



Elim Bible College

Student Handbook

2025-2026

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Purpose of the Student Handbook

Welcome to Elim Bible College (EBC)! We trust that your course of studies here will help form you for service in the Kingdom of God. This Student Handbook will serve as your primary resource for EBC conduct standards, guidelines, expectations, and general information. The Dean's Department operates under the expectation that all students have read and are familiar with the Student Handbook. Resident Advisors (RAs) will discuss and explain the Handbook, as well.

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

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

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

Information regarding Academics may be found in the Academic Catalog.

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

God bless you and welcome to the EBC family.

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

A Note from the President



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

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

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

EBC offers the following programs:

Launch Certificate

Associate in Applied Science in Biblical and Theological Studies

Associate in Applied Science in Business Administration

Bachelor of Science in Theology

Bachelor of Science in Business Management

Ministry Certificate

Worship Leadership Certificate

Missions Certificate

Accounting Certificate

Business Administration Certificate

Marketing Strategies Certificate

Nonprofit Management Certificate

Vocational Certificate with Construction-Roofing trades

Spiritual Enrichment Certificate (non-credit earning)

For further details on these programs, see the Academic Catalog.

Sincerely,

President Fred Antonelli

A Note from the Dean



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

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

be an effective leader.

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

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

Blessings,
Mrs. Lori Camiolo
Dean of Students

Accreditations and Associations



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



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



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



GI Bill®

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



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



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



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

Section 1: The College Statements

1.1. Mission Statement

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

1.2. Vision Statement

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

1.3. Core Values

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

1.4. Statement of Faith

1. We believe the Bible to be the inspired, the only infallible, authoritative Word of God. (2 Tim. 3:16,17)
2. We believe in the triune Godhead as eternally existent in three persons: Father, Son and Holy Spirit. (2 Cor. 13:14)
3. We believe in the deity of Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed Blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His present priestly ministry. (Ro. 1:4; Matt. 1:18; 2 Cor. 5:21; Matt. 4:23,24; Ro. 3:25,26; 1 Jo. 1:7; Heb. 7:25)
4. We believe in evangelistic and missionary fervor and endeavor. (Acts 1:8; Mark 16:15-18)
5. We believe that for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential. We further believe in the keeping power of God. (Heb. 9:22; Jude 24, 25; Tit. 3:5)
6. We believe that sanctification, holiness, and the overcoming life are God’s design for the Church, which is the Bride of Christ. (Eph. 5:25-27)
7. We believe that God created mankind as two distinct sexes: male and female, and that each person affirms God’s infinite wisdom by living in alignment with their birth sex. (Gen 1:26-28; Matt 19:4-5)

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

1.5. Goals and Objectives

1. Biblical Scholarship:

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

2. Spiritual Vitality and Formation:

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

3. Relevance in Culture:

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

4. Discipleship and Servant Leadership:

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

Section 2: Spiritual Life

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

2.1. Personal Devotions

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

2.2. Chapel Services and Conferences¹

Chapels and Conferences are an integral part of gathering as one body for prayer and spiritual growth. Residential and commuter students are expected to attend chapels and conferences as described below. Students living in on-campus apartments are considered residential students even if their classes are online.

Students have 3 unexcused combined chapel and conference absences a semester for appointments, family issues, etc. You will not receive an excused absence for the normal events of life, so be sure to plan accordingly. After the third unexcused absence, any further unexcused absences may result in the implementation of discipline sanctions as deemed appropriate by EBC leadership.

Should a student need to miss a chapel or conference session they should fill out the Chapel and Conference Excusal or Exemption Form prior to the chapel or conference. If granted, it will be considered an excused absence.

Chapel and Conference Excusal or Exemption Form



There are three chapels a week. Tuesday is President's Chapel, Wednesday is a variety of chapels (Divided Class Chapel, Dean's Chapel, Student Preacher Chapel, Worship Emphasis Chapel, etc.), and Thursday is Patmos Chapel. Students who miss a chapel unexcused will receive one (1) unexcused absence per missed session.

- **Full-time residential students** must attend all weekly chapels unless an exception was made and then, only with permission, can the chapel requirement be reduced to a minimum of two weekly chapels, of which one is the President's Chapel.
- **Part-time residential students** are expected to attend a minimum of two weekly chapels, preferably Tuesday and Thursday, and attend conferences.
- **Full-time and part-time students living off-campus** are expected to attend chapel on the days they attend classes on campus and are required to attend at least one chapel a week.
- Chapel and conference attendance will be tracked by the resident advisors (RAs) using the Populi beacon and submitted to the Dean's Department.

¹ Chapel, Conference, and Church Attendance policy

- If a student realizes that they miss checking in on the Populi beacon, that student must see an RA immediately in chapel as proof of the time the student was there, and the RA will notify the Deans.
- The Deans will not accept emails after chapel or a conference has ended that check-in was missed.
- Students who do not have a phone or forgot their phone can check-in in person with the RA overseeing the Populi beacon in chapel, located in the sound booth.
- Students who are found checking in to the Populi beacon and not attending chapel or checking in and leaving will be disciplined according to the discipline sanctions.
- Four times arriving late or leaving early will count as one unexcused absence.

Conferences include Foundation's Weekend* in September, Missions Emphasis Week in October, the Week of Prayer in January, Worship Emphasis Week in the spring semester, and the Prophetic Presbytery in March, monthly EVP Student Connection meetings with the EVP, graduation events, and any other required special events as determined by EBC leadership. Students who miss a conference unexcused will receive two (2) unexcused absences per session missed.

*Foundation's Weekend sessions are mandatory for all freshmen, all other students are invited to attend, with the exception of the Saturday night session where all students, Freshman or otherwise, are required to attend.

2.3. Church Attendance²

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

Students have four weeks during the first semester of each school year to visit different churches in the area. After the fourth week, students must commit to one local church. Students should arrive on time and attend the complete service. Students are encouraged to actively participate in the church they commit to. There is a Church Attendance QR Code in the dorm buildings and the Student Center, which is to be completed by each student, whether they attended church or not, by Sunday night. Students are permitted one (1) unexcused absence each semester. A second unexcused absence may result in discipline sanctions at the discretion of EBC leadership.

[Church QR Code](#)



² Chapel, Conference, and Church Attendance policy

2.4. Internships and Student Ministries³

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

Section 3: Student Conduct

3.1 Definition of a Student

A student is everyone enrolled in Elim Bible College, whether taking classes for credit or auditing, regardless of the mode of study.

3.2 Privacy of Educational Records⁴

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

3.3 Code of Conduct⁵

The campus comprises a community of believers who have voluntarily joined together for the purpose of spiritual growth, personal discipleship, and academic progress. We desire to promote the well-being and growth of students by upholding the mission and values of EBC. Living daily in fellowship with other Christians is a privilege. In recognition of this privilege, we place great value on integrity, loving and honoring each other, and submitting to one another out of reverence for Christ (Eph. 5:21). To help all of us stay accountable, EBC sets forth this Code of Conduct as a supplement to its Statement of Faith, to which members of the college community submit.

While the institutional Statement of Faith expresses Biblical mandates, the Code of Conduct defines institutional policies. Each student's personal convictions may differ somewhat from the institutional policies, however, their free choice to become a part of the college community constitutes a commitment to willingly abide by them during enrollment, both on and off campus (Hebrews 13:7, 17).

When school is not in session, students living off-campus should continue adhering to Biblical mandates but not necessarily to institutional policies. It is expected that every student will conduct themselves in a way that will honor the Lord at all times and will not discredit their identity in Christ nor the mission and purpose of the college with which they are associated during the time of their enrollment. When determining appropriate responses to misconduct, attention will be given to recognizing the differences between Biblical mandates and institutional policies.

The primary goal of the deans and administration will always be spiritual restoration and development. We hope as you grow in your relationship with Christ that the principles of mutual respect, humility, and accountability may guide you beyond your time here at EBC.

³ TRACS Accreditation Standard I.7.2

⁴ TRACS Accreditation Standard I.7.2; FERPA policy

⁵ TRACS Accreditation Standard I.7.2; Conduct policy

Because of the importance of trust, common courtesy, and mutual responsibility, violations of the following are regarded as a serious breach of integrity within the community and will be addressed by EBC's leadership:

3.3.1. Sexuality

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

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

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

3.3.2. Public Displays of Affection

Excessive or distracting public displays of affection (PDA) must be avoided as they are not generally appropriate and could be disruptive to the workplace or learning environment. Living above reproach includes not even giving the illusion of anything inappropriate or undignifying to God. Such displays may include, but are not limited to, extended or suggestive hugging, cuddling, and/or kissing, lying with or on each other, or sitting on one another, and fondling. (See the [Student Center](#) section for information on appropriate activities in the Student Center.)

3.3.3. Substance Use

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

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

3.3.4. Gambling

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

3.3.5. Harassment, Violence, Profanity

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

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

3.3.6. Theft and Damage

Theft of any public or private property is prohibited. Damage or behavior that risks damaging any public or private property is prohibited.

3.3.7. Pornographic Material

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

3.3.8. Hazing

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

3.3.9. False Information

Furnishing false or misleading information on college records of any kind is prohibited. Making false threats of harm of any kind on campus is prohibited. Making false accusations of any kind against any faculty, staff, or student is prohibited.

3.3.10. Direction of College Officials

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

3.3.11. Laws

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

3.3.12. Unauthorized Occupancy

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

3.3.13. Protesting, Demonstrations, or Material Distribution

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

3.3.14. Interference with Orderly Operation of the College

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

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

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

3.4 Additional Campus Standards and Policies

3.4.1 Dress Code

One of the primary goals of community life at EBC is to glorify Christ in all areas. In the area of personal dress and appearance, EBC recognizes that students come from diverse backgrounds and have experienced many styles of dress standards. The demands of community life require mutual understanding expressed in reasonable expectations. Students in violation of the dress code will be asked to change into clothing that complies with the dress code. Clothing cannot display a message that is contrary to Biblical principles and EBC's values and standards. Continued violations may result in the implementation of discipline sanctions. In keeping with EBC's goal of training leaders, it is expected that students will dress with the following three principles at all times:

3.4.1.1. Modesty: This principle describes an outward appearance that is not excessive or pretentious. It means dressing in a way that reflects honor to Jesus and communicates respect to all members of the community. Women's tops should not reveal cleavage. In a public setting, undergarments of any kind and midriffs must not be exposed. Clothing that is skin-tight or revealing must be covered with additional loose-fitting clothing.

3.4.1.2. Neatness: This principle describes clothing that is tidy, fits well, is in good condition, and is clean and fresh, which is hung up or folded promptly to avoid excessive wrinkling.

3.4.1.3. Cleanliness: This principle describes clothing that is free of dirt, stains, and body odor, etc. Students must maintain a high standard of daily personal hygiene and grooming.

3.4.2. Specific Applications of the Dress Code

3.4.2.1. Class/Chapel Attire: Attire for Classes, Chapels, Conferences, Student Ministry, and Church.

- a. Neat, clean shirts, t-shirts, sweaters, sweatshirts and hoodies may be worn.
- b. Neat, clean dress slacks, khakis, capris, jeans, and cargo pants may be worn. Skirts, dresses, and shorts that fall no shorter than the top of the knee may also be worn. Sweatpants, leggings or other athletic pants are not acceptable to be worn in classes or chapel. Pants with rips or tears above the knee must have a fabric backing so that skin is covered
- c. Footwear is required.
- d. Head coverings such as hats, winter caps, sweatbands, bandannas, etc. may not be worn in chapel. Teachers will enforce whether there is a no hat policy in their class.
- e. Church: because students are leaders in training, it is expected that Sunday dress will conform to the model set by the leadership in that particular local church if it is more formal.

3.4.2.2. Casual Attire: Outside of classes, chapels, conferences, student ministry, and church the student's dress may reflect a more relaxed atmosphere and may include sweatpants, joggers, tank tops, and shorts with a 4-inch inseam or longer are appropriate. Skirts or dresses still must fall no shorter than the top of the knee when outside of the dormitories.

3.4.2.3. Formal events: Certain special days and occasions, such as Prophetic Presbytery, Baccalaureate and Graduation services, and other days as determined by EBC Leadership, students will be asked to dress up. Men are expected to dress in a suit or, jacket and dress slacks, dress shirt, tie, and dress shoes. Women are expected to be attired in dresses or skirts, that fall no shorter than the top of the knee, or dress pants, and dress shoes.

3.4.3. Faculty and Staff Respect

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

3.4.4. Copyright Infringement⁶

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

3.4.5. Computer Use Guidelines⁷

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

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

- 3.4.5.1. Unauthorized Use of Resources: You may not use false identification or misleading information to gain access to computing resources nor use computing resources for which you are not authorized. You may only use your account for EBC related activities.
- 3.4.5.2. Modification of EBC Equipment: You are not allowed to repair, upgrade, modify hardware, remove components, or software of EBC equipment.
- 3.4.5.3. Restrictions While Using EBC's Systems and/or Networks
- 3.4.5.4. Access to EBC network or Wi-Fi should be available for all campus members. Users must not physically or electrically attach any foreign network device to the EBC System. Individuals are not allowed to set up a network server at EBC.
- 3.4.5.5. Harassment: You may not harass others, or send obscene, defamatory or threatening messages at EBC. This includes messages spoken, phoned, or sent via the computer.
- 3.4.5.6. Violation and Disciplinary Action: If you violate any of the above policies disciplinary action may be taken based on the New York State Computer Crime Statute (Article 156) which covers a number of very specific punishable crimes involving computers (see <http://ypdcrime.com/penal.law/article156.htm>).
- 3.4.5.7. Personal Populi account credentials: These credentials must not be shared with anyone for any reason. Department Populi account credentials must not be shared with anyone who is not a staff member and part of that department. If someone needs access to a Department Populi account that is not a staff member of that department then a staff member of that department will need to enter the credentials for the non-staff member. Personal and Department Populi accounts, and any computer login credentials must all use different credentials.

3.4.6. School Pond and Water Tower

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

Climbing the Water Tower is not allowed under any circumstances.

⁶ Copyright Infringement policy

⁷ Computer Use policy

3.5. Accountability

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

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

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

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

3.6. Accountability in Action through Matthew 18

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

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

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

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

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

3.7. Discipline Sanctions⁸

Elim sets forth certain standards of behavior that apply equally to all students, whose free choice to become a part of the college community constitutes a commitment to willingly abide by those standards during enrollment, both on and off campus.

Every student is required to adhere to the institution's policies, guidelines, and procedures as outlined in the Student Handbook and the Academic Catalog. These manuals establish clear guidelines and expectations for behavior, academic integrity, legal and ethical codes, and provide all needed information on academic requirements, course offerings, student rights, student responsibilities, as well as the services provided. Students who violate the institution's code of conduct, its policies, or guidelines will receive disciplinary

⁸ TRACS Accreditation Standard I.7.2; Discipline Sanctions procedure

sanctions. Violations of the Statement of Faith or repeated violations of the institution's code of conduct may result in suspension. Please refer to the [Student Due Process Policy](#).

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

1. For the 1st violation, EBC leadership will request a meeting with the student via email. Should a student fail to meet, that will be considered a meeting attempt and the friendly reminder will reflect that. The following will be addressed at the meeting:
 - a. To ensure the student understands the standard.
 - b. To share the heart behind the standard.
 - c. To have the discipline sanctions explained.
 - d. Send a follow-up email recapping the conversation.
2. For any further violations, regardless of whether the student responded, scheduled, or attended the requested meeting, the student will receive a written notification of the assessment of the discipline fee and/or another form of discipline at the discretion of EBC leadership.
 - a. The discipline fee schedule is as follows:
 - i. The 2nd violation will assess a \$50.00 discipline fee. Note: fees will increase by \$50 per additional violation, for example:
 1. 3rd violation will be assessed a \$100 discipline fee.
 2. 4th violation will be assessed a \$150 discipline fee, and so on.
 - ii. Restitution: The student is required to make restitution for damage to, or misappropriation of property. Restitution may take the form of appropriate service to repair or compensate for damages.
 - b. Another form of discipline may include any or all of the following:
 - i. Community Service Hours: A student may be assigned a specific number of hours to work on campus.
 1. Work is to be completed within the time frame given upon assignment at the discretion of the Dean.
 2. The Dean's Department and the appropriate supervisor will monitor work hours.
 3. Community service is not deducted from LTS hours.
 4. The fee for unworked Community Service hours is billed at the same rate as the LTS Fee for unworked hours per the Live to Serve policy and is a separate fee from the discipline sanctions fee.
 - ii. Restitution: The student is required to make restitution for damage to, or misappropriation of property. Restitution may take the form of appropriate service to repair or compensate for damages.
 - c. Disciplinary contracts may be issued by the EVPP's approval and enacted, which may result in a one-year suspension.

3.8. Student Due Process⁹

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

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

⁹ Student Due Process policy

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

3.9. Student Complaint Process¹⁰

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

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

3.10. Student Request for Residency and Program Change

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

[Residency and Program Change Form](#)



Section 4: Campus Life

4.1. Student Life

4.1.1. Student Council

The Student Council will facilitate the objectives of the school and function as a liaison between the student body and the administration. This is achieved by the Student Council keeping abreast of the problems and needs of the student body and communicating these to EBC’s administration; to aid EBC’s administration in seeking recommendations from the student body on major decisions about them.

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

See the Student Council Manual for more information.

¹⁰ TRACS Accreditation Standard II.17.3; Student Complaint Process policy

4.1.2. Qualifications for Student Council Leadership¹¹

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

4.1.3. Class Dues

Class dues are collected at registration each semester. Dues are applied toward the cost of class social activities. Dues are not optional. Non-payment of class dues are treated in the same manner as unpaid bills, outstanding student balance.

4.1.4. Social Events

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

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

4.1.5. Online Student Welcome Event

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

4.1.6. First Semester Students

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

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

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

- A. New students are not allowed to develop an exclusive relationship with a member of the opposite sex. No dating privileges are extended during the first semester on campus. (See Dating Philosophy and Guidelines for more detailed information).
- B. New students are required to live in the dormitory for the first semester.
- C. New students are required to remain on campus for the first 4 weeks of their first semester on campus.

4.1.7. Mixed Group Activities

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

¹¹ Student Leadership Qualification Requirements policy

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

4.1.8. Dating Philosophy and Guidelines¹²

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

4.1.8.1. Pre-Dating Accountability

Accountability is vital. Students who wish to spend time together getting to know each other on an individual level before entering a dating relationship, outside of mixed group activities, are asked to make an appointment with the Deans.

- A. The purpose of meeting with the Deans is to provide accountability, establish healthy boundaries, offer spiritual covering, counsel and prayer while the students seek clarity and directions.
- B. Accountability in the pre-dating phase helps students guard their hearts and intentions, ensure relationships are approached with wisdom and spiritual guidance as well as keeps the couple grounded in community and aligned with biblical principles.

4.1.8.2. Dating Accountability

Students who are interested in starting a dating relationship are required to make an appointment with a member of the Dean's Department to meet regularly, at the discretion of the Dean, for the purpose of setting healthy boundaries and appropriate guidelines as the couples mature. The heart of this meeting is to provide care, counsel, prayer, and support, as well as to acknowledge you as a Dean recognized couple. Students who are not a Dean recognized couple must adhere to mixed group activities.

4.1.8.3. Dating Non-negotiables

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

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

¹² Relationship policy

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

4.1.8.4. Relationship Guidelines

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

4.1.9. Engagement & Marriage

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

4.1.10. International Relations

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

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

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

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

4.1.11. On-Campus Socializing Locations

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

- Dorm Lounges: Men and women are not permitted to visit each other's dorm building, including lounges. Sleeping is prohibited in common areas.
- Student Center Lounge/Cafe: (see the [Student Center](#) Section for more information)

4.1.12. On-Campus Meeting Locations

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

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

4.1.13. Online Postings

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

4.1.14. Repairs

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

4.1.15. Water

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

4.1.16. Immunization Policy¹³

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

¹³ Please See the Immunization policy for further information

4.1.17. Illness and General Healthy Practices

Illnesses are a part of life. If you have strong symptoms (i.e., active fever, active sore throat, productive cough, vomiting, etc.), believe you may be contagious, or need to miss class please stay in your room and do not go to the library, the gym, the student center, the dining hall, etc., to help you isolate until you are better. You can ask your RA or one of your friends to bring you a meal from the dining hall.

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

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

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

4.1.18. Photo & Media Release

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

4.1.19. Yearbook Photos

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

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

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

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

4.1.20. E-mail Correspondence

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

4.1.21. Student Personal and Emergency Contact Information

It is the student's responsibility to keep their personal information and emergency contact information up to date.

- Address Changes: Students can update their address in Populi.
- Texting Phone Number changes: In order to receive text via Populi, the cell number must be verified. As such, students must inform the Assistant to the Provost about making changes to their mobile number.
- Emergency Contact Changes: Done through Campus Life using the [JotForm](#).

It is the student's responsibility to let their RA and the Deans know when they will be off campus for a night by filling out the Weekend Away JotForm. This helps ensure that all students are accounted for and allows campus officials to respond appropriately in the event of an emergency..

4.2. Dorm Life¹⁴

While attending EBC, the dormitory is the student's home. We hope each student will find a community life atmosphere of love, cooperation, and unity. Most students will share a dorm room with a roommate(s). This provides an opportunity for students who were strangers to soon become like members of a family, learning to respect the rights of others, becoming flexible, and sharing time and concerns with one another. Upperclassmen and international students may apply through the Dean's Department for a single room if space allows. The dormitories are also used for studying. Therefore, we ask that students show genuine concern for the study needs of others.

Students living in the dorms are expected to be enrolled in 12 or more credits unless an exception is approved by the Provost.

No one (except for authorized EBC employees) is allowed to enter dormitories designated for the opposite gender at any time, including family members, other than move-in/move-out or when permitted by a dean or EBC executive leadership. A request to have a member of the opposite gender enter your dorm building must be made in writing. It is imperative for the safety of our students that entry doors of any building are never propped open.

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

4.2.1. Resident Advisors

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

4.2.2. Resident Advisors Qualifications¹⁵

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

4.2.3. Key Policy

Each student is issued a dorm room key and a mailbox key. Loss of either one will result in paying a fee (see Fee Descriptions in Appendix A of the Academic Catalog for details). Replacement keys are obtained

¹⁴ TRACS Accreditation Standard I.7.2

¹⁵ Student Leadership Qualification Requirements policy

from the Campus Life Office. If a lost key is found and returned within the same semester it was lost, the fine will be refunded.

4.2.4. Roommate or Room Request

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

4.2.5. Visitors and Guests

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

[Extended Stay and Dorm Guest Request Form QR Code](#)



4.2.6. Furniture

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

4.2.7. Personal Possessions

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

4.2.8. Pets

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

4.2.9. Safety

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

4.2.10. Live to Serve (LTS)¹⁶

The LTS program aligns with a core aspect of our mission: developing servant leaders. We believe students benefit from opportunities to serve, taking responsibility, and growing in accountability. Afterall, these are key traits of effective servant leadership.

Each Dorm Student will contribute 28 hours for the fall semester and 30 hours for the spring semester. Dorm Students should be aware that if they miss any of their scheduled hours they are behind in hours, this includes weeks when breaks begin or end depending on when your shift is assigned. It is the responsibility of the Dorm Student to reach out to their supervisor to make up missed hours. Resident Advisors are exempt from the LTS program.

Each student who has consistently completed all LTS hours will be recognized at the end of an academic year in the following way:

- Receive a Certificate of Servant Leadership - A notation will also appear on their transcripts in recognition of their exemplary service in extracurricular activities.
- Earn “Servants Privileges”, which will entail in the following year of their study:
 - Option of extending curfew
 - Priority in room / roommate selection
 - Preferences given for LTS position the following academic year.
 - No limitation on ministry-related excused absence contingent on such a student being in good academic standing (Cum GPA must be > 2.5)
 - Eligible to serve in student leadership roles (RA, worship team leader, student government, student ministry leader)
 - Eligible for the Ministry Award
- A cadre with no missed service hours throughout the academic year will be excused from classes on the final Friday of the academic year, before exam week.
- If all cadres in a dorm successfully complete their required service hours prior to the week of final exams, they may submit a joint request to the provost for their dormitory enhancement (up to \$2000) – such as a new refrigerator, better WiFi, a new TV, new furniture, etc. Such an upgrade would be completed during the summer.

Students who have not completed their LTS hours will be required to pay a fee per hour for every outstanding unexcused hour. This fee can be found in the Student LTS Policy. This fee will be added to the student’s bill and reflected in Populi.

4.2.11. Campus Days

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

4.2.12. Student Employment

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

4.2.13. Scheduled Breaks

Scheduled Breaks include:

- Fall Break (Canadian Thanksgiving)

¹⁶ See Live to Serve policy

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

Students are expected to leave the campus during scheduled breaks. Students must return at the scheduled conclusion of the break; however, students may not return from breaks earlier than the date and time listed on the Internal Events calendar without permission from the Deans. Permission to stay on campus must be requested in advance through the Dean's Department using the Extended Stay and Dorm Guest Request JotForm below. This permission is contingent upon the student being in good standing with Dean's Department and has not had any violations during previous breaks. Staying on campus during certain breaks may require a fee. For those breaks with a fee, payment must be made in full prior to the break before approval is granted. No meals are served during scheduled breaks and there may not be an RA in your building or on campus. All guidelines remain in effect for students remaining during breaks. Curfew is extended to 1:00 am during break.

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

[Extended Stay and Dorm Guest Request Form QR Code](#)



4.2.14. Weekends Away

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

Students should not plan visits away from campus when they conflict with classes, chapels, conferences, Baccalaureate & Graduation services, LTS, dorm chores, student ministry assignments, campus employment, or any other mandatory EBC event.

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

Before a student leaves campus on any overnight trip they are required to fill out the Weekend Away JotForm in order to let their RA and the Deans know where they are going and the dates they will be off campus. This helps ensure that all students are accounted for and allows campus officials to respond appropriately in the event of an emergency.

See the [First Semester Student](#) section for specific information for new, first-semester, students.

4.2.15. Dorm Room Check in and Checkout¹⁷

4.2.16.1 Students are responsible for inspecting their dorm room and all provided furniture for any pre-existing damage upon moving in. This includes checking the walls, floors, windows, doors and all furniture. Any damages or maintenance concerns must be reported in writing to the Dean's department within one week of the student's arrival on campus. If no report is submitted within this time frame, the room will be considered in acceptable condition. At the end of the semester, students will be held financially responsible for any damage found in their room that was not previously reported to the Deans.

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

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

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

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

4.2.16. Room Inspections

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

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

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

Room inspections will include:

1. Floor vacuumed - please vacuum weekly
2. Garbage – garbage should not be overflowing or contain food garbage
3. Bed made – should be neat and tidy

¹⁷ See Dorm Room Checkout policy

4. General organization – including, but not limited to desks, chairs, cords, closets, dresser drawers not overflowing and are closed properly, laundry baskets not overflowing, etc.

4.2.17. Trash

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

Trash whether in your room, the lounges, the bathrooms, or the kitchen is to be taken directly to the trash dumpster whenever the cans are full, which is everyone's responsibility for the cleanliness and hygiene of the dorm building. The cans should be cleaned if there is dirt or debris in it and a new bag must be put in the can. Do not empty your room trash in the bathroom, kitchen, or lounge garbage cans.

4.2.18. Storage¹⁸

EBC offers student storage options through the Dean's Department. A fee may apply.

4.2.19. Kitchen Use and Food Preparation and Storage

Students may keep snacks in their rooms provided the food is enclosed in adequate containers. Expired or moldy food or beverages must be removed and thrown away directly in the trash dumpster (see [Trash](#) section for Trash Dumpster locations).

Refrigerators are provided in each dormitory for student use. All food must have the student's name and date it was placed in the refrigerator. Items that do not have a name and/or date will be thrown away during kitchen inspections. Items in the refrigerator that are over a week old will be thrown away as there is limited refrigerator space. Borrowing or using another student's food without permission is stealing and is strictly prohibited. Students are responsible for cleaning refrigerators in dorm areas.

A stove and an oven are provided in each dormitory for student use. The stove and/or oven must be checked before each use for cleanliness to ensure there is no food debris, such as food scraps, grease splatter, drippings, etc., that could catch fire or create smoke when heated. When students are done using the stove and/or oven students must clean up all messes caused by their cooking, including cleaning food and grease off the stovetop and/or burners and cleaning up any food debris, drippings, or splatter in the oven. Students must remain in the kitchen at all times when cooking on the stovetop or using the oven.

Kitchen use is a privilege. Should the kitchen fail to be maintained, students will lose kitchen privileges and the kitchen will be closed to all students of the dorm building at the discretion of EBC leadership.

4.2.20. Music

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

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

¹⁸ See Student Storage Procedure

4.2.21. Prayer Rooms

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

4.2.22. Laundry

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

- Washers and dryers are located in the dormitories for current dorm student use only.
- Laundry facilities may not be used after Quiet Times. (see Quiet Times section)
- Empty lint traps before and after each dryer use. If students notice their clothes are not drying, please check the lint trap and clean it as needed.
- Additional guidelines for their use are posted in the laundry areas.

4.2.23. Curfew

As part of the daily discipline involved in leadership training, and to create an atmosphere conducive to mental and physical well-being, EBC enforces a nightly curfew. Curfew means that all students are in their respective dorm buildings, with all exterior doors closed and locked, and that students remain in their buildings. Students must not entertain visitors at the exterior doors after curfew. Curfew times are as follows:

- Sunday through Thursday: Students are to be in their dorm building by 11:30 p.m.
- Friday and Saturday: Students are to be in their dorm building by 1:00 a.m.
- Breaks: Student staying on campus during breaks are to be in their dorm building by 1:00 a.m.
- Lights out: Lights out is at the discretion of each room (For example, if one student is unable to sleep with lights on, the roommate would be required to study in the dorm lounge.)

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

4.2.24. Quiet Times

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

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

- Daily from 10 p.m. to 8 a.m. Note: Quiet Times begin before curfew. Please be mindful of this when entering or leaving the building outside of Quiet Times.
- During these hours there must be no loud conversations or other activity in the halls.

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

4.2.25. Cadre and Hall Meetings

Each dorm student is assigned to a small group in their dorm building called a cadre. An RA leads each cadre. Cadres meet weekly for the purpose of building relationships, establishing accountability, and providing information to the student body. Once a month all the cadres in a building come together for a time of fellowship and building community life with the other cadres; these are called Hall Meetings. The Hall Meetings takes the place of the cadre meeting for that week.

Cadre and Hall Meetings are mandatory for all dorm students. Excluding extenuating circumstances, permission to miss a meeting is required at least 24 hours in advance and the request must be sent in an email to the dean. The dean will let the student know if their request is granted. It is the student's responsibility to get the information covered at the meeting from their RA.

The dates and times for the cadre and hall meetings can be found on the Internal Events calendar.

4.2.26. Discovery Days

During the fall and spring semesters, prospective students will be on campus as EBC guests. They will attend classes, chapels, and special services to discover God's direction for their lives. All students are expected to host prospective students in their rooms once per semester. Deans will reach out to you directly to coordinate arrangements before scheduled Discovery Day events. Weekends away need to be synchronized with the responsibilities of being a host. This may mean shortening a trip or planning it for another time.

4.3. Family Life

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

4.3.1. Dress Code

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

4.3.2. Weekends and Events

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

4.3.3. Visitors

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

4.3.4. Student Employment

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

4.3.5. Dining Hall

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

4.3.6. Social Life

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

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

4.3.7. Guidelines for Children

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

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

4.3.8. Chapels

Married and single-parent students are expected to attend at least one chapel for each three-credit class taken. This means that a full-time student (12 or more credits) would be expected to attend the three regularly scheduled chapels each week. The Dean of Students' Office must approve exceptions.

Section 5: Sexual Misconduct and Title IX Compliance¹⁹

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

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

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

The Clery Report may be accessed at elim.edu

Contact Information:

- Title IX Coordinator: Lori Camiolo 585-582-8216
- Campus Safety 585-355-1428
- Local Law Enforcement 911
- State Police 24-hour hotline 1-844-845-7269

¹⁹ Article 129-B of the New York State Education Law requirements

Please see Title IX information at elim.edu for more detailed information.

5.1. Definitions

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

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

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

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

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

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

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

- Consent to any sexual act or prior consensual activity between or with any party does not necessarily constitute consent to any other sexual act.
- Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol.
- Consent may be initially given but withdrawn at any time.
- Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by the lack of consciousness or being asleep, being involuntarily restrained, or if an individual otherwise cannot consent. Depending on the degree of intoxication, someone who is under the

influence of alcohol, drugs, or other intoxicants may be incapacitated and therefore unable to consent.

- Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.
- When consent is withdrawn or can no longer be given, sexual activity must stop.

5.3. Student's Bill of Rights

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

1. Make a report to local law enforcement and/or state police.
2. Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously.
3. Make a decision about whether or not to disclose a crime or violation and participate in the judicial conduct process and/or criminal justice process free from pressure by the college.
4. Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard.
5. Be treated with dignity and to receive from the institution courteous, fair, and respectful health care and counseling services, where available.
6. Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed or should have acted in a different manner to avoid such crimes and violations.
7. Describe the incident to as few college representatives as practical and not be required to unnecessarily repeat a description of the incident.
8. Be protected from retaliation by the college, any student, the accused and/or the respondent, and/or their friends, family and acquaintances within the jurisdiction of the college.
9. Access to at least one level of appeal of a determination.
10. Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or respondent throughout the judicial or conduct process including all meetings and hearing related to such process.
11. Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial process of the college.

5.4. Amnesty

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

5.5. Advisory Committee

EBC has an Advisory Committee that is comprised of a male and female representative for each of the following: faculty, staff, and students. The committee reviews current campus security policies and

procedures and make recommendations for their improvement, as well as provide crime report statistics on the EBC website and to the appropriate governing bodies.

Section 6: Campus Safety²⁰

6.1. Firearms and Weapons

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

6.2. Fire Safety

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

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

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

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

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

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

²⁰ TRACS Accreditation Standard I.7.2

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

Electrical appliances permitted for use in dorm rooms:

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

Non-Electrical items permitted in dorm rooms:

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

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

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

6.3. Vehicle and Bicycle Use on Campus²¹

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

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

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

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

²¹ TRACS Accreditation Standard I.7.2

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

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

Section 7: Building Use Guidelines

Elim Bible College has thirteen buildings that are used for on-campus student housing facilities and four non-housing related buildings. All of them are equipped with smoke alarms and fire extinguishers. Some buildings on campus have specific male/female restroom, which are designated specifically for male or female use and may not be used by people of the opposite gender. For more detailed information on campus buildings see [Section 9 - A Campus Tour](#).

It is imperative for the safety of our students and campus that entry doors of any building are never propped open.

7.1. Dining Hall

7.1.1. Food Service

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

- Students are not permitted in the kitchen area except as required by work duties.
- No dishware, utensils, or equipment may be removed from the kitchen or dining room.
- All meals are served in the Dining Hall. (Special permission may be granted for taking food trays to sick students.)
- Your personal student I.D. card must be presented to the dining room monitor at each meal. Report lost cards to the Campus Life Office immediately and make arrangements for a replacement. You will have 48 hours to obtain a new card in order to receive your dining hall meals. By downloading the Populi app on your phone, you can also access and use a digital student ID.
- Food Services can make special provisions for unusual dietary concerns. Please speak to the Food Service Director if you have questions or dietary restrictions.
- Please do not take more food than you can eat. Students are free to return to the serving lines for seconds.
- All students are required to clear their own tables and to pick up any trash in their respective areas.
- Sack lunches are available for those involved in a Student Ministry over mealtime. Please make arrangements with the Food Service Director the day before.

7.1.2. Dining Hall Atmosphere

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

- Be courteous to EBC guests by inviting them to go to the head of the meal line.

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

7.2. Athletic Center

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

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

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

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

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

7.3. Student Center

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

The Student Center is meant to be an inclusive place for all students to enjoy and feel comfortable when they are there. To support this effort, lying on the couches, sleeping, and doing laundry of any kind in the student center is forbidden. Students who are in a relationship are asked to refrain from PDA in the lounge of the Student Center. (see [Public Displays of Affection](#) section for more information on permitted PDA)

It is imperative for the safety of our students and campus that entry doors of any building are never propped open.

7.3.1. Student Lounge/Café

- Open for the students to use. Maintenance of the lounge and Café is the responsibility of all who make use of the facility.
- Furniture is not to be rearranged and cushions that are moved must be returned to their original places prior to the user's departure.
- All trash must be placed inside proper receptacles, which are located throughout the area. This includes empty boxes and other shared items when they are empty or at the end of the day.
- Personal belongings brought into the Student Center must be taken when leaving and may not be left behind when the student leaves. Items left behind will be discarded after one week.
- Café hours and menu are posted.

7.3.2. Campus Life Visitor's Area

This seating area, opposite the Campus Life window under the TV, is specifically designated for visitors to Campus Life and/or the offices in the building. Students may not use this area unless they are waiting for Campus Life or they have an appointment with staff who have offices in the building. Students may use the Student Lounge, in the back of the Student Center, as there are plenty of couches, tables, and chairs provided for socialization and studying.

7.4. Tabernacle

This building is used for most chapel services, Music Department, music practice, some classes, and a men's dorm on the lower level. Women are permitted on the lower level only to visit the women's restroom; however, they may not enter the men's dorm area without permission from the Dean of Students. The women's restroom on the lower level is for women only. It is imperative for the safety of our students and campus that entry doors of any building are never propped open.

Section 8: Student Services²²

8.1. Health and Wellness Care

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

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

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

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

8.2. Intramural Sports

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

8.3. Mail Delivery

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

²² TRACS Accreditation Standard I.7.2

²³ Campus Health and Wellness policy

- *Mail*: mail is distributed to each student's mailbox Monday through Friday. Because important memos are placed in mailboxes, it is important that students check their mailboxes daily. Student mail should be sent to the following address:
 - Elim Bible College
Student name and student mailbox #
7245 College Street
Lima, New York 14485
- *Packages*: when packages are received on campus, the Campus Life Office will notify the student by sending a package notice to the student's email. Please come to claim your package during the package pick-up hours posted on the Mailroom door.

8.4. Printing

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

8.5. Wireless Internet Access

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

8.6. Academic Advising

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

8.7. Career Counseling

EBC offers guidance in making career decisions in various ways:

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

conference. Students have the opportunity to connect with each ministry and get information about it.

8.8. Learning Assistance

EBC is committed to providing qualified students with physical or learning disabilities an opportunity to take full advantage of the College's programs, activities, services, and facilities. Examples of reasonable accommodations include special classroom seating, note-taking assistance, extended time for tests, recording of lectures, and special housing arrangements. Students who are eligible for learning assistance, determined through the admissions process can contact the Special Needs Coordinator at disabilityservices@elim.edu or call 585-582-8210. For more detail, refer to the [ADA policy](#).

8.9. Cultural/Educational/Religious Opportunities

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

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

8.10. Students with Food Allergies²⁴

For students with food allergies, we try to accommodate by providing alternate meal options if the main course contains identified allergens. We ask that students with medically diagnosed food allergies consult with the Food Service Director regarding the preparation of meals at EBC dining facilities. If a student has a severe allergy, we ask that he/she request a copy of the monthly menu plan and check daily with the kitchen for any changes that may have occurred. The Food Service Director is available to discuss menu food preparation, and ingredients. Students are asked to fill out the Food Allergy JotForm which can be found in Populi under the Files Tab, For Students, Forms or in Populi under the Links tab, or using the following [Food Allergy Form](#) QR Code:

²⁴ Food Allergy Communication policy



8.11. Lost & Found

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

Section 9: A Campus Tour

A HISTORIC CAMPUS

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

Spencer Hall

This building is temporarily closed.

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



College Hall

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

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

Watson Hall

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



Washington Hall

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

I.Q. Spencer Tabernacle

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



North Complex, Buildings A & B

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



Library Building

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

Faling Hall

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



Staff and Student Housing

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



Garage

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

Student Center

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



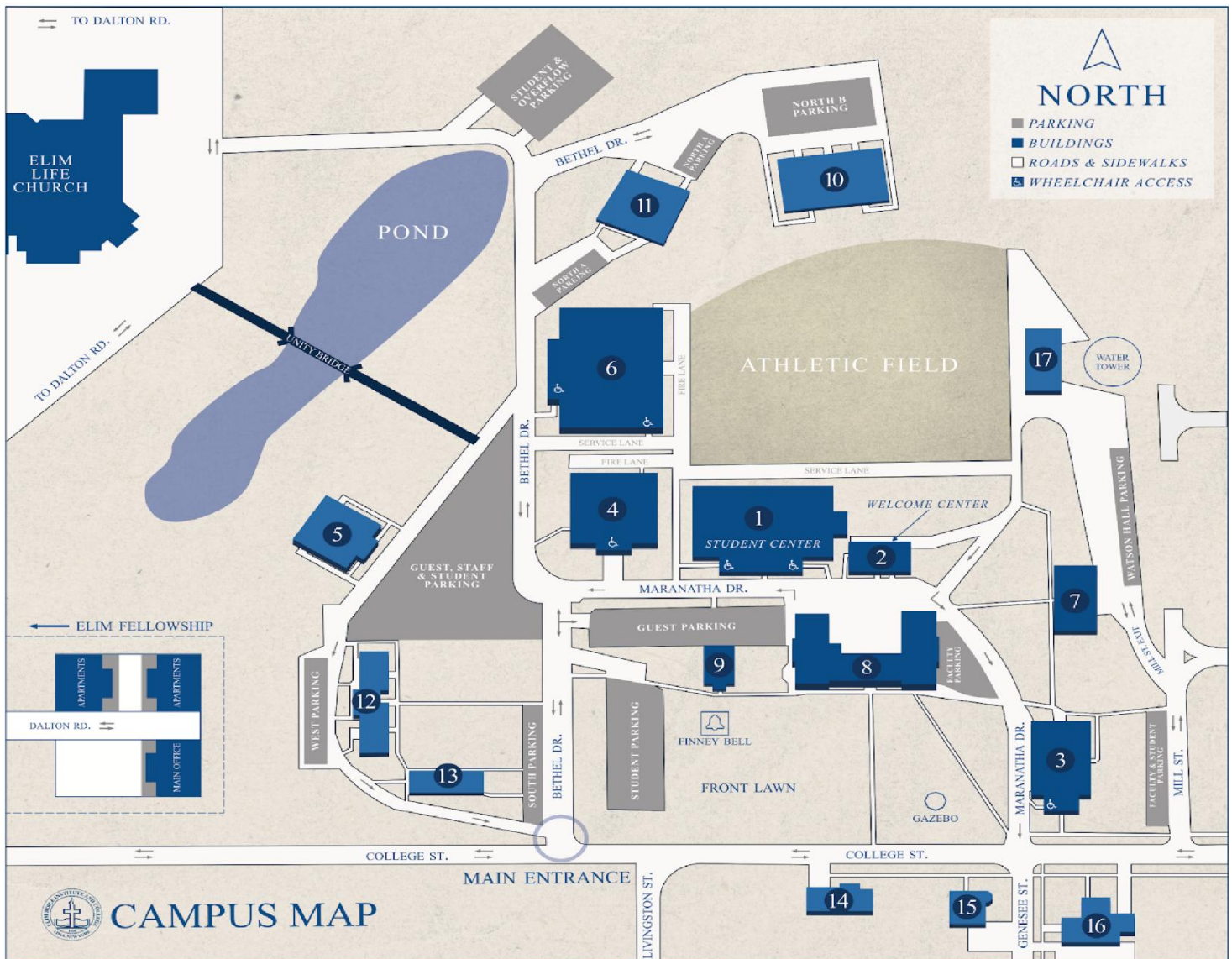
Athletic Center

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

ELIM BIBLE COLLEGE

7245 College Street, Lima, 14485

www.elim.edu



Buildings

1. Paul E. Johansson Hall
Dining Hall (Upper Level)
(Lower Level)
Administration Offices
Student Center
Mail Room
2. Welcome Center
Admissions Office
3. College Hall
Academic Offices
4. I. Q. Spencer Tabernacle
Sanctuary

5. Library

- Marketing Office
6. Athletic Center
8. Spencer Hall
17. Garage

Student Residences

2. Washington Hall
4. I. Q. Spencer Tabernacle
5. Library
7. Watson Hall
9. D. R. Faling Hall

Other Residences

10. North B Apartments
11. North A Apartments
12. West Apartments (Guest Apartments)
13. South Apartments
14. Founder's Hall
(Presidential Home)
15. Blake Hall
16. Music Hall

Appendix A

Bias-Related Crime Prevention

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

Policy Statement:

6436 – Article 129-A

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

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

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

Procedure:

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

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

Note: For cases related to sexual violence, please review the *Sexual Violence Response* policy.

Prohibition of the Marketing of Credit Cards

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

Policy Statement:

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

Procedure:

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

Dorm Room Checkout

Applies to:	Students	Overseer:	Dean of Students
Published in:	Policy Manual Student Handbook	Additional Reviewers:	Housekeeping Facilities VP of Business Affairs
Created on:	10/3/2014	By:	Keri Grant
Revised on:	6/13/2025	By:	Lori Camiolo

Policy Statement:

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

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

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

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

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

Procedure:

Broken Furniture and Fixtures:

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

Dorm Room Cleaning:

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

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

Wall Damage: Students may not use the following anywhere in the dorms: staples, tape, large nails, screws, rubber cement, contact paper, or any form of adhesive* or fastening material. This also includes no painting, wallpapering, or stenciling. Decorations may be adhered to dorm walls and doors with only: sticky-tack, small tacks or nails. All wall hanging applications of any type must be removed before you check out of your dorm room or a fine will be assessed.

*Note: Command style strips and similar types of wall adhesive applications will result in paint damage, drywall damage, or other damage which will result in a fine.

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

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

The Housekeeping Coordinator will inspect each dorm room at the beginning of the fall semester.

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

The Housekeeping Coordinator and Facilities will inspect each dorm room at the end of the spring semester.

- This inspection will thoroughly document the overall condition of each dorm room after the students have vacated. Any item(s) broken or left in a state of disrepair should be documented with a picture.

The Housekeeping Coordinator will inform the Dean's Department of any damages and send pictures of such. The Dean's Department will levy the fines against the student(s) accounts as appropriate.

Access to Facilities and Equipment for the Disabled

Applies to:	All Disabled EBC Employees, Students, Volunteers, Contractors, and Vendors	Overseer:	VP of Business Affairs
Published in:	Policy Manual	Additional Reviewers:	Special Needs Coordinator
Created on:	7/30/2015	By:	Ephraim Allgyer
Revised on:	6/9/2025	By:	Andrew Weiler

Policy Statement:

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

Parking:

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

Elevators:

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

Restrooms:

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

Americans with Disabilities Act (ADA)

Applies to:	Students	Overseer:	Special Needs Coordinator
Published in:	Policy Manual Student Handbook	Additional Reviewers:	EVPP Registrar Dean of Students Faculty VP of Business
Created on:	8/9/2016	By:	Danuta Case / Dick Grout
Revised on:	5/30/2024	By:	Brenda Collier

Policy Statement:

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

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

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

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

Procedure:

Role of the Student

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

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

Certification and Accommodation

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

- **Learning Disability/Special Needs**

- By the end of the first week or beginning of the second week of the semester, the SNC will create a list of students with special needs, and subsequently meet with the EVPP to form a plan for each student. The EVPP will address the faculty so all the teachers are aware of the existing needs.

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

Role of the Faculty

The ADA essentially requires that:

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

Documentation

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

Generally, documentation verifying the disability must:

- Be prepared by an objective professional qualified in the diagnosis of such conditions.

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

Appeals Process

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

Services

Academic Accommodations for Students with Special Needs

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

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

Campus Life Accommodations for Students with Special Needs

Service Animals

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

Classroom Access for Students with Disabilities

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

Food Allergy Accommodations²⁵

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

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

Residential Life Accommodations

²⁵ See Food Allergy Communication Policy

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

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

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

Handicapped Parking

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

Advising Committee and Reporting Crime Statistics (6433 – NYSED Article 129-A)²⁶

Applies to:	Advisory Committee on Campus Security	Overseer:	Campus Safety Coordinator
Published in:	Policy Manual Student Handbook	Additional Reviewers:	EVPP Advisory Committee Coordinator
Created on:	8/6/2015	By:	Danuta Case
Revised on:	6/21/2024	By:	Emily Cepeda

Policy Statement:

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

- Two students
- Two faculty members
- Two staff members

Procedure:

This committee shall:

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

²⁶ Article 129-A of NYS Education Law §6431

Sexual Assault Prevention Information (6432 – NYSED Article 129-A)

Applies to:	Everyone on EBC Campus	Overseer:	Title IX Coordinator
Published in:	Policy Manual Title IX Handbook	Additional Reviewers:	Campus Safety Coordinator
Created on:	6/20/2014	By:	Danuta Case
Revised on:	5/21/2024	By:	Cassie Wilhelm

Policy Statement:

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

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

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

Procedure:

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

See [PENAL Law](#), *Part Three*. Specific Offenses, *Title H*. Offenses Against the Person Involving Physical Injury, Sexual Conduct, Restraint and Intimidation, *Article 130*. Sex Offenses

Refer to the New York State Legislature site for the menu of New York State Consolidated Laws. See <https://www.nysenate.gov/legislation/laws/CONSOLIDATED>, For definitions of specific sex offenses, select [PEN](#), **Part 3**, **Title H**, [Article 130](#).

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

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

Fire Safety Standards and Measures (6438 – NYSED Article 129-A)

Applies to:	Students	Overseer:	Campus Safety Coordinator
Published in:	Policy Manual Student Handbook	Additional Reviewers:	
Created on:	2/24/2017	By:	Jacob Smales / Sarah Ames
Revised on:	6/4/2024	By:	Emily Cepeda

Policy Statement:

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

Procedure:

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

Fire Alarm Activation Log

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

Fire Drills

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

Reporting a Fire

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

EBC's Safety Coordinator at (585) 500-9320

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

Activating an Alarm

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

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

Student Housing Evacuation Procedures

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

Fire Safety Education and Training:

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

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

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

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

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

Fire Safety Policies

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

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

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

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

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

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

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

Electrical appliances permitted for use in dorm rooms:

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

Non-Electrical items permitted in dorm rooms:

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

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

Fire Safety Fines

Refer to the False Alarm Policy

Fire Safety Systems in EBC Facilities

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

Residential Facilities	Fire Extinguishers	Sprinkler System	Smoke/Heat Detectors	Manual Pull Stations	Fire Alarm Audio/Visual	Alarm Monitoring by the Safety Committee	Fire Alarm Monitoring System	Fire Drills 2022
Watson Hall	Yes	No	Yes	Yes	Yes	Yes	Yes	3
Falling Hall	Yes	No	Yes	No	Yes	Yes	Yes	0
Tabernacle	Yes	No	Yes	Yes	Yes	Yes	Yes	4
Washington	Yes	No	Yes	Yes	Yes	Yes	Yes	3
Library	Yes	No	Yes	Yes	Yes	Yes	Yes	2
North A	Yes	No	Yes	No	Yes	Yes	Yes	2
North B	Yes	No	Yes	Yes	Yes	Yes	Yes	2
West Apartments	Yes	No	Yes	No	Yes	Yes	Yes	2
Blake Hall	Yes	No	Yes	No	Yes (audio only)	Yes	No	0
Spencer Hall	Yes	No	Yes	Yes	Yes	Yes	Yes	0
Founder's Hall	Yes	No	Yes	No	Yes	Yes	No	0
South Apartment	Yes	No	Yes	Yes	Yes	Yes	Yes	2
Music Hall	Yes	No	Yes	Yes	Yes	Yes	Yes	2
Paul Johansson	Yes	Yes	Yes	Yes	Yes	Yes	Yes	2
Athletic Center	Yes	Yes	Yes	Yes	Yes	Yes	Yes	2
Garage	Yes	No	Yes	Yes	Yes	Yes	Yes	0

Plans for Future Improvements

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

Drug and Alcohol Abuse Prevention (Title 34 CFR 86.100)

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

Policy Statement:

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

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

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

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

Procedure:

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

This policy will also be distributed to each new employee and emailed/distributed annually to all staff by the VP of Business.

Sanctions for Violations of the Standards of Conduct

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

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

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

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

Government Sanctions

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

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

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

Illicit Drugs and Alcohol Health Risks

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

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

Drug and Alcohol Education Program

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

Local AA Groups/Resources:

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

Provided upon Request

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

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

Investigation of Violent Felony Offenses (6434 – NYSED Article 129-A)

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

Policy Statement:

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

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

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

Procedure:

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

Maintenance of Public Order on Campus (6430 – General provision – NYSED Article 129-A)

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

Policy Statement:

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

Procedure:

Guidelines:

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

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

Enforcement

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

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

Penalties

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

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

Student Complaint Process²⁷

Applies to:	Students	Overseer:	EVPP
Published in:	Policy Manual Academic Catalog Website	Additional Reviewers:	President President's Cabinet IE Director
Created on:	2/10/2016	By:	Danuta Case / Emily Sanders
Revised on:	6/3/2025	By:	Ashley Allen

Policy Statement:

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

Recommended procedure for resolving grievances with EBC faculty or staff:

1. Each student is encouraged to first attempt to resolve his/her grievance by consulting with the accused staff/faculty member.
2. If the student believes that the issue has not been resolved, he/she should communicate with the faculty/staff supervisor.
3. If the student still believes the issue has not been resolved, he/she may submit a [Student Complaint](https://form.jotform.com/60406376635962) (<https://form.jotform.com/60406376635962>) form. This form is sent directly to the Executive Vice President and Provost (EVPP) as well as the President. The EVPP will investigate the matter unless the complaint concerns him/her. At that point, the President may appoint another person to handle the matter or he/she may choose to address it him/herself. The process may require contacting other parties involved and offering to meet with the student individually, as well as meeting with other members involved in the matter.
4. Once all of the information from the investigation has been gathered, the EVPP (or another designated, unbiased employee) will issue a letter/email that determines the position of the school on the matter. This letter/email will be sent to all the individuals associated with the complaint and it will include information about appealing the decision, including the President's Cabinet members. A written appeal may be sent from the student to the President's Cabinet within five business days of receiving the letter.
5. If the student feels that he/she has been treated unfairly in the process outlined above or that the issue has not been resolved in a satisfactory manner:

Any student may report the incident to:

- a. New York State's Office of College and University Evaluation or Office of the Professionals. Allegations of criminal offenses or alleged violations of New York State law may be made directly to the New York State Board of Regents. [NYSED Complaint Procedure: https://www.nysed.gov/college-university-evaluation/complaints](https://www.nysed.gov/college-university-evaluation/complaints)
- b. Transnational Association of Christian Colleges and Schools: [TRACS Complaint Form: https://tracs.org/Documents/3.TRACSComplaintForm-AgainstInstitution_000.pdf](https://tracs.org/Documents/3.TRACSComplaintForm-AgainstInstitution_000.pdf)

²⁷ TRACS Accreditation Standard II.17.3

Distance Education students from out-of-state locations may report the incident to:

- c. New York State Portal Entity (<https://www.nysed.gov/college-university-evaluation/sara-student-complaint-process>) for complaints related to State Authorization Reciprocity Agreements (SARA)²⁸. As indicated on the NC-SARA website, the following applies:
 - i. Complaints against EBC must first go through the college's above procedures for resolving grievances.
 - ii. Complaints regarding student grades or student conduct violations are governed entirely by EBC policy and the laws of New York State. (See Grade Appeal Process policy for details).
 - iii. If a person bringing a complaint is not satisfied with the outcome of EBC's process for handling complaints, the complaint may be appealed, within two years of the incident about which the complaint is made, to the New York State Portal Entity (<https://www.nysed.gov/college-university-evaluation/sara-student-complaint-process>) against EBC. The resolution determined by the New York State Portal Entity will be final, except for complaints that fall under the provision "vi" below.
 - iv. While the final resolution of the complaint rests with the New York State Portal Entity, the SARA State Portal Entity where the student resides may assist as needed. The final disposition of a complaint resolved by the home state shall be communicated to the SARA State Portal Entity in the state where the student lived at the time of the incident leading to the complaint, if known.
 - v. The information regarding the number and disposition of appealed complaints that are not resolved at the institutional level will be available to the public on their website.
 - vi. The *SARA Policy Manual* does not prevent a state from using its general laws to pursue action against an institution that violates those laws.
6. Academic-related complaints will be stored in the Provost's office, and all other complaints will be stored digitally on a Google Drive with two people having access to it, which are the IE Director and the EVPP.

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

Procedure for grievances against another student or tenant:

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

²⁸ Distance Education students from out-of-state locations should follow NC-SARA's process of filing complaints. Note that such complaints are addressed by the State Portal Entity, which in New York is OCUE.

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

Sexual harassment or sexual violence grievances can be filed using the Title IX complaint form at <https://form.jotform.com/62215047777156>. Students also have the right to file a complaint with the Office of Civil Rights at <https://www2.ed.gov/about/offices/list/ocr/complaintintro.html>. For further information, refer to the *Sexual Violence Response* policy and the *Title IX Policy*.

Computer Use

Applies to:	Students	Overseer:	IT Director
Published in:	Policy Manual Student Handbook	Additional Reviewers:	
Created on:	2/3/2016	By:	Sarah Ames
Revised on:	6/10/2024	By:	Sam Case

Standard:

The Elim Bible College IT Department strives to offer and maintain a working network environment for both staff and students that is secure and reliable.

Procedure:

Unauthorized Use of Resources

- You may not use false identification or misleading information to gain access to computing resources nor use computing resources for which you are not authorized. This includes:
 - Using a computer account that you are not authorized to use.
 - Obtaining a password for a computer account that is not your own.
 - Using the Campus Network to gain unauthorized access to any computer systems.
- Your account may only be used for activities related to Elim Bible College and not for purposes such as advertising for a commercial organization or operating a business. For example, you may not sell access to your user ID or use EBC resources to perform work for profit without authorization from EBC.

Modification of EBC Equipment

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

Restrictions While Using EBC's Systems and/or Networks

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

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

- The EBC system has several security mechanisms in place to protect your information. Any attempt to circumvent data-protection schemes or uncover security loopholes is prohibited.
 - This includes using hardware or software, such as VPNs, to bypass or circumvent the restrictions that are in place.

- On EBC network and/or computing systems, do not use tools that are normally used to assess security or to attack computer systems or networks (e.g., password 'crackers,' vulnerability scanners, network sniffers, etc. This includes, but is not limited to:
 - Engagement in any activity that is intended to harm systems, or any information stored thereon, including creating or propagating malware, such as viruses, worms, or “Trojan horse” programs; disrupting services; damaging files; or making unauthorized modifications to EBC data.

Harassment

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

Violation and Disciplinary Action

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

Personal Populi account credentials

- Credentials must not be shared with anyone for any reason. Department Populi account credentials may only be shared among staff members within that department. If a non-staff member requires access to a Department Populi account, a staff member from the department must enter the credentials on their behalf. Personal Populi accounts, Department Populi accounts, and computer login credentials must each use unique, separate credentials.

Student Leadership Qualification Requirements

Applies to:	Students	Overseer:	Dean of Students
Published in:	Policy Manual Academic Catalog Student Handbook	Additional Reviewers:	Ministry Director EVPP Worship Director
Created on:	7/26/2022	By:	Dr. Case / Ashley Allen
Revised on:	6/9/2025	By:	Lori Camiolo

Policy Statement:

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

Procedure:

Spiritual Qualifications

Each member must:

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

Other Qualifications

Each student leader must:

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

Resident Advisors Requirements

Each leader must:

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

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

Student Council Member

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

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

Each council is responsible to:

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

Each member must:

- Have a cumulative GPA ≥ 2.5 .

Student Ministry

Each leader must:

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

Responsibilities of a Team Leader:

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

Student Worship Leader

Each leader must:

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

Each Worship Leader will:

- Work with the Worship Director to facilitate worship music for the different chapel services
- Submit a monthly student ministry evaluation form (if applicable)

- Attend the monthly team leaders meeting with the worship director
- Train and aid training other worship leaders under the leadership of the worship director
- Be the primary point of contact for the worship team
- Attend the worship events created by the worship department

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

Appendix B

Emergency Action Plan²⁹

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

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

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

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

In the case of an **Intruder:**

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

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

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

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

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

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

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

²⁹ TRACS Accreditation Standard I.7.2



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