



Student Handbook

**Carver College
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CARVER COLLEGE MISSION STATEMENT

Carver College exists to glorify God by educating students to reach the world for Christ by serving the church, the community and the world as biblically minded professionally competent men and women of character.

From the Dean of Students

Dear Student,

Carver College welcomes you as a student, whether you are a new or returning student, on campus or off campus. Enrollment in this institution provides more than a curriculum of study. It offers an opportunity for close fellowship with others—faculty, students, and staff members.

Such fellowship includes love and concern for the well-being of people residing on or visiting our campus. As an on-campus student, your role is increased by the fact that you will spend most of your time here. As an off-campus student, your role is even greater because you represent Carver in your community.

This handbook has been provided to present our policies and guidelines. I believe the principles in Romans 13:1-2 will make your study and residency here the most meaningful experience possible in your Christian life.

The policies expressed here are a reflection of the administration concerning the need for the welfare of all students, love for one another, and accountability for actions. Christ's earthly ministry gives us many examples to follow—His love for the Father, prayer life, knowledge of the Scriptures, concern for others, and self-denial. It not only demonstrates His submission to the will of His Father, but also subjection to a government that nailed Him to a cross.

The guidelines contained in this handbook have been formulated with the purpose of enabling students to conduct their lives in a way that will build up their Christian character, and at the same time, teach them to be good examples to their fellow students, faculty, staff, the church, and the world.

Carver College seeks to prepare men and women for a life of service to God and others. It is therefore necessary to institute regulations that provide the environment to meet this goal. It is Carver's philosophy that students will realize their greatest benefit from the programs of this institution by applying themselves diligently to the knowledge and implementation of these regulations. These guidelines are incorporated for your safety and well-being as well as ensuring your understanding of school standards. You are accountable to know and apply them.

I am looking forward to a great school year and getting to know you better. If you have questions or suggestions, I am always ready to listen. I count it a blessing to be a part of the work

of God and His will for your life in this season. With your help this school year can be remembered as one of profound impact for the sake of Christ and His kingdom.

Sincerely,

David L. Patrick, Jr.
Dean of Students

HISTORY OF CARVER COLLEGE

For over 71 years Carver College's biblically based teaching has prepared servants of God to become pastors, missionaries, teachers, business/professionals and church leaders to use God's Word to serve the church, reach the world for Christ and equip others to do likewise.

In 1943, Rev. Solomon Randolph, an African-American pastor in Atlanta and others had been asking God to provide them with a place to study the bible so that they could prepare for ministry. In response to their prayers God brought Dr. Talmage and Mrs. Grace Payne to serve as His instruments to grant their petition.

Graduates of Moody Bible Institute of Chicago, Illinois, the Paynes first responded to God's call to the mission field, serving with China Inland Mission for sixteen years. While home on furlough, World War II began and the Paynes were unable to return to China.

In the fall of 1943, the Paynes established the Carver Bible Institute, a Christian institution of higher learning named in honor of the great African-American scientist, George Washington Carver. The Paynes simply sought to duplicate the higher biblical education experience they enjoyed at Moody Bible Institute in Chicago, Illinois.

With \$35 in hand, the Paynes acquired a two room building rental agreement and began the first classes at Carver Bible Institute on October 17, 1943. That initial class was comprised of 14 students (including Rev. Solomon Randolph) eager to study God's word and prepare for ministry. The Institute relocated five years later to 15 Haynes Street and later moved to 437 Nelson Street where the College had been a fixture for almost five decades.

Carver has been guided by some of the most effective leaders our society has produced. Succeeding our first president, Dr. Talmage Payne, Dr. William Hungerpiller, then current Chancellor, became the second president and a key player in the framing of Carver. Successive presidents include Dr. Vardrey Fleming, Dr. Anthlone Wade and current president, Rev. Robert W. Crummie.

A formal athletic program was launched in 1988 and the Carver Cougars Men's Basketball Program began their first season playing in the National Christian College Athletic Association. 2015 marked the launch of the Lady Cougars!

In February 2006, Carver accomplished full accreditation with the Association for Biblical Higher Education, an accrediting agency approved by CHEA and the U. S. Department of Education. By June

2006 Carver had enlarged its footprint from 2 ½ acres to 16 acres on Cascade Road in Southwest Atlanta and added twelve classrooms, a fine arts center, a ball field and a collegiate size gymnasium. Another milestone was achieved when in January 2010 Carver secured Title IV funding accessing Financial Aid for every eligible student. In the fall of 2009 the College's name changed to Carver College. Currently Carver has more than 500 graduates serving the Body of Christ worldwide. Our vision is to continue educating students to reach the world for Christ by serving the church, the community and the world as biblically minded, professionally competent men and women of character.

STATEMENT OF PURPOSE

Carver College is a Bible college, a professional school of higher education, which specializes in training people for Christian service in a variety of settings. Keeping with the Bible college tradition, every student has a Bible major or a Bible minor. The Word of God is at the very core of the curriculum. All general studies courses included in the curriculum are taught from the viewpoint of Holy Scripture and in a way which honors the Bible.

Carver College has both a certificate, associates and bachelor's academic program offering a one, two or four-year program preparing students for Christian service. Students come to Carver to prepare themselves to become pastors, evangelists, home and foreign missionaries, teachers, or simply to become students of the Word and witnesses for the Lord. No matter where or why they come all of our students leave with a common goal of serving God while also serving and meeting human needs. Enrollment in any of the academic programs has the expectation that each student will have the desire to live a life that brings maximum glory and honor to our Lord Jesus Christ. In keeping with its primary objective, Carver College seeks:

1. To provide the student with an intensive concentration in Bible centered curriculums, and to establish him or her in historical biblical orthodoxy as expressed in the doctrinal position of the school.
2. To introduce the student to general education areas in order to broaden his or her education beyond their specialization in Bible, theology and related studies.
3. To train the student to think logically, to express himself or herself clearly and effectively, and to understand and evaluate the thoughts of others.
4. To acquaint all students with the basic tools and techniques of research ordinarily associated with the field of Bible and theology; to encourage him or her to engage in independent study and to teach him or her to interpret their findings within the framework of a biblical worldview and their implications to contemporary life situations.
5. To assist the student in developing habits conducive to mature Christian character.
6. To awaken in the student a clear sense of mission through complete dedication to Jesus Christ as Lord of all of life.

7. To encourage the student to sustain a life of personal and ecclesiastical purity in conformity with biblical purposes.

In order to help us all subscribe to our overall objectives, the following issues are important for Carver College understanding:

- **Young Christian Adults.** The college recognizes that each student here is an adult. Consequently, we intentionally want to treat you that way. Adulthood, of course, comes with expectations and we fully expect all Carver students to behave as the young Christian adults we believe that you are.
- **Maturity.** Maturity is a process, more than an event. The ultimate goal of Christian maturity is that we are able to live our lives in the context of two basic principles: loving God and loving neighbor (Luke 10:27). Most of us will live a lifetime seeking to reach that level of maturity. Carver is committed to helping every student make progress towards that goal. The primary outcome we expect in the lives of our students is progress in that direction. Depending on an individual's level of maturity, the college will assume a level of spiritual oversight designed to encourage progress towards maturity. One of the crucial indicators of maturity is a person's willingness to help less mature people grow. Romans 14 and 15 offer challenging words to this effect, and the reminder Paul gives in that text is: *Welcome one another, therefore, just as Christ has welcomed you, for the glory of God (15:7, NRSV)*. The challenge of being mature in Christ is best met in the context of welcoming those who aren't in a transforming way.
- **Community.** Because the Christian faith is communal at heart (Matthew 18:20, Acts 2-4), The college operates on the biblical principle that asserts that the health of the community is always more important than any individual's personal preferences (I Corinthians 5). There is an expectation that there be evidence of every student's commitment to that principle in their life as a student at Carver College. While our hope is that no student would ever behave in a way that is harmful to the health of the community, we want you to understand that we are committed a Christian community on this campus. If the behavior of any person is consistently harmful to that idea, a student may be asked to withdraw from involvement as a student of the College.
- **Redemptive.** Here at the College, every effort will be made to be redemptive. This spirit of a redemptive principle demands that we all accept the idea that behavior has consequences. Those consequences, as outlined elsewhere in this document, may include a variety of responses from the college, up to and including dismissal from the College as outlined in through a demerit system. But each response, including the most drastic, will be done in the spirit of redemption.
- **Spiritual oversight.** There is a sense in which Christians are sometimes called to be shepherds who lead and sometimes sheep who follow. Administrators, faculty members, and staff members at Carver take seriously their role as shepherds on this campus (Ephesians 4:11-16). We would be failing the Lord in our own calling as His servants, and failing you as students under our oversight, if we did not seek to offer spiritual direction to assist you in this journey towards maturity. We recognize that among our students, there will be areas of life in which you function as a shepherd and need to provide direction to fellow students, and that there are areas in life in which you can benefit from the leadership

of fellow students. The college is committed to a community effort to help us all continue to grow in our relationship with Christ.

• **Openness.** Carver operates with an attitude of openness that is willing to listen and respond to ideas and suggestions as to how the goals of spiritual formation can be better achieved. Following these communication channels; SGA (Student Governance Association) president, the Dean of students, the Provost, the President, all are available to listen and interested in ways that we can more effectively become a Christian community. Not every student-generated idea can be implemented, but no student-generated idea will be capriciously dismissed. We hope that our students will have a spirit of openness to the policies and procedures formulated here at Carver. Each of them has been placed here because we believe that they can contribute to developing a better community. We want to create an atmosphere that encourages student initiative and develops an entrepreneurial spirit about student life that helps every student discover his or her place in our community and in the broader Kingdom of God.

STATEMENT OF DOCTRINE

We believe, without reservation of any kind, the following statement of doctrine:

1. The Scriptures, consisting of the Old and New Testaments, is God's only written revelation to man, that the scriptures are of divine authority, verbally inspired, and inerrant as originally given.
2. The one true and living God is revealed to man in God's Word as Father, Son, and Holy Spirit, one God, infinite and eternal in His wisdom, power, holiness, justice, and truth; the only true God.
3. Jesus Christ, the son of God, His virgin birth, His atoning death, His physical resurrection, His ascension, His present High Priestly work of intercession and His premillennial, personal and visible return to earth, His sovereign rule over all.
4. The regenerating work of the Holy Spirit.
5. Salvation by grace through Faith in the blood of Christ.
6. The bodily resurrection of born-again believers into an eternal life of blessedness in the actual presence of God in heaven.
7. Man to be in a state of total depravity by reason of the fall of Adam, and is destined to eternal Hell fire being outside of Christ.
8. The personality of Satan, enemy of God and man, and author of death and unrighteousness.
9. The Church as the universal Body of Christ, consisting only of true believers in Christ, the program of God for the New Testament, a separate entity from Israel, the holy priesthood of Jesus Christ.

10. In evangelism and Christian missions, that it is the responsibility of the local churches and all Christians as individuals to faithfully and spiritually propagate the gospel to the whole world.

While we stand for these truths, we consider a Christ-like spirit of great importance and the spirit of life of the message bearer of equal importance with the orthodox correctness of His message.

POSITION STATEMENTS

Statement of Doctrine (See 10-point doctrinal statement.)

Divorced, Divorced and Remarried, or Separated Students

Divorced, divorced and remarried, or separated students seeking enrollment will be accepted subject to the following restrictions:

1. The School takes the scriptural position that the pastor, elder, bishop, and deacon are to be the husband of one wife. However, we also believe that a legitimate divorce (based upon immorality according to Matthew 19:9) constitutes a legitimate biblical basis for remarriage. Therefore, only under such circumstances is it appropriate for the divorced and/or divorced and remarried to hold any of the aforementioned offices. (1 Timothy 3:1-13; Titus 1:5-9, Matthew 19:9)
2. Opportunities for the divorced: We believe that there are many areas of Christian service in which divorced persons can serve, as long as they teach the scriptural truth on marriage. After a divorce, a sufficient period of time should elapse to let the impact of the offense subside before an individual occupies any office, especially a conspicuous office in a leadership position.
3. Our compassion and concern for those who have experienced divorce is undiminished.

Stipulation Regarding Charismatic/Word-of-Faith Movement

The College is not in agreement with the modern Charismatic and Word-of-Faith movement with its emphasis on speaking in tongues, exorcisms, prosperity theology, holy laughter, modern-day prophets, apostles, etc. Therefore, applicants, on their honor, are expected to refrain from propagating these beliefs. Failure to refrain could result in expulsion from College.

Women in the Ministry

The College takes the biblical position that women should not be ordained to the gospel ministry as a *pastor*. (1 Timothy 2:8-15; 1 Timothy 3:1-7); Titus 1:5-6) Carver College believes both men and women are called to serve.

STANDARDS OF CONDUCT

Carver College has as its stated purpose the training of men and women for all phases of Christian service. The standard of conduct for the Christian contemplating such leadership is considerably higher than standards of the world or even that necessary for local church membership. High standards for those in places of Christian leadership are delineated carefully in Scripture. (1 Timothy 3:1-13; Titus 1:5-16; Acts 6:1-6)

Carver Bible College views each on-campus student as having voluntarily placed themselves under the authority of the college administration for the duration of their study here. The College seeks to establish certain standards based on commands and principles found in Scripture.

The following Scripture references give examples of the principles presented in this handbook.

1. 1 Corinthians 6:9-20, Immorality: Practices clearly forbidden by the Word of God.
2. Ephesians 4:24-5:8, Christian love: Consideration for others and the exercise of Christian ethics.
3. Romans 12:1-2, Yieldedness to Christ rather than conformity to the world.
4. Romans 14:1, 1 Corinthians 8:10, Innocent practices forbidden because of possible spiritual harm to others.
5. 1 Thessalonians 5:22, Abstaining from all appearance of evil.

RIGHTS AND RESPONSIBILITIES

Standards of Conduct

As you experience life at Carver College, your conduct should reflect a sense of personal integrity and discretion while on and off campus. Enrollment in the College will be interpreted by the College as the student's acceptance of the College's rules and regulations. Therefore, all students have a responsibility to be familiar with the documents containing standards and regulations. Actions or behaviors inconsistent with the Christian or academic traditions of the institution or unacceptable to established community standards will result in referral to a student conduct administrator.

All members of the campus community not only have the right, but also the duty and obligation to act appropriately to prevent or abate others' violations of community regulations. This duty may require those witnessing a violation to refer the information to an appropriate staff member for action.

Education for individual development is the central focus of the CU experience. The aims and objectives of the College permeate this general theme and provide the context

for college regulations.

First, Carver College is a Christian Biblical foundation for higher learning. This definition particularizes the aims and expectations of the members of the College community and underlies the standards and policies of the institution. Second, there is convincing evidence that a major portion of student social and value development occurs outside the classroom. Campus regulations are designed to provide maximum opportunity for out-of-class learning and student development. Third, Carver College as a residential college aims to sustain the kind of community life in which a student's total educational experience is deepened and enriched. The rights and responsibilities of the individual are considered within the context of the basic standards necessary to maintain a sense of community.

In this context, Carver College has developed clear statements of institutional standards of behavior and expectations for each student. These standards and expectations are consistent with, but distinct from, specific college regulations which are the minimum regulations necessary:

1. To maintain order and control behavior that infringes upon the freedom and privacy of other persons;
2. To maintain a way of student life that is physically and psychologically healthy;
3. To protect the College from behavior which threatens its ability to exercise its responsibility and to achieve its educational mission;

With this in mind, Carver College assumes that students are responsible members of the college community and will act in such a manner as to reflect their consideration and respect for the rights and welfare of other individuals and of the community as a whole. Students whose behavior, on or off campus, that is inconsistent with the Christian or academic traditions and standards of the institution will be subject to disciplinary action. Each incident will be evaluated individually and the sanction will be appropriate for that case. The College reserves the right to impose sanctions up to, and including, dismissal from the institution.

Sexual Purity

We live in a culture greatly confused about human sexuality. It would be difficult to list, describe, and reflect upon every sexual issue that has arisen in the world in which Christians strive to live "lives" worthy of the calling with which you have been called" (Ephesians 4:1). Carver believes that it is important to describe what Scripture views as "sexual morality," without any attempt to list every possible "sexually immoral" activity conceivable. No biblical text does this better, at least in one place, than 1 Corinthians 7:1-7.

What is abundantly clear in this text is that sexual purity, from the vantage point of the Christian gospel, is quite simply defined as [a] a healthy, fulfilling sexual relationship between a man and a woman married to one another and committed to that relationship; or [b] celibacy, that is, participating in no overt sexual activity. We believe that this very simple, yet plain statement

accurately reflects appropriate sexual behavior for Christians who wish to make Jesus Lord of life. Plainly put, if a believer is married, he or she should strive to be an appropriate sexual partner for his or her spouse. If a believer is not in a biblically sanctioned marriage relationship, he or she should be committed to living a celibate lifestyle until such time as he or she is married. This text further recognizes the challenge of appropriately addressing our sexual natures. It even suggests that to live a celibate life in a culture inundated with sexual imagery, as was true at Corinth and is true in our own cultural contexts, requires help from God. Paul believes that in order to do so, we must recognize God's willingness to "gift" us in this area.

At Carver, we are committed to helping every student discover an appropriate way to achieve the kind of sexual morality the Bible clearly teaches. One of the ways God gifts His followers is to place them with people who are willing to help lead others to higher levels of spiritual maturity. Our desire is not to condemn those who have not lived sexually pure lives, but to find a way to help them achieve this important quality of the Christian life.

Understanding of Marriage

Carver views Scripture as the trustworthy Word of God, and as such, the primary resource to be consulted in making decisions about issues of morality and values. It is in that spirit that this statement about our understanding of marriage is being made. Throughout the pages of the Old and New Testaments, marriage is described repeatedly as a relationship between a man and a woman. Carver recognizes that in the cultural context in which we have been called to serve God and bear witness to Him, there are multiple views of what marriage can be. Carver College believes that the historic, biblical position of marriage be recognized, respected and adhered to by all employees and all students. Carver does not presume the right to make eternal judgments about relationships that are not consistent with those described in Scripture. However, the College does sense a need, based upon our conviction that Scripture is the trustworthy Word of God, to teach what we understand the Bible to teach and to insist that the community known as Carver College respect, as indicated by our behavior, what the Bible says about marriage and sexual relationships.

ISSUES OF MORAL PURITY AND SEXUAL INTEGRITY

Carver is a grace based community that provides training, instruction, accountability and a culture of openness where all can make positive advancement toward this commitment. All members; staff and students are expected to first be followers of Jesus Christ, thus share His high biblical moral purity and sexual integrity standards at all times. Carver has a responsibility to be a culture of high standards of practice and accountability around these issues of purity and integrity with both grace, restoration and the pursuit of holiness.

Carver utilizes biblical standards in addressing same gender attraction, homosexuality and transgender. In addition, for holistic health, technological sexual addiction or pornography of any kind also fall within this category.

HARASSMENT AND SEXUAL MISCONDUCT

The College strives to maintain an environment for all that is free of harassment and illegal discrimination. In keeping with that policy, any form of harassment by or against any employee, applicant for employment, student, agent, supplier, contractor, volunteer or any other person is prohibited whether it is illegal or not.

- i. Racial, sex, disability, sexual orientation, age or national origin harassment are expressly prohibited. This includes any verbal, written, or physical act used or implied in a manner that may interfere with another person's ability to perform his/her job. For example, inappropriate jokes, offensive language or the display or use of objects or pictures that adversely reflect on a person's race, religion, sex or national origin.
- ii. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:
 - Submission to the conduct is made either explicitly or implicitly a condition of employment; or
 - Submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee; or
 - Such conduct has the purpose or effect of substantially interfering with the person's performance or creates an intimidating, hostile or offensive work environment.

Prohibited acts of sexual harassment can take a variety of forms, ranging from off-color jokes to subtle pressure for sexual activity to physical assault. Examples of conduct that may constitute sexual harassment include:

- Repeated or unwelcome sexual flirtations, advances, propositions, touching, remarks, or requests for sexual favor;
- Repeated verbal abuse of a sexual nature;
- Graphic verbal comments about a person's body;
- Sexually degrading words used to describe a person;
- The display of sexually suggestive objects or pictures;
- Unwelcome questions or comments about private sexual matters;
- Slurs, "off color" jokes, or degrading comments related to gender;
- Demeaning, discourteous conduct, or negative stereotyping;

Policy On Harassment

- In all situations not covered specifically below, students and employees of Carver are expected to act responsibly and for the welfare of the College community.
- Every student and employee is responsible for ensuring that his or her conduct does not include or imply harassment in any form. Harassment is defined as any annoying, persistent act or actions that single out another person to that person's objection, because of, but not

limited to, race, gender, religion, national origin, age or handicap. Carver recognizes the Equal Opportunity Commission's identification of sexual harassment:

- a. Verbal harassment consists of sexual innuendoes, suggestive comments, insults, humor and jokes about sex or gender traits, sexual propositions and threats.
- b. Non-verbal harassment consists of suggestive or insulting sounds, leering, whistling or obscene gestures.
- c. Physical harassment consists of touching, pinching, brushing the body, coerced sexual intercourse or assault. It is a violation of federal and Georgia law, as well as the policy of Carver, for any student or employee, male or female, to harass another employee, a student or any other person associated with the College community by:
 - a. Making unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature a term or condition of any individual's employment or academic standing at the College.
 - b. Making submission to or rejection of sexual harassment the basis for employment, personnel or academic decisions affecting such individuals.
 - c. Unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive work or learning environment for another individual through sexual harassment. If, however, harassment or suspected harassment has taken or is taking place, then:
 - a. A student must report harassment or suspected harassment to the director of student life or the president immediately. A written statement by the complaining party setting forth the facts may be requested.
 - b. Each complaint shall be investigated fully and a determination of the facts will be made on a case-by-case basis.
 - c. The Dean of Students or the President will utilize appropriate grievance and judiciary process. The judiciary process is set forth in this covenant. The grievance process for sexual harassment is on file in the director of student life's office. Carver will not tolerate harassment in any form, or retaliation against a person who has either instigated or cooperated in an investigation of alleged harassment.

ANTI-HAZING STATEMENT

"Hazing" means any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are, or include, students at an educational institution.

The term includes but is not limited to:

- Any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body or similar

activity.

- Any type of physical activity, such as sleep deprivation, exposure to the elements, and confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- Any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance that subjects the student to an unreasonable risk of harm or which adversely affects the mental or physical health or safety of the student.
- Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, or that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described in this subsection.
- Any activity that induces, causes, or requires the student to perform a duty or task which involves a violation of the Penal Code. A person commits an offense if the person:
 - Engages in hazing.
 - Solicits, encourages, and directs, aids or attempts to aid another in engaging in hazing.
 - Intentionally, knowingly or recklessly permits hazing to occur.
 - Has firsthand knowledge of the planning of a specific hazing incident involving a student in an educational institution, or firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report said knowledge to the Office of Student Affairs or other appropriate official of the institution.

The act of “hazing” is not consistent with the mission or philosophy of Carver College and will not be accepted as appropriate behavior. Students and/or student organizations who commit a “hazing” incident will face disciplinary action ranging from a fine to suspension or dismissal from the University.

Additional helpline sources are available from the following websites:

Domestic Violence info <http://www.wrcdv.org/> <http://www.wtcdv.org>

Rape Crisis

Grady Rape Crisis Center

Atlanta, GA 30303

[\(404\) 616-4861](tel:(404)616-4861) Crisis

[\(404\) 616-3521](tel:(404)616-3521) Admin

[\(404\) 616-5882](tel:(404)616-5882) Fax

Counties:

[Fulton](#)

National Human Trafficking Hotline [1-888-373-7888](tel:1-888-373-7888)

It is important and critical to our Code of Conduct and Ethics that we uphold high standards of behavior for each individual within the College setting. If you believe you have been witness to unprofessional conduct, it is your responsibility to report it via channels of the Dean of Students or another College official, just as you would report any other type of negative behavior as part of this Code.

REGULATIONS CONCERNING CONDUCT

On the basis of the directives and principles in this handbook, certain standards of conduct have been established to promote an atmosphere of growth and concern for others.

The faculty and administration are aware that observance of these regulations does not mean spirituality per se, nor do these regulations comprise the entirety of a person's responsibility to God. However, anything which detracts from the general edification process should be laid aside while pursuing one's training for the Lord's work. The willingness to adhere to these regulations exhibits a submissive spirit and spiritual concern for everyone and is generally characteristic of those diligently seeking to do God's will.

The Code of Conduct and Ethics interprets the College's Mission Statement as it applies to the everyday decisions, behaviors and actions of those within the Carver College Community.

GENERAL EXPECTATIONS

All members of the Carver College Community are responsible for sustaining the highest ethical standards of the College, and of the broader communities in which it functions. The College values honesty, trust, fairness, respect and responsibility and strives to integrate these values into its teaching, research and business practices. It is the intent of the Code of Conduct and Ethics to protect academic freedom, a collegial atmosphere, teaching and scholarship; to advance the mission of the College; and to help preserve the highest standard of business dealings.

The Code applies to administration, faculty, staff and students of the College. It shall apply to conduct that occurs on College premises, College sponsored activities, and to off-campus conduct, ostensibly performed under College auspices, that affects the Carver College Community and/or the person's fitness to perform his or her responsibilities. All persons, regardless of their position, or status within the College or the community, shall be responsible for their conduct throughout their relationship with the College.

DEAN OF STUDENTS/COLLEGE COMPLIANCE OFFICER/TITLE IX COORDINATOR

These posts are responsible for overseeing the process by which complaints are investigated within the College. The Dean of Students also serves as the Title IX coordinator and regularly reports the categories of complaints brought forth and makes any recommendations for change. This position is appointed by the President. The current appointment is:

David Patrick
Dean of Students
dpatrick@carver.edu

REPORTING IMPROPER CONDUCT

The policies and procedures included in this Handbook are essential for establishing a caring, Christ-centered community, which integrates faith, learning, and life. Any questions related to policy should be referred to the Office of Student Affairs.

Any person having reason to believe or who reasonably suspects that any member of the Carver College Community is engaged in a conduct contrary to any established College policy and/or procedures set forth herein, should report such conduct as quickly as possible after becoming aware of such conduct to the Dean of Students. (Emergency situations which are an urgent safety or security issue must be made directly to 911.)

The Dean of Students will oversee the prompt and thorough investigation of all reports and will make every effort to protect the identity of the person reporting the improper conduct. However, the College cannot guarantee confidentiality if identification of the person is necessary to institutional or law enforcement officials for the purposes of investigating the incident. In accordance with the nature of the complaint and the findings of the investigation, the College will take appropriate, corrective action.

RETALIATION

Carver College prohibits retaliation in any manner against anyone who, acting in good faith, has reported a suspected violation. A person feeling retaliated against may file a written complaint with the Dean of Students. A retaliation complaint that the College, after investigation, reasonably determines to be true will result in disciplinary action, including the possible termination of employment, contractual relationship or other relationship of the offending party with the College, as it deems appropriate under the circumstances.

Alcohol, Tobacco, Drugs and Weapons Policy

Alcohol Consumption

Even in state universities, the abuse of alcohol is being recognized as a serious problem for college students. Many state universities in Georgia and Alabama are adopting strict guidelines regarding the use of alcohol. As Christians committed to behavior that is above reproach, Carver recognizes the importance of providing clear guidelines to our students.

- Alcoholic beverages of any kind are strictly prohibited on campus.
- Alcoholic beverages of any kind are strictly prohibited at any function – on or off campus – sponsored by Carver.
- Any student under the legal age of consumption is strictly prohibited from the use of any alcoholic beverage.
- Students of legal age are strongly urged to avoid the use of alcoholic beverages while enrolled at Carver, and the use of alcohol in the company of underage persons will be considered a serious breach of our community standards.
- Carver reserves the right to be directly involved in the lives of students who fail to

live up to these guidelines and/or who indicate problems in this area of life.

- Violations of alcohol laws, including public drunkenness, violating open container laws, providing alcohol to minors, and other such activities could result in suspension from the College community.

The College recognizes that our current culture often encourages the use and abuse of alcohol, and that students may very well be victimized by this cultural attitude. Our goal in this area is redemptive, and our desire will always be to work with students to help them overcome any difficulties associated with alcohol abuse. We want students to allow us to help in this area and seek the help that we are most willing to give. At the same time, we must recognize that the general health of our entire community is always a matter of great importance; continued disregard for any College expectations, including the abuse of alcohol, cannot be tolerated and will be addressed appropriately.

Tobacco Products

Carver strongly discourages the use of any and all tobacco products. The negative health consequences alone make the use of such products counterproductive. That reality, coupled with the negative images the use of such products often creates, should be ample motivation for students who are a part of this community to avoid any use of tobacco products. It is important for our students to realize the following expectations:

- The use of tobacco products in any form is strictly prohibited on the Carver campus.
- The use of tobacco products in any form is strictly prohibited at any event sponsored by Carver, on or off campus, including athletic events.
- The use of tobacco products by underage members of this community is strictly prohibited.
- The use of tobacco products off campus by students considered to be of legal age by the state is strongly discouraged.
- The abuse of tobacco products by students or flagrant violation of these guidelines could result in the suspension of a student from this community.

Atlanta Drug and Alcohol Treatment

<http://atlantadrugtreatmentcenters.com/>

Use of Illegal Substances

Carver prohibits the use of illegal substances by its students – both on campus and off.

Students who live off campus, either at home or in apartments, are not exempt from the total ban on the use of illegal substances. This kind of behavior not only reflects poorly on a person's character and faith, but also has very serious legal consequences, including very strict sentencing practices in Georgia courts, forfeiture of many rights and privileges as a citizen, and even disqualification for educational loans.

Students who struggle with illegal substances are encouraged to allow the College and its staff to provide the necessary help or make referrals for help to overcome their addictions.

Weapons

No weapons of any kind are to be on the Carver campus. This includes firearms, explosive devices, or any other material deemed to be a weapon and hazardous to the welfare of our community. This ban includes weapons stored in residence halls, apartments, automobiles, etc. Violation of this ban could lead to suspension from this community.

Gambling

Engaging in illegal gambling is prohibited.

EXPRESSION OF MILITANCY

All Carver students are to refrain from displaying symbols of radicalism or racial prejudice.

DISHONEST BEHAVIOR

All forms of dishonesty, including cheating, plagiarism, and supplying false information, as well as forgery or use of documents or instruments of identification with intent to mislead or defraud, is prohibited.

DISRUPTIVE BEHAVIOR

Engaging in, or inciting others to engage in, conduct which disturbs the peace of the College, involves a significant disruption of College activity, or impedes reasonable freedom of expression or movement of other members of the College community or its guests is prohibited.

DISCRIMINATION

Carver College is committed to equal opportunity and does not unlawfully discriminate in the recruitment or treatment of applicants, employment opportunities, or general employment practices on the basis of race, age, sex, color, religion, disability, national origin, sexual orientation or any other characteristic protected by law. This commitment applies to all members of the Carver College Community including faculty members, staff members, and students.

HANDICAPPED ACCESSIBILITY

Carver is committed to a policy of non-discrimination towards persons with special physical needs. Students seeking assistance regarding handicapped accessibility or students who need reasonable accommodations and services due to a disability, should contact the Dean of Students.

STUDENT DISABILITY SERVICES POLICY

Introduction

Discrimination based on disability is prohibited by university policy and local and federal laws, including the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, the ADA Amendments Act of 2008, and the DC Human Rights Act (collectively "Disability Laws"). The College is committed to providing equal educational opportunities and nondiscrimination protection for qualified individuals with disabilities. This statement identifies college resources for students with disabilities, provides general information about the college's procedures for requesting accommodations, and describes informal and formal means of resolving complaints related to requested accommodations.

Definitions*

A person with a disability is one who (a) has a physical or mental impairment which substantially limits one or more of such person's major life activities, (b) has a record of such impairment, or (c) is regarded as having such impairment

"Physical or mental impairment" means (a) any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genito-urinary, hemic and lymphatic, skin and endocrine; or (b) any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities

"Major life activities" include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, working, and the operation of a major bodily function, including but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

"Qualified person with a disability" as applied to students means a person who meets the academic and technical standards requisite to admission or participation in Carver's educational program or activity, with or without reasonable accommodation.

"Reasonable accommodation" means the provision of certain necessary and effective adjustments to the known physical and mental limitations of an otherwise qualified individual with a disability, unless the accommodation would impose an undue burden or hardship on the College, or would produce a fundamental alteration of the College's programs or services.

*Definitions are taken from the Americans with Disabilities Act of 1990 and its implementing regulations and the ADA Amendments Act of 2008. These definitions are provided for informational purposes only and are not meant to alter existing local laws or regulations. For more information or student requests regarding Carver's student disability policy, contact David Patrick, Dean of Students.

Helpful information for international students can be found at www.educationusa.state.gov
There are free downloads available at www.educationusa.state.gov/home/publications

SOLICITATION

Solicitation is prohibited, except for student, faculty or staff-produced articles (such as paintings, pottery, cakes, jewelry, etc.) or with the consent of the Dean of Student Affairs.

On- Campus Solicitations

Any solicitations of ads involving the College by students must be approved by the school administration through the Office of Advancement. Under no terms should students solicit ads or other assistance without having the approval of the Dean of Students. Any solicitations of ads involving the College by students must be approved by the school administration through the

Office of Advancement. Under no terms should students solicit ads or other assistance without having the approval of the Dean of Students.

Off-Campus Solicitations

Any solicitations of ads involving the College by students must be approved by the school administration through the Office of Advancement. Under no terms should students solicit ads or other assistance without having the approval of the Dean of Students.

SUPPORTIVE WORKPLACE AND LEARNING ENVIRONMENT

The College's intent to provide a drug-free, healthy, and safe workplace for its employees and a safe learning environment for its students. Each member of the Carver Community must comply with local, state and federal laws concerning alcohol, illegal drug use, and physical harm whether on College property or otherwise.

Acts of violence or aggression will not be tolerated. Examples of improper behavior include, but are not limited to, incidents of pushing, hitting, inappropriate forms of physical contact, and threats of physical harm, vandalism, sabotage, and arson. The possession or use of fire arms, explosives, knives, or any object that may be of threat to others are prohibited while on College property or at College events. Violations will be reported to the appropriate law enforcement officials and violators are also subject to College disciplinary action.

In keeping with the College's intent to provide a safe and healthy work environment, smoking is prohibited throughout the College. This policy applies equally to all employees, students, and visitors, and it applies to all College locations, including administrative offices and residence halls unless otherwise posted by the College. Additional restrictions may apply at specific University locations and/or buildings.

All members of the Carver College Community are expected to use good judgment and avoid even the appearance of impropriety in all their dealings with others. The College also prohibits, though not required by law, unprofessional conduct and comments that may not amount to unlawful harassment.

THEFT

Theft of, or damage to, the property of another person of the College; as well as receiving, retaining or disposing of the lost or mislaid property of another person or of the College is prohibited.

UNAUTHORIZED ENTRY

Unauthorized entry, use or occupation of College facilities; as well as the unauthorized possession, duplication or use of keys to any College facility is prohibited.

NON-RESIDENCE HALL VIOLATIONS:

Incidents and violations that occur outside the residence halls, including off campus, are referred directly to the Dean of Student Affairs.

USE OF COLLEGE RESOURCES AND INFORMATION

College resources must be reserved for business purposes on behalf of the College. They may not be used for personal gain except in a manner that is incidental, and reasonable in light of the person's duties. College resources include, but are not limited to, the use of College systems, such as telephone systems, data communication and networking systems, and the domain for electronic communication forums; the use of College equipment; the use of procurement tools such as purchasing cards, credit cards, and petty cash; and the time and effort of other staff, students, and others at the College.

College computers (including data stored on computers), telephone message systems, etc. are and remain at all times University property, and all information (including email messages and voice mail messages composed or sent) are subject to review by College management. Privacy in these items and this information is not and cannot be guaranteed. Accordingly, individuals should create and/or send only messages that they would not mind others reading. In addition, all users should bear in mind that erased and deleted materials can sometimes be recreated.

Any member of the Carver College Community using college resources may not solicit others for commercial ventures, religious or political causes, outside organizations, or other non-college matters.

The College complies with all laws regulating intellectual property rights, including copyright infringement, confidential information and software privacy. Each member of the Carver community is prohibited from using College facilities, computer systems, communication and electronic systems, and/or the information contained within them in a manner contrary to law.

Board/Poster Policy Bulletin

Announcements, flyers and posters should be submitted to the Dean of Students for approval before posting on bulletin boards in the Academic or Student Center, on Populi and other locations.

PERSONAL APPEARANCE AND DRESS CODE

For the sake of Christian testimony, it is necessary for all Christians to aim for modesty, neatness, cleanliness, and good taste in personal appearance. As a general rule, students should refrain from any extremes of dress which detract from the above principles. For Thursdays' chapel attire, students are asked to 'Dress for Success'

When speaking, leading singing, or taking part in programs at chapels, assemblies, and other meetings, students should attire themselves just as carefully and according to the same guidelines as govern appearance in the pulpit or on the platform of public gatherings (dress attire)

Picnics and Sports Events

Picnics and sports, while obviously calling for relaxation of some of the regulations enumerated above, should not be an occasion for ignoring the general principles given, including the dictates of modesty.

ATTENDANCE REGULATIONS

Concerning Day and Evening Classes

Carver offers both of its College and Certificate programs during the daylight and evening hours. This is a consideration for those who seek to study while they are employed or have other obligations. Although a degree obtained through evening classes only will require a longer commitment, Carver seeks to provide as many courses as possible to speed the student along.

Class Hours of Operation

Monday through Friday

9:00 AM to 9:35 PM

Wednesdays

9:00 AM to 3:50 PM

Minimum Class Size

The College reserves the right to cancel classes where class size is not cost effective. Students will be notified.

Attendance (Chapel, Work Days, Prayer Days, Conferences)

Students are required to support the various activities of the school. This includes the chapels, work days, prayer days, the Bible conference, the Missions conference, Homecoming activities and other special campus events.

Policy on Absences (Emergencies)

Students who are absent due to sickness or some other emergency must present documented evidence (doctor's statement or written verification from qualified personnel). All such documents are to be presented to the necessary instructors on the first class day the student returns. Because emergencies do occur, a professor may grant a student who qualifies, an excused absence for no more than 10 percent of the total class sessions. Students missing more than 20 percent will be dropped from class, and a *W* (withdrawn) will be placed on his transcript.

Tardiness

Students are expected to be seated in the classroom or chapel by the starting time. You are *tardy or late* if arriving after the start time. Three times tardy equals one absence. Any student entering class

15 minutes late or chapel 10 minutes late after the start time is considered absent. An appropriate marking will be recorded on the student's attendance record.

Loss of Credit Due to Excessive Absences

Any combination of tardiness and absences which cause the student to miss more than 20 percent of his class time cannot receive credit for that course. Credit is lost if he misses 11 classes of a three-hour course. *Attendance records start on the first day of classes.*

The Lord's Day

Sunday is the Lord's Day at Carver. All Carver students are expected to be active in worship, learning and serving at a local Bible believing Bible teaching church. All new students, after enrollment, should find a church home by the end of the first semester. If they need assistance, they should contact the Dean of Students' office. Many Carver College students are pastors; therefore, it is never a problem finding a local church to join.

Scripture places important emphasis upon the local church and the relationship of Christians to it. Therefore, students are expected to unite with or affiliate themselves with an evangelical church of their choice while attending Carver. They should, in loyalty to Christ, be faithful in attending, supporting, and entering into the life of the church as much as their student life allows them.

STUDENT INFRACTION SYSTEM

The following system has been established as a corrective measure to deal with student infractions of College regulations. The College reserves the right to suspend or expel any student whose Christian life, doctrinal beliefs, or practice is not in line with the doctrinal position of the College.

Dismissal

If a student is dismissed for infraction during his/her schooling at Carver College, that student will be dismissed from the College for a period of one year, after which he/she may reapply. Such dismissal record will be kept in the student's personal file. Any infraction must be approved by the Dean of Students. Any infraction if in question, the student is entitled to a hearing before the Disciplinary Committee.

Fine Offenses

The following is a listing of offenses requiring disciplinary actions and the corresponding fine value attached.

1. Unexcused absences from chapel, work study assignment, official school functions \$5
2. Insubordination to faculty or staff member—or suspension \$15

3. Deliberate destruction of school property and/or retribution of the cost of property \$25+
4. Behavior or activity unbecoming a Christian (not covered above) \$15-25

Note: Any flagrant violation of the above may be subject to further disciplinary actions or dismissal.

For the following infractions – the student will first be given a warning. Subsequent offenses will merit a fine that will go on to the student account that must be cleared prior to issuing degrees or releasing of official transcripts.

- \$5 Failure to obtain necessary permissions
- \$5 Excessive noise during designated quiet time
- \$5-10 Failure to clean dormitory room and to do assigned dormitory or work study duty
- \$5 Disorderly conduct in classroom, student center, library, etc.
- \$5-25 Breaking established student handbook rules
- \$5 Unexcused chapel absences in excess of allowed absences
- \$5-25 Behavior unbecoming a Christian not listed above

DISCIPLINARY COMMITTEE

The Disciplinary Committee is composed of three students (two of whom must be on-campus students), and three faculty or staff members. Each member is elected during the beginning of the school year by their respective bodies; that is, the Student council elects the student members of the committee, and the Dean of Students (who is chairman of the Committee) names faculty and/or staff members. He breaks a tie during Committee votes on disciplinary matters. The President of the College reserves the right to overturn the Committee's decisions.

To facilitate a required quorum of six individuals sitting as the Disciplinary Committee, substitutions may be made by the chairman from among any students, faculty, or staff members available. The Committee will have the authority not only to rescind points issued, but will also have authority to issue points or demerits, or recommend disciplinary measures to faculty or staff. Any grievance matter with serious merit that involves a student and faculty or staff member may be brought before the Committee.

GRIEVANCE POLICY

If a student has a grievance of any kind, here are the procedures to follow:
The first step in any grievance is to apply the principles of Matt. 18: 15-17.

1. Take your grievance to the SGA or the Student Government Association
2. The SGA will then take the grievance to the Dean of Students
3. The Dean will then address the issue according to the policies of the school

4. If that issue cannot be satisfactorily dealt with, then the matter goes before the vice-president of the school in consultation with the Dean.
5. If the vice-president and Dean cannot resolve the issue, then it is given over to the Grievance/Disciplinary Committee.
6. If this committee cannot resolve the issue(s), then and only then it will be brought to the attention of the President of the school.

*Note: All grievances must be in writing and signed by the person bringing the grievance.

The Right of Appeal of the final institutional decision should be addressed to:

Nonpublic Postsecondary Education Commission NPEC
2082 East Exchange Place
Suite 220
Tucker, GA 30084-5305
Tel: [770-414-3300](tel:770-414-3300)
<http://gnpec.org/consumer-resources/>

Association for Biblical Higher Education
5850 T G Lee Blvd, Suite 130
Orlando FL 32822
Contact Us
[407-207-0808](tel:407-207-0808)

ACADEMIC INTEGRITY

An academic community of integrity:

- Advances the quest for truth and knowledge by requiring intellectual and personal honesty in learning, teaching, research and service;
- Fosters a climate of mutual trust, encourages the free exchange of ideas, and enables all to reach their highest potential;
- Establishes clear standards, practices, and procedures and expects fairness in the interactions of students, faculty, and administration;
- Recognizes the participatory nature of the learning process and honors and respects a wide range of opinions and ideas; and
- Upholds personal accountability and depends upon action in the face of wrongdoing.

Policy on Plagiarism

Carver students are expected to maintain the highest standards of academic integrity. Plagiarism or cheating is unacceptable at Carver. Plagiarism is falsely presenting another's work as one's own. Plagiarism is literary theft and is manifested by presenting the ideas or words of another as one's own without crediting the source. When a student confesses to plagiarism or cheating

and/or the professor and/or Academic Dean imposes a penalty that range from failure on the assignment to failure of the course to dismissal from the College.

HOUSING REGULATIONS

All school property taken from the dorms must have the approval of the Dean of Students. The use of College property and/or equipment must be approved by the administration. College vehicles should not be used for personal matters.

Electronic devices (music or video) when permitted in the dormitories, are to be used with sensitivity and concern for others. Car stereos, etc. are to be utilized with the least amount of disturbance possible. Violators will be confronted and disciplined if necessary.

All dormitory students must pursue at least 12 hours of study. International students must maintain a class load of 12 hours unless the student is in his final semester and having less than 12 hours to complete.

Housing Lay Out – The Cascade Oaks Apartment Complex located within 15min walking distance, is used for housing accommodation of students consisting of 2-bed rooms, living room, bathroom and kitchen (appliances included) Minimum furnishings include a bed, a desk and table. Units do not come supplied with TVs. Cleaning supplies and a vacuum cleaner are available for use from the RA units. Each unit may have up to 4 occupants.

Housing Check List of Essential/Desired items to Bring

- Bed linens/towels
- Computer – Note: computer labs are available on campus
- Cooking utensils and personal dishes
- Microwave
- Hangers
- Laundry bag – Note: student laundry facilities are available on campus and at the housing complex
- Iron
- Radio/TV/DVD
- School supplies
- Medicine
- Sewing kit
- Toiletries

Residence Guidelines

The following are regulations concerning the assignment and upkeep of housing rooms:

1. Housing rooms are assigned to students by the Dean of Students and cannot be changed without his permission. No furniture or equipment in the rooms provided by the College may be changed without approval of the Dean.

-Locks MAY NOT be changed without approval from the Dean. Replacement of lost mail box keys student pay cost to the office of Cascade Oaks Apartment (\$10) Loss or unreturned keys of dormitories will be charged to student accounts. Replacement keys (\$20) The Dean will have duplicates to ALL resident locks.

2. Rooms must be kept clean and orderly and are subject to inspection at any time by the Dean. Cleaning equipment provided by the RA must be returned immediately after use.
3. The walls and woodwork must not be defaced by nails, pins, paste, or any other markings. Pictures, plaques, etc. may be hung only with light adhesive-type hangers.
4. Sleeping in another person's bed without his/her consent is not allowed.
5. Women are not allowed in the men's housing, nor men in the women's housing, under any circumstance without permission from an administrator.
6. Outsiders are not encouraged to visit student housing during curfew hours that begin at 12:00 midnight. Visitors are expected to observe all Carver housing regulations.
7. At the discretion of the Dean of Students, a student may be appointed as an RA each semester.

RA (Resident Assistants) Responsibilities

The responsibility of the RA will be to assist the Dean of Students with all regulations and care of resident units. Issue resident inventory sheets upon student occupancy and at the close and opening of each semester. Typically, room check reports will be given to the Dean on the last Wednesday of every month and can be given at other unannounced times each month. Contraband will be photographed and confiscated, and appropriate disciplinary measures enforced. They are to report to the Dean unsatisfactory cleanliness inspection, quiet hours' violation, visitation violation, loss keys etc. all matters unreflective of quality residence living.

Maintenance Requests

Undoubtedly, there will be things during the course of the year that need to be repaired or replaced in your residence hall room. If you have a non-emergency request, simply contact RA's, who will fill out a maintenance request for you. Your request will be dealt with as soon as possible. No request will be disregarded. Some requests will take priority over others due to the seriousness of the situation. In case of an after-hours emergency, students should report to the RA's or directly to the Dean.

Guests

Students should be aware that living in community means that their guests will impact the routine of their apartment mates and the general campus community. Housing is designed to

create a positive living atmosphere for Carver students, the College will address issues as necessary when visiting privileges are abused. Overnight guests are strongly discouraged. However, they may be permitted on limited basis with permission from the Dean of Students. Students are responsible for seeing that their guests abide by housing regulations. Students should not take persons to their rooms who are not well known to them and housing residents.

Campus Leave: Weekends and Holidays

As a matter of being our brother's keeper, we encourage housing members to let other roommates know where they are going. This will provide valuable information should the College administration need to find them.

All student residents leaving the greater Atlanta area to stay overnight must complete the resident leave form from the Dean's office.

Extension and Early Departure

No extension or early departure for vacations is permitted except under the most unusual circumstances. In this case, permission must be secured in advance from the offices of the Dean of Students and the Academic Dean. The student is responsible for the necessary arrangements with his or her professor if any classes will be missed. *Students on a work study program must have their supervisor's approval as well.* When a student is providentially hindered from returning on time, he or she must notify the Dean of Students, giving the reason for the delay and the expected return date.

Continuation of Regulations

Unless specifically stated, all regulations pertaining to Carver residency remain in effect for any students remaining in residence during holidays. Students staying in the residence during holidays should observe the standards presented in this handbook. Any deviation must be approved by the Dean of Students.

Arrival and Vacating Housing

Students who do not obtain special permission are not to arrive on campus prior to two days before registration day. All students who do not obtain special permission must be out of the residence no later than 6:00 PM on the Monday following graduation. Any possessions left in the resident after graduation will become the possession of the college and may be disposed of by the college at the Dean's discretion. Any items damaged or missing from Carver housing will be charged to the students as well as losing part of all of their deposit.

Year End Departure

At the end of the school year, students are required to read and follow these guidelines regarding vacating Carver housing. Rooms must be cleaned and all belongings of students sorted out and taken away. *No belongings of any student are to be left in the residence. Students must also*

leave their forwarding address and or change of phone numbers or email addresses with the Admissions Office for mailing purposes. All students must return all keys in their possession to the Dean of Students' office. Failure to do so will result in a charge of \$20.00 for each key, or confiscation of their transcript or both.

Resident Students' Devotion and Study Requirements

- Daily Devotions

All students should observe daily (morning and evening) devotions as part of their spiritual life enrichment. Resident students are encouraged to have group prayer and Bible study at least once a week.

- Evening Study Period

Evening study period for resident students runs from 8:00 PM to 10:00 PM, Monday through Thursday.

Curfew: All lack of respect for evening study period hours should be reported to the Dean. Electronic devices with sound used during this time must be kept at minimum volume, or earphones used. Remember, your house mate may want to sleep, study, or even pray.

Financial Conservation and Regulations*

Residents' fees are kept low in order that more students can afford to obtain their college education at Carver College. The money used to operate the College is the Lord's money, so to be wasteful is to waste the Lord's money. If you are the last one leaving class, please turn off the lights. Dormitory residents should follow conservation of energy with use of heat and air-conditioning. Water faucets must be turned off when not being used. No one is allowed to regulate the temperature of the cooling and heating system in any building except the director of maintenance or the proper school official designated to do so.

IMPORTANT FIRE AND THEFT NOTICE

Carver College cannot be responsible for any loss of students' property due to fire, theft or other catastrophe. To avoid loss, it is important that students guard against treating with contempt any warning intended to prevent hurt or loss in emergencies. Students are encouraged to purchase personal property insurance.

Fire Alarms

Fire drills will be conducted at least once each semester. When the fire alarms sound in the residence halls, resident and non-resident students must immediately exit the building. Cooperation in exiting the building when a fire alarm sounds is expected. Those remaining in the building or trying to enter the building while the alarm is sounding will face disciplinary actions.

Fire Extinguishers

Misusing or tampering with fire-fighting equipment or safety equipment is prohibited. Fire extinguishers on campus contain a chemical dry powder. If they are discharged, cleaning is

expensive and if a person is sprayed, it can be very dangerous; the powder can cause blindness and burn the skin. Anyone who carelessly injures another person by playing with or is charging a fire extinguisher shall be held directly responsible for that person's injuries.

Fireworks

Possession or use of fireworks is prohibited.

In Case of Fire

1. Determine quickly if the blaze can be extinguished by use of a hand fire extinguisher. There are extinguishers located throughout the campus, usually near an outside entrance.
2. If the blaze is too large or cannot be contained, call the 911 emergency number immediately and report the fire. State the following clearly:

I want to report a fire at Carver Bible College:

- Chapel
 - John McNeal Administrative Center
 - Academic Center
 - Library
 - Ben Johnson Fine Arts Center
 - Martin Carter Gymnasium
 - Off-Campus Housing – Cascade Oaks Apartments 3820 Old Cascade Road
 - Utility Facility #1
 - Utility Facility #2
3. Supply the operator with any additional information needed, and vacate the premises. Utilize safely available fire extinguishers. Note: On campus students will be required to attend the fire/safety workshops.
 4. If necessary, direct the emergency vehicles to the scene of the fire.
 5. Notify the Dean of Students or available administrator concerning any fire.
 6. Assemble in the rear parking lot and wait for an administrator to take roll call.
 7. Do not leave the campus until you have been accounted for by the administrator.

CARVER POLICE

The Carver Police located on the campus property is a full time police department on duty 24/7. See the Carver Emergency Notification Plan noted on our Populi cite. Call the emergency number **404 505 7866**
Email carverpolice@carver.edu

Some Important Things to Remember

1. Front and back doors of Carver Housing should always be locked for security reasons.
2. Notify the Dean of Students or another administrator when you notice any suspicious behavior of anyone not belonging on campus or your residency.
3. Notify the Dean of Students or another administrator concerning *any emergency situation*.
4. Students are financially responsible for any damage they or their guests do to school equipment and property. Any damage should be reported immediately to a school administrator.
5. *School closing for inclement weather*—
When inclement weather occurs, classes canceled when Georgia State University is closed. Listen to WGST (640) and WSB (750) radio stations, or WSB-TV (2) for school advisories. The school administration will provide updates to these media.

INFIRMARY

The College does not have an infirmary. However, in case of illness, a student can be treated at a nearby health center. **(AT THE STUDENT’S OWN EXPENSE)** If there is a medical emergency in the dorm, the Dean of Students or the nearest College official must be notified immediately, after calling 911—in extreme cases.

As part of the admissions’ requirement the **Carver Health Services Medical History Report** should be completed and on file. All dormitory students are encouraged to obtain an accident and health insurance policy. The policy should be given to the Admissions Office to be placed in the student’s file.

INFORMATION TECHNOLOGY

The Information Technology Office serves to provide the Carver community with timely, cost-effective access to the latest technology resources. The office is responsible for computer hardware and software support, network facilities, and telephone systems campus wide. The College is continually searching for ways to upgrade the technology experience for students, faculty and staff. Currently, all residence students must contract their own personal high-speed Internet connections. Wireless Internet access is available in most of the campus facilities. Student computer labs are located in the library and business resource center.

Carver’s blackboard system; a web-based student information portal that you can access from anywhere is available. Students will be issued a Carver email address. Students **MUST** check these sites frequently. Students are given information at the beginning of the semester as to how their email accounts can be accessed. All official notifications from the College will be sent to these addresses.

CAMPUS FACILITIES

Carver’s campus offers many facilities for use by students, faculty and staff. If you wish to reserve a particular space on campus for a College-approved or College-sponsored event, you must complete the Facility Request Form.

The **Educational Resource Center**, consist of the computer lab and the library. The library opens at 8:30 a.m. and closes at 10 p.m. For circulation and other operational needs consult the librarian or the student library assistant. Photo copier services available should be for campus needs only. Copies will be monitored.

Laundry facilities are provided in the student center. **Resident** students should be the only users of these facilities and are responsible to clean the lint trap after each dryer load and to empty each machine as soon as each load is done. **DO NOT** overload these machines. All sports laundry should be attended to in the machines located in the athletic arena.

RESIDENT MEALS – Residents received weekly grocery gift cards and must attend to their own food purchases and preparation.

Use of Telephone

Office Telephone

Students are not to make calls on the office telephones except in matters of College business or an emergency. In such cases, a student needs only to secure permission before proceeding. There are telephones in administrative offices at the College, including the gymnasium.

Important Telephone Numbers

Office of the President.....	404-527-4520-Ext. 203 404-630-6065 (Mobile)
Office of the Provost	404-527-4520- Ext 210
Office of Administrative Assistant.....	404-527-4520-Ext. 214
Office of Admissions Affairs.....	404-527-4520-Ext. 209
Office of Academic Affairs - Dean of Students...	404-527-4520-Ext. 211
Office of Student Affairs.....	404-527-4520-Ext. 224
Office of Business Affairs.....	404-527-4520-Ext. 210
Office of Advancement Affairs.....	404-527-4520-Ext. 219
Office of the Registrar.....	404-527-4520-Ext. 208
Division of Biblical Studies.....	404-527-4520-Ext. 202
Division of Psychology.....	404-527-4520
Division of Business.....	404-527-4520
Division of Professional Studies.....	404-527-4520-Ext. 212
Division of General Studies.....	404-527-4520-Ext. 217
Academic Support Specialist.....	404-527-4520

Financial Aid.....	404-527-4520-Ext. 205
Library.....	404-527-4529-Ext. 219
Athletic Director.....	404-527-4520-Ext. 222
Head Men’s Basketball Coach.....	404-527-4520-Ext. 222
Head Women’s Basketball Coach.....	404-527-4520
Chapel.....	404-527-4527
Bookstore.....	404-527-4532
Physical Plant.....	404-527-4534
Student Center.....	404-527-4520
Campus Police.....	404-583-5662
Conference Room.....	404-527-4520-Ext. 204

Student Privacy Rights

The Family Educational Rights and Privacy Act of 1974 (FERPA), with which Carver College fully complies, protects the privacy of educational records, establishes the right of students to inspect these records, and provides guidelines for the correction of inaccurate or misleading data through informal hearings.

Student records include finances, academic related ministry assignments and evaluation, grades, veteran affairs, and Student Life files.

You have the right to file complaints concerning alleged institutional failure to comply with this Act. Copies of the College’s compliance policy are available in the Registrar's Office.

Carver College designates the following categories of student records as public: "Directory Information" - and may use its discretion in disclosing this data:

1. Name, address, telephone number, dates of attendance, classification.
2. Previous institution(s) attended, major fields of study, awards, honors, degree(s) conferred (including dates).
3. Past and present participation in officially recognized sports and activities, physical factors (height and weight of athletes), date and place of birth.

Forms requesting the withholding of "Directory Information" may be obtained from the Registrar's Office and must be signed and returned prior to the first day of the second full week of classes. Unless this form is filed, individual approval for disclosure is assumed.

The College is permitted to notify parents concerning the following matters: (a) health or safety emergencies, such as a medical or psychiatric crisis, when disclosure is necessary to protect the health or safety of the student; (b) violation of the university's drug or alcohol policy by a student under the age of 21; and (c) a final disciplinary decision that determines the student attempted to, or did commit a serious crime as defined by FERPA

Office Copy

(For permanent records)

[Submit this copy to the Registrar]

**Amendments /
Dismissal**

The Administration reserves the right to make or change rules or regulations as deemed best at any time in agreement with the aim and purpose of the school. (Please see the application disclaimer.) If it should seem unwise, for academic or other reasons, for any student to continue his/her studies at Carver, the School will inform the student of its decision.

Verification of Reading and compliance

I certify that I have read the preceding pages, and affirm my submission to the policy and statements of conduct of the Carver College, including the College’s doctrinal and FERPA statements. I also understand that my failure to submit to these statements may end in my termination as a student at this institution.

My signature indicates my compliance.

Name (print) _____

Signature _____

Date _____ Telephone _____

Intended for the private use of Carver College. All other usage is expressly prohibited.
For information call 404-527-4520

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