never share passwords with others and use only the passwords and privileges associated with your account and for the authorized purpose. Users must respect the privacy of other users and their accounts, regardless of whether those accounts are securely protected.
- Monitor access to accounts. If unauthorized activity is suspected, users should report it to the technical support desk and change the password immediately.
- Use college provided software in a manner that abides by licensing provisions, including installation, use, copying, number of simultaneous users, and other license terms.

### **Misuse of Resources**

Users are accountable for their conduct under all applicable college policies and procedures. Misuse of computing, networking, or information resources may result in the loss of computing privileges and could result in prosecution under applicable statutes. Complaints alleging misuse of campus computing resources will be directed to the Provost (faculty), Vice President of Student Affairs (students) or the Vice President for Business and Finance (staff) for review. In each case the vice president will investigate the alleged misuse and render a determination with sanctions, if appropriate. Illegal reproduction of software protected by U.S. Copyright Law is subject to civil damages and criminal penalties including fines and imprisonment. Activities will not be considered misuse when authorized by appropriate college officials for security or performance testing.

Examples of misuse include, but are not limited to, the activities in the following list:

- Using a computer account or password other than one's own. Never share your computer account or password.
- Using the campus network to gain unauthorized access to any computer or network.
- Performing an act which interferes with the normal operation of computers, peripherals, or networks.
- Knowingly running or installing on any computer system or network, or giving to another user, a program intended to damage or to place excessive load on a computer system or network. This includes but is not limited to programs known as computer viruses, Trojan horses, and worms.
- Attempting to circumvent data protection methods or uncover security vulnerabilities.

- Violating terms of applicable software licensing agreements or copyright laws. This includes the downloading of copyrighted material such as audio and video files for which the copyright owners have not granted rights.
- Knowingly wasting computer or network resources. Users should respect system limits and not consume an unreasonable amount of those resources. While network/Internet capable video game consoles are not prohibited, if they cause network performance degradation they may be treated as if wasting computer resources.
- Intentionally accessing, downloading, uploading, receiving or sending materials that includes sexually explicit content or other material using vulgar, sexist, racist, threatening, violent or defamatory language, except for officially approved and/or legitimate academic purpose.
- Masking the identity of an account or machine.
- Attempting to monitor or tamper with another user's electronic communications, or reading, copying, changing, or deleting another user's files or software without the explicit agreement of the owner.
- Using the college's electronic mail and/or equipment for solicitation, political communication, advertising, or for any commercial purpose unrelated to official college business.
- Connecting and operating unauthorized wireless access points, switches and/or routers on the campus network.

### **Email Use**

Berry email is the official means of college correspondence. All students, faculty and staff should check their email on a regular basis, preferably at least once per day. It is the responsibility of all faculty, staff and students to properly maintain their email account so as not to exceed storage limits. The email system will generate automatic notices when a mailbox is getting close to its limit. Once the limit is exceeded, no new email can be received. The email box, however, can be managed by the user even when full.

Email accounts may remain active for students for life. Employee accounts will be deactivated on the last day of employment or at a later date if the employee has made special arrangements with the Office for Information Technology. Retirees may request to keep email accounts.

For details about Berry College email, assistance in managing one's email box or changing a password, please go to: [Berry Email](#)

### **Voice Mail Use**

Berry College utilizes Unified Messaging for its voice mail system. Employees may access voice mail within Berry email. Acceptable use policies also apply to voice mail. For information on setting up and maintaining your voice mail account, please go to: [Berry Voice Mail](#)

### **Personal Use**

Berry College permits occasional and reasonable personal use of its Internet and email services provided that this does not interfere with work or educational performance. These services may be used outside of normal work and academic scheduled hours, provided that such use is consistent with professional conduct.

### **Preservation of Electronic Data**

Federal and state laws exist which mandate the preservation of any and all data, including communications and documents stored or transmitted in electronic format, in certain circumstances. The college may be legally obligated to preserve data when it is directly or indirectly related to a subpoena, request for production, or relevant to any possible issues where litigation or court process may be involved. This may include electronic communications, PDFs,



and any other documents stored or transmitted in electronic format. All users are required to comply with requests from the Office of General Counsel, outside counsel, and/or the Office for Information Technology, by cooperatively assisting in the identification and preservation of such data to the greatest extent possible. Failure to comply and cooperate with such notices and requests, and/or willfully or knowingly obstructing or hindering the gathering and preservation of such data in any fashion, may subject the College to sanctions and increased liability. This will be considered a violation of this policy and subject the user or users to discipline as outlined herein.

## **Privacy**

Berry College affirms that the mutual trust and freedom of thought and expression essential to the academic mission of a college rests on an expectation of privacy, and that the privacy of those who work, study, teach, and conduct research in a college setting will be respected. The college respects the privacy of all electronic communications, but users should have limited expectations of privacy regarding metadata while using Berry College owned or leased equipment and services. The normal operation and maintenance of the college's technology resources require backup and caching of data and communications, logging of activity, monitoring of general use patterns, and other such activities necessary to provide service. Furthermore, email and data stored on shared drives are inherently insecure. Therefore, information technology administrators collect metadata—such as file storage/space allocation, bandwidth usage, and data and email statistics—on an ongoing basis to ensure the integrity and reliability of the college's electronic network.

As is the case for information in non-electronic form stored in college facilities, the college's need for information will be met in most situations by simply asking the author or custodian for it. Consistent with this policy, the college reserves the right to access, review and release electronic information transmitted over or stored in college systems or facilities. Properly authorized college officials, following the procedures below, may access relevant e-mail, voice mail, or electronic files without the consent of the assigned user upon a good faith belief that such action:

1. Is necessary to comply with legal requirements or process, or
2. May yield information necessary for the investigation of a suspected violation of law or regulations, or of a suspected serious infraction of college policy (for example alleged research misconduct, plagiarism or harassment), or
3. May yield information needed to deal with an emergency, or
4. In the case of Staff, will yield information that is needed for the ordinary business of the college to proceed.

If a need arises to review or access electronic files of employees or students, requests must receive approval from the Provost (faculty requests), the Vice President of Student Affairs (student requests), or the Vice President of Business and Finance (staff requests). Procedure:

1. Requests should be directed to the Chief Information Officer (CIO).
2. The CIO will seek approval from the Provost or appropriate Vice President as designated above and will advise the requestor as to the approval or denial.
3. If approved, the CIO will forward the request to the Assistant CIO/Director of Network Operations for fulfillment.
4. The Assistant CIO may request other IT staff to fulfill the request but staff will be kept to a minimum to maintain confidentiality.
5. It will be assumed that the request has been made without the knowledge of the subjects of the request. When appropriate, an attempt will be made to notify the user of this access in advance.
6. The Assistant CIO will report the findings back to the requesting party. A summary of the findings and any pertinent notes will be sent to the requesting party, the approving party and the CIO.

Except as may otherwise be dictated by legal requirements, individuals will be notified of access to, or disclosure of, the contents of their e-mail, voice mail or their computer accounts as soon as practicable. In cases where such notification might jeopardize an ongoing investigation of suspected wrongdoing, it may be delayed until the conclusion of the investigation.

## **Copyright Policy and Notification Procedures**

The owner of a copyright holds exclusive rights to the reproduction and distribution of the copyrighted work. Duplication of any copyrighted work is prohibited unless specifically allowed for in a license agreement. Unauthorized copying of intellectual work and/or software is illegal and punishable under federal law.

As members of the academic community, we value the free exchange of ideas; however, respect for the intellectual work and property of others is essential to the mission of all educational institutions.

### **Copyright Infringement Notification – Agent to Receive Notification of Claimed Infringement**

This is to notify copyright owners that the agent to receive infringement statutory notices under the Digital Millennium Copyright Act is Danny Price, In-House General Counsel.

A copyright owner needing to send such notice to Berry College should submit the notice in writing to:

Danny Price  
Berry College  
P.O. Box 490129  
Mount Berry, GA 30149  
E-mail: [dprice@berry.edu](mailto:dprice@berry.edu)  
Phone: 706-368-5644

For more information about copyright, see [www.whatiscopyright.org](http://www.whatiscopyright.org) or [libguides.berry.edu/copyright](http://libguides.berry.edu/copyright).

## **IV. Compliance/Sanctions**

Any user of Berry College technology resources who violates the acceptable use or other college policies or applicable local, state, or federal laws may be subject to appropriate disciplinary actions up to and including termination of access, disciplinary review, expulsion, termination of employment, legal action or other appropriate disciplinary action. Divisions and departments shall not adopt rules and regulations that reduce full compliance with applicable local, state, or federal laws or the policies and procedures of the college.

## **V. Approval and Review**

This policy is periodically reviewed by Information Technology staff and the Information Technology Committee. Recommendations for changes or additions to this policy will be referred to academic council and administrative council for approval. Information technology resources and systems are changing rapidly and the college reserves the right to amend this policy at any time.

Date issued: April 17, 2014

### **■ Diversity at Berry College**

As a college that welcomes and values diversity, Berry seeks to foster a culture that is open, friendly, and inviting to all members of the campus community. We welcome all students, faculty members, and staff members who support Berry's mission.

### **■ Firearms, Fireworks, Explosives, or Weapons**

Firearms, fireworks, explosives or explosive devices, including hoax devices, or weapons are not permitted on campus, including storage in automobiles. The term "weapon" is defined as any object or substance designed to inflict a wound, cause injury or incapacitate, and may include, but is not limited to all firearms, pellet guns, paintball guns,

crossbows, bows and arrows, martial arts devices, switchblade knives or knives with a blade two (2) inches or longer, electronic shocking devices and clubs. The possession of ammunition is also prohibited.

### ■ Freedom of Expression – Limits/Abuse

Freedom of expression does not include the right to intentionally and maliciously aggravate, intimidate, ridicule, or humiliate another person. The Berry College community embraces both the goal of protecting its members from harassment and the principle of free speech in a place of learning. In attempting to balance the two sometimes conflicting values, Berry College expects community members to hold themselves to high standards that are needed for a healthy community.

Harassment includes hostile or intimidating verbal or written statements or symbols, physical threats or intimidating conduct that adversely affect the mental or emotional health of the individual or that interfere with a person's ability to function successfully in his or her academic work or social life at Berry College. It also includes acts which are intended to insult or stigmatize an individual or group of individuals on the basis of perceived or actual personal characteristics.

### ■ Graduate Student Access to Programs

The policies and services described in the Viking Code generally pertain to both undergraduate and graduate students. Services such as Academic Support Services, Counseling Services, Computer Labs, Food Services, and Career Services, and Student Activities are available to graduate students. Residence Life and cultural event requirements are limited to undergraduates only.

### ■ Grievance Policy

The college has established policies for dealing with grade appeals, academic standards, student conduct, residence hall policies, sexual harassment and academic integrity, and students, faculty and staff should follow the processes described in those policies. In other areas not covered by written policies, students who believe they have been denied access to the programs and services of Berry College may appeal these by contacting the provost regarding academic grievances or the vice president for student affairs regarding non-academic or athletic grievances. The administrator will investigate the complaint and respond promptly. Following this, decisions resulting from the investigation may be appealed to the president of the college.

### ■ Hazing

Berry College does not condone hazing in any form. Berry defines hazing as any action taken or situation created intentionally to produce physical discomfort, embarrassment, harassment, or ridicule. Any student group or organization that is found in violation of this policy will be subject to disciplinary action.

### ■ Hunting, Fishing, and Camping

1. Hunting by students is prohibited on Berry property except in public hunting areas in accordance with hunting laws and State Game and Fish Division regulations.
2. Weapons, firearms, and ammunition are prohibited in Berry's residence halls and in automobiles on campus.
3. A valid Georgia state fishing license is required of all persons fishing in any of the lakes owned by the college. No fishing is allowed in the Old Mill Pond, Swan Lake, or Mirror Lake. All fishermen are subject to state fishing laws.
4. Fishing at the Reservoir is prohibited by regulations issued by the Georgia Department of Natural Resources, Environmental Protection Division (EPD). Limited exceptions may be made by the EPD. Students desiring to fish at the Reservoir may contact the director of physical plant to determine if a special permit is possible.
5. No swimming at any time by any person will be permitted in any of the lakes owned by the college.
6. Students may camp overnight at designated campus campsites by contacting the Director of Recreation. Specific guidelines and procedures must be followed and the appropriate campus personnel will be notified to insure the safety of the campers.

## ■ Identification Cards (ID Card)

All students are required to have a Berry issued ID card. Campus Safety (Oak Grove Cottage) is responsible for making new and replacement cards. ID cards are used for identification, the meal plan, discounts in the local community, access at residence halls, and the One Card which is a debit card system at Berry. The ID card remains the property of Berry College and must be returned on request. Replacement ID cards cost \$30.00. Students will produce their ID on request of any college official.

## ■ Meal Plan Policies for 2016-2017

Meal plan options are as follows:

First-year students living on campus in a traditional residence hall must purchase the Unlimited Plan. Second-year students living on campus in a traditional residence hall must purchase at least the Any 10 Plan. All other traditional residence hall occupants must purchase at least the Any 7 Plan. All other suite residents and all full-time commuter students must purchase at least the Flex Bucks Plan. Meals not included in a plan may be purchased on a casual basis. In addition, a la carte service is available in the Viking Court dining area.

Meal plan charges cover only those meals and Flex Bucks that are made available within an academic semester. Unused meals and Flex Bucks do not carry over from semester to semester.

We provide a variety of foods to satisfy the needs of students with special diets. We can accommodate most special diets if recommended by the student's physician. If, after receiving documentation and having conversations with the student's physician, it is determined by our dietician and the Director of Dining Services that we are unable to meet the dietary need, the Director of Dining Services can exempt an individual from the meal plan rules above. Once meal plans are set (approximately two weeks into a semester) no changes will be allowed.

## Hours of Operation

### **Dining Room**

Monday - Friday  
Saturday & Sunday

7:00 a.m. – 8:00 p.m.  
11:00 a.m. – 2:00 p.m.  
4:00 p.m. – 7:00 p.m.

(Holidays usually operate on weekend hours)

### **Viking Court**

Monday-Friday  
Saturday & Sunday

7:00 a.m. – 11:00 p.m.  
11:00 a.m. – 11:00 p.m.

### **Java City (Memorial Library)**

Monday-Thursday

8:00 a.m. – 12:00 a.m.

Friday  
Saturday  
Sunday

8:00 a.m. – 2:00 p.m.  
Closed  
6:00 p.m. – 12:00 a.m.

### **Berry Bean'ry**

Monday-Friday  
Saturday & Sunday

7:00 a.m. – 11:00 p.m.  
11:00 a.m. – 11:00 p.m.

## **Berry College Intellectual Property Policy**

### **Purpose**

Berry College (“College”) is dedicated to providing an environment that supports the creation and development of Intellectual Property by Faculty, Employees and Students. Such activities contribute to the academic and professional development of Faculty, Employees and Students; enhance the reputation of the College; and provide additional educational opportunities for participating Students. While Intellectual Property may, in some cases, be the product of a Creator and that Creator’s time and resources, oftentimes, the creation and development of Intellectual Property depends not only on the Creator’s ingenuity, time and resources but also on contributions (both monetary and otherwise) from the College and third parties. It is important, therefore, to stimulate the development of Intellectual Property by protecting the interests of all those involved in the creation and development of Intellectual Property at the College or using College Resources.

Accordingly, Berry College does hereby establish this IP Policy with respect to the development, protection, and transfer of rights to Intellectual Property resulting from the work of its Faculty, Employees, Students, and other third parties. **The complete Berry College policy on Intellectual Property may be found at the following link:** [http://www.berry.edu/academics/faculty\\_research/compliance/](http://www.berry.edu/academics/faculty_research/compliance/)

## **Off-Campus Guest Speakers**

Berry College has the responsibility to provide for the rights of all sectors of its academic community with regard to the matter of off-campus guest speakers, lest the rights of the sector transgress those of another, by guaranteeing procedure for securing guest speakers as outlined below:

All speakers invited to the campus of Berry College must be sponsored by one of the following:

1. a student group officially recognized by Berry College;
2. a department or administrative office of Berry College;
3. an officially recognized non-student group at Berry College;
4. a faculty member for his or her class taught at Berry College;
5. the chaplain for the religious life program at Berry College;
6. a non-Berry group permitted the use of facilities at Berry College.

In regard to a speaker sponsored by an officially recognized student group, before any invitation is given, the student organization must consult the organization’s membership, consult the organization’s advisors, and together with the advisors consult the dean of students or, when applicable, consult the appropriate department head and the provost.

In addition to the above procedure, the following must be observed in regard to political speakers on campus: During an active political campaign, Berry College’s standing policy is to have bona fide candidates speak on campus to students, faculty, and staff at an assembly only if all other bona fide candidates for the same office receive an invitation to speak. However, when a candidate is sponsored or invited by a specifically partisan Berry student organization, all candidates do not need to be invited to the event as long as an officer of the sponsoring organization notifies the officers of the other partisan student organization through campus mail or personal contact to give them an opportunity to sponsor an opposing candidate. Candidates are expected to agree in advance on certain procedures. An exception to this policy will be made for the presidential nominees of the major political parties.

Everyone should understand that the name of the institution, its faculty and staff titles and its property are not to be used to advertise or advocate the candidacy of one person or political party over another. Thus, for example, on bulletin boards or for other media, advance notice will be given to all candidates and to representatives of the major political parties that equal time and space will be available.

## ■ Residency Requirements

Berry College is a residential college and students are expected to live on campus unless given permission to do otherwise.

### Eligibility requirements

- a. Any person who has been admitted to the college and is enrolled as a full-time, undergraduate student may enter into a housing contract with the college.
- b. Students who are 25 years or older, married, or have already earned a degree are not eligible for campus housing.
- c. Any resident wishing to remain in housing while not maintaining a full load (12 credit hours) of academic classes in the same term must notify the Office of Residence Life in advance and/or may be required to vacate the premises within 48 hours of notification.
- d. If a resident fails to enroll or to pay fees this results in a loss of status as an enrolled student, the resident agrees to vacate the premises within 48 hours of notification.
- e. A resident may not sublet or rent a room or permit another person to share a room assignment. A resident may not use any facilities or areas of the residence halls, including the room assigned to the resident, for any commercial purpose or activity.
- f. A resident whose housing contract is terminated by the college due to disciplinary or academic reasons forfeits the housing payment for the semester and damage deposit.

### ■ Off Campus Application

Berry College is a residential college, and students are expected to live on campus unless given permission to do otherwise.

If you are interested in living off-campus, you must apply by completing the Off Campus Application available on VikingWeb. Please note that this is an application to live off-campus and approval is not automatic. Students approved to live off campus are only approved based on application submission. Students may not change reason for off campus without the written permission of the Office of Residence Life. Failure to do so will result in an on campus assignment for the academic year.

The housing contract is binding for the entire academic year and may not be terminated by the student. Students must live on campus unless they meet one of the following criteria (**PLEASE BE ADVISED THAT APPLICATIONS TO MOVE OFF CAMPUS MAY NOT BE APPROVED EVEN IF THE STUDENT MEETS THE FOLLOWING CRITERIA**):

1. 25 years old; students 25 years or older will not be housed on campus
2. Married; students who are married will not be housed on campus
3. Residing with their parents within a 40-mile driving distance (per Google Maps) of Berry College (the Office of Residence Life needs a written letter from parents stating the intent of their student to commute from permanent home address).

**STUDENTS SHOULD RECEIVE WRITTEN APPROVAL FROM THE OFFICE OF RESIDENCE LIFE PRIOR TO SIGNING ANY OFF CAMPUS RENTAL OR LEASE AGREEMENT.**

### ■ Married Student Housing

Berry College does not offer married student housing. It is assumed that once students marry they will move off campus with their spouse.

## ■ Sexual Misconduct Policy

### BERRY COLLEGE SEXUAL MISCONDUCT POLICY

Berry College is a residential academic community that is grounded in relationships built on trust and respect. The College seeks to provide a learning and working environment conducive to thought, creativity, and growth, where individuals are free to realize their full potential. Sexual harassment, assault and other forms of sexual misconduct are fundamentally at odds with these goals and an affront to human dignity. In both obvious and subtle ways, sexual misconduct harms students, faculty, and staff, as well as the academic community as a whole.

#### I. POLICY STATEMENT

Berry College will not tolerate sexual misconduct and will work diligently to prevent and eliminate sexual misconduct at the College.

This policy is intended to define sexual misconduct for Berry students and employees. It is also intended to educate the members of our community (students, faculty, staff) about their responsibilities regarding the policy, procedures for reporting incidents of sexual misconduct, and remedies for resolution.

The College prohibits sexual misconduct by College faculty, staff, students and those who use College facilities. The prohibition applies regardless of the gender of the reporter or of the respondent and includes sexual relationships involving a status differential and those between peers, colleagues, and co-workers. This policy applies to all members of the Berry community as they interact with one another in both on- and off-campus settings. Acts of sexual assault by or against students, employees, visitors to the campus, or other persons who use college facilities will not be tolerated and will be pursued under the college's sexual misconduct policy without regard to whether they are pursued separately by law enforcement.

##### A. Relationship to College's Policy Concerning Consensual Relationships between Employees and Students

College employees should be aware that any inappropriate personal interaction with students or subordinate employees could subject them to formal disciplinary action if a sexual harassment complaint is subsequently made and substantiated, and that they bear the greater burden of responsibility due to the inherent power differential that exists between them (see Berry College's Policy concerning Consensual Relationships between Employees and Students).

[https://vikingweb.berry.edu/ICS/icsfs/D2.00\\_Improper\\_Relations\\_Between\\_Employees\\_and\\_Stu.pdf?target=b7e922b8-373d-41d2-8beb-9961a2461022](https://vikingweb.berry.edu/ICS/icsfs/D2.00_Improper_Relations_Between_Employees_and_Stu.pdf?target=b7e922b8-373d-41d2-8beb-9961a2461022)

##### B. Relationship to College's Policy on Academic Freedom.

Nothing in this policy is to be construed to limit academic freedom and appropriately exercised free expression within the College (see statement on Academic Freedom in the Faculty/Staff Handbook

[https://vikingweb.berry.edu/ICS/icsfs/E\\_Academic\\_Policies.pdf?target=15438521-2ed3-45cc-a624-4ca779d37731](https://vikingweb.berry.edu/ICS/icsfs/E_Academic_Policies.pdf?target=15438521-2ed3-45cc-a624-4ca779d37731)).

Written, auditory, or visual course materials which are used for educational purposes or which are part of academic or cultural programs, do not necessarily constitute sexual harassment, regardless of their sexual, erotic, suggestive, or vulgar content and regardless of whether they may be offensive to some individuals.

## II. NOTICE OF NON-DISCRIMINATION UNDER TITLE IX

As required by Title IX of the Education Amendments of 1972, Berry does not discriminate on the basis of sex or gender in its educational, extracurricular, athletic or other programs and activities, or in the context of admission or employment at the College.

The College has designated a Title IX Coordinator to oversee the investigation and resolution of reports of sexual misconduct and the College's compliance with Title IX. The Title IX Coordinator is also responsible for coordinating and implementing campus-wide training and educational programs relating to sex discrimination and sexual misconduct. The Title IX Coordinator is Debbie Heida, Vice President of Student Affairs:

Debbie Heida  
Vice President of Student Affairs  
P.O. Box 495009  
Mount Berry, Georgia 30149-5009  
[dheida@berry.edu](mailto:dheida@berry.edu)  
(706) 236-2207

The Title IX Coordinator, in conjunction with the Director of Human Resources, will oversee all matters relating to sexual misconduct on campus, including distribution of policies, educational programs, investigations, policy enforcement, and follow-up with complainants and respondents in investigations. The college has also designated the following individuals as Title IX officers:

Dr. David Slade, Dean of Academic Services  
Ginger Swann, Assistant Director of Athletics and Senior Woman Administrator  
Lindsey Taylor, Assistant Vice President for Student Affairs  
Gary Will, Assistant Vice President for Campus Safety and Emergency Management  
Wayne Phipps, Director of Human Resources  
Lindsay Norman, Assistant Dean of Students  
Katherine Powell, Director of First-Year Experience

## III. DEFINITIONS

### A. Sexual harassment:

Sexual harassment consists of, but is not limited to, unwelcome sexual advances, requests for sexual favors, other unwelcome verbal or physical conduct or written communication of a sexual nature, and hostile or intimidating behavior motivated by another's gender. Sexual harassment may involve the behavior of either gender against a person of the same or opposite gender. Depending on the severity of the conduct, a violation of this policy may be found in a single act or episode, as well as in repeated behavior, and need not be sexual in nature, but may be based on conduct creating a hostile environment based on one's gender.

The following is a non-exhaustive list of behaviors that may constitute sexual harassment:

- a. Explicit or implicit threats or hints that a person's employment, wages, academic grade, promotional opportunities, classroom or work assignments or other conditions of employment or academic life may be adversely affected by not submitting to sexual advances, or may be improved by submitting to sexual advances;
- b. Implied or overt promises of preferential treatment with regard to an individual's employment or academic status;
- c. Pressure for sexual activity;
- d. Requests for romantic or social contact after a person has indicated no interest, or by a member of the faculty or another employee to a person who is a student or a subordinate employee;
- e. Unwelcome verbal expressions of a sexual nature, including sexual commentaries about a person's body, dress, appearance, or sexual activities;
- f. Unwelcome use of sexually degrading language, jokes, or innuendoes; suggestive or insulting sounds or whistles; sexually suggestive phone calls, emails, text messages, social media; or derogatory comments based on sex or gender;



- g. Pornographic objects, pictures, videotapes, audio recordings, computer communication or literature, placed in a work or study area, or sent electronically or posted to social media, that may embarrass or offend individuals;
- h. Stalking, which means any course of conduct in which the stalker directly or indirectly, by any action, device, or means, follows, surveils, communicates to or about, or engages in any act, without the consent of the other person, which interferes with the activities and educational pursuits of the other person, or would otherwise place a reasonable person in fear for their safety, or causes a reasonable person actual emotional distress or mental anguish. Stalking may also be found when a person violates the terms and conditions of any judicially issued restraining order or no-contact order issued by the college administration.
- i. Unwelcome physical contact, which may include inappropriate hugging, patting or pinching, brushing or touching of another person's body;
- j. Threatened sexual assault.

Some acts of sexual harassment may also constitute violations of criminal law, e.g., sexual battery, indecent exposure, sexual abuse, etc. In such instances Berry College Campus Safety is to be notified immediately and will provide assistance to the victim and will initiate a criminal investigation.

**B. Sexual assault:**

Sexual assault includes attempted or completed rape, sexual touching of another person without his or her consent, and/or forcing a person who is unwilling or has diminished judgment or capacity to engage in sexual activity or consent to sexual activity. Sexual assault may be committed by a stranger or by an acquaintance, and may occur between members of the same or opposite sexes.

Sexual assault occurs when sexual acts are committed either by actual or implied force, coercion, threat, intimidation, or through the use of the reporter's mental or physical helplessness, including incapacitation from alcohol or drugs, of which the assailant was aware or should have been aware. The use of alcohol or drugs will not be accepted as justification for the actions of any person charged with a violation of this policy.

- C. Consent occurs in many different forms including verbal and nonverbal behaviors. Consent may be revoked at any time and this revocation may occur verbally or nonverbally.
- D. Reporter: An individual who alleges that another person violated this policy. The definition of reporter is not limited to Berry students, faculty, or staff.
- E. Respondent: A Berry College student, employee or vendor who has been accused of sexual misconduct.
- F. Responsible Employees: All Berry faculty, supervisory staff, and students in level 4 or 5 supervisory positions

**IV. OVERVIEW OF PROCEDURES FOR REPORTING SEXUAL MISCONDUCT**

**A. Timeliness in Reporting and Responding**

Berry College encourages the prompt reporting of violations of this policy to the college or the police. Prompt filing enables the College to investigate reports more effectively, to take appropriate action to ensure the safety and security of the campus community, and to resolve problems in an expeditious manner. Delays in reporting, however, will not deter the College from investigating and responding to a report. All reports of sexual misconduct will be investigated. A report may be made by any person with knowledge of the violation. Incidents of sexual misconduct or other violations of this policy may be reported to any of the Title IX officers or any Responsible Employee. The Title IX coordinator will notify reporters of the progress and resolution of their complaint. Reports may also be made to law enforcement including the Berry College Campus Safety Department and the Rome City or Floyd County Police Departments. A reporter may inform both the college and law enforcement about an incident of sexual misconduct. The college reserves the right to conduct its own Title IX investigation and make a determination prior to the completion of and separate from the outcome of the criminal proceeding.

All cases involving a minor should be reported to Campus Safety at 706-236-2262.

#### B. Confidentiality

Conversations with Title IX Officers and other responsible employees are private but not confidential. The primary role of the Title IX Officer is to see that the College responds promptly and fairly to reports of sexual harassment. Title IX Officers are able to answer questions, provide guidance, discuss options, and, refer persons to other appropriate resources. Unlike a confidential counselor, Title IX Officers with knowledge of misconduct have a legal and institutional responsibility to report the incident promptly.

When investigating a complaint of sexual harassment, the College will proceed in such a manner as to maintain privacy and respect the confidentiality of the individuals involved to the extent practical under the circumstances. All parties to the report and witnesses interviewed during an investigation will be asked to keep the report and investigation confidential. The College's obligation to prevent and respond to reports of sexual misconduct, however, means that it must take appropriate action to address the misconduct. Therefore, the College cannot guarantee confidentiality or anonymity.

#### C. Counseling Options

Members of the Berry Community who want confidential information or counseling about sexual misconduct should contact the Counseling Center at Berry (706-236-2259). They may also contact the Sexual Assault Center of Northwest Georgia (706-802-0580). Discussions with representatives of these offices will not be considered reports of misconduct to the College and will not, without additional action by the reporter, result in intervention or corrective action.

Conversations with licensed mental health professionals or medical professionals give reporters the highest level of confidentiality. Such conversations are not disclosed to anyone (unless there is a clear and foreseeable threat to harm self or others or if a minor is involved) without the express permission of the person seeking advice. Members of the College community who wish only to discuss their experience should first seek the advice of a confidential counselor if they wish to ensure their conversation receives the maximum degree of protection from disclosure.

#### D. Protection of Reporter

When a report of sexual misconduct is received, the Title IX investigator will take immediate steps to ensure the safety of the reporter and the integrity of the investigative process. Reporters may request arrangements that include, but are not limited to, changes in class assignments as feasible, changes in housing assignments, or the temporary reassignment of an employee to another supervisor until a determination of fact and a resolution can be concluded. No contact orders will be initiated to protect the reporter and the respondent and the integrity of the investigation. Retaliation or threats of retaliation against a person making a sexual misconduct report or against a person who participates in an investigation or disciplinary procedures concerning sexual misconduct will be considered a violation of this policy and will be subject to discipline.

#### E. Responsibility of Title IX Coordinator

The Title IX Coordinator, in collaboration with the Director of Human Resources, will oversee all matters relating to sexual misconduct on campus, including distribution of policies, educational programs, investigations, policy enforcement, and follow-up with reporters and respondents in investigations.

#### F. Criminal Complaints

Reporters may also choose to report sexual misconduct to the police for criminal or civil action, and the College encourages such reports for cases of sexual assault. Any student, faculty member, staff member, administrator, or visitor to the campus who has been sexually assaulted or who has witnessed a sexual assault on campus should report

the assault to Campus Safety (706-236-2262). Assaults occurring off campus should be reported to the Rome City-Floyd County police by calling 911.

Those who have been sexually assaulted are also encouraged to call the Sexual Assault Center of Northwest Georgia (706-802-0580). The Center has individuals who will provide support and, if desired, will accompany victims of sexual assault to Floyd Medical Center or Redmond Regional Hospital and will stay with them while they receive medical treatment.

In the event of a sexual assault, the college will also conduct its own investigation according to this policy and determine an appropriate college response separate from and often prior to the completion of criminal or civil legal proceedings.

Berry College Campus Safety will investigate concurrently all reports of sexual assault and will update those reporting sexual assault about the status of the criminal investigation on a regular basis (at least weekly). Campus Safety will immediately notify the Title IX Coordinator of any reports of sexual misconduct.

## **V. PROCEDURAL STEPS FOR REPORTING SEXUAL MISCONDUCT**

### **A. Initial Report**

A complaint may be made to the Title IX coordinator or any Title IX Officer. The college has designated several individuals as Title IX officers (see Section II of this policy for a list of names). These officers are all designated intake officers for complaints as well as advisors in understanding the policy and the available resources for both reporters and respondents.

The initial report does not have to be in writing. Reports come in a variety of forms including reports by the person affected, observations of misconduct by other students, faculty or staff, or a pattern of behavior reported to the college's Title IX officers.

Anonymous reports may also be made to a Title IX Officer. The College will attempt to investigate anonymous complaints but often cannot do so with the same rigor as signed complaints.

If a complaint is made to a responsible employee, or if a responsible employee learns of an incident of alleged sexual misconduct, that employee must report the information to the Title IX Coordinator or a Title IX Officer. Responsible employees should inform a reporter at the earliest opportunity that a report of alleged sexual misconduct cannot be kept confidential but must be reported to a Title IX officer (see section IV. B). Responsible employees should also make a reporter aware of available resources (section IV. C).

Employees working as counselors in the Counseling Center, the college chaplain, and medical staff in Health and Wellness Center are not required to report knowledge of misconduct if such knowledge was gained through their role as a counselor or medical provider. These employees will report the number of incidents of sexual misconduct for the federally mandated Clery Act Annual Security and Fire Safety Report but will not disclose details of the incident.

### **B. Initial Response of Title IX Officer**

Upon receipt of a report of sexual misconduct or other violation of this policy, a Title IX Officer will conduct an initial review of the allegations and, if necessary, take the following measures to ensure the safety and well-being of the reporter, respondent, and the college community:

- Identify on- and off-campus medical, counseling and support resources for the reporter and respondent.
- Advise the reporter and respondent of available interim measures, such as the ability to modify housing, modify work schedules, change academic schedules, withdraw from or retake classes without penalty, and to access academic support.
- Inform the reporter of the right to notify law enforcement if the conduct may be of a criminal nature.
- Provide the reporter and respondent with information regarding the College's procedure for resolving reports of sexual misconduct and the College's policy against retaliation. Retaliation or threats of retaliation against a person making a sexual misconduct complaint or against a person who participates in

an investigation or disciplinary procedures concerning sexual misconduct will be considered a violation of this policy and will be subject to discipline.

At the earliest opportunity, the Title IX Officer notifies the Title IX Coordinator. The Title IX Coordinator will, in collaboration with the Director of Campus Safety/Chief of Campus Police, determine if the reported conduct poses a threat to the health or safety of the Berry community and issue a timely warning if appropriate. In the event of a sexual assault report the Title IX Coordinator will inform Campus Safety. Any reported sexual misconduct that is deemed an alleged criminal act will be entered into the college's daily crime log.

## **VI. INVESTIGATION AND RESOLUTION OF SEXUAL MISCONDUCT COMPLAINTS**

### **A. Initial Investigation Procedures**

If it is determined that the allegations, if proven, would constitute a violation of this policy, the Title IX Coordinator will designate a lead investigator to conduct an investigation and prepare a report of the findings. All Title IX Officers are eligible to serve as lead investigators.

The College will investigate every allegation of sexual misconduct in a timely manner. The investigation shall be appropriate to the allegation, taking into consideration its seriousness and the nature of the resolution the reporter desires.

The Investigator will investigate the report of sexual misconduct or other violations of this policy to compile as much relevant information as possible, including the nature of each incident, the time, place, actual or potential witnesses, any actions or other responses to the alleged misconduct already taken by the reporter, and other pertinent facts or allegations. In the event of a report regarding the conduct of a faculty or staff member, the vice president to whom the employee reports will be informed of the report and any interim accommodations provided.

Berry College Campus Safety will also investigate all reports of sexual assault and will update those reporting sexual assault as to the status of the investigation on a regular basis (at least weekly). Campus Safety will immediately notify the Title IX Coordinator of any reports of sexual assault.

### **B. Consent Resolution of Sexual Harassment Complaints**

In cases of reported sexual harassment, the Title IX investigators have some discretion, working directly with the reporter, to resolve the complaint. This may include, but is not limited to, communication between the Title IX Investigator and the respondent, a letter to the respondent, or other actions or remedies to stop the inappropriate conduct. With the consent of both the reporter and the respondent, the matter may be resolved. The Title IX Coordinator is to be informed of the resolution and the nature of the resolution is to be recorded. The Coordinator will also provide additional remedies as needed.

### **C. Resolution Procedures for Contested Sexual Misconduct Complaints**

1. Once an investigation is initiated, the Title IX investigator will move with all due diligence and resolve. The Title IX Investigator will (1) provide a copy of the report to the respondent, (2) receive a written response from the respondent that will be shared with the reporter, (3) solicit the names of potential witnesses from the reporter and the respondent, and (4) interview witnesses. The College will complete its investigation as quickly as possible with the intent to complete within 60 days.
2. The Title IX Investigator will issue a written investigative report that includes a review of the evidence, a determination of whether college policy was violated (based on the standard of preponderance of evidence), recommendations for the resolution of the complaint, and rationale for the determination and the recommended resolution. The reporter and the respondent have three (3) days to respond to the investigative report.
3. If the reporter and the respondent consent to the recommendations, the Title IX investigator will seek approval in writing by the Title IX Coordinator within 48 hours.

4. If an agreement is not reached, the investigative report, including findings and recommendations, will be provided to the Student Conduct Board (consisting of 4 faculty and staff members and 6 student members) for student respondents, to the Vice President for Finance for staff respondents or the Provost for faculty respondents.

The Student Conduct Board, Provost or Vice President for Finance will review the Title IX Investigator's report, will meet with the reporter and the respondent separately, determine if the respondent has violated the sexual misconduct policy, and take disciplinary action if the respondent is found in violation of the policy.

5. Sanctions for a violation of the policy may include but are not limited to written warning or reprimand, probation, a change of position or assignment, mandatory counseling or educational program, suspension, termination, expulsion and/or educational sanctions deemed appropriate.

Sanctions for a finding of responsibility depend upon the nature and seriousness of the misconduct and any record of prior discipline. In determining sanctions, consideration will be given to whether a particular sanction will bring an end to the behavior in question and whether the sanction is reasonably likely to prevent a recurrence of similar behavior. Whenever possible, the Student Conduct Board, Provost or Vice President for Finance, as applicable, will make all reasonable efforts to reach a decision quickly with the intent to reach a decision within 10 business days. A written report of the decision that includes the rationale for the decision will be provided to the reporter and respondent.

The Title IX Coordinator will keep the reporter fully informed of the implementation of any sanction until all terms are satisfied. The Coordinator will also review each case and provide additional remedies as needed.

#### D. Appeal Of Resolution

Following the decision of the Student Conduct Board, Provost or the Vice President for Finance, as applicable, either party has 10 days to appeal in writing to the Title IX Coordinator. In order to be considered, appeals must meet one of three conditions:

1. New and significant information can be introduced that was unavailable at the time of the hearing and could have affected the outcome of the case.
2. There is reason to believe the sanction is not consistent with the seriousness of the behavior.
3. The respondent's right to a fair hearing was violated. Procedural or process errors must be significant enough to have affected the outcome of the case in order for the fair hearing standard to have been violated.

The right to appeal does not entitle the reporter or the respondent to a full rehearing of the case. The appellate board or appeals officers review the full case materials only if sufficient and appropriate grounds for appeal exist.

Appeals brought by student respondents, or by student reporters in cases involving student respondents, are heard by the Student Appeals Board (an appeals panel that consists of three persons: one faculty, one staff, one student). The decision of the Student Appeals Board is final. The Student Appeals Board will provide written rationale for its decision to the reporter and the respondent.

Appeals brought by employees or by student reporters involving employee respondents are made to the President. Within two weeks of the notification of appeal the President will decide the case and inform both parties in writing of his or her decision. The decision of the President is final. The President will provide rationale for his/her decision to the reporter and the respondent.

The Title IX Coordinator will keep the reporter fully informed of the implementation of any sanction until all terms are satisfied. The Coordinator will also review each case and provide additional remedies as needed.

#### E. Supporters, Advisors, and Attorneys

The reporter and the respondent are each permitted to select one supporter, advisor, or attorney to accompany them to meetings and other proceedings regarding the investigation. Their role is to support the reporter or the respondent and as such are not permitted to speak in investigative meetings or hearings, question witnesses, or disrupt any proceedings.

#### F. No Recording of Proceedings

No proceedings may be recorded by a party to the investigation (a reporter, respondent, or witness) or his or her supporter, advisor, or attorney.

#### G. Conflict of interest

In the event the report creates a conflict of interest for any of the responsible college officials, that person has the responsibility to recuse themselves from a decision making role. Responsibilities will be transferred to another Title IX officer or vice president after consultation with the president. In the event that a complaint is filed against a senior college official, outside counsel may be retained to investigate the incident.

#### H. False Reports of Sexual Misconduct

The College encourages and seeks to facilitate reporting of all instances of sexual misconduct. It is important to remember that making a false report of sexual misconduct, or providing false evidence in support of a report, is a violation of College policy, and could result in sanctions at the College and/or civil or criminal liability. Any person who is found to have knowingly or recklessly made, or participated in making, a false report of sexual misconduct or who knowingly or recklessly provides false testimony or other evidence in support of a report of sexual misconduct, will be subject to disciplinary action. Students will be held accountable under the Viking Code of Student Conduct. Faculty members will be referred to the Provost. Staff members will be referred to the Vice President for Finance.

### **VII. EDUCATIONAL PROGRAMS**

Promoting awareness of the definition and consequences of sexual misconduct is an important part of this policy. Notification of this policy will be distributed to all current faculty, staff and students and to all new members of the College community and the full policy will be posted on the Berry College website. The College will also conduct regular, on-going training programs to educate members of the College community about the seriousness of this offense, and inform all persons who participate in College programs and activities about their obligations to bring complaints of misconduct and the procedures for doing so. The Health and Wellness Committee will assist in these efforts under the direction of the Title IX Coordinator and the Director of Human Resources.

All individuals who serve as Title IX officers or investigators or who serve as decision-makers for incidents or appeals in cases of sexual misconduct will receive regular and on-going training.

### **VIII. RECORD KEEPING**

The Title IX Coordinator and the Director of Human Resources will maintain records of all sexual misconduct complaints. Records will include information concerning the receipt of the report, the notification of the respondent and his or her response, interim relief or accommodations provided, the steps taken to investigate the report, and whether the report was substantiated. All written statements obtained, as well as summaries of witness interviews, will be included in the documentation. If the report is substantiated, the records will document actions taken to stop the misconduct and to remedy its effects, as well as disciplinary actions taken and the written notification to the reporter of the resolution of the case.

Records will be kept in employee personnel files or students' files only if a report of sexual misconduct is substantiated and disciplinary action is taken. Student records are protected from disclosure under the Family Education and Privacy Rights Act.

Records of reports, including anonymous complaints, will be kept confidential and will be used for the annual Clery Act Security and Fire Safety Report and to document that the College responded to the complaints. The Director of Human Resources and the Vice President of Student Affairs will regularly review records of reports to determine if a pattern of misconduct exists that would warrant an investigation.

## **IX. PERIODIC POLICY REVIEW**

The Title IX Coordinator and the Director of Human Resources will report annually to the President a statistical summary of the number of sexual misconduct reports they received (including formal, informal, and anonymous complaints), the number of cases investigated, the number of substantiated and unsubstantiated cases, and all disciplinary action taken by the College.

The Title IX Coordinator will analyze this information and identify any areas of concern related to sexual misconduct on campus and will provide the President with a recommendation regarding needed amendments to this policy or its enforcement, broad remedies designed to improve campus culture, or targeted educational programs to ensure student and employee understanding of this policy.

## **SUMMARY**

### **A. Available Resources:**

The college provides resources for addressing the health and safety of our students and employees through the various individuals and procedures identified in this policy. There are additional resources available as well.

### **B. Important Reminders to Victims of Sexual Assault**

In the event of a sexual assault:

#### **Go to a safe place.**

#### **Preserving evidence for criminal prosecution**

The College encourages and supports reporting any instance of sexual assault to law enforcement for prosecution. While the College realizes an assault victim may suffer shock following an attack, he or she should make every effort to report the assault and preserve any evidence necessary for prosecution of the alleged perpetrator as soon as possible. Contact should be made with outside agencies such as the NWGA Sexual Assault Center or a local hospital ER, which are trained to conduct post-assault examinations. In order to preserve evidence from contamination or degradation, it is generally recommended that victims and others should not alter the scene of the attack and should not change clothes, take a bath, brush teeth, eat, drink, smoke, urinate or defecate before calling the police, being assisted by the Sexual Assault Center, or going to the emergency room for an exam. If clothes are removed, they should be placed in a paper bag. Bedding or other items which may contain hair, skin, or other biological material should be preserved in a paper bag. Victims should also write down everything they can remember about the sexual assault.

**Making a report:** Any student, faculty member, staff member, administrator, or visitor to the campus who has been sexually assaulted or who has witnessed a sexual assault on campus should report the assault to Campus Safety (706-236-2262). Assaults occurring off campus should be reported to the Rome City-Floyd County Police by calling 911.

Those who have been sexually assaulted are also encouraged to call the Sexual Assault Center of Northwest Georgia (706-802-0580). The Center has individuals who will provide support and, if desired, will accompany victims of sexual assault to Floyd Medical Center and will stay with them while they receive medical treatment. Students or employees who are victims of sexual assault also should report any incident of sexual assault to one of the Title IX Officers. This will initiate an immediate investigation and may prevent another assault. Faculty and staff who learn that a student has been sexually assaulted are required to report the alleged assault to Campus Safety and/or a Title IX officer. Those who have been assaulted or who are aware of sexual assault may make an anonymous report to any Title IX officer. The College will record and will attempt to investigate anonymous reports but may not be able to do so with the same rigor as signed reports.

#### C. Counseling and health services

Confidential counseling for sexual assault is available on campus at the Counseling Center (706-236-2259) and off campus at the Sexual Assault Center of Northwest Georgia (706-802-0580) and Floyd Medical Center and Redmond Hospital Emergency Rooms. Health services are available at the Health and Wellness Center (706-236-2267). Counseling and health services are also available in the community at the Floyd County Health Department (706-295-6123) and from counselors, psychotherapists, and doctors practicing privately in the area. The Sexual Assault Center can make referrals for individual counseling and support groups.

#### D. Requests for Accommodation

Individuals who have been sexually harassed or assaulted may request changes in their work, academic, or living situations by contacting a Title IX officer. Requests for such changes will be considered on the basis of their appropriateness and whether the requested change is reasonably available. Campus police can assist students in obtaining other relief, including a police escort, a protective order directing the accused not to have any further contact with the complainant, and a ban from campus of non-students alleged to have committed sexual assault on campus.

#### E. Additional resources for filing complaints

Members of the College community whose reports are not resolved to their satisfaction through these procedures may file a sexual misconduct complaint under federal law. Sexual harassment of employees is a form of sex discrimination prohibited by Title VII of the Civil Rights Act of 1964. Complaints under Title VII may be filed with the U.S. Equal Employment Opportunity Commission ([www.eeoc.gov](http://www.eeoc.gov)). Sexual harassment of students is a form of sex discrimination prohibited by Title IX of the Education Amendments of 1972. Complaints under Title IX may be filed with the Office of Civil Rights of the U.S. Department of Education (<http://www.ed.gov/offices/OCR/>).

**The complete Berry College policy on Sexual Misconduct may be found under the Berry Community tab of Viking Web, then under Human Resources.**

#### ■ Solicitation on Campus

Faculty, staff and students should refrain from soliciting on the campus. Solicitation for a humanitarian cause or with special merit may be conducted upon application to and approval of the dean of students. Except for the representatives of reputable textbook publishers, outside agents are not normally permitted to solicit on campus.

“Solicitation” is interpreted to refer to any door-to-door residential solicitation of employees or students at their places of work, in the dining hall, or elsewhere on the campus, including placing “flyers” on vehicle windshields, posting flyers on or in any campus buildings, or the use of any donation receptacles. Any student/group must have its solicitation approved by the director of student activities and the dean of students.

**All unauthorized solicitors should be reported immediately to campus police.**



## ■ Student Work Experience Program

Berry College believes in the importance of instilling respect for worthwhile work well done. The Work Experience Program has been an integral part of Berry's "Head, Heart, and Hands" mission since 1902 when Martha Berry opened the Boys Industrial School. As the school evolved into a modern college, the Program has seen many changes, but the principle of instilling in students the value of work and service remains unchanged.

At Berry, student work is more than just assigning students simple tasks in exchange for pay. Our program provides a unique opportunity to develop work skills, reinforce classroom learning, and contribute to the operation of the campus—all while earning wages to help offset the cost of attending college. The Work Experience Program has three objectives:

1. Prepare students to enter the workforce by teaching work and leadership skills.
2. Provide experiential learning opportunities related to a student's academic studies and interests.
3. Ensure the successful operation of campus facilities and services.

Many Berry graduates tell us their work experiences were the most memorable and rewarding. They often credit their success in the workplace to the values and skills learned from their campus work supervisors. Unlike most colleges and universities, Berry College depends on its student work force to operate the campus and provide essential services. Although participation in the Work Experience Program is voluntary, approximately 1,800 students choose to work on-campus each semester. As a result, student workers outnumber regular staff three-to-one. Your work makes a real contribution to Berry's success. In addition, Berry, through the Community and Industry program has developed relationships with off-campus employers to provide high-level positions related to student majors and interests. More than 100 students participated last year.

Students may also compete for entry into the Gate of Opportunity Scholarship Program. Gate of Opportunity is a need-based and work-based scholarship that involves significant dedication to academics, work experience, professional development and stewardship. Gate Scholars live and work at Berry year-round in exchange for significant financial aid. The scholarship selection process takes place each spring semester, with new students beginning their work commitment by early July.

All students are eligible to work up to 16 hours per week. If you wish to work more, you must complete an application for increased work in Krannert 320.

Prior to employment, students must complete G-4, W-4, and I-9 forms at the Student Work office in Krannert 320. Completion of the forms requires proper identification and proof of eligibility to work in the U.S. (i.e. Social Security Card, certified U.S. birth certificate, valid U.S. passport, Permanent Resident card, Work Authorization card). Students receive their earnings in the form of a bi-weekly paycheck or direct deposit into a checking account. Earnings are subject to state and federal taxes.

Berry staff and faculty members serve as work supervisors and are responsible for teaching, mentoring, and evaluating their student workers. Supervisors, with the concurrence of the dean of student work, can terminate a student's employment for substandard performance.

Students are covered by Workmen's Compensation laws and are entitled to any benefits provided by these laws. The student and/or work supervisor should notify Human Resources when a student is injured while on the job. Students should always be safety-conscious while on the job and should notify their supervisors of any hazards. Students should wear appropriate safety gear and should adhere to common sense safety practices.

Students are eligible to work up to 40 hours per week during the summer and may qualify for a \$700 fall tuition credit.

**Only students who are enrolled in classes are eligible to participate in the Work Experience Program.**

## ■ Students with Disabilities

Federal law guarantees all students with disabilities a learning environment that provides reasonable accommodation of their ability. Section 504 of the Rehabilitation Act of 1973 states:

**No otherwise qualified individual...shall by reason of...handicap, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.**

Section 504, as well as the Americans with Disabilities Act (ADA) of 1990 and the Americans with Disabilities Act Amendments of 2008 (ADAAA), prohibits discrimination in recruitment, admission or treatment of students. Students with documented disabilities may request accommodations that will enable them to participate in and benefit from all educational programs and activities. The ADA requires each academic accommodation to be made on an individual or case-by-case basis. Under ADA, the College must ensure that its programs and facilities are accessible to all qualified students.

Students are responsible for self-identifying their need for accommodations to the Academic Support Center and providing adequate documentation of their disability.

Students with physical disabilities, psychological disabilities, visual impairments, or hearing impairments must submit a letter from their physician that verifies the disability.

Students with learning disabilities must submit a full psycho-educational report. The assessment must be administered by a trained and qualified (i.e., certified and/or licensed) professional (e.g. psychologist, school psychologist, neuropsychologist, educational diagnostician) with direct experience with adolescents and adults with learning disabilities completed, ideally, within the last three years. The diagnostic report must include:

- Relevant historical information, past and current academic achievement, instructional foundation, past performance in areas of difficulty, age at initial diagnosis, and history of accommodations used in past educational settings and their effectiveness.
- A list of all instruments used in the test battery
- A discussion of test behavior and specific test results
- A diagnostic summary statement with the following information:
  1. A clear and direct statement that a learning disability does or does not exist, including the ruling out of alternative explanations for the learning problems. Terms such as "appears," "suggests," or "probable" in the diagnostic summary statement do not support a conclusive diagnosis.
  2. A clear statement specifying the substantial limitations to one or more major life activities.
  3. A psychometric summary of scores
  4. Recommendations and a rationale for accommodations.

Any diagnosis of specific learning disabilities without psychoeducational measures may not be used for determining eligibility for academic accommodations. For example, school plans such as Individualized Education Plans (IEPS) or 504 Plans are not adequate documentation; however, they may be included with the required evaluation. Please read the complete Berry College Documentation Criteria at: <http://www.berry.edu/academics/disability/documentation/>.

Accommodations do not automatically carry over from semester to semester, nor are they retroactive. Therefore, each semester, the student must request individualized accommodation letters from the Director of the Academic Support Center located on the first floor in Memorial Library. The accommodation letter serves as a tool to assist students in communicating with faculty about their accommodations. The letter verifies that the student is registered with the office and outlines the approved accommodations. This letter must be requested by the student. Students with learning disabilities must discuss the needed accommodations with their professors.

Please refer to the Academic Support Center Website at <http://www.berry.edu/asc/> for more complete information about disability services.

## **Berry College Student Disability Grievance Procedure**

In the event that specific complaints arise regarding the College's compliance with particular provisions of the Americans with Disabilities Act of 1990, a student with a grievance is encouraged to work with the Berry College personnel most closely involved to resolve the matter informally. If the complaint(s) cannot be resolved informally, the following procedure has been developed for use by students and prospective students to resolve the grievance pursuant to the Americans with Disabilities Act of 1990:

"Grievance" as used in this procedure means a written complaint by any student who believes he or she is a qualified individual with a disability who has been adversely affected by an improper application of one or more College rules, regulations, or policies, or by specified improper actions of any individual affiliated with the College in the capacity of academic personnel, administrative or professional staff, or clerical or service staff.

"Student" as used in this procedure includes persons (1) who are registered for classes at Berry College at the time a grievance pursuant to this policy is initiated; (2) who were registered for classes at Berry College at the time the adverse occurrence that gave rise to the grievance occurred; (3) who have an offer of admission to Berry College; and (4) who have sought admission to Berry College. "Student" includes undergraduate and graduate students at Berry College.

### **Step One**

**A)** If informal discussion with appropriate College personnel does not resolve the complaint, the student will submit a written grievance to the dean of students within thirty (30) working days of the event(s) that triggered the grievance. The written grievance must include:

1. a clear and unequivocal statement of the College rules(s), regulation(s), policy(ies), and/or actions(s) of which the student complains;
2. the date of any action of which the student complains;
3. the names of all the College employees involved; and
4. a summary of the action(s) the student has taken to resolve the matter informally.

**B)** The dean of students, which term for the purposes of this procedure includes an individual designated in writing by the dean of students, will meet with the student within ten (10) working days of the receipt of the grievance.

**C)** If this meeting does not resolve the grievance, the dean of students will conduct an informal investigation of the subject of grievance with the objective of resolving the grievance.

In those cases where the grievance involves a dispute regarding the conduct or requirements of a course or of an academic program, the dean of students will, in addition to consulting with the faculty member responsible for the affected course or academic program, meet with and seek faculty advice from the Director of the Academic Support Center, two faculty representatives and one student. One of the faculty participants must be the representative from the school responsible for the course or academic program from which the grievance originated.

**D)** The dean of students will furnish the student with a written response to the grievance within thirty (30) working days of meeting with the student. The written response will be mailed to the student by certified mail, return receipt requested. If the grievance involves a dispute regarding the conduct or the requirements of a course, or of an academic program, a copy of the written response issued by the dean of students will be provided to the Director of the Academic Support Center, to the dean and the department head in the school responsible for the affected course or academic program, and, when applicable, to the professor responsible for the course.

## **Step Two**

**A)** If the student is not satisfied with the written response of the dean of students, the student may present his/her grievance in written form to the Provost within ten (10) working days after receipt of the response of the dean of students. The grievance presented to the Provost will be limited to those matters raised in the student's grievance to the dean of students pursuant to step one of this procedure.

**B)** The Provost, which term for the purposes of this procedure includes an individual designated in writing by the Provost, will within fifteen (15) working days after the receipt of the grievance schedule and conduct a meeting with the student and any other persons involved with the grievance.

When the subject of grievance is the responsibility of another vice president, academic dean, or senior administrator, the Provost will invite the participation of that administrator in the meeting.

**C)** After discussing the facts and issues involved in the grievance with those appearing at the grievance hearing, the Provost will issue to the complainant a written answer to the grievance within ten (10) working days from the completion of the hearing. The Step Two answer or decision by the Provost will be final.

**D)** If the grievance involves a dispute regarding the conduct or the requirements of a course, or of an academic program, a copy of the written decision issued by the Provost will be provided to the Director of the Academic Support Center, to the dean and the department head in the school responsible for the affected course or academic program, and, when applicable, to the professor responsible for the course.

## **CAMPUS POLICE**

### **Campus Police**

The Campus Police Department provides 24 hour, 7-day week coverage to the college campus. Normally, two certified police officers are on duty at all times. Extra officers are called in to work special events. The department offers numerous services ranging from medical escorts to criminal investigations.

Berry College police officers are certified by and maintain certification through the Georgia Peace Officers Standards and Training Council. This certification gives them full police and arrests powers on all college property. Officers complete a 408-hour basic mandate course and average an additional 40 hours of training annually thereafter. Officers are trained to handle almost any emergency that can occur on campus. The department maintains an excellent relationship with the other local law enforcement agencies in the Rome and Floyd County area and can call upon them for assistance at any time, if necessary. The department bought into the new county-wide emergency radio system and has immediate radio access to all emergency agencies in the area via radios at the Welcome Center, in the patrol cars and individual officers' portable radios.

The department welcomes the opportunity to discuss safety issues and prevention methods. The police department is located in Oak Grove Cottage and is staffed Monday through Friday from 8:00 a.m. to 5:00 p.m. The police department's dispatch center is located at the Welcome Center and is staffed 24 hours, 7 days a week.

A communications officer is on duty 24 hours a day at the Welcome Center at the main entrance. In an emergency, Campus Police personnel can be contacted by going to the Welcome Center or by calling extension 2262 or after 6:30 p.m., 706-236-2262. For routine matters, please go to the Campus Police Department in Oak Grove Cottage or contact the office by dialing 6999. For emergencies, anyone in Floyd County may call 911.

## EMERGENCY NUMBERS/CONTACT INFORMATION

### **Emergency Numbers (Welcome Center)**

706-236-2262 or Ext. 2262 or 2507

[gatehouse@berry.edu](mailto:gatehouse@berry.edu)

### **Rome/Floyd E-911 Center**

(Dial 911 from campus phones)

### **Police Department**

Non-Emergency Number

706-368-6999 (M-F, 8 a.m.-5 p.m.)

### Chief's Office

706-290-2173

[babrams@berry.edu](mailto:babrams@berry.edu)

### Major's Office

706-290-2175

[jbaggett@berry.edu](mailto:jbaggett@berry.edu)

### Parking Services

Ext. 2572 or 706-368-6999

The Federal Crime Awareness and Campus Security Act of 1990 require all colleges to publish an annual report of security policies and crime statistics. The Act was amended in November 1999 and renamed the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The report lists statistics for serious crimes over the past three calendar years. The printed report is available by October each year. Compliance with the 2008 Campus Fire Safety Act is also included in this report. The report is also posted on the Berry website: select the Campus Police Quick Link at [www.berry.edu](http://www.berry.edu). Students will be notified by e-mail in September of the report. The e-mail will include a pdf copy of the annual report. The department welcomes the opportunity to discuss safety issues and prevention methods. Students and parents are encouraged to contact Chief Bobby Abrams to discuss specific concerns.

### **After Hours Access to Campus**

The Main Entrance gate will remain closed and access will be via electronic passes. All others will use the Visitor Entrance of the Welcome Center. Campus closes to the general public at 7pm daily. The Service Road will be accessible only via electronic passes.

Campus residents who expect guests can assure minimal delay for their guests by providing the Welcome Center personnel with appropriate information (student name, visitor name, time of arrival, vehicle description) prior to their visit.

### **Student Access to Berry Property**

The Berry College campus provides student opportunities to enjoy a distinctively unique area of natural resources. Students are encouraged to enjoy the beauty of the environment. For safety reasons and liability concerns, certain areas of campus property are restricted areas. All unpaved roads are restricted access as posted. The forestry areas are designated as either wildlife management or wildlife refuge areas. Hunting is allowed in the wildlife management areas, but not in the wildlife refuge areas. The wildlife refuge areas create a safety buffer zone around campus buildings and facilities.

- Hiking is permitted during **daylight** hours only.
- Access at other times is by special permission only. **Berry police officers have authority to declare an area unsafe and to further restrict access as necessary.**
- Non-vehicular traffic is not allowed on Lavender Mountain Road. Please use the Viking Trail.
- Sunbathing is permitted in areas adjacent to residence halls.
- To preserve the unique beauty of the Mountain Campus, all sporting activities are limited to the athletic and intramural facilities in and around Henry Hall (WinShape Centre).
- The House o' Dreams is available by appointment for students, faculty and staff to visit. To make arrangements to go to the House o' Dreams, please contact 706-368-6789.
- All vehicles must stay on roads maintained for normal vehicular travel. Vehicles are not allowed on logging roads, trails, etc.
- The office of public relations will notify the campus community of scheduled hunts in the Wildlife Management Area.

**Picnics**

The Keown picnic pavilion, off Lavender Mountain Road, can be reserved by calling 706-368-6789. Other than for official events (e.g., Mountain Day), picnicking is not authorized at other locations.

**Personal Safety**

Personal safety and property protection at Berry College are **everyone's** responsibility. We urge all members of the Berry community to participate in making our campus as safe as possible. Officers are available for personal safety information and hall programs. If you develop good safety habits, you can assist us in safeguarding your property and college property.

**In the event of suspicious or criminal activity promptly call Campus Police at extension 2262.**

**Residence Hall Safety**

- Lock your door when you leave the room, even if you will be gone only for a minute. It takes about 8 seconds for someone to walk into an open room and remove an item.
- Notify Police promptly of any suspicious persons loitering in the vicinity of your building or room. This includes solicitors.
- Never leave purses, wallets, jewelry and other valuables unattended in laundry rooms, showers, or kitchen areas.
- Mark your valuables for identification purposes by using engravers made available by Campus Police.

**Safety in Your Car**

- Always lock your car.
- Check the back seat before you get in.
- Have your keys in hand so you don't have to linger before getting in, especially at night.

**Safety Outside and At Night**

- Walk confidently, directly, at a steady pace.
- Walk on the side of the street facing traffic.
- Stay in well-lighted areas as much as possible.
- Never work alone in an office or classroom on campus at night. Arrange a buddy system with someone you work or study with.
- While sunbathing, stay within designated areas near the residence halls.
- When you feel you are in danger, attract attention anyway you can. Don't be reluctant to scream.
- Emergency phones are located at the Morton-Lemley parking lot, Ford baseball parking lot, on Lavender Mountain Drive, and Centennial, Morgan & Deerfield Halls, Evans Hall, McAlister Hall, and the Cage parking lot.

**Severe Weather**

Severe weather can occur in the Mount Berry, Rome and Floyd County area at any time. Thunderstorms and tornadoes are most frequent during the months of March, April, May and June. An average of 20 tornadoes is reported annually in Georgia, with most occurring between 2:00 p.m. and 9:00 p.m.

BerryALERT is the opt-out emergency communication system for students, faculty and staff. Through a contract agreement with e2Campus, a nationally recognized emergency messaging company, college officials now can communicate time-sensitive information to the entire campus community via text message, cell phone, e-mail and RSS feed. Students are automatically registered for BerryALERT but may choose to opt out by using one of two ways: 1) Text 'optout' to 79516 or 2) Reply back to an alert with the word 'optout'.

In the event of threatening weather, the campus-wide emergency notification plan will be activated. Under this plan, official statements from the National Weather Service are received through specially designed weather radio alert monitors strategically located on campus. Upon receiving a severe weather statement, the 4 warning sirens around campus, and all police vehicle sirens will be sounded. The siren warning will alert you to protect yourself by seeking shelter. The preferable place is a first floor interior area that is directly supported and free from exterior windows and glass. Places to avoid are: top floors of buildings, elevators (power may fail), food service areas, auditoriums, gymnasiums and other structures with wide roof spans. If outdoor shelter is not available and there is not time for escape, lie flat in a ditch or low spot.

To keep informed of local severe weather information, listen to radio station WRGA-AM 1470 or WSB-TV Atlanta Channel 2, Weather Channel 32, or Channel 9.

For additional information on severe weather procedures in your specific area, contact your Resident Assistant or the Campus Police Department.

During a tornado watch you should be aware of changing weather conditions and should be prepared to move to a place of safety if the tornado watch should be upgraded to a tornado warning. Warnings are issued for smaller areas and periods of time than watches. Generally, warnings cover county-sized areas or less. They indicate that a tornado has actually been sighted in the area or indicated by radar. The outdoor sirens will be sounded **ONLY** upon notification by the National Weather Service of a tornado warning or when a tornado has actually been sighted and moving toward the area. When a tornado warning is issued it means **TAKE COVER**.

Winter storms may lead to the cancellation of classes or delay of classes. Viking Fusion, Rome radio stations and Atlanta television stations will be informed of and asked to communicate changes in the class schedule. You may also call 238-7830 for weather related class closings.

#### ■ **Motor Vehicle Accidents**

The operator of any vehicle, including college vehicles, involved in a traffic accident on campus is required to report or have reported the accident to the Campus Police Department immediately. The driver of any vehicle involved in an accident on campus shall:

- Render first aid to the injured or seek first aid treatment for them.
- Exchange name, address, tag number, insurance information and vehicle information between drivers.
- Exhibit driver's license to police officer making the accident report and others directly involved in the accident.
- Whenever possible, vehicle(s) **should not** be moved prior to the arrival of a police officer.
- It is the responsibility of each driver to file the accident report with his or her respective insurance agent.

#### □ **Parking**

It is the desire and intention of Berry College to provide an adequate amount of parking. Priority has been placed on preserving the unique beauty of the campus. Resident students are encouraged to ride the campus bus or walk during peak class times and during events on campus. The Traffic Appeals Panel and the Campus Police Department are continually working to improve traffic and parking facilities and conditions on campus. Any problems or suggestions should be directed to Parking Services (extension 6999) where every effort will be made to correct these problems and improve parking facilities. We hope, with student cooperation, traffic and parking on the Berry College campus will not be a problem.

Student vehicles may be operated on the Berry College campus upon being properly registered and only in accordance with the following provisions or the Berry College Traffic Code:

1. All students who operate and/or park a vehicle on campus are required to be registered with Parking Services and must display an affixed current registration decal/permit on the driver's side, front & back windshields of the vehicle.
2. Vehicles can be registered with Parking Services, located in Oak Grove Cottage on weekdays between the hours of 8:30 a.m. - 4:30 p.m. Vehicle registration will be held during Viking Venture. The times and location will be announced in the program brochure.
3. Registration Fees..... \$110.00
4. At the time of vehicle registration, please present proof of insurance and valid driver's license.
5. Registration decals/permits are not transferable from one vehicle to another or one owner to another and remain the property of Berry College.
6. DECAL EXCHANGES CAN BE COMPLETED AT NO CHARGE ONLY WHEN THE CURRENT DECAL IS RETURNED TO PARKING SERVICES.
7. Vehicles not licensed for operation on the streets of Georgia may not be operated on campus.
8. Parking is permitted only in designated areas, lined spaces and zones, and within limits as designated for that space (i.e., reserved spaces, time limits, etc.). Leaving a vehicle with hazard lights on in an area not designated for parking does not excuse the violation of illegal parking.
9. Vehicles in violation of Berry's rules and regulations may be towed/booted away at the owner's expense. Vehicles may be impounded/booted for the following reasons:
  - Parked vehicle creates a fire / safety hazard or obstructs the free flow of traffic.
  - Parking in designated tow-away zones, blocking a fire hydrant, unauthorized parking in a handicap zone, or any violation over two hours.
  - When a vehicle is presumed to be abandoned or is in a visible state of disrepair and the owner cannot be contacted.
  - Upon sixth parking violation within the school year.
  - As deemed necessary by a campus police officer.
10. Motorcycles and related vehicles must be operated and parked in the same manner as other motor vehicles and must display a current registration decal.
11. Speed limits posted on the campus are to be observed at all times; however, no person shall drive a motor vehicle at speed greater than that which is "reasonable and prudent" under existing conditions. The speed limit on campus is 25 mph unless otherwise posted.
12. Students operating college vehicles should comply with existing Berry College traffic regulations.
13. Due to limited parking space, students residing on campus are limited to one vehicle. Commuting students may register only those vehicles that are owned by their immediate family.
14. The college assumes no responsibility for damage to or loss of any vehicle, or its contents, at any time it is operated or parked on the campus.
15. Children/dependents of Faculty/Staff attending classes at Berry must obtain the proper student registration decal.



16. Additional information is available in the Berry College Traffic Code brochure that is distributed upon vehicle registration.

#### **Traffic Appeals**

The Traffic Appeals Panel composed of faculty, staff, and students will be the sole body to hear appeals for traffic violations. Written appeals **MUST** be submitted within **five business days** of the date of the violation notice. Persons desiring to present an oral appeal before the panel must schedule an appointment within five days of the violation notice. Appeals may be filed in the Parking Services Office, Oak Grove Cottage, during normal business hours. **Decisions by the Traffic Appeals Panel are final and cannot be re-appealed.**

#### **Traffic Fines**

The nature of the traffic violation and the fine will be noted on the ticket. All fines will be accessed against payroll checks or charged to the student's account.

**Drivers receiving a fifth parking violation or three moving violations are subject to have their privilege of operating a motor vehicle restricted, impounded, booted or possibly removed for the remainder of the year and referred to the campus judicial system.**

A student who is delinquent in payment of fines is subject to the following penalties:

- A. Ineligibility for subsequent semester registration
- B. Non-issuance of grades, transcripts or degrees
- C. Revocation of campus driving privileges
- D. Vehicle impoundment or immobilization (booting)
- E. Further appropriate disciplinary action

The student in whose name the automobile is registered will be held responsible for all parking violations charged to that vehicle.

#### **Bicycles**

- ✓ Students are encouraged to use bicycles as their mode of travel during class time.
- ✓ Register your bike with Parking Services, Oak Grove Cottage, at no charge.
- ✓ Always lock your bike with a high security-locking device.
- ✓ Ride on the right side of the roadway.
- ✓ Obey all traffic laws.
- ✓ Use proper hand signals.
- ✓ Always wear a helmet.
- ✓ At night, have proper lighting on bicycle.
- ✓ Never store your bike in any building other than your residence hall room.
- ✓ Do not store in corridors, stairwells, or archways.
- ✓ Any bike stored that creates a hazard will be impounded and the owner must pay \$5.00 to reclaim it.
- ✓ Impounded and unclaimed bikes will be held for one month after the semester during which they were picked up. Unclaimed bicycles will be donated to Berry Bike Works.

## **BERRY COLLEGE CODE OF STUDENT CONDUCT**

Berry College is a residential academic community whose mission is to educate the head, heart and hands. The code of conduct is a guide to the expectations of this community to provide the best environment possible for the academic and personal success of students. The code articulates standards and a process and sanctions for situations where responsibilities are not met.

Student education is at the heart of the Berry Code. Students are expected to learn and practice self-discipline and community responsibility and to participate actively in both upholding and encouraging others to uphold the highest standards of behavior.

The purpose of our system is to promote and protect Berry's mission by holding students accountable for community expectations and help students correct and learn from unacceptable behavior. The college's conduct system does not replace nor replicate the legal system. As such, it is limited to the student and his/her relationship with the college. Students are expected to follow local, state and federal laws at all times and the college will not shield students from their responsibilities to follow the law nor the consequences of violations.

Administrative and judicial authority rests with the college's Board of Trustees. This authority has been delegated to the President who has subsequently delegated this responsibility to the vice president for student affairs and dean of students.

### **Purpose of the Campus Conduct System**

The code of student conduct and the campus judicial system exist to educate students about their personal and community responsibilities at Berry College. The purposes of the campus conduct system are:

1. To uphold Berry standards of conduct.
2. To hold students accountable for violations of community standards.
3. To provide students an opportunity to learn from mistakes by taking responsibility for their behavior.
4. To protect the community when a student's behavior calls for action by the community.

The campus conduct system includes all members of the Berry community with students, faculty and staff participating on hearing and appeal boards and on committees that create and revise the code of conduct.

### **Expectations of Student Conduct**

Berry students are expected to behave responsibly at all times, both on and off-campus. The college reserves the right to hold students accountable for their off-campus behavior. Discretion rests with the Vice President for Student Affairs and Dean of Students to use the student conduct process for off-campus incidents when the behavior or pattern of behaviors affects the reputation of the college or the safety or well-being of an individual or others in the community.

#### **As a Berry student, you are expected to:**

1. **Show respect for yourself and others.**
2. **Maintain integrity in personal and academic affairs.**
3. **Respect property, neighbors, and the environment.**
4. **Be responsible citizens.**

### **Community Standard I. Respect Self and Others**

Community members show lack of respect for themselves and others by engaging in the following behavior:

- A. Inappropriate physical or verbal contact: assault; verbal abuse; intimidation; harassment, sexting; cyber-bullying, understood as the deliberate use of communication methods (i.e. blogs, emails, social networking sites, texting) to communicate harassing language.
- B. Endangerment: tampering with safety alarms or equipment; making false alarms or inducing panic; possession or use of explosives or fireworks; possession or use of a weapon, including but not limited to knives with more

than a 3” blade (except non-spring pocket knives), no switchblade knives, or knives designed for the purpose of offense or defense, and devices that fire projectiles (for e.g., bb guns, pellet guns, paint guns, sling shots).

- C. Use, possession, provision or sale of alcohol or being in the presence of someone using, possessing, providing or selling, alcohol.
- D. Use and possession of drugs, which are either illegal or not prescribed to the individual in possession, or possession of drug paraphernalia or being in the presence of someone using, possessing, providing, or selling drugs.
- E. Tobacco use, including cigarettes, cigars, chewing tobacco, e-cigarettes, vapors.
- F. Failure to comply with the request of any college official, staff member, authorized contract agent, or student employee acting in performance of their duties, including refusal to identify oneself when requested to do so.
- G. Disregard for the privacy of others.
- H. Berry College expects its students to live up to community standards of decency in all areas of life including sexual behavior. Because Berry students living on campus share intimately close and public quarters with one another, on-campus sexual behavior by students that draws attention to itself, disrupts the routines of others, or disregards the normal expectation of other people's privacy from such behavior is a violation of this standard.

### **Community Standard II. Maintain Integrity in Personal and Academic Affairs**

Community members jeopardize personal and academic integrity by engaging in the following behavior:

- A. Disruption of academic activities including teaching and learning, research, programs, or classrooms.
- B. Interference with the free speech and participation of community members.
- C. Dishonesty, including provision of false information or testimony to a college official or conduct board, alteration or misuse of documents or electronic technology as defined in the Berry College Policy on the Acceptable Use of Information Technology Resources and Data, impersonation, misrepresentation.
- D. Academic dishonesty: misrepresentation or falsification of data; complicity with others engaged in academic dishonesty.
- E. Inappropriate use of technology.

### **Community Standard III. Respect Property, Neighbors, and the Environment**

Community members demonstrate lack of respect for the property of others and for the environment by engaging in the following behavior:

- A. Theft, destruction or defacement, unauthorized use or possession of college or personal property.
- B. Unauthorized entrance into college facilities or private residences.
- C. Littering.
- D. Disruptive or inconsiderate behavior.
- E. Disruptive or damaging behavior towards animals.
- F. Violation of contractual or policy statements such as residence hall or other facility policies, library policies.

### **Community Standard IV. Be responsible citizens**

Community members show a lack of responsible citizenship by engaging in the following behavior:

- A. Failure to comply with, and to insure that your guests, including Berry students or guests from the community, are in compliance with regulations governing campus facilities, programs, activities, and services, as well as federal, state, and local laws.
- B. Deliberate incitement of others to engage in prohibited acts, or involvement as an accessory.
- C. Failure to separate from a group in which others are engaged in prohibited acts.
- D. Gambling, personally or at organized student events.
- E. Violation of local, state or federal laws.
- F. Other behavior that is detrimental to the health, well-being and purposes of Berry College and the community.
- G. Failure to notify relevant campus authority when there is a reasonable expectation that the health or well-being of a student is endangered.

Medical assistance policy:

Berry College promotes responsibility and expects students to offer assistance to other students in need. There are times when students are reluctant to offer assistance to their fellow students for fear that they themselves may be

charged with policy violations. For example, a student who has been drinking underage might hesitate to get help from Campus Safety or a Resident Assistant for someone suffering from overconsumption of alcohol.

At the conclusion of an investigation, a student who has provided emergency assistance will not receive charges under the student code of conduct if a) he or she is the first person to provide assistance and/or contact Campus Safety or Residence Life staff, b) he or she has not contributed to the endangerment of the student needing emergency assistance, c) the assisting student has not moved or transported the student, d) remains with the endangered student until Campus Safety or Residence Life Staff arrives, and e) cooperates with the responding staff.

## **Complaints and their resolution**

### **Complaint process**

A complaint may be received from a variety of sources including but not limited to student/faculty or staff members who witness inappropriate behavior, a resident assistant incident report, a police incident report (either on or off campus). The assistant dean of students serves as the college's chief judicial officer and is responsible for investigating all complaints. Residence hall violations may be referred to the residence life area coordinators for investigation.

### **Resolution of complaints**

The Berry conduct system provides three avenues for the resolution of behavioral complaints: by summary disposition, through a hearing with a judicial board or with an administrative hearing officer. Factors that may determine which avenue will be used for resolution of complaints are as follows:

#### Summary Disposition

When an accused student agrees to the basic facts of a matter, he or she may choose to forego a hearing, and accept a decision by the administrative hearing officer.

#### Student Conduct Board and Administrative Hearings

An accused student may also choose to resolve behavioral complaints through the judicial board or administrative hearings. While students may choose how most behavioral matters are resolved, the vice president for student affairs and dean of students or designee may refer a case to the conduct board when:

- the seriousness of the behavior warrants a formal conduct process (e.g. sexual assault; drug possession, sale or abuse; violations of state, local or federal law);
- the significant facts of the matter are in dispute;
- it is believed that the matter is best resolved through broader community involvement, or
- there is a conflict of interest.

Beginning the last week of classes and between semesters (including summer) a student will be automatically referred to an administrative hearing process.

Administrative hearing officers include the vice president for student affairs and dean of students, the assistant vice president for student affairs, the assistant dean of students, and the residence life area coordinators. The vice president for student affairs and dean of students may appoint additional hearing officers as needed.

Generally, complaints should be filed within two weeks of an incident. For reports received after two weeks, the vice president for student affairs and dean of students will review the timeliness of the complaint and determine the appropriate response.

### **Hearing Procedures**

The following procedures are normally used for board and administrative hearings. The goal of a hearing is to determine whether a student is responsible for violating the code of expected conduct. Formal rules of evidence are not applicable, nor do small deviations from prescribed procedures necessarily invalidate a decision or hearing unless significant prejudice to the student or College resulted. A student's failure to appear at a hearing does not preclude the hearing officer or hearing board from reaching a decision regarding responsibility and/or sanction.

There are two types of hearings: administrative and board hearings.

Administrative hearings are generally reserved for minor infractions, or when the student and investigator agree on administrative adjudication. Procedures include the respondent's right to:

- written notification of charges
- an opportunity for the accused student, hereafter referred to as respondent, and the hearing officer to review documentation and discuss the alleged behavior
- a fair and impartial consideration of the charges by the hearing officer
- the right to present a defense including information about potential witnesses to be interviewed by the investigative or hearing officer
- the right to a written notification of finding
- the right to appeal the decision

Administrative hearings are informal in nature and involve the hearing officer and the respondent. Information from witnesses is received either in written form or interviews by the investigating officer. Administrative hearings are not taped.

Board hearings are generally reserved for major infractions or cases where there is disagreement on the facts supporting the charge. Procedures for board hearings include the respondent's right to:

- written notification of charges
- fair notice of the time and date of adjudication
- a fair and impartial hearing before a judicial board comprised of members of the community
- the right to present information including witnesses
- the right to question testimony
- the right to a written notification of finding
- the right to appeal the decision

Board hearings include the respondent, witnesses for the respondent, the respondent's support person, and the student judicial board. Support persons may be Berry faculty, staff, or students. In cases involving charges of sexual misconduct, the support person may be any person of the student's choosing. Additional witnesses may appear as requested by the conduct board. The hearing is closed to all others. A respondent's failure to appear for a hearing or failure to respond to either the charges or requests for meetings in the investigatory process will not prohibit an administrative hearing officer or the student judicial board from acting on a charge.

The respondent has the right to know the nature of the charge and enter one of two responses: "responsible" or "not responsible" for a violation of College policy. Charges shall be made in writing and provide at least 4 days' notice of a hearing (under extenuating circumstances, a student may request an extension from the dean of students).

A support person may attend a hearing with a witness. In a sexual assault or harassment case, the student or students who brought the initial complaint may also have a support person present. Support persons may not speak at either administrative or judicial board hearings.

Judicial board hearings are audio taped. The purposes of the tape are to assist the hearing panel in their deliberations (i.e. listening to portions of testimony for a second time if clarification is needed in the decision phase) and for review by the appellate board in the event of an appeal. Upon completion of the appeal or the date by which an appeal may be made, the tape will be destroyed. Only the hearing is recorded; deliberations of the hearing panel are not recorded.

### **Use of Legal Counsel**

Campus disciplinary proceedings are not a court of law, and licensed attorneys are not permitted to be present in any investigatory meetings, fact-finding or appeals hearings. Because of the nature of some incidents, students may choose to be assisted by legal counsel outside of the college's judicial process. Any expense associated with retaining legal counsel for Berry College internal proceedings is solely the responsibility of the person engaging such counsel.

Conduct cases that fall under the Sexual Misconduct Policy are exceptions. The reporter or respondent in sexual misconduct cases may choose to have an attorney serve as their support person. The attorney serves in a support and advisory role to the student and may not participate verbally in the investigation or the hearing.

## **Sanctions**

Hearing officers and boards may use the following sanctions or a combination of sanctions for violations of Community Standards:

Written warning—written notice that further policy violations may result in more severe judicial action

Fine—a monetary sanction (students may choose to work off the amount of a fine by making arrangements to do so with the chief judicial officer)

Restitution—monetary compensation for damage to persons or property; generally restitution will comprise of 150% of the cost of the damage

Educational task—activity, reflection paper, letter of apology, work that benefits the student and the community

Alcohol or other drug assessment or referral to counseling or behavior modification program

Residence Hall Transfer—a move from one residence hall to another

Probation—a period of time during which another violation of policy will result in added restrictions or consideration for suspension or dismissal. Students placed on disciplinary probation must live in traditional residence halls and will be relocated by the Office of Residence Life as quickly as possible following the conclusion of the case and any appeals.

Restrictions—additional sanctions imposed that are appropriate for the offense. The imposition of a restriction(s) carries a time frame for its duration and may take the form of revocation of campus privileges or co-curricular participation in the life of the community. Restrictions are at the discretion of the Dean of Students upon recommendation of the hearing officer or the conduct board.

Suspension—exclusion from the College campus, classes, and other privileges or activities for a finite period of time, typically a year

Dismissal—permanent termination of your status as a student

Parental Notification -- a letter written by the student and sent to parents or legal guardians informing them of disciplinary action. This letter is reviewed and forwarded by the associate vice president for student affairs/associate dean of students. A copy of the finding and sanction letter accompanies the student letter.

## **Interim Suspension**

The vice president for student affairs and dean of students may impose an interim suspension if there is reason to believe that a student presents a threat to persons (including self) or property. During this suspension, a student will be denied access to any or all campus facilities, activities, or privileges granted to students, unless permission is received by the Dean of Students Office.

Occasionally a student may face criminal charges in addition to college charges resulting from their behavior. The vice president for student affairs and dean of students may choose to impose an interim suspension and hold the college's judicial process in abeyance until the criminal charges are resolved. Imposition of criminal charges does not automatically defer the college's judicial process which will proceed as they normally would unless the vice president determines otherwise.

## **Guide for Conduct Decisions**

The following guide serves in deciding what type of action is appropriate, given the nature of the infraction. It should be emphasized that when sanctioning, decisions reflect the attitude and situation of the accused student, as well as prior behavioral records. Therefore, while the following are recommended sanctions, final action may be more or less severe, as deemed appropriate by the administrative hearing officer or the Student Conduct Board.

#### Level I

Minor alcohol policy violation

Residence hall policies including those covered in the Expectations of Student Conduct and the residence hall policy section of the Viking Code

Minor incidents that affect the health and safety of others

Failure to identify or comply

Possible sanctions: warning, fine, educational task, restitution, parental notification, a fine in the range of \$20-\$120

#### Level II

Second "Level I" infraction

Disorderly conduct

Non-malicious damage

Fire safety

Major alcohol policy violation

Possible sanctions: warning, probation, restrictions, educational task, probation, restitution, parental notification, a fine in the range of \$50-\$150

#### Level III

Minor theft

Harassment

Disorderly conduct

Physical or emotional abuse

Inappropriate physical contact, intimidation

Sexual misconduct

Use, possession of drugs

Minor vandalism and criminal damage

Menacing (physical, verbal, or written threat)

Fire safety (fireworks, unauthorized or inappropriate use of fire extinguisher, false fire alarm)

Exhibiting a pattern of behavior that demonstrates a flagrant disregard for college policies, including multiple infractions

Possible sanctions: probation, fine, educational task, restrictions, residence hall transfer, restitution, parental notification, and a fine in the range of \$80-\$200

#### Level IV

Major theft

Harassment

Disorderly conduct

Physical or emotional abuse

Major vandalism and criminal damage

Possession of a weapon

Sexual misconduct

Fire safety (false fire alarm, tampering with firefighting or safety equipment)

Exhibiting a pattern of behavior that demonstrates a flagrant disregard for college policies, including multiple infractions

Possible sanctions: suspension, educational task, restitution, parental notification, and a fine in the range of \$100-\$300

#### Level V

Any offense or series of infractions that indicate that the student is a threat to the College community and/or him/herself

Possession of a weapon

Sale or distribution of illegal drugs

Sexual misconduct

Exhibiting a pattern of behavior that demonstrates a flagrant disregard for college policies, including multiple infractions

Possible sanctions: disciplinary dismissal, suspension, parental notification

### **Student Judicial Board**

The Student Conduct Board provides a hearing board made up of members of the Berry community, including faculty, staff and students with a majority being students, to adjudicate student or student organization violations of college standards.

### **Composition**

The Student Conduct Board shall consist of a faculty or staff chair and 10 voting members. Four faculty and/or staff members are appointed by the president of the college and six full-time students are appointed by the vice president for student affairs and dean of students upon recommendation of the president of the student government association. The selection of members will provide a gender balance and equal class representation from the sophomore, junior and senior classes whenever possible. Faculty and staff serve at the discretion of the president. Students are selected for the Board for the entirety of their student experience, unless the student chooses to resign or is recommended for removal. Students are eligible to serve if they are full-time students with a minimum of a 2.5 grade point average and may not be one of the five selected officers of the SGA or a resident assistant. A student's disciplinary history will be taken into account in the selection process and a disciplinary record once on the board may be grounds for removal from the board. The vice president for student affairs and dean of students may remove a student upon recommendation of the board.

The president will appoint a chair from the faculty and staff members of the board. The chair does not vote except in the event of a tie. A secretary shall be elected from the student members of the board. The assistant dean of students is responsible for overseeing the work of the Board.

### **Board procedures**

Quorum consists of 5 members of the conduct board, of which three must be students, and the chair or chair pro tem. The respondent has the right to object to a maximum of two student and one faculty or staff member of the judicial board. All objections must be put in writing to the chair of the board at least 24 hours prior to the hearing. The Board chair will determine the members of the hearing panel.

The Board makes decisions based on the evidence introduced at the hearing and uses the standard of preponderance of evidence. The Board will make a determination of responsibility prior to a review of the records of the respondent. The review of records is used to determine appropriate sanctions. Deliberations of the Board are private and will not be taped.

### **Appeals of Conduct Decisions**

An appeal must be made in writing within five business days following written notification of the action taken. When an appeal is submitted, any action taken by the student conduct board or hearing officer is deferred until the appeal is resolved. At least one of the following three conditions must exist for an appeal to be considered:

1. New and significant information can be introduced that was unavailable at the time of the hearing and could have affected the outcome of the case.
2. There is reason to believe the sanction is not consistent with the seriousness of the behavior.
3. The respondent's right to a fair hearing was violated. Procedural or process errors must be significant enough to have affected the outcome of the case in order for the fair hearing standard to have been violated.

It is the student's responsibility to communicate specifically how a case may have been resolved differently in light of the new information provided in the appeal.

The right to appeal does not entitle a student or student organization to a full rehearing of the entire case. The appellate board reviews the appeal only if sufficient and appropriate grounds for appeal exist.



## **Appeals Board**

### **Composition**

The Student Appeals Board is comprised of three administrators, three faculty members and three students appointed by the president upon recommendation of the provost and the vice president for student affairs. Students selected for the appeals panel must meet the same eligibility requirements as those selected for the judicial board. A panel of three members, including one administrator, one faculty member and one student, will be convened to hear individual appeals. The panel will be chaired by one of the faculty or staff members and a majority vote of the panel is necessary to change a decision by a hearing officer or judicial board.

### **Jurisdiction**

The Student Appeals Board hears appeals of decisions of the Student Conduct Board or of administrative hearing officers. If in the opinion of the appeals board an appeal lacks merit, the board may refuse to accept it. If the appeals board believes an appeal has merit, it shall review the record of the hearing and meet with the respondent and the hearing officer or the chair of the Student Conduct Board. The board may also call other witnesses as necessary.

### **Decisions**

After hearing an appeal, the Student Appeals Board may decide to:

- a. accept the report and decisions of the Student Conduct Board or administrative hearing officer;
- b. refer the case back to the original hearing officer or board to hear new evidence;
- c. reverse the decision of the Student Conduct Board or hearing officer and dismiss the case; or
- d. accept the decision of the Student Conduct Board or hearing officer but reduce the sanction. The Student Appeals Board may not increase a sanction.

### **Conduct Records**

Conduct records are maintained in a student's personal file in the Dean of Students Office. Conduct action is not recorded on an academic transcript. Hearing files are destroyed upon completion of the appeal process. Outcomes regarding substantiated charges and sanctions are kept in the student's electronic record.

### **Notification**

Parents or guardians and College officials may receive notice of disciplinary action depending on the level of severity of behavior or by sanction. College officials may also receive notice of disciplinary action when it is deemed to be in the best interest of the student and the College to do so. No others shall have access to, nor will the College disclose, any information from a student's educational record without written consent except as required or allowed under federal or state laws.

### **Code establishment**

The Berry College Code of Student Conduct was revised in August of 2005. The originating document was established in June 1979 by the president of Berry College to exercise functions previously assigned to him to a student judicial process. The Code will be reviewed periodically by the vice president for student affairs and dean of students, in consultation with the Student Conduct Board and the Student Government Association, for changes to improve its role in setting appropriate expectations and insuring fair and appropriate adjudication processes. Recommendations for change are made to the president of the college who has final authority.

**Updated August 18, 2015**

## SERVICES FOR STUDENTS

### ■ Academic Support Center

The Academic Support Center (ASC) provides **all** Berry students with learning support in their academic work. The ASC is located on the first floor of Memorial Library and open from 8:00 a.m. to 5:00 p.m. Monday through Friday. Call Director Wilma Maynard (706) 233-4080 if you need the services of the Center.

The Center provides:

1. disability services for students with a documented need for accommodations in their classes because of physical, emotional, or learning disabilities;

#### ACCOMMODATIONS:

- The law states that some students with disabilities have a right to academic accommodations, changes to how things are normally done, that provide an equal opportunity to participate in and enjoy the benefits of an education.

#### STUDENT RESPONSIBILITIES:

- Students must self-identify to the Director of the ASC.
  - Students must provide recent professional documentation of the disability from a doctor or other licensed professional.
  - Accommodations do not automatically carry over to the next semester. Students must meet with the Director each semester and make a request for accommodations.
  - Students must meet academic and conduct standards.
  - The laws do not require schools to lower academic standards.
  - Accommodations do not mean giving students easier work or changing the rules to make it easier for them.
  - Students must continually meet relevant academic and conduct standards to receive the protection of the law.
2. tutorial services for all students;
    - Call (706) 233-4080 or email [tutoring@berry.edu](mailto:tutoring@berry.edu)
  3. individual counseling for students experiencing academic difficulty; we can also provide
    - Quiet place for study
    - Two computers for research and word processing
    - Books and brochures on disability issues and career planning and study skills, time management, stress management, etc.

### □ Athletics

The intercollegiate athletic program at Berry complements the college's institutional mission of preparing its students for rewarding lives and useful careers. Berry provides a comprehensive educational program committed to academic excellence, Christian values, and practical work experiences.

**Competitive games improve campus morale by fostering a spirit of cooperation, perseverance, goal achievement, and esprit de corps among all members of the campus community. Berry student-athletes are representatives of the college. They exemplify the classical ideal of a sound mind in a sound body.**

Traditionally, Berry's athletic programs fare well against conference, regional, and national competition. Berry athletes have appeared on All-American lists for their performances on the field and in the classroom. Berry College is a Division III member of the National Collegiate Athletic Association (NCAA) and a member of the Southern Athletic Association (SAA).

Intercollegiate varsity competition offers student-athletes opportunities in both men's and women's sports. Programs for women include basketball, soccer, tennis, golf, volleyball, cross country, equestrian, swimming & diving, lacrosse,

track & field, and softball. Programs for men include basketball, football, soccer, tennis, cross country, baseball, swimming & diving, lacrosse, track & field, and golf. Academic requirements must be met to be eligible for a varsity athletic team.

The Intercollegiate Athletic Office is located in the Cage Center's Athletic Suite #316. More information about Berry's athletic department can be found on the Berry web page at: [www.berry.edu/athletics](http://www.berry.edu/athletics).

### ■ Berry College Blood Donor Program

The Berry College Blood Donor Program was started by Berry students in 1974 as part of the American Red Cross program. Four visits from Red Cross and/or Blood Assurance provide over 450 units of blood per year and are sponsored by the SGA.

Berry is one of the top institutions in Floyd County in the number of active blood donors each year. The SGA provides volunteer assistance to staff the blood drive visits.

### ■ Berry Emergency Relief Fund

Students experiencing urgent, short-term personal financial need may seek a grant from the Berry Emergency Relief Fund, a special fund that was established by Berry students. The fund is totally dependent on contributions from groups and/or individuals. Disbursements are confidential and are made through the office of the chaplain.

### ■ Bookstore

The Berry College Bookstore, located in Krannert Center, provides students with a convenient place to obtain course-specific, general reading and reference materials, as well as supplies, computer products, and spirit apparel and accessories. The Bookstore offers new, used, rental, and digital options on course related textbooks. The bookstore also offers gift cards, snacks, and health and beauty essentials. Follett Higher Education Group manages the campus bookstore.

During fall and spring semesters the bookstore operates from 8:30 a.m. until 5:00 p.m. During breaks and the summer months it is open from 9:00 a.m. until 4:00 p.m.

### □ Campus Recreation

The Department of Recreation within the Division of Student Affairs serves the mission of Berry College by providing opportunities that promote student development and meet the recreational needs of the Berry community. A wide range of programs are offered and include intramural sports, outdoor recreation, outdoor leadership development, fitness, nutrition services and aquatics.

Intramural sports are offered in recreational and competitive settings with special events, tournaments, leagues and informal activities. Activities include basketball, flag football, softball, volleyball, soccer and other sports. Outdoor recreation offers a wide variety of programs that span all skill levels. On-campus campsites, gear rental and training services, and outdoor trips and events are available. Berry's Outdoor Leadership Development program designs custom leadership training and group development experiences for on-campus and off-campus groups. The aquatic offerings include recreational and lap swim as well as water fitness classes. The fitness program host a variety of group fitness classes, personal training, nutrition coach services and a fitness facility with an indoor track. Facilities include: Richards Gym; an expansive, well equipped weight training area; three sand volleyball courts; miles of running and hiking trails; ten tennis courts; and two intramural fields are available for students, faculty, staff, and alumni enjoyment. The Steven J. Cage Center provides 130,000 sq. ft. of athletic and recreation space.

## ■ Career Center

The Career Center provides career resources and assistance to students throughout their college years. The staff works with students to help them choose a major, narrow career options, and develop post-graduation plans. The Career Center staff provides a variety of resources, including online assessment tools such as FOCUS 2 and the Strong Interest Inventory, to help students identify their career interests, skills and values. Students are encouraged to schedule appointments and attend workshops, campus-wide programs to help them formulate career goals and plans needed to support their Plan4ward process.

Students learn how to write professional resumes, identify internship opportunities, conduct informational interviews, apply to graduate school, prepare for interviews and develop job search strategies through Career Center initiatives. Recruiters from business, education, government, and nonprofit organizations visit campus each year to recruit Berry talent during various fairs, interviews and networking events. The office establishes contacts with a variety of other representatives to whom students can be referred and students are offered opportunities, on and off campus, to network with various alumni and employers. Full time, part time and internship opportunities are received regularly and all openings are posted for student and alumni access on the Career Center's job posting database, College Central Network. The Career Center is located in 310 Krannert Center and is open from 8 a.m. – 5 p.m., Monday through Friday.

## ■ Chaplain's Office and Religious Life

Berry College is dedicated to the furthering of Christian thought and values. The college holds that spiritual development is essential in the lives of men and women. It also stands for moral integrity as a vital dimension of enduring humanity. A number of opportunities are provided for students, faculty, and staff to seek out and develop, individually and collectively, basic moral and spiritual foundations for living.

An interdenominational Christian campus congregation, the Mount Berry Church, provides regular Sunday worship services in both traditional and contemporary styles which offer opportunities for student involvement as readers, musicians, and church officers. A student worship band leads contemporary worship at Mount Berry Church. Visitors to the campus for sermons, lectures, concerts and other programs offer a broad variety of viewpoints for consideration. Mount Berry Church offers weekly ministries including Bible Studies, service opportunities, hospitality ministries, and fellowship.

Various religious life groups provide denominational and interdenominational programs, including: Baptist Collegiate Ministries, Campus Outreach, Catholic Students Association, Canterbury Club, Presbyterian Student Fellowship, Fellowship of Christian Athletes, Wesley Foundation, Jewish Student Group, Unitarian Universalists, and the Buddhist Students Group. The Religious Life Advisory Council (RLAC), composed mostly of students, coordinates and facilitates the activities of the Religious Life groups.

The chaplain is available to all persons in the Berry community. Counseling resources are provided in complete confidentiality. Cooperation with the counseling office assures a wide range of services. The Berry Emergency Relief Fund is administered by the chaplain.

Information on any of Berry's religious life groups as well as places of worship in Rome is available.

The Chaplain's Office is located on the third floor of Krannert and open Monday – Friday from 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m. More information about Berry's Religious Life can be found by selecting the Quick Link at <http://www.berry.edu>. See also [www.mountberrychurch.com](http://www.mountberrychurch.com).

## ■ Counseling Center

The Counseling Center assists students with their personal development, social adjustment, and mental health. Personal information shared in counseling is kept confidential, and the counselors strive to offer understanding and genuine feedback in a warm, accepting relationship. In addition to individual counseling, services include outreach programs, referral consultation, and testing as needed.

The Counselors are licensed mental health professionals who specialize in serving college students. The Counseling Center is located in the Ladd Center. Counseling appointments can be made in person or by calling extension 2259 or (706) 236-2259.

## ■ Peer Education Program

The Counseling Center supervises a peer education program in which a select group of specially trained students provide educational programs to student and community groups for the promotion of low-risk, high enrichment choices and activities related to drugs and alcohol and mental health. The Peer Educators serve as consultants for students who want to research prevention-related issues, and they can direct them to many published resources as well. Often collaborating with other offices and campus groups, the Peer Educators promote discussion and awareness through speakers, film, publications, and other creative methods to engage students in promoting healthy lifestyles.

## ■ Financial Aid

The following information is meant to assist Berry students in understanding policies and procedures regarding financial aid. It is the responsibility of each student to meet all requirements to apply for and maintain financial aid eligibility. Application for financial aid must be completed each year. Students are encouraged to contact the Office of Financial Aid if they have questions regarding financial aid opportunities, policies or procedures.

**Free Application for Federal Student Aid (FAFSA)** - This is the needs analysis form required for consideration for any need based aid as well as for participation in the Federal Direct Student Loan Program. Students must use the Berry College school code of **001554** to ensure Berry College receives the results of their application. The form is located at [www.fafsa.gov](http://www.fafsa.gov).

**GSFApps** – This application for the HOPE Scholarship and Georgia Tuition Equalization Grant as well as other programs for Georgia state residents is located at <https://secure.gacollege411.org/>. This application must be completed if you are requesting Georgia state aid but are not completing the FAFSA.

Students can use VikingWeb to view the status of their financial aid and respond to any outstanding documents which need to be submitted. Financial aid awards including scholarships, grants, federal work study and student loans can be viewed online. Students must accept or decline their loan award(s) on their VikingWeb Financial Aid Awards page.

**General Requirements** - Listed below are general requirements for financial aid programs administered by Berry.

- **All Financial Aid Awards for returning students are awarded prior to verification of eligibility. All financial aid awards will be confirmed prior to disbursement to the student accounts in the Business Office. If the student has lost eligibility for an award it will be removed from the financial aid award package.**
- **The Financial Aid Award with the most recent date supersedes any previous award notice.**
- **Institutional financial aid is normally limited to undergraduate students and can be received only for 8 semesters.**
- **The required grade point average to renew Berry merit scholarships is 2.0. A grade point average of 3.0 is needed to renew Berry out of state grants. Students receiving Presidential scholarships must maintain a 3.2 to renew this scholarship. Only coursework completed at Berry is considered when determining the GPA for institutional scholarship funds**

- Periodically throughout the year, Berry may evaluate a student's eligibility for endowed scholarships which are awarded as recognition for your abilities and achievements. These scholarships may replace current Berry College funds already in your financial aid award and may not increase your award total.
- Changes in financial, marital or academic status; changes of academic program; change of residence (on campus to off campus); or failure to comply with program guidelines and regulations could result in a revision to or cancellation of your Financial Aid Award.
- The total of institutional grant and scholarship funds may not exceed direct education costs (i.e., tuition & technology/activity fee, room & board and books for residential students; or tuition & technology/activity fees and books for off-campus students). Berry reserves the right to reduce institutional aid when outside scholarships are received. All financial aid may not exceed the total of Cost of Attendance.
- Undergraduate students receiving Berry Financial Aid funds must be enrolled full-time (12 hours per semester). Financial Aid does not pay for audit courses nor are credits for audit courses counted towards semester credit hours eligible for financial aid.
- Graduate students receiving federal student loan aid must be enrolled at least half-time (5 hours per semester) in hours which count toward their degree.
- Financial Aid recipients must be making Satisfactory Academic Progress and be in good academic standing with the college. Students who change their enrollment status (full-time to part-time) or withdraw from the College may not meet the standards of the Satisfactory Academic Progress policy and could forfeit future financial aid. Refer to the Berry College Catalog at [www.berry.edu](http://www.berry.edu) for the full policy. Please consult with the Office of Financial Aid BEFORE dropping or withdrawing from a class.
- Scholarships and grants which include the "@" sign require students to participate in the Berry College Premier Student Work Experience Program.
- Berry College reserves the right to release to the U.S. Department of Education and state agencies, scholarship donors and college scholarship selection committees any information requested pertinent to this award (i.e. enrollment status, address, GPA, and financial need). However, the College believes the application for and the receipt of financial aid is a confidential matter; information will not be released (other than to these offices/committees above) without the student's written permission.
- Financial aid is awarded on an academic year (Fall/Spring) basis. Requests for summer aid must be made to the Office of Financial Aid.
- Students must re-file the Free Application for Federal Student Aid (FAFSA) each year (starting October 1st) for the next academic year to be evaluated for financial need.
- Federal Grants, Loans and State Aid including Zell Miller, HOPE and GTEG eligibility is subject to final approval and funding by the Federal Government and State of Georgia.
- Federal Direct Student Loan recipients must sign a promissory note and complete Loan Entrance Counseling before receiving a loan disbursement. Students are also required to complete Exit Loan Counseling before leaving the college.
- Students must notify the Office of Financial Aid of other assistance not listed on this Financial Aid Award such as outside scholarships. Receipt of outside scholarships may result in an adjustment to this Financial Aid Award.
- Students eligible for Veteran benefits must notify the Berry Office of the Registrar. Receipt of Veteran assistance may result in an adjustment to this Financial Aid Award.
- Berry's financial aid programs as well as additional information regarding the above regulations are listed in the Berry College Catalog and in the Viking Code Handbook, which can be viewed online at [www.berry.edu](http://www.berry.edu). It is the student's responsibility to be familiar with current policies that are governed by federal, state and institutional guidelines.

The Office of Financial Aid is open Monday through Friday from 8:00 a.m. until 5:00 p.m. To meet with a staff member, please visit the office at 105 Hermann Hall or make an appointment by calling (706) 236-1714 or (800) 682-3779.

## ■ Health and Wellness Center

The Health and Wellness Center is located in the Ladd Center and is open from 8:00 a.m. to 5:00 p.m. Monday through Friday. The primary focus of the Center incorporates the following points:

- Encouraging students to become informed consumers of health care information and services.
- Educating students in self treatment options including – but not limited to - proper nutrition, exercise, and stress management. An annual spring Health Information Fair and a fall Wellness EXPO highlight prevention and awareness topics, and a monthly e-newsletter, Because We Care, will provide the latest wellness and prevention information in an online format.
- Evaluation of illness or injury, providing appropriate management or referral.

Registered Nurses are available for initial consultation, treatment, and follow up of illness or injury during the center's regular hours of operation. Physician services are available by appointment following nursing evaluation for consultation, treatment, and follow up of illness or injury. GYN services are offered weekly including Pap smear and physical assessment. These services are provided by a family nurse practitioner and there is a yearly fee. Appointments are necessary and can be made by calling the nurse in the Health and Wellness Center, 706-236-2267. STD testing can be arranged by appointment. If there are additional charges for the STD testing, the student will be charged only the amount the lab charges Berry.

Health problems out of this scope of practice will be referred to a family physician, specialist, or Emergency Service as appropriate.

Other services include:

\*Immunotherapy (Allergy injections) may be administered to current undergraduate students during physician hours only, at no cost to the student. Students must provide their own serum and will be expected to remain in the Health and Wellness Center a minimum of 20 minutes after injection. Failure to remain in the center 20 minutes after injection will terminate the privilege of that student to receive further immunotherapy from the Health and Wellness Center.

\*Seasonal influenza shots provided at no cost to all students.

\*The Self Treatment Center offers over-the-counter medications for illnesses that do not require a visit to the nurse or physician. The center keeps generic brands of commonly purchased medications for the common cold, and basic first aid supplies. A staff member is always available to help you find what you need.

\*Medical Loan equipment includes air splints, crutches, wheelchairs, cool mist humidifiers, wrist braces and other items loaned for student use as needed.

All services for acute care needs are offered free of charge to current students. All off campus health services, procedures, or medications are the student's financial responsibility. Students will be responsible for communicating with their respective insurance company for off campus services such as lab and x-ray testing which may be ordered by the physician at the Center. For emergencies after hours call extension 2262. When the Health and Wellness Center is closed, the following facilities are available for evaluation and treatment:

\*Floyd Medical Center Emergency Department Phone: 706-802-2040

\*Redmond Regional Medical Center Emergency Department Phone: 706-236-4950

\*Immediate Care at Harbin Clinic Phone: 706-295-5331

Open 8:30 am to 8:30 p.m. 7 days a week

\*Urgent Care Center Phone: 706-291-3700

Monday-Friday 8:00 a.m. to 8:00 p.m.

Saturday 9:00 a.m. to 5:00 p.m.

Sunday 9:00 a.m. to 5:00 p.m.

Information contained in the student medical record is strictly confidential and may not be released to anyone, including parents, faculty or staff without written permission from the student.

To receive verification of illness for classes or work, through the Health and Wellness Center, the student must be evaluated in the Health and Wellness Center, on the same day the illness or injury is experienced. The Dean of Students office and appropriate faculty members are then notified. The Health and Wellness Center's recommendation cannot serve as a class excuse; each professor determines the excusal policy for their classes. A student deemed unable to attend class by a private physician or by the emergency room physician, should bring a note to that effect signed by

the appropriate medical professional to the Health and Wellness Center. In this case it is not necessary to be seen in the Health and Wellness Center to have an illness or injury verified.

The Health and Wellness Center staff supports Martha Berry's philosophy by employing student workers who assist with student visits and support the smooth and efficient functioning of the office. In addition to the student staff, the professional staff includes:

Dr. Jimmy Douglas, Medical Director  
Emma Cordle, RN, Family Nurse Practitioner  
Anita Errickson, RN, Director  
Brenda Robinson, RN, Staff Nurse  
Jane Bridges, Administrative Assistant

If you have a special need or concern, please contact the Director of the Health and Wellness Center, 706-233-4050.

### ■ ID Card /One Card

The ID card is the official college identification and should be carried at all times. It must be presented upon the request of any member of college administration, faculty, or staff. It must also be presented for any transaction at the Cashier's Office. Lending the ID card or failure to present it when requested by any official of the college constitutes a violation of college regulations and subjects the student to disciplinary action.

Loss of the ID card must be reported to the campus police. Cost of replacement is \$30.00.

All ID cards will be effective until termination or interruption of enrollment, in which case they must be returned to the college. The ID card is non-transferable.

IDs are made in the Campus Safety Office at Oak Grove Cottage, Monday through Friday, 8:00 a.m. – 5:00 p.m.

The Berry College One Card is your college ID card; meal plan card; and library card to check out books and other materials in Memorial Library. In addition, by making a deposit into the One Card account at the Cashier's Office windows in Hermann Hall, the card can be used to make purchases in the Bookstore, make copies in the Library, and (for non-meal plan students) purchase meals in Viking Court and the Dining Hall. The One Card is a "debit" card, not a credit card. Therefore, in order to use the card to make purchases, students must deposit money in their One Card account at the Cashier's Office, located in Hermann Hall. Balances remaining in the "Points" component of the One Card account will carry-over from semester to semester or may be withdrawn at the end of each semester or if the student withdraws from school by making a request in the Cashier's Office. Flex Bucks, however, do not carry forward and are not available for withdrawal when a student leaves Berry College.

### ■ Insurance

A copy of your current health insurance card is required by the Health and Wellness Center for your medical chart and should be updated every year.

**Personal Property** - Berry College makes available to students on an optional basis student personal property insurance. Information brochures and enrollment applications are available in the Dean of Students Office, Hermann Hall 210.

### Krannert Center & Student Activities Office

The Krannert Center serves as the main student center on campus, and the facility is managed by the Student Activities Office. The Krannert Center is open seven days a week (except breaks and holidays) from 7 a.m. until 11 p.m. Sunday through Thursday and on Friday and Saturday, the building closes at midnight.

During the academic year, the Student Activities Office, located in Krannert 202, is open Monday through Thursday, 8 a.m.-11 p.m., Friday and Saturday from 8 a.m. - midnight and Sunday from noon-11 p.m. The office may be open additional hours on the weekend based on events taking place in the building.



The Krannert Center includes the Campus Information Desk, lounges, meeting rooms, the bookstore, post office, dining room, Viking Court snack bar, the Underground (gameroom/student performance area), ATM, movie rental service, and the following student and administrative offices:

- Berry Catering & Dining Services
- Berry College Volunteer Services
- Campus Scheduling Office
- Career Center
- Chaplain's Office
- First-Year Experience Office
- International Programs and Study Abroad
- Krannert Center Activities Board
- Multicultural & International Students Programs Office
- Student Activities Office
- Student Government Association
- Student Work Office

Reservations for Krannert spaces, which includes inside the facility, the lawn and Kilpatrick Commons, must be made through the campus on-line system EMS. Priority for use of Krannert Center shall be the Krannert Center Activities Board, recognized student organizations, Berry departments and offices, and alumni. Student organizations or other official groups may reserve available equipment for campus events through EMS or by contacting the Student Activities Office directly.

All posters and notices that are to be displayed in Krannert should be dropped off at the Student Activities Office and must be approved by the Student Activities Office. The staff in Student Activities will be responsible for distributing the publicity in Krannert. No posters or notices will be permitted on walls, doors or other surfaces of the building except when approved by the Director. If a student organization or other official student group wants to reserve a lobby display case, lobby banner space, or outdoor banner space, the group should contact the Student Activities Office to reserve a date and area.

The Student Activities Office provides support or primary oversight for the Krannert Center Activities Board, Marthapalooza and Finals Fest Committees, Student Leadership Programs, Student Organizations, Shipyard tailgating area, and campus-wide programming and scheduling. Additional services provided by the Student Activities Office include:

- Publicity closet and lamination services for use by student organizations and other official student groups.
- Management of equipment and games for student events, including portable sound systems.
- Management of the Berry Experiential Transcript. Students may request additional copies as needed.
- Management of the Stall Wall Weekly and Krannert Wall Calendar.

Copies of the Krannert Center/Student Activities Office policies and procedures as well as reservation information are available through the Student Activities Office or on the College website under "Student Activities".

### ■ Krannert Center Activities Board

The Krannert Center Activities Board, better known as KCAB, is comprised of a group of students who coordinate and implement a variety of social, cultural and recreational activities and programs which allow Berry students to interact and have fun. The board implements programs and activities that reflect the Berry culture, respect existing policy and encourage a sense of community among diverse people. KCAB's goal is to support campus vibrancy and enhance the overall standard and quality of campus life.

KCAB consists of twenty (20) student members. The Assistant Director of Student Activities serves as the board's primary advisor. Students interested in being a KCAB member must submit an application and interview with the board. Students can also assist KCAB members with events by serving on the volunteer "KCAB Krew" team. Copies of the KCAB constitution are available in the office.

To find out the latest on upcoming events, stop by the KCAB Office, across from the Underground, or check out KCAB under "Quick Links" on the College's web page.

## ■ Leadership Development Programs

The Student Activities Office works collaboratively with campus offices and organizations to provide a comprehensive leadership development program for students. Academic, experiential and service opportunities are offered to prepare students for lifelong leadership responsibilities in college and in the community. Through on- and off-campus programs, participants explore personal leadership styles, develop basic skills, and network with students at Berry and from other colleges and universities. The academic year ends with the annual Leadership and Service Awards program to recognize achievement in these two areas by students, faculty and staff.

In addition to general leadership programs, the Director oversees the Leadership Fellows Scholarship Program. The purpose of the Leadership Fellows Program is to develop, through theoretical exploration and practical application, a group of students who will lead in a variety of campus life areas and teach their peers a variety of leadership concepts. This scholarship is awarded to approximately 12-15 incoming freshmen annually, and those selected participate in a four-year program as long as program requirements are met.

Information on leadership programs is available through the Student Activities Office, Krannert 202.

## ■ Campus Information Desk

Located in the Krannert Center lobby, the Campus Information Desk is a resource for Berry faculty, staff, and students as well as campus guests and visitors. During the academic year, the Information Desk is open Monday- Saturday, 8 a.m. - 8 p.m. and Sunday 12 – 8 p.m. Summer hours will be posted at the desk area. Additional services provided at the Information Desk include:

- Primary location for lost and found items on campus
- Campus maps and other campus information/brochures
- Ticket distribution and on-line payment options for campus events
- Discount tickets to local cultural, social, and recreational activities (check with desk for availability and price)
- Printer and fax machine for student-use only
- Board game check-out for student-use only

## ■ Lost and Found

When unidentified items are found on campus, they should be turned into the Campus Information Desk in the Krannert Center lobby. Items will be logged and stored, and if the owner of the lost item can be identified, the staff at the Information Desk will contact the individual to retrieve the item. Items will be kept for a minimum of 60 days and then be discarded or donated.

If an individual has lost an item of personal value, he or she should notify the staff at the Campus Information Desk. A description of the item, along with contact information, will be kept on file, and in the event the item is turned in to the desk, the owner will be contacted. Any substantial theft or loss should be reported to Campus Safety immediately.

## □ Mail Services

Students residing in residence halls and all full-time commuting students are provided a post office box at the Mount Berry Post Office in Krannert Center at no charge.

The U. S. Postal Service recommends that Berry College residents use six-digit post office box addresses beginning with the prefix 49 and followed by the four-digit box number. The correct mailing address is:

Student's Name  
Berry College  
P. O. Box 49 \_\_\_\_\_  
Mount Berry, GA 30149 - \_\_\_\_\_\*

\*The four-digit zip code add-on is the same as the box number.

Private delivery services require a street address instead of a post office box address.

For these deliveries only, use the following address:

Student's Name  
Berry College  
2277 Martha Berry Highway, NW  
Mount Berry, GA 30149 - \_\_\_\_\*

\*The four-digit zip code add-on is the same as the box number.

USPS, UPS, and FedEx deliver Monday through Friday/ you will be notified that you have received a package by means of an email from Mail Services. You must provide your box number, the package ID number from the email, and your Berry ID card in order to pick up your package.

The postage window at the post office is open Monday through Friday from 9:00 a.m. to 4:15 p.m. The package window is open Monday through Friday from 9:00 a.m. to 4:15 p.m. and Saturday from 8:00 a.m. to 10:00 a.m. Stamps may be paid for by cash or check for the exact amount of purchase; acceptable identification is a driver's license or passport. Stamp purchases cannot be charged to the Berry College "1" card account.

Students must have their post office box key to get their mail each day. Postal regulations do not permit Mail Services staff to open boxes or give students their mail. If a student loses his/her post office box key, the cost of a replacement key is \$10.00. Because of the time involved in making a new key, replacement keys are available on the following day after being requested and paid for.

Students must return their post office keys upon graduation or withdrawal from Berry College. Students will be given instructions prior to graduation regarding key return procedures. Failure to return post office box keys will result in a \$10.00 fee charged to the student's account.

Students may use the campus mail distribution system at no charge if the following guidelines are met: All campus mail must be related to Berry College business or events, or may be personal correspondence to other students, faculty, or staff. Candidates for class or organization office may not distribute campaign material through campus mail. Campus mail not in an inter-office envelope should have a Berry return address. Campus mail must be at least the size of a 3" x 5" index card, and should have box numbers and be in numerical order. No food or other perishable items are accepted in campus mail.

It is the student's responsibility to complete temporary forwarding prior to leaving campus for Christmas and summer breaks. Keys should not be turned in. Mail is forwarded in accordance with current postal regulations. This includes paychecks, grades, First-Class mail, Express Mail, Priority Mail, periodicals, and standard mail for which forwarding service is requested by the mailer. Private couriers do not provide forwarding service; any packages that cannot be forwarded will be held for students to pick up upon return to school.

### ■ Multicultural and International Student Programs

Mission: The Multicultural and International Student Programs (MISP) prepares Berry College students to contribute to and succeed in a global society. The MISP Office staff works closely with other student affairs and academic affairs departments as well as student organizations across campus to provide a wide range of programs related to multicultural and international student interests and issues. Many of the programs and services expand students' cultural horizons while honoring their respective cultural and global experiences. MISP encourages all students to join them at the Annual MISP Cookout, cultural heritage month activities, and events throughout the year.

The following goals support the MISP Office mission:

1. Maintain a welcoming, respectable environment and connections to campus;
2. Construct programming and initiatives to cultivate cultural awareness, appreciation and knowledge of self and others;
3. Infuse diversity education in curricular/co-curricular programs available to students;

4. Provide training, education, resources, and programming to address discrimination, bias, misconceptions, and stereotypes and;
5. Promote dialogue among students, faculty/staff, and alumni about ways to facilitate a culture that values more inclusion and civility.

The MISP Office is located in the Krannert Center on the third floor and houses the two staff members and many students who work to create and deliver newsletters, socials, educational programs, etc. The Director of Multicultural and International Student Programs, Dr. Tasha Toy, is responsible for achievement of the MISP goals as well as for working individually with students seeking her service. She also serves as the chair of the MISP Advisory Committee and as the Advisor for the Black Student Association (BSA) and the Berry College International Club (BIC).

The Black Student Association (BSA) is a student organization dedicated to building a community among students of color and enriching the lives of club members and students campus wide through educational and informative programming. BSA opens its membership to the entire Berry College community and invites you to join them.

The Berry College International Club (BIC) serves as a student group that provide social and educational outreach with a global view. They meet twice a month during the academic year. Also, they plan multiple events to enrich Berry College throughout the year and the annual sponsored event is the International Movie Marathon.

**International Student Services:** The Director serves as advisor to international students. Information on immigration and naturalization policies, visas, and work policies, and health insurance may be obtained from Multicultural and International Student Programs.

**PLUS Summer Enrichment Program:** Preparing Leaders for Ultimate Success (PLUS) is a residential summer program designed to bring multicultural high school seniors to the campus for a week long collegiate experience. The focus of the program is to strengthen rising seniors from diverse-backgrounds with abilities to aspire and adjust to college. This is facilitated through workshops, speakers, and enrichment activities. The focus of the program is to introduce high school students to Berry College and to the college environment through planned classroom experiences, workshops, recreational and social interactions. It is hosted by current Berry College students who serve in the role of mentors for the duration of the program.

The Director guides MISP services and programs under the direct supervision of the Assistant Vice President for Student Affairs.

The Office of Multicultural and International Student Programs is located in Krannert Center 305. Should you have any questions, please contact the office at extension 6985, (706)368-6985 or email: [MISP@berry.edu](mailto:MISP@berry.edu).

#### ■ Notary Publics

There are several Berry staff members on campus that can provide Notary Public service. Their names and locations are listed below:

Diane Clonts, Hermann Hall 315  
 Kathy Gann, Cook 210  
 Sarah Jackson, Jones Building 117

Angie Reynolds, Hermann Hall 314  
 Kay Simms, Ford 215  
 Pam Smith, Ford 139

#### ■ Safe Spaces

The Safe Spaces program was created to assist students in easily identifying members of the staff and faculty who are open to conversations about sexual orientation. These community members have received program training and have posted a Safe Spaces sticker on their office door.

## ■ Student Bank

A student may deposit funds to his or her account at the Cashier's Window, located in Hermann Hall. This is not an interest-bearing account and is strictly a cash deposit/cash withdrawal account. The maximum withdrawal amount at one time is \$300.00. Deposited funds become a part of the student's official account and may be withdrawn whenever the Cashier's Office is open. The windows are normally open from 8:00 a.m. to 4:00 p.m., Monday through Friday. Any charges made to a student are deducted from this account. Students are urged not to keep large sums of money on their person or in their rooms.

## ■ SOAR/ Viking Venture

Berry College's required freshman student and transfer student orientation program is a two-step process. The first step is called SOAR – Student Orientation Advising and Registration. SOAR is held during the summer to assist new students and their families with the transition into the Berry community. SOAR sessions run approximately 24 hours and are overnight with students staying in our residence halls and parents staying in area hotels. Students sign up for a SOAR session on the Berry College website on a first-come first served basis in March after payment of their enrollment deposit.

SOAR has sessions for both students and parents and will get you off to a great start at Berry. You will meet with your academic advisor and receive your fall class schedule. You will also receive your housing assignment. If you have requested student work, you will have the opportunity to meet with your work supervisor. And, most certainly, you will have fun meeting other members of your class along with 19 student SOAR leaders who will share their experiences and answer your questions about Berry.

**All incoming freshmen and transfers, including commuter students, are required to attend SOAR.** The cost for SOAR and Viking Venture is \$135 which will be posted to your student account. International students should attend a special orientation program in mid-August.

Prior to your SOAR session, you will need to complete your online enrollment forms on VikingWeb under the "Admissions" tab. These include:

- Class preference
- Work preference
- Health/Immunization forms
- Housing preference

Viking Venture is a continuation of the orientation process and takes place the week prior to the beginning of fall semester. All new students participate in activities designed to welcome them to campus, assist them in the transition to Berry College, and help them connect with their new peers, faculty and staff. Many of the activities during Viking Venture occur within first-year seminar (BCC 100) classes, and are coordinated by the Office of the First-Year Experience (<http://www.berry.edu/academics/freshman/>)

The Assistant Vice President for Student Affairs is responsible for planning, evaluating and administering new student orientation programs at Berry College.



## Student Orientation, Advising and Registration



### 2016 SOAR Leaders

From Top to Bottom: Alex Eberhart, Alex Perry, Josh Hines, Marcus Ghee, Elliette McElroy, Phillip Robinson, Matthew Harry, Kate Lewis, Logan Oberg, Davidson Mobley, Christina Rentas, Daryon Smith, Megan Radosta, Mary Fronk, Danielle Bowling, Rebekah Sweatt, Kassie Jones, Momo Abdellatif, Brianna Figueroa

## STUDENT LIFE

The total college experience has been described under such headings as “academic,” “social,” “physical,” and “religious.” Though convenient, these headings are not mutually exclusive, as an academic experience certainly involves some degree of activity under each heading. The myriad of choices college students make, daily social contacts they have with each other and with members of the faculty and staff, and interaction in the residence halls are all examples of co-curricular education. The whole college experience is a learning experience, and learning takes place both in and out of the classroom.

College life is exciting as students fully engage in the world’s largest living/learning laboratory. College life is about both challenge and support and the college recognizes that there are times when students need assistance in order to be successful here. Berry College provides facilities and staff to meet the needs of students in their co-curricular experience.

The dean and associate dean of students, assisted by a competent staff, administer the following programs and services:

- Athletics
- Personal and Academic Support
- Counseling and testing programs
- Health Services/ Wellness Promotion
- International student advising
- Intramural Recreation Sports
- Multicultural Student Affairs
- New student orientation
- Parents programs
- Peer education
- Residence Life programs
- Student activities (clubs, organizations, and leadership programs)
- Student conduct programs and services
- Student publications (Campus Carrier, Cabin Log, Ramifications)
- Volunteer Services

Each office in the student affairs area has developed a mission statement to answer the question of where it is going with its purpose and each office has also developed specific goals and objectives in order to measure progress in fulfilling its overall purpose.

## **STUDENT PARTICIPATION IN INSTITUTIONAL DECISION MAKING**

Berry College strives to provide students opportunities to participate in the internal affairs and governance of the college. Students are encouraged either individually or collectively to express their views on issues of institutional policy and other matters of general interest to the student body. Students are represented on most college committees and councils, and they serve as voting members. Students are directly represented in the governance of the campus by the Student Government Association. The Student Government Association is a group of elected students who serve as the voice of the students in making recommendations to various campus officials. The official policy making authority of the college is a board of trustees and its duly appointed administrator, the president of the college.

The following provides insight into student life at Berry College and opportunities students have to influence institutional decision making.

### **■ Basic Policy on Student Life**

Berry College has longstanding policies and traditions regarding Student Life which define the College's relationship with students. The College accepts responsibility for directing the academic, work opportunity, and religious programs for its students. At the same time, students are adults and are expected to comply with the letter and spirit of Berry's rules, regulations and directives from faculty and staff, and to demonstrate responsibility for themselves and to others.

Berry College, like most other colleges, does not act "in loco parentis" for students or in its administration of policies. However, the College strives to provide a supportive and sustaining environment for students and to provide the means to make them successful in their college experience and in life. The College pledges to provide this environment and maintain necessary and appropriate resources for assistance to students in academic, personal and spiritual areas, both formally and informally. This pledge includes the Board of Trustees, the President, and all faculty and staff. Berry College also strives to provide students with a caring, concerned community in an atmosphere of mutual respect, and in an environment where rights and responsibilities are handled by students with accountability and maturity.

Individual rights of every student, as well as faculty and staff, are to be mutually considered. These rights include reasonable exercise of freedom of individuality, freedom from indignity, and freedom from control by those except in proper authority. No faculty, staff member, or student, regardless of position or rank, shall violate these rights. Every effort shall be made to eliminate unjust customs and practices in conflict with these rights, and all students, faculty, and staff pledge their cooperation towards this objective. The framework for these rights and this mutual respect is provided by the rules and regulations promulgated by proper authorities at Berry College, which shall be observed by all parties. Those persons in violation of these rules and regulations or of conduct contrary to the College's policies shall be held personally responsible.

### **■ Student Advisory Committee to the President**

The Student Advisory Committee to the President is composed of a group of student leaders who meet regularly with the president and other administrative officials at Berry College to discuss matters which students wish to consider with them. While membership is flexible, it includes the elected officers of SGA, presidents of the freshman, sophomore, junior, senior classes, the president of Black Student Alliance, the manager of Viking Vision, editor of the Campus Carrier, chair of the Student Athlete Advisory Committee, and the Head Residents.

### **■ Student Involvement on Berry College Councils and Committees**

Berry College values student involvement on various councils and committees. Each year the president of Berry approves students, the majority recommended by the SGA, to serve on various councils and committees of the college. Students serve on the:

Academic Council  
Athletic Committee  
Budget Advisory Committee  
Council on Student Scholarship  
Cultural Events Committee  
Educational Land Management Committee  
Endowed Lectureship  
Enrollment Management Committee  
First-Year Experience Committee  
General Education Assessment Committee  
Graduate Council  
Health and Wellness Concerns Committee  
Information Technology Committee  
Institutional Effectiveness Committee  
Interdisciplinary Studies Committee  
Interfaith Council

Krannert Center Activities Board  
Libraries Committee  
Multicultural & International Student Programs  
Advisory Committee  
Orientation Advisory Committee  
Planning Council  
Religious Life Advisory Committee  
Student Conduct Appeal Panels  
Student Conduct Judicial Board  
Student Life Council  
Student Publication Board  
Student Work and Enterprises Advisory Board  
Traffic Violations Appeal Panel  
Web Site Advisory committee  
Writing Across the Curriculum Committee

#### **The Interfaith Council**

Following in the steps of the Parliament for the World's Religions, and Martha Berry's vision for equal education for all, Berry College has created its own small organization for the support of different religions. Founded in the fall of 2003, the Interfaith Council is a group of faculty and students who work closely with the Chaplain's Office to help foster a welcoming environment at Berry College for people of all faiths. It supports and promotes opportunities for people to learn about and participate in a variety of religious opportunities, both on campus and in the surrounding community. The Interfaith Council seeks to foster an appreciation of multi-faith awareness on Berry's campus and throughout the Rome area.

The Interfaith Council events are mainly held at the Interfaith Center, which was created in 2003. Located in the East Mary lobby of the Ford Buildings at Berry College, the Center is open to any person or group who wishes to profess their faith. Open to all religions, the Center's goal is to promote a greater understanding and tolerance for the beliefs and practices of others. Therefore, the doors are always open and the room can be reserved for any religious group.

#### **Student Life Council**

The Student Life Council advises with the Vice President for Student Affairs and Dean of Students on matters coming within her area of responsibility. The council makes proposals about extra-curricular activities, works closely with the Student Government Association, and makes recommendations to the president about matters affecting student life. The Student Life Council is responsible to the president. Changes in policy proposed by the Student Life Council are subject to approval of the president or by the Board of Trustees if the policy concerns a jurisdictional area reserved by the board for its own action. Decisions of the Student Life Council may be appealed to the president, and at the president's discretion, to the Board of Trustees.

The council consists of the vice president for student affairs and dean of students, who serves as chair, the provost, the assistant vice president for student affairs, the chaplain, the director or associate director of counseling, the director of student activities, the assistant dean of students, director of campus safety, the director of multicultural and international student programs, the director of athletics, the director of recreation, the president of the Student Government Association, the two vice presidents of the Student Government Association, the secretary of the Student Government Association, the treasurer of the Student Government Association, one Head Resident, two students nominated by the Student Government Association executive committee and appointed by the president for two-year terms, the president of the Black Student Alliance, president of the Krannert Center Activities Board, chair of the Student Athletic Advisory Committee, two faculty members, the president (ex officio) and such other persons as may be appointed to the council by the president.



## ■ Student Publications Board

The governing body of student publications at Berry College shall be a Student Publication Board consisting of two students, two faculty members and three administrators. The president and the vice president for academic affairs shall serve as ex officio members.

The Student Publication Board has general supervisory responsibility over student publications. No publication shall be regarded as an authorized student publication unless it is responsible to the Student Publication Board. All students are encouraged to contribute to the student publications.

## ■ Student Government Association

The Student Government Association has adopted the following mission statement:

We recognize our role in setting standards and goals for the Berry College community. We strive to provide services for the enhancement of this community and offer the means to solve any problems arising throughout the year.

Through effective leadership and representation, we commit ourselves to fulfill these responsibilities with dedication and integrity for the purpose of creating a better college.

A copy of the SGA Constitution may be found at:

[https://vikingweb.berry.edu/ICS/Berry\\_Community/Group\\_Management/Student\\_Government\\_Association/](https://vikingweb.berry.edu/ICS/Berry_Community/Group_Management/Student_Government_Association/)

**Student Government Association**  
**SGA meets weekly in**  
**Spruill Ballroom ○ Tuesdays at 7:00 p.m.**



**2016-2017 SGA Executive Officers**

**Preston Putnam**, Vice President- Administration; **Valerie De Wandel**, Vice-President- Service;  
**Tedric Palmer, Jr.**, President; **Kassie Jones**, Secretary; **Matthew Harry**, Treasurer

## STUDENT ORGANIZATIONS

Berry students have the privilege to organize student organizations which meet the requirements established by the College. There are three types of student groups defined and recognized by the College: Student Organization, Student Honor Society, and Student Interest Group. The Student Life Council approves all recognized clubs and organizations, including student honorary organizations, with final approval given by the College President. Honorary organizations must also meet with approval of the related academic department and other appropriate academic channels. Student Interest Groups are approved by the Director of Student Activities, in consultation with the Vice President for Student Affairs. Actions or positions of any recognized student organization, honor society or interest group do not necessarily reflect a viewpoint or endorsement of the College. Student Interest Groups

Students desiring to form a new student group should discuss plans and purposes with the Director of Student Activities to receive advisement and to determine what type of recognition is appropriate, as defined below. A Steps for Starting a New Student Organization Guide is available through the Office of Student Activities outlining the specific steps for recognition as well as an application for consideration. This information is also available on the Student Activities website.

All programs, events and services sponsored by student organization, honor societies and interest groups must follow Berry College policy as outlined in the Viking Code, Faculty/Staff Handbook and the Student Life Council. Student organizations and honor societies should refrain from any form of hazing. Further details and policies concerning organizations and their operations may be found in the Student Organization Officer Manual, available through the Student Activities Office.

The three different types of recognized student groups are listed below, along with the benefits relative to each time and requirements for maintaining recognition.

A **recognized student organization** is defined as a group whose mission and programs enhance campus life by providing campus-wide events or programs open to all students. The organization's mission may not conflict with Berry College's mission and values. Organizations are expected to have a constitution with an organizational structure (i.e. officers), and in return are given the right to be represented as a voting member of SGA. SGA is responsible for the management of recognized student organizations, as well as the allocation of funding.

Having official recognition as a student organization includes the following benefits:

- Ability to reserve facilities for meetings and events
- Use of Berry College stationary and/or the name Berry College in connection with their organization
- Promote and publicize on campus
- Student organization account with the College (administered through SGA)
- Opportunity to apply for Student Activity Fee Funding
- Recruit students for membership

A **recognized student honor society** is defined as a group whose mission is to recognize and encourage high scholarship and/or leadership achievement in some broad or specialized field of study. The honor society's mission may not conflict with Berry College's mission and values. Honor societies must be affiliated with a national organization and have a constitution with an organizational structure (i.e. officers), and in return are given the right to be represented as a voting member of SGA. Honor societies receive the same benefits as a recognized student organization except in the case of funding. If any recognized honor society wishes to receive student activity fee funding, the group must meet the requirements for maintaining recognition as a student organization. If they do not pursue student activity fee funding, then the honor society must meet the requirements for maintaining recognition as an honor society.

A **student interest group** is defined as a group whose mission is to provide a forum for students with similar interests to gather and share mutual activities which benefit them directly. The interest group's mission may not conflict with Berry College's mission and values. The main factor distinguishing **student interest groups** from a **recognized**

**student organization or honor society** is that their programs are not designed to directly impact the Berry community but are for members only. Therefore, student interest groups are not eligible to sponsor campus events on their own.

Having official recognition as a student interest group includes the following benefits:

- Ability to reserve facilities for meetings
- Promote and publicize on campus
- Recruit students for involvement
- Opportunity to partner with a recognized student organization or department to host campus event

In order to maintain recognition, student organizations and honor societies must have at least one full-time faculty and/or staff advisor, submit annual registration form and membership roster with at least 10 active members, demonstrate active membership recruitment, and complete requirements as outlined by SGA for maintaining good standing. Failure to meet requirements may result in a recognized group being placed on probation. The student organization or honor society will have up to three semesters to complete the steps to regain good standing and recognition. If the requirements are not met, then the student organization or honor society will no longer be recognized by the College and would have to pursue steps for recognition again if students desire to revive the inactive group.

In addition to the steps for maintaining recognition, student organizations and honor societies must receive approval from the Director of Student Activities or Assistant Director of Student Activities for all campus-wide events, fundraisers, off-campus trips and special activities by the group.

In order to maintain recognition, student interest groups must have at least one full-time faculty and/or staff advisor along with a minimum of five interested students. At the end of the academic year, they will need to renew their registration and include a list of activities held throughout the year, which indicates continued interest in the group. Student interest groups are renewed on an annual basis. If a student interest group does not meet the requirements to maintain recognition, the student interest group will be declared inactive and no longer be recognized. In the event that this happens, the group would have to start at the beginning with the process.

Student Activities is responsible for the oversight and support of student interest groups. All meetings should be reserved through this department, and all publicity and recruitment efforts must be approved.

#### **RECOGNIZED STUDENT ORGANIZATIONS & HONOR SOCIETIES**

**Allied Health Club.** The purpose of this club is to support students interested in pursuing health-related careers and to serve as a forum for discussion on health issues.

**Alpha Psi Omega – Kappa Alpha Chapter.** This national honorary dramatics fraternity recognizes achievement in the field of drama.

**Alpha Zeta.** Its purposes are to foster high standards of scholarship, character, leadership and a spirit of fellowship among members of this honor society and to promote the profession of agriculture on campus and in the community.

**American Chemical Society (ACS).** The purpose of this chapter is to instill a professional pride in chemistry and chemical engineering and to foster an awareness of the responsibilities and challenges of the modern chemist.

**Art Society** promotes artistic interests, channels art into educational and recreational activities at Berry, and creates awareness in the Berry community of art related events both on and off campus.

**Athletes Bettering the Community (ABC).** The purpose of ABC is to encourage athletes, other students, faculty and staff to promote the Berry motto “Not to be ministered unto, but to minister” by participation in community service activities.

**Baptist Collegiate Ministry (BCM).** The purpose of BCM is to involve students in a college life that exemplifies the Christian understanding of the responsibility of a life with Christ. Membership is interdenominational.

**Berry Accounting Association.** The purpose of this organization is to develop business leadership, create interest and understanding of accounting occupations, and to improve scholarship. Membership is open to students planning to major or minor in accounting.

**Berry Association of Marketers (BAM).** The purpose of BAM is to promote research, understanding, and career interests in the area of marketing.

**Berry Buddhist Student Group (BBSG).** The Berry Buddhist Student Group seeks to provide students with the opportunity to build a deeper understanding of the variety of traditions found within Buddhism. This is done through discussion and engaging in practice like meditation.

**Berry College Alternate Realities Club (BCAR).** This organization provides an introduction and forum for those interested in science fiction, fantasy and animation, as well as an opportunity to educate the Berry Community about these topics.

**Berry College Professional Selling Club.** The mission of the Berry College Professional Selling Club is to enhance the Berry College Community by offering a club focusing on the development of skills pertinent to sales, personal development, and business growth.

**Berry College Student Nurses Association (BC-SNA).** BC-SNA works promote the nursing program at Berry; to bring together students interested in nursing in order to learn about the Dual-Degree program; and explore areas of interest within nursing.

**Berry College Theatre Company (BCTC).** The Theatre Company provides practical experience, both onstage and backstage, in a variety of theatrical activities and exposes students of the entire college community to live theatre as a cultural force by presenting plays of different historical styles.

**Berry International Club (BIC).** Membership in BIC is open to all students interested in promoting unity, fellowship and cultural exchange across campus and in the community.

**Berry Investment Group (BIG).** This group provides opportunities for students to learn investment practices and become familiar with the stock market.

**Beta Beta Beta (Tri-Beta) - Georgia Tau Chapter.** Tri-Beta is an honor society for students that seek to encourage scholarly attainment in the field of biology, therefore reserving its regular membership for those who achieve superior academic records and who indicate special aptitude for and major interest in the life sciences. It desires to cultivate intellectual interest in the natural sciences and to promote a better appreciation of the value of biological study.

**Beta Gamma Sigma.** This is the honor society for the best students in business programs and is accredited by AACSB International, the Association to Advance Collegiate Schools of Business.

**Biology Club.** This organization is open to all students who are interested in biological activities and projects.

**Black Student Association (BSA).** The purpose of this organization is to unite all black students at Berry College for the academic and social integration of black culture into the environment of this institution for the benefit of all students.

**Block & Bridle Club.** The purpose of this organization is to promote a higher scholastic standard among the students of Animal Science, to promote Animal Science work in colleges and universities, and to bring about a closer relationship among all students pursuing some phase of Animal Science as a profession or interest.

**Campus Outreach Ministry.** Campus Outreach is a campus-wide organization with the purpose of teaching the claims of the Bible and having a positive effect on the campus life at Berry College.

**Canterbury Club.** The purpose of this organization is to provide an organized union of Episcopalians in the Berry College community. This organization provides regular opportunities for worship and the Holy Eucharist in conjunction with relevant education and social programs and activities.

**Catholic Students Association (CSA).** The purpose of this organization is to create a more organized union of Catholic students in the Berry community. This organization shall provide an increasing awareness of the Catholic Church and opportunities for non-Catholics to become educated about Catholicism.

**Charter Association of Student Educators (CASE).** The Charter Association is the undergraduate organization for students interested in education as a career. The organization provides professional development opportunities, explores various topics in the field of teaching, and participates in service initiatives within the community.

**Circle K.** Sponsored through the Kiwanis Club, Circle K's purposes are to emphasize the advantages of the democratic way of life; provide opportunities for leadership training in service; serve the campus and community through participation in activities; promote good fellowship and high scholarship; and to develop citizenship and the spirit of service for improvement of all human relationships.

**Club Soccer.** This club sport provides a non-varsity platform for men to travel and compete in soccer against other college and university club teams.

**Colleges Against Cancer (CAC).** CAC chapter organization is a nationwide collaboration of college students, faculty, and staff dedicated to eliminating cancer by initiating and supporting programs of the American Cancer Society in college communities.

**College Republicans.** The purpose of the club shall be to make known and promote the principles of the Republican Party among the students of Berry College and to recruit Berry students as members of the club and as members of the Republican Party.

**Commuters' Club.** The purpose of the Commuters' Club is to facilitate connections between commuters for carpooling opportunities, encourage commuter involvement and social interaction between commuters and other students at Berry College, and promote awareness of commuters on campus.

**EMPOWER – Educating Minds by Promotion of Women's Equal Rights.** This organization strives to promote awareness of women's issues on campus, to provide a support network for female students, and to be actively involved with relevant community programs.

**Exaltation Christian Singers.** This organization's primary purpose is to glorify God through music and ministry. Membership is granted through an audition and interview process.

**Exchange Club.** The Berry Collegiate Exchange Club is affiliated with the National Exchange Club. Exchange sponsors activities designed to benefit, award and develop our nation's youth, promote crime prevention, serve senior citizens and recognize military and public safety service providers. Exchange also promotes Americanism programs, and its national project is the prevention of child abuse.

**Exercise Science Club.** The purpose of the Berry College Exercise Science Club is to provide opportunities for students interested in exercise science and related fields to learn about career and educational opportunities after college, to gain practical life skills, and to develop community within this academic area by engaging members in volunteer opportunities and physical activities that promote team building.

**Fellowship of Christian Athletes (FCA).** The purpose of the Berry College Fellowship of Christian Athletes shall be to coordinate activities designed to stimulate interest in athletics and Christianity and to provide an environment for developing fellowship, personal Christian growth, and involvement in the church and the Rome community.

**Forensics Union.** The purpose of the Forensic Union is to promote intramural and intercollegiate speech-debate activities and to enhance rhetorical knowledge among student members and the Berry community.

**Future Farmers of America (FFA).** The purpose of FFA is to enhance the collegiate experience with agriculture through the service and engagement to create premier leaders, enable personal growth, and ensure career success.

**Habitat for Humanity.** The purpose of this chapter is to provide opportunities for its members to participate in all aspects of the work and ministry of Habitat for Humanity.

**HackBerry RND.** Associated with the Creative Technologies program, the purpose of HackBerry RND (Research & Design) is to provide opportunities for students interested in design and technology to come together and creatively solve problems posed by Berry and the local community, as well as to gain general knowledge and experience in design thinking and prototyping and develop community among those interested in this particular academic and extracurricular endeavor.

**Honors Student Union (HSU).** The purpose of this organization is the advancement of an academically challenging Honors Program, as well as the promotion of certain campus-wide events, i.e. forums, debates, and lectures, which are deemed beneficial to the student body as a whole.

**Hunger and Homelessness Outreach Programs and Education (HHOPE)** is committed to fight hunger and homelessness through a three-part course of action – Service, Education, and Activism – because they believe all people, locally and internationally, should have their basic needs met.

**In His Name Gospel Choir.** The purpose of In His Name Gospel Choir is to praise and worship God through music, dance, drama and spoken word, with an emphasis on the history and performance of gospel music.

**Kappa Delta Pi.** The purpose of Rho Upsilon Chapter of Kappa Delta Pi shall be to encourage high professional, intellectual, and personal standards to recognize and applaud outstanding contributions to education, to plan relevant professional interaction with academic and social issues, and to encourage communication.

**Krannert Center Activities Board (KCAB).** KCAB plans and promotes a variety of social, recreational, and cultural activities for the entire campus community. Membership is through a selection process each spring.

**Lambda Sigma Society – Alpha Mu Chapter.** The purpose of Lambda Sigma is to foster leadership, scholarship, fellowship, spirit, and service among college students. Members will be selected to serve during their sophomore year.

**Listen.** Listen's purpose is to promote education through discussion of issues related to human sexuality with a particular emphasis on Gay, Lesbian, Bisexual and Transgender (GLBT) issues. Additionally, the organization seeks to foster a community climate of inclusiveness, tolerance and diversity.

**Model United Nations.** This group seeks to develop a comprehensive knowledge of international affairs that teach valuable skills in leadership, communications, and diplomacy; promote an environment in which students can embrace other cultures, peoples, and benefits; and apply this knowledge to intercollegiate competitions.

**Omicron Delta Epsilon (ODE) – ETA Chapter.** ETA is the campus chapter of ODE, the international honor society in economics. The purpose of this organization is to promote awareness of economics among members and the community.

**Omicron Delta Kappa (ODK).** This national leadership honorary chapter recognizes junior and senior students who have attained a high academic record and have held leadership positions on campus. The purposes of this group are to recognize individuals for outstanding performance in collegiate activities and to bring together students, faculty and staff on a basis of mutual interest and understanding.

**Orgullo – Pride in Hispanic Culture.** Orgullo promotes awareness of Hispanic culture through events and programs highlighting Hispanic achievements.

**Phi Alpha Theta – Omicron-Epsilon Chapter.** Phi Alpha Theta is an international honor society in history with members selected on the basis of excellence in the study or the writing of history.

**Phi Kappa Phi.** The primary purposes of Phi Kappa Phi are to promote the pursuit of excellence in all fields of higher education and to recognize outstanding achievement by students, faculty, and others through election to membership, and through various awards for distinguished achievement.

**Phi Mu Alpha Sinfonia Fraternity.** Phi Mu Alpha is a national professional music fraternity for men.

**Politics and Law Society (PALS).** The purposes of PALS is to create a supportive community among Government and International Studies students, to coordinate activities aimed at the pre-law and government community on campus, and to aid and educate persons interested in the field of law, government, or political science.

**Pre-Vet Club.** The purpose is to secure greater recognition for pre-veterinary medicine as an integral part of the school curriculum and to promote professional growth among its members.

**Psi Chi.** The purpose of Psi Chi honor society is to encourage and maintain excellence in scholarship of individual members in all fields, particularly in psychology.

**Psychological Society.** The Psychological Society works to promote an interest in the discipline, as a vehicle for personal growth and awareness, and to provide a forum for creative and original debate of a psychological nature.

**Public Relations Student Society of America (PRSSA).** Berry's PRSSA serves the Berry Community and its members by enhancing their knowledge of public relations and providing access to professional development opportunities.

**Religion In Student Experience (RISE).** The role of RISE is to provide a welcoming pluralistic atmosphere for Berry's students, a forum for student expression of faith, a platform for student-organized events and exchanges, and a liaison between the Interfaith Council and student interest.

**Sigma Alpha Iota-Zeta Xi Chapter (SAI).** Sigma Alpha Iota is a national professional music fraternity for women.

**Sigma Delta Pi.** Sigma Delta Pi is a national honor society in Spanish. This group encourages students to acquire a deeper understanding of Hispanic culture.

**Sigma Tau Delta – Epsilon Kappa Chapter.** Sigma Tau Delta is a national honor society to recognize achievement in English language, creative writing, and literature in undergraduate studies.

**Society of Outdoor Life and Exploration (SOLE).** The purpose of SOLE is to promote outdoor recreation opportunities, increase awareness of the environment and appreciation of nature, and provide an outlet for outdoor enthusiasts to gather together for group experiences.

**Society of Physics Students.** This society assists in promoting the professional development of physics students, as well as extend the knowledge of physics amongst its students and advance the fascination with physical concepts among the community in a manner that honors the college, the national organization, and the discipline.

**Sociology & Anthropology Club (SAC).** The purpose of SAC is to inform the Berry community of issues in sociology and anthropology; to inform students of career opportunities and graduate school opportunities in the fields of sociology and anthropology; and to provide a community for students of sociology and anthropology and those interested in these fields.

**Student Government Association (SGA).** SGA serves as an intermediary for the consideration of college problems which are of vital interest to both the students and the faculty and staff, while developing principles of democratic self-government and encouraging and promoting cooperation among faculty, staff, administration, and students. Students receive membership upon enrollment; voting privileges accompany elected representative positions. SGA also oversees the positions of class officers and the allocation process for the student activities fee.

**Students Against Violating the Earth (SAVE).** This organization's purpose is to unite the Berry community with environmental concern and action. Several recycling projects are ongoing throughout the campus.

**Swing & Ballroom Dance Association.** The purpose of the Swing & Ballroom Dance Association is to increase the enthusiasm and awareness of various forms of dancing to teach basic dance skills, and provide a way for students to get together and dance regularly.

**Ultimate Frisbee.** The organization seeks to develop skills and understanding of Ultimate Frisbee, be a positive representative of the students at Berry College, and apply these skills to intercollegiate competition.

**Vikettes.** The purpose of this organization is to promote school enthusiasm through dance, serve as a liaison between Berry College and the Rome community, entertain at school activities and provide extracurricular opportunities for interested female students at Berry College.

**Viking Crew.** The Viking Crew's desire is to expand the sport of rowing through practice and competition. The club requires all crew members to become affiliated with the U.S. Rowing Association for insurance purposes.

**Wesley Foundation.** The purposes of Wesley are to create an environment stimulating growth and understanding of one's belief through open discussion of contemporary concerns and issues, to be affiliated with the United Methodist Church at the local level, and to actively support Georgia Wesley Student Council through participation in state functions. The Wesley Foundation is open to all students of all religious backgrounds.

**Young Democrats.** This organization promotes the principles of the Democratic Party through speakers, meetings, and literature.

## RESIDENCE LIFE GENERAL INFORMATION

### ▪ The Office of Residence Life

**Mission:** The Office of Residence Life provides a quality residential living-learning environment for students. This is achieved through a trained, competent student staff that promotes community through educational programs, social activities, and personal services for residents. This office, in cooperation with other offices, strives to provide safe, well-maintained, comfortable facilities for students.

The Office of Residence Life is located in the Ladd Center and is open from 8:00 a.m. to 5:00 p.m., Monday through Friday. The office phone number is (706) 236-2209 and email address is [residencelife@berry.edu](mailto:residencelife@berry.edu).

### ▪ Residence Halls

The Office of Residence Life provides traditional, cottage-style, and apartment-style residential options for students. All residence halls are air-conditioned and have Ethernet connection in the rooms; all residence halls have wireless access as well. All residence hall rooms are also equipped with basic cable. All residence halls have laundry rooms and laundry machines which require no additional cost.

### ▪ Furnishings, utilities and sanitation

Each resident shall be provided at a minimum with a bed, chest of drawers or dresser, closet space, desk and chair. Each resident is responsible for the condition of the assigned room and shall reimburse the college for all damages to the room, and damage to, or loss of, fixtures or furnishings. Residents shall not move or rearrange any stationary fixtures, or remove any college furnishings from their rooms or apartments. Residents are prohibited from moving common area and lobby furniture or fixtures into their rooms or apartments. Any such removal of communal furniture may be subject to disciplinary proceedings and/or criminal penalties. Additional furnishings brought into the room must be free-standing and clear of all existing fixtures, furniture, window and/or walls and must be removed at the end of occupancy. Students may not use or construct temporary walls, lofts, or any other furnishings even if free-standing. Due to fire regulations, the mattress supplied by Berry College is the only mattress that may be used in the residence hall room. Any property left in the room at the end of occupancy is disposed of by the college and an appropriate fee assessed.

The college assumes no liability for loss or damage to a resident's personal property for any reason. The college encourages students to insure their belongings.

All repair needs should be reported via <http://www.berry.edu/stulife/rlife/maintenance/> or to the Office of Residence Life. Students may either call in requests (706-236-2209) or report requests online.

- **Resident Assistants**

Resident Assistants (RAs) are students that live on each floor of the residence halls and in the Townhouse and Cottage area. They are employed by the college to assist the students in their living area. Their responsibilities include peer counseling, residence hall programming, promoting a spirit of unity and safety, and an atmosphere conducive to study and maintaining residence life policies and institutional regulations.

- **Area Offices**

Six Area office locations exist in the residence halls. The RA on duty will assist with lockouts, emergencies, and will be of general assistance as needed.

1. Ford Area Office beside the East Mary Lounge for residents of Ford
2. Morton/Lemley Office on the first floor of Lemley for residents of Morton/Lemley
3. Alternative Area Office in the laundry building of the Townhouse Complex for residents of the Townhouses, Julia, Hope, Louise, Sunshine, Emily, Catherine Cottages, Poland, Robinwood, Gunby, Rollins, and Centennial Hall
4. Mountain Campus Area Office located on the second floor of Pilgrim for the residents of Pilgrim and Friendship
5. Dana Area Office off the Central Dana Lounge for residents of Dana and Thomas Berry
6. Morgan/Deerfield Area Office located on the first floor of Deerfield for residents of Morgan and Deerfield

**Area Office Hours (East Mary, Dana, Deerfield)**

Monday - Thursday	-----	9:00 a.m.-1:00 a.m.
Friday	-----	9:00 a.m.-2:00 a.m.
Saturday	-----	10:00 a.m.-2:00 a.m.
Sunday	-----	9:00 a.m.-1:00 a.m.

**Area Office Hours (Morton/Lemley, Alternative, Mountain)**

Monday - Thursday	-----	5:00 p.m.-1:00 a.m.
Friday - Saturday	-----	5:00 p.m.- 2:00 a.m.
Sunday	-----	9:00 a.m.-1:00 a.m.

Head Residents and RAs are on-call after hours for emergencies.

**RESIDENCE LIFE PROCEDURES AND PRACTICES**

- **Residency Requirement**

Berry College is a residential college and students are expected to live on campus unless given permission to do otherwise.

- **Eligibility requirements**

- a. Any student under the age of 25 who has been admitted to the college and is enrolled as a full-time, undergraduate student must enter into the housing contract with the college
- b. Students who are 25 years or older, married, or have already earned a degree are not eligible for campus housing.
- c. Any resident wishing to remain in housing while not maintaining a full load (12 credit hours) of academic classes in the same term must notify the Office of Residence Life in advance and/or may be required to vacate the premises within 48 hours of notification
- d. If a resident fails to enroll or to pay fees, and this results in a loss of status as an enrolled student, the resident agrees to vacate the premises within 48 hours of notification



- e. A resident may not sublet or rent a room or permit another person to share a room assignment. A resident may not use any facilities or areas of the residence halls, including the room assigned to the resident, for any commercial purpose or activity
- f. A resident whose housing contract is terminated by the college due to disciplinary or academic reasons forfeits the housing payment for the semester and the damage deposit

▪ **Duration of the Housing Contract**

This housing contract is binding for the entire academic year and may not be terminated by the student.

Students who withdraw from the college during the terms of this agreement are subject to cancellation fees as follows:

- Between Room Selection Process and May 1<sup>st</sup>: 50% of the \$200 pre-payment
- After May 1<sup>st</sup> but before June 1<sup>st</sup>: 50% of the \$200 pre-payment and entire damage deposit are forfeited
- After June 1<sup>st</sup>: the entire \$200 pre-payment and the entire damage deposit are forfeited
- Deposits from new students and new transfer students are not refundable after May 1<sup>st</sup>

▪ **Period of housing contract**

- a. This housing contract, unless otherwise provided, shall be binding for the entire 2016-2017 academic year
- b. Assigned rooms should be vacated, checkout procedures completed and all keys returned within 24 hours after a resident's last final exam. All students must vacate by 6 p.m. the day of graduation
- c. Failure to check out properly and/or return all keys shall result in charges and/or disciplinary action. Improper check out charge is \$100 and additional charges may be assessed if necessary.
- d. Residents may not occupy or leave personal belongings in any room before their contract date starts or after that date ends without permission from the Office of Residence Life

▪ **Off Campus Application**

Berry College is a residential college and students are expected to live on campus unless given permission to do otherwise.

If you are interested in living off-campus, you must apply by completing the Off Campus Application available on the housing.berry.edu portal. Please note that this is an application to live off-campus and approval is not automatic. Students approved to live off campus are only approved based on application submission. Students may not change reason for off campus without the written permission of the Office of Residence Life. Failure to do so will result in an on campus assignment for the academic year.

The housing contract is binding for the entire academic year and may not be terminated by the student. Students must live on campus unless they meet one of the following criteria (**PLEASE BE ADVISED THAT APPLICATIONS TO MOVE OFF CAMPUS MAY NOT BE APPROVED EVEN IF THE STUDENT MEETS THE FOLLOWING CRITERIA**):

1. 25 years old; students 25 years or older will not be housed on campus
2. Married; students who are married will not be housed on campus
3. Residing with their parents within a 40-mile driving distance (per Google Maps) of Berry College (the Office of Residence Life needs a written letter from parents stating the intent of their student to commute from the permanent home address).

**STUDENTS SHOULD RECEIVE WRITTEN APPROVAL FROM THE OFFICE OF RESIDENCE LIFE PRIOR TO SIGNING ANY OFF CAMPUS RENTAL OR LEASE AGREEMENT.**

▪ **Assignments and occupancy**

- a. The college cannot guarantee a student a particular type of accommodation. Assignments to specific halls and rooms are made in accordance with the established policy for priorities as space allows.

- b. The resident understands that the college makes all assignments without regard to race, creed, religion, national or ethnic origin, sexual orientation, or age.
- c. The student agrees to provide the college with information and preferences requested on the housing preference form for the purposes of hall, room and roommate assignments.
- d. Mutual requests for assignment with a specific roommate are considered but not guaranteed.
- e. If any resident unreasonably refuses to accept a roommate or hinders the college in the assignment of a roommate, the college may, at its discretion, require that resident to be reassigned or consolidated to a different room, and/or be subject to disciplinary action.
- f. Where there is a vacant space, the room must be maintained by the occupant(s) in a manner that allows for immediate occupancy. Failure to do so may result in disciplinary action and/or charges related to preparing the room for occupancy.
- g. The college reserves the right to assign students to temporary accommodations in the event that regular rooms are not available. Student who accept a temporary assignment do so with the understanding that they may be given a short notice to relocate to a permanent or other temporary space. Failure to relocate in the time allotted by the Office of Residence Life may result in the loss of the assignment.
- h. Any student who has a health-related need that may affect his/her housing assignment must obtain and complete the Medical Accommodations Request Form. This request will be reviewed by the Berry College medical staff and the housing assignment will be made based on the Berry College medical staff's recommendations. All requests must be made in writing to the Office of Residence Life prior to February 1<sup>st</sup> for returning students and May 1<sup>st</sup> for entering students. Rates and fees as published by the college will apply to accommodations made.
- i. The college reserves the right to assign residents to any available space and, when deemed necessary, consolidate spaces for maximum availability purposes.
- j. Rooms may be occupied and vacated only in accordance with schedules published by the Office of Residence Life. The college reserves the right to use rooms in any residence hall during periods between academic semesters. The residence halls do not house students during Thanksgiving break and the period between the close of fall semester and the beginning of spring semester.
- k. Any student who fails to occupy his or her assigned space by the first day of classes is bound by this contract but may lose his or her assigned space and can be assigned to a temporary space unless prior arrangements have been made with the Office of Residence Life.

▪ **Check In/ Check Out**

Every student is personally required to complete designated check in procedures at the beginning of occupancy and complete designated check out procedures at the end of occupancy. The Room Condition Report, obtained at check in, will become the basis for an assessment of charges due to damage or loss. Failure to return a signed Room Condition Report results in the student's acceptance of the College's pre-assessment as valid. Before moving out, a student is required to remove all trash and remove all personal possessions, and leave the room or apartment clean. Charges for additional cleaning required, removal of personal property, or for any damage or loss of College property, normal wear and tear excepted, will be billed to the student(s). Trash and/or possessions left in hallways, lounges, or other communal areas will result in additional charges that will be distributed among all residents of the building and/or area.

▪ **Assignment changes**

- a. Rooms may be occupied only upon assignment by the Office of Residence Life, and all exchanges, transfers and vacating of rooms must be approved in writing by that office
- b. Students who fail to follow the proper check-in/check-out and/or room change procedures may be assessed an improper check-out charge and are subject to disciplinary action that may include termination of this housing contract with the forfeiture of the housing deposit and may incur the entire year's housing fee
- c. Students may submit requests for room changes during published designated periods. All room changes are at the discretion of the Office of Residence Life
- d. Administrative room changes may be considered for approval during non-designated periods, which are the first and last two weeks of each semester
- e. The college reserves the right to modify room assignments in an effort to consolidate spaces

- f. Consolidation may also occur due to disciplinary reasons, health, safety, catastrophe, closing of a facility, or irresolvable incompatibility of roommates, and to cancel or terminate this contract for disciplinary reasons
- g. The college reserves the right to temporarily or permanently reassign a student for violation(s) of the residence hall policies or of Viking Code. Students placed on disciplinary probation are not permitted to live in Alternative Housing
- h. Students living in the Cottage area or other specialty housing (including Gunby and Rollins) may be relocated if behavior is counterproductive to those living environments
- i. Students or their parents agree to assume additional fee/costs for voluntary hall changes and/or disciplinary reassignment
- j. Students must follow check-out procedures published by the Office of Residence Life

- **Early Arrivals**

Students who return prior to stated hall openings for fall semester and/or spring semester must have authorization from the Office of Residence Life as well as the place of on-campus employment (supervisor must contact the Student Work Office), or athletic coach by the predetermined deadline. Specific details (dates, deadlines, etc.) will be published by the Office of Residence Life.

- **Care of room and communal areas**

- a. Rooms must be maintained in good sanitary condition, and upon checkout, the room must be in the same condition as when possession was taken, ordinary wear and tear excepted
- b. Damages to students' rooms, including costs for special housekeeping or for replacing missing furnishings, are charged to the resident responsible for such damages, if known, or to the last known residents of that room. Residents shall advise the residence hall staff of any deteriorated conditions of the room or its furnishings
- c. Damages to the public areas of a residence hall, including costs for replacing missing furniture and other furnishings, which cannot be attributed to specific individuals or groups, are divided equally and charged to each resident of that building or area. This includes but is not limited to trash and/or personal discarded possessions
- d. Each resident is required to complete a room condition report online upon occupancy and return it to the resident assistant
- e. When occupancy is terminated, it is necessary for the room to be inspected by the resident assistant. Any unacceptable cleaning or damages noted after occupancy are charged to the resident(s). Failure to abide by proper checkout procedures results in an improper checkout charge plus any appropriate additional charges
- f. Lounges serve as a place for social gatherings, hall programs, and studying for the residents of the residence halls and their guests. A resident should accompany guests at all times while in the residence halls. Sleeping is prohibited in all lounges and common areas.

- **Keys**

- a. Keys are issued by the Office of Residence Life. For safety reasons, the Office of Residence Life strongly advises students not to loan their room keys to anyone, including other students. Keys must be returned when occupancy is terminated. If a key is lost or not returned after occupancy is terminated, the cost (\$50) of installing **each** new lock and making new keys is charged to the resident. All keys are property of the college and shall not be duplicated. Existing locks may not be altered and auxiliary locks are not allowed. The unauthorized use or possession of residence hall key(s) other than the one(s) assigned is prohibited.
- b. **Lock outs:** Each resident is expected to carry their keys at all time, even if they will be gone from their room for only a short time. If, however, you become locked out, please go to your area office. The person on duty, after confirming your identity and residence, will escort you to your room and open your door. Residents will be given two free lock-outs per semester. After the first two free lock-outs, the next four lock-outs will cost \$5.00 per lock-out and will be charged to the resident's account. Locks will be changed at the expense of the resident after the fourth charged lock-out. If you lose your keys, please report this immediately to your RA or the Office of Residence Life. Your lock(s) will be changed and you will be assessed a fee of \$50.00 per lock. Keys that are broken or damaged should also be reported to your RA or to the Office of Residence Life.

- **Lofts**

Information on buying or renting lofts may be obtained from the Office of Residence Life and is available on the Office of Residence Life website. Students may use only college authorized lofts from Bedlofts.com.

Lofts are not needed in the following buildings/areas because these rooms are outfitted with furniture that lofts without any additional equipment:

- Pilgrim
- Morgan/Deerfield
- Dana
- Some quad rooms in the Ford buildings are unable to accommodate lofts. Visit the bedlofts.com website for more details.

- **Room Selection Process**

The Room Selection Process takes place in the spring semester of each year and is the means by which current students select rooms for the following academic year. Students who have not paid the \$200 pre-payment, completed the Housing Form on the housing.berry.edu portal, or pre-registered for classes may not participate in Room Selection.

More detailed information can be found in the Room Selection Process Guidelines, published by the Office of Residence Life during the spring semester. Conduct history will be taken into account when students desire to live in Alternative Area, Cottages, Gunby, Rollins or other specialty housing.

- **Housing Pre-payment**

The \$200 housing pre-payment reserves returning students a lottery number that allows them to participate in Room Selection for the next academic year. The pre-payment will be deducted from their fall room charges. After a student selects or is assigned a room during the Room Selection Process, the housing pre-payment is not refundable in full. Students who do not pay the housing pre-payment are not permitted to participate in Room Selection and will be assigned a room by the Office of Residence Life.

This payment is different than the housing deposit students pay when they apply to the College.

- **Single Rooms**

For students living in a room designed as a single room, an additional charge will apply as stated under Tuition and Fees on the Business Office website.

Residents may not request rooms to be converted to lower occupancy for the Fall semester.

- **Storage**

Storage for student belongings is not provided on campus. The college suggests that students contact one of the several storage facilities in Rome and Floyd County.

- **Study Rooms**

Study rooms are provided in several locations in College housing. Quiet conditions should be maintained at all times. Lobbies may be used for 24-hour study space. Students and/or guests may not sleep in study rooms nor are study rooms a place of dwelling for residents' guests.

## RESIDENCE LIFE POLICIES

### ▪ **General conduct**

All resident students are expected to abide by residence life rules, policies and procedures, the Viking Code and public law. As residence rules may be modified from time to time, it is the responsibility of each student to remain informed about such changes. Students in violation of residence life policies may be subject to disciplinary action. Sanctions for significant and/or repeated violation of residence hall policies can include eviction and/or expulsion from the residence life program. Conduct history will be taken into account when students desire to live in Alternative Area, Cottages, Gunby, Rollins, or other specialty housing.

### ▪ **Items not Allowed in Residence Halls**

While the Office of Residence Life reserves the right to make determinations about the appropriateness of items within the residence community, in general, students are prohibited from possessing or using the following items in the residence halls or on the Berry College campus unless otherwise authorized:

- Candles, candle warmers, or incense
- **Cigarettes, chewing tobacco, or any other tobacco products**
- Empty and/or displayed alcohol-related containers
- Dangerous and/or other flammable chemicals
- Hookahs, E-cigarettes, vapors
- Household items that include but are not limited to: Halogen lamps, sun lamps, space heaters (including Pelonis fan type units), hot plates, clothes washers and dryers, external antennas, and water beds
- Kitchen appliances/items. This includes, but is not limited to: Toasters and toaster ovens (note: these items are permitted in residence hall rooms that are equipped with full kitchens), electric skillet, George Foreman-style grilling machines, portable stove burners, non-thermostat controlled coffee makers, open heating element appliances, and refrigerators larger than 4.5 cubic feet
- Non-U.L. approved power-strip extension cords
- Pets (other than fish in a 20 gallon or smaller aquarium) this does not apply to pet-friendly housing.
- Stolen property (e.g. traffic signs, construction lights, traffic lights and other items)
- Weapons. This includes, but is not limited to: Firearms, switchblade knives or knives (blades longer than three inches), martial arts weapons, bows and arrows, crossbows, pellet guns, paintball guns, electronic shocking devices, including tasers, clubs or life-like replica weapons

### ▪ **Unacceptable behavior**

While the Office of Residence Life reserves the right to make additional determinations about the appropriateness of behavior within the residence community, in general, students are expected not to engage in the following conduct in the residence halls:

- Activities or action that present actual or possible danger or disturbance to the resident or residence community
- Alcohol possession or use, regardless of age
- Blocking, hanging or attaching items to fire safety equipment (e.g. sprinklers, smoke detectors, emergency horns, fire strobe lights)
- Cohabitation
- Cooking in residence hall rooms and/or outside of an approved kitchen area
- Covering room doors using nails, hot glue, or any permanent adhesive
- Dangerous activity
- Dropping or throwing things from windows or balconies
- Entering window ledges and/or rooftops without authorization
- Entering student rooms through windows
- Passing items through residence hall windows
- Scaling walls or ledges
- Skateboarding, inline skating and/or riding bicycles or motorized vehicles in the residence halls

- Drug possession or use (i.e. illegal or narcotic drugs). This includes the misuse of legal pharmaceutical drugs and/or possession of drug-related paraphernalia
- Hosting visitors of the opposite gender outside Residence Life approved visitation hours
- Littering in communal areas and outside buildings
- Loaning residence hall keys or your Berry ID card to any other person for any reason
- Sales and solicitation
- Smoking or use of tobacco products. This includes cigarettes, cigars, smokeless tobacco, E-cigarettes and vapors.
- Tampering with and/or misuse of life safety equipment, including but not limited to: Heat and smoke detectors, emergency/fire pull stations, extinguishers, hoses, exit signs, and fire alarm systems
- Use or storage of combustion engine vehicles in the residence halls
- Vandalism. The intentional or unintentional abuse or misuse of college property may constitute vandalism
- Violating residence life approved quiet hours and/or noisy or disturbing behavior

▪ **Abandoned property**

Items left in residence hall rooms after the resident has moved from the hall or when there is no ownership indicated on items will be disposed of at the end of each semester.

▪ **Electrical outlets**

There are a limited number of electrical outlets in each room and these may not be altered for any reason. Students are required to use heavy duty extension cords or adapters approved by the Underwriters Laboratories (UL). Extension cords can be used for just one appliance at a time. Students must maintain a one plug per one receptacle ratio at all times. Extension cords may not be placed under carpet or rugs at any time.

▪ **Guests**

A guest is defined as a nonresident who requires a room in which to sleep for the night. A resident may have overnight guests, limited to two guests for two consecutive nights. Guests must be registered with the Area office before spending the night. Overnight guests must be of the same gender and at least sixteen years of age. Students wishing to have a guest for more than two consecutive nights must receive prior approval from the Office of Residence Life. Failure to register an overnight guest or receive permission for guest staying longer than two consecutive nights could result in disciplinary action and/or fees. Guests should not have access to the residence hall and/or room without the presence of the Berry student who the guest is visiting. Guests are required to abide by all standards of conduct outlined by Berry College and are the responsibility of the Berry College student hosting the guest.

▪ **Quiet hours**

All residents are expected to maintain a reasonable sound level at all times. Minimum quiet hours for all residents are from 11:00 pm to 8:00 am every day of the week. Twenty-four hour quiet hours begin at 6:00 pm on the last day of classes of each semester for the duration of the semester. Failure to abide by the minimum or established floor quiet hours constitutes a violation of residence hall policy and could result in judicial action. Floors designated as quiet/study floors are expected to maintain a reasonable sound level that is conducive to a study/academic environment at all times.

▪ **Residence hall appearance**

Appearance of the residence halls, both interior and exterior, must be attractive to residents and guests. Signs or objects (e.g. towels, flags, posters, etc.) may not be placed in windows, on doors or balconies/ledges except as approved by the Office of Residence Life.

▪ **Room décor**

Use of nails, screws, tacks and adhesives that damage walls, doors, furniture or fixtures is prohibited.

- **Room entry**

The college reserves the right to enter a room at any time to determine compliance with all safety and health regulations and provisions of public law, college regulations and residence life policies, to provide cleaning or maintenance work, conduct an inventory of college property, or if there is an indication of danger to life, health or property.

- **Safety**

In order to maximize building security and the safety of residents, the outside doors are locked 24-hours a day. Residents are responsible for ensuring that exterior and interior doors are left in a locked position. Residents are advised to lock their windows and doors at all times. Student ID cards and keys should be carried at all times and should not be loaned for any reason. Residents should report anyone or anything suspicious or any lost or stolen articles to Campus Safety. The college does not assume responsibility for loss of, or damage to, personal items or for personal injury. Residents, or their parents, should arrange their own insurance coverage.

- **Student ID cards**

Students are required to carry their Berry student ID at all times. Students may gain access to all residence halls during visitation hours with their Student ID card. In accordance with the Viking Code, students are expected to present it to college officials including residence life staff upon request.

- **Tobacco Use**

Berry College is a substance free campus. The use of tobacco products is prohibited. We consider hookahs, E-cigarettes, and vapors to be tobacco products and are not permitted in the residence halls or on campus.

- **Visitation**

Visitation is defined as the period of time when it is acceptable for students of the opposite gender to visit residence halls and rooms.

Maximum visitation hours for all residence halls are as follows:

Sunday –Thursday ..... 10:00 a.m. – 1:00 a.m.  
Friday & Saturday ..... 10:00 a.m. – 2:00 a.m.

Visitation is a privilege of living in a community. At the beginning of each semester, resident assistants will have meetings to discuss policies and procedures and how these policies and procedures impact community. As a member of the Berry College community, it is your responsibility to respect and adhere to the visitation policy.

- **Health and Safety Checks**

Berry College believes that residence halls should be a clean and safe environment in which to live. In an effort to minimize chances of health problems, fire and/or bodily injury, health and safety checks will be conducted by Residence Life staff to identify potentially hazardous situations within the residence halls. Normally, these checks are conducted before the residence halls close for breaks.

If the room needs attention by the occupants, an inspection slip denoting the problem(s) will be left in the room with copies to the Office of Residence Life. All problem areas should be corrected within twenty-four hours. Health and Safety violations not corrected within the twenty-four hour period will be filed as an incident report and referred to the campus conduct process. Students who have non-approved animals in their room will be required to remove the animal immediately.

In potentially dangerous safety violations, the Residence Life staff reserves the right to correct the safety situation immediately.

Health and safety checks may be performed more often in the Alternative living areas as well as Cottages and all other spaces with private bathrooms.

**Some examples of health and safety violations include, but are not limited to the following:**

- Possession or use of candles or incense
- Possession or use of an unauthorized appliance (These will be confiscated)
- Leaving an unattended clothing or curling iron plugged in
- Possession of a pet in college residence halls except students approved to live in pet-friendly designated housing (pets/animals must be removed immediately)
- Playing or possessing darts in the residence halls
- Smoking or possession of tobacco products (i.e., hookahs, E-cigarettes, and vaporizers) in the residence halls. (All residence halls are substance free)
- Overloaded extension cord. An overloaded extension cord is one that has more than one item plugged into it
- Failure to maintain a clean room or suite

▪ **Room Search and Confiscation**

The College reserves the right to enter a student's room when it has reason to believe an emergency exists, the well-being of the occupant or other students is at stake, a College regulation is violated, or for purposes of maintenance, health and safety inspection.

- a. All residence hall room searches which are conducted by Berry College officials must be approved in advance by one or more of the following: the Vice President for Student Affairs and Dean of Students, the Assistant Vice President for Student Affairs, or other college official designated by the Vice President for Student Affairs.
- b. A residence hall room may be searched by two Berry Residence Life officials (professional staff) only if there is "reasonable cause" to believe that the occupant(s) is (are) using the room for purpose(s) which is (are) in violation of federal, state, or local laws, or college regulations. "Reasonable cause" is defined as facts and circumstances sufficiently strong to warrant a reasonable person to believe that the room is being used in violation of federal, state, or local laws, or college regulations.
- c. If the appropriate administrative official believes that such "reasonable cause" does exist, an administrative search authorization will be issued and executed.
- d. An administrative search authorization will not be executed for any search which is to be made by police authorities or for anyone other than for an appropriate, designated official of Berry College. If a search is to be made for evidence which is to be used by police authorities for the purpose of criminal prosecution, then such police officials are to obtain a search warrant from an official authorized to issue such warrants. At no time should police officers be present for or participate in a room search without a proper search warrant.
- e. The occupant(s) of the room should be present whenever possible. If present, the occupant(s) should be: (a) given the reason for the search, (b) presented a copy of the administrative search authorization and (c) informed that any contraband or illegal materials found may be used in internal administrative action, a College judicial hearing, and/or possibly in a court of law.
- f. Should the search for any specified materials uncover other materials indicating illegal activity or violation of College regulations, such material should also be seized.
- g. When the search is completed, the Berry staff member(s) shall complete a search inventory form, specifying the room searched, name of the occupant(s), staff member conducting the search, and a detailed explanation of material seized. All drugs and/or drug paraphernalia confiscated should be secured by campus safety
- h. Fire marshal inspection of premises: (Georgia Safety Fire Law 92 A 723) Right of entry to inspect premises. The commissioner and his delegated authorities have the right to enter all buildings and premises subject to this chapter at any reasonable time for the purpose of examination or inspection.



## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

### Access to Student Information

Under provisions of the Family Educational Rights and Privacy Act of 1974, as amended, students have the right of access to official records maintained on them by Berry College. A student may inspect and review her or his educational records by filing a written request with the registrar. Although access may be normally obtained without undue delay, officials are permitted a 45-day period within which to respond to any request.

### ■ Directory Information

The Family Educational Rights and Privacy Act of 1974, as amended, also provides that the following categories of information may be released by the college as public unless the student chooses to have the information withheld. Such information may be released routinely to certain inquirers and the news media **unless the student requests in writing the fall semester of each year that this list be withheld.** Directory information includes name, address (including home, residence hall and room number, and local off-campus address), current telephone listing, place of birth, major field of study, participation in officially recognized activities and sports, weight and height (if a member of an athletic team), dates of attendance (including current classification and year, matriculation and withdrawal dates), degrees, awards and honors received, including dates granted, the most recent previous educational agency or institution attended, Berry e-mail address, status (full-time/part-time), and identification photograph.

### ■ Release of Information

Without the student's written consent, Berry College does not release confidential information to anyone other than Berry College personnel requiring information for the proper performance of their duties; organizations conducting studies for educational and governmental agencies; accrediting agencies; appropriate persons in case of health or safety emergencies; agencies or offices in connection with the student's application for or receipt of financial aid; governmental officials, as identified in Public Law 93-380; parents of dependent children, as defined in the Internal Revenue Code of 1954; and an appropriate official in response to a court order. Students who wish to release to parents routine grade reports or other official correspondence must complete a signed authorization form with the Office of the Registrar.

### Additional Privacy Policies

#### Library Privacy Policy

Librarians' professional ethics require that personally identifiable information about library users be kept confidential. This confidentiality applies to information sought or received; materials consulted, borrowed or acquired; and borrower-registration information.

Confidential records shall not be made available to any agency of state, federal or local government or any other person unless a court order requiring disclosure has been entered by a court of competent jurisdiction.

## PUBLIC RELATIONS

Berry College students are frequently featured in news releases, photographs, audiotapes and videotapes that may be distributed to the media or used in Berry publications, including Web sites. Students may be photographed or videotaped on campus or at college-related functions. The college has exclusive rights to these photographs/videotapes and may use them to promote the institution. Accomplishments of students may also be used to promote Berry College.

**IF YOU ARE...****PLEASE CONTACT...**

Changing Name or Address	Registrar, Hermann Hall 238, Ext. 2282
Securing Veterans Benefits paperwork	Registrar, Hermann Hall 238, Ext. 2282
Verifying Enrollment	Registrar, Hermann Hall 238, Ext. 2282
Securing Academic Transcripts	Registrar, Hermann Hall 238, Ext. 2282
Arranging for a Fund Raising/ Money Making Project	Director of Student Activities, Krannert Center 202, Ext. 2293
Seeking information on the Graduate Record Exam	Director of Career Center, Krannert Center 310, Ext. 2292
Need a Tutor	Director of Academic Support Services, Krannert Center 326, Ext. 4080
Concerned about your academic performance	Director of Academic Support Services, Krannert Center 326, Ext. 4080
Disabled and need accommodations	Director of Academic Support Services, Krannert Center 326, Ext. 4080
Registering a Motor Vehicle	Campus Police Department, Oak Grove Cottage, Ext. 2572
Paying a Motor Vehicle Fine	Cashier's Window, Hermann Hall, Ext. 2296
Publicizing an Event	Director of Student Activities, Krannert Center 202, Ext. 2293
Reserving a Room in Krannert Center	Director of Student Activities, Krannert Center 202, Ext. 2293
Reserving a Chapel or Scheduling a Worship Service	Director of Campus Scheduling, Krannert Center 337, Ext. 2879
Seeking information on Veterans Affairs	Registrar, Hermann Hall 238, Ext. 2282
Withdrawing from College	Your Advisor and Dean of Academic Services, Hermann 242, Ext. 2229
Having a Class Conflict	Registrar, Hermann Hall 238, Ext. 2282
Wanting to Drop a Course	Your faculty advisor
Wanting to Carry an Overload	Provost, Hermann Hall 242, Ext. 2216
Having a Financial Problem	Director of Financial Aid, Hermann Hall 105, Ext. 1714
Seeking information on Business Office Services	Receptionist, Offices of Business and Finance, Hermann Hall 222, Ext. 2265
Seeking information on Bus Schedule	Director of Campus Scheduling, Krannert Center 337, Ext. 2879
Experiencing a Personal Problem	Dean of Students, Hermann 210, Ext. 2207
	Assistant Vice President for Student Affairs, Hermann Hall 210, Ext. 2207
	Director of Counseling, Ladd Center, Ext. 2259
	Chaplain, Krannert Center 316, Ext. 2217
Computer Questions	Computing & Technology Help Desk, Library Ext. 5838
Concerned about your Career or Employment Future	Director of Career Center, Krannert Center 310, Ext. 2292
Experiencing a Medical Problem	Nurse or Doctor, Health Services, Ladd Center, Ext. 2267
Concerned about Student Government	Student Government Office, Krannert Center 327, Ext. 2288
Experiencing a Work Problem	Dean of Student Work & Experiential Learning, Krannert Center 303, Ext. 2244
Interested in doing Volunteer Work in Rome	Bonner Center for Community Engagement, Krannert Center 320, Ext. 5845
Interested in a Cooperative Education Experience	Director of Career Center, Krannert Center 310, Ext. 2292
Interested in visiting House O' Dreams	Martha Berry Museum, Ext. 6116

**Frequently Used Telephone Numbers****BERRY COLLEGE     232-5374**

All numbers beginning with 22 or 17 can be called directly with a 236 prefix.

FIRE	DAY	911
		291-4222 Rome Fire Department
		2262 Front Gate
		2307 or 2490 Physical Plant

FIRE NIGHT

2494 Water Plant  
 911  
 291-4222 Rome Fire Department  
 236-2262 Front Gate

**MEDICAL:** The Health and Wellness Center in the Ladd Center is open from 8:00 - 5:00 p.m. Monday through Friday (extension 2267). Medical assistance can be obtained at Redmond Regional Medical Center (706-291-0291), Floyd County Medical Center (706-295-5500), the Urgent Care Center (706-295-3800), or Harbin Clinic Immediate Care (706-295-5331) when the Health Center is closed.

Academic Support Center .....	4080	Gymnasium, Richards Memorial ....	2255
Alumni Office .....	2256	Health and Physical Education .....	2225
Animal Sciences .....	1737	Health and Wellness Center.....	2267
Associate Provost .....	2229	Hill Dining Hall .....	2311
Auto Shop .....	1741	Horsemanship Center, Gunby .....	2266
Bookstore .....	2496	Krannert Center Activities Board ...	2293, 2429
Business Office .....	2210	Krannert Center Manager .....	2293
Bus Service .....	1741	Krannert Center, Viking Court .....	2401
Cabin Log Office .....	2383	Krannert Check-In Counter .....	6760
Cable TV .....	7000, 2249	Laboratory School, Berry College ..	2242
Campbell School of Business .....	2233	Lemley Hall – R.A. Office .....	1748
Campus Carrier Office .....	2294, 2404	Library, Memorial (Information) ....	2221
Campus Information Desk .....	6760	Circulation desk .....	1739
Campus Police Department .....	2572	Ford RA Office .....	7788
Career Development Office .....	2292	Mary Hall, East – lounge .....	2488
Chaplain’s Office .....	2217	Mary Hall, West – lounge .....	2492
Charter School of Education and		Media Center .....	2249
Human Sciences .....	2202	Morton – Lemley Hall, Head Resident	7781
Chemistry Lab .....	2493	Morton Hall - RA Office .....	1748
Chief Information Officer .....	7850	Morton Hall – Lounge .....	1708
Child Development Center .....	2247	Museum, Martha Berry .....	6779
Clara Hall - Lobby .....	2435	Music .....	2289
Communication .....	4089	News Service/Public Relations .....	2226
Computing Help Desk .....	5838	Oak Hill .....	6789
Computer Science Lab, Evans Hall	2308	Office of First-Year Experience....	1707
Counseling Center Office .....	2259	Physical Plant Office .....	2231
Dana Hall, Head Resident.....	7787		
Dana Hall, Central – R.A. Office....	1709	Pilgrim Hall (men)	
Dean of Academic Services .....	2229	(First Floor) .....	7769
Dean of Students .....	2207	(Second Floor) .....	7768
(After 5:00 p.m.) Dean Heida ....	378-2929	(Third Floor) .....	7767
Dining Hall, Central .....	2206	Post Office .....	2201
Downstairs .....	2491	President’s Office .....	2211
E.H. Young Theatre .....	2263, 2508	Provost .....	2216
English .....	5625	Ramifications .....	2346
Evans School of Humanities and		Registrar’s Office .....	2282
Social Sciences .....	2297	Religion and Philosophy Depart....	2222
Financial Aid Office, Student .....	1714	Residence Life Office .....	2209
Foreign Languages .....	2222	Riding Center .....	7746
Friendship Hall (women)		Rollins Beef Research Center .....	2220
(First Floor) .....	7763	School of Mathematical and	
(Second Floor) .....	7761	Natural Sciences .....	1756
Front Gate .....	2262	Social Science .....	2222
Guest Cottages .....	2241	Student Activities .....	2293
Gymnasium, Ford .....	1721	Student Government Assoc. Office.	2288

Student Loans and Accounts ..... 2252  
Student Work Office ..... 2244

Townhouse RA Office ..... 1752  
Winshape Centre..... 7717