



COVENANT
COLLEGE

Student Club and Organization Handbook
2025-2026



IN ALL THINGS CHRIST PREEMINENT

At Covenant College, we seek to magnify the preeminence of Christ in all things, including clubs and organizations. Clubs are a great way to get connected on campus, enhance leadership skills, and forge new friendships.

If you are reading this handbook you are either the leader of a currently established club or organization at Covenant or are interested in starting a new one. Leading or establishing a club requires a lot of time and effort, but is also highly rewarding. This handbook is designed to be a resource for you and will address various topics pertinent to clubs, such as event requests, budgets, advisor roles, and the hiring of coaches or instructors.

Thank you for taking the time to read this handbook and for your willingness to serve in a leadership role on campus. We look forward to partnering with you in the year ahead!

In Him,

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PURPOSE OF CLUBS & ORGANIZATIONS

Covenant College clubs and organizations offer students the opportunity to explore how Christ's preeminence informs their interests, hobbies, and passions. Clubs and organizations provide avenues for students to develop leadership and management skills, explore their passions and interests, build community, and have fun. All club and organization activities should support the college's mission and the expectations outlined in the Community Standards of Conduct.

ESTABLISHING A CLUB OR ORGANIZATION

Students are welcome, at any point in the club formation process, to stop by the Student Development office (CH 138) to discuss their ideas with the Coordinator of Student Leadership or Associate Dean of Students, Student Life.

A. Step One

Any group of students desiring to form a new student club or organization must complete a [Club Application Form](#) by the beginning of the first break of an academic semester. They must also identify a club advisor who is a full-time employee of Covenant College, and have that individual complete the [Advisor Consent Form](#).

B. Step Two

The application form will be reviewed by the Student Senate, Student Development, and other related Covenant College offices. When determining whether to grant a club or organization recognition, the Student Senate, Student Development, and other relevant parties will consider whether the proposed club's purpose and activities align with the College's mission and the expectations outlined in the Community Standards of Conduct.

Additionally, if a club is associated or affiliated with an outside organization, that organization must also align with the mission and values of the College. While reviewing a club application, any of the above offices may ask for more information or clarification. If it is determined that a club or organization applying for recognition fails to demonstrate alignment with the College's mission and core values, then that application may be denied.

Any club planning on consistently using campus or community athletic facilities or fields will be required to meet with a representative from the Athletic Department to discuss usage policies and procedures. The Athletic Department will communicate with Student Development once this requirement has been met. Failure on the part of the club to do so may result in denial of club recognition.

C. Step Three

This handbook serves as a resource for current and future club leaders and their advisors.

Upon approval from the Student Senate and Student Development, the club will receive official recognition from Covenant College. The club will go through a trial semester where they will receive no funding to gauge student interest. After a successful trial semester, the club will receive all of the rights and privileges of an official student organization at Covenant College.

REQUIREMENTS FOR CLUBS AFFILIATED WITH EXTERNAL ORGANIZATIONS

1. No external organization may start a chapter of a club on campus. All clubs connected to external organizations must be initiated and managed by current undergraduate students.
2. All decision-making power of any club affiliated with an external organization must lie with the student officers, not with the external affiliate.
3. Club officers must submit a copy of the affiliated group's bylaws, constitution, charters, or founding documents along with their club application.
4. Covenant College clubs that are associated with external organizations may not give college funds to the organization, unless paying dues. Additionally, clubs may only host fundraisers for outside organizations if approved by the Associate Dean of Students of Student Life and the Coordinator of Student Leadership, and if the fundraiser has been initiated by the student organization.

MAINTAINING CLUB OR ORGANIZATION STATUS

Budgets

Student Senate oversees the allocation of the SACC budget, which is funded by the student activity fee. Senate is responsible for ensuring that all club funds are spent wisely.

To **access** SACC funds, a club/organization must complete a budget packet and submit it to the Treasurer by the deadline established by Student Senate each semester. Student Senate executive committee may meet with the club or organization leadership, at their request, to discuss the requested budget and represent the club or organization's interests in the closed Senate budget meeting. Each club will be given a Senate member as a liaison to communicate with about their budget throughout the semester.

If, during the semester, a club/organization needs to **reallocate money** within its budget, its leader must communicate with its club liaison and submit a reallocation form to the Treasurer.

The liaison will present the request to Student Senate. The request must be approved *before* funds are spent.

Donations to clubs and organizations should be earmarked for specific events, projects, supplies, or equipment. These funds will be left in the club or organization's fund until the completion of these events or projects or until the supplies or equipment have been purchased. Leftover donation funds will then be handled in the same manner as all other club funds.

Clubs are required to spend at least **25%** of their approved semester budget by halfway through the semester (typically just before fall or spring break). If a club does not meet this requirement, it will be put on probation and all funds will be frozen for the remainder of the semester.

Clubs are also required to spend at least **70%** of their approved semester budget by the last day of classes each semester. If a club does not reach this requirement, it will be put on probation and must appeal the following semester for removal of probationary status.

Newly-recognized organizations or clubs will be expected to establish a **strong record** of financial accountability and accomplishment of goals before being considered for larger allocation of funds by Student Senate.

If **Venmo** or any other payment platform that has not been approved by the college is used to pay for a club/organization's expenditures, a reimbursement will not be given to the purchaser.

In general, the Senate will **exercise restraint** regarding interference with organization budgeting and spending, and will operate according to their bylaws when doing so. Factors influencing such decisions include, but are not limited to, number of students in the club, length of time the club has been active, history of accountability, possibility of funding from other sources, and potential effects on promoting the objectives of Covenant College.

Some clubs will be **recognized without funding** due to the lack of any need for funding in a particular semester or for failure to establish a strong history of wise spending.

All clubs and organizations wishing to hold a **fundraiser** must first get approval from the Office of Student Development.

Advisors/Coaches/Instructors

Advisors are integral to the success of student clubs and organizations, but are not their president or the primary leader of the organization. Advisors have the opportunity to work with student groups outside of the formal classroom setting, assisting them in developing programs which promote and enhance the educational mission of the college. Advisors should work with student organizations in an advising capacity, but not dictate the organization's programs or activities.

Each club and organization is required to have an advisor who is a full-time staff or faculty member (unless specially approved by Student Development). Clubs and organizations will not be recognized by the college or Student Senate without an advisor. Should an advisor leave mid-year, the organization will not be allowed to access funds or sponsor new events until a replacement advisor has been found.

If applicable, the club's employee advisor can also double as its coach/instructor. Should the club pursue a coach that is not currently employed by the college, this coach must go through an official application and interview process with the Student Development, and must undergo a background check with the college's Human Resource department. The club must also have a college faculty or staff advisor in addition to their non-employee coach.

In the spring, advisors must be re-approved even if they have advised that group or other groups in the past, as the dynamics of the group or the advisor's workload and role on campus may change. All advisors are expected to understand and abide by their advisor duties. Advisors are held accountable in advising their clubs and organizations by Student Development. A demonstrated inability to fulfill their advising responsibilities or to keep up with their full-time work may result in the advisor being asked to step down from their advisor role.

If conflict or concerns arise between the club leadership and the advisor, coach or instructor, contact the Coordinator of Student Leadership. The Coordinator of Student Leadership will work with both parties to seek a solution.

Registering A Club Or Organization For The Next Year

Each club and organization must submit the Club Exit Form by the date set by Student Senate in the spring semester. Student Senate will review the form and grant renewal based on the following provided information:

- Names of officers and advisor(s), current and future.
- An up-to-date asset list, including summer storage location.

The club must also retain at least 14 active members (or 1.5% of the student body) in order to maintain active status and be eligible to receive funds from Student Senate in the following academic year. Exceptions may be made at the discretion of Student Senate if the nature of the

club requires a smaller participation. During the summer, the incoming leader or a designated club contact should be responsive to any emails from Student Senate or Student Development.

Travel Policies/Chaperones

A [Club Travel Form](#) must be completed for any club trip outside of the Chattanooga metropolitan area (or farther than 30 miles from Covenant College), or any club trip involving an overnight stay. This form must be submitted at least **2** business days before the planned trip.

Students on the club-sponsored trip must complete the [Club Travel Waiver for Participants](#) **as well as** the release of liability waiver (*linked in the next section*).

Additionally, clubs that will be making overnight trips or traveling farther than 150 miles from Covenant College need to secure a full-time employee chaperone, unless special permission has been granted by Student Development.

If a club fails to comply with these requirements, it is possible they will not be reimbursed for their trip, even if the trip budget has been approved by Student Senate.

When driving a personal vehicle for Covenant College club activities, the driver's personal insurance serves as the primary insurance and is the extent of the driver's protection. Students must be comfortable with their own auto insurance coverage and limits and assume all risks and responsibility for transporting other individuals in their vehicle.

If club leaders have any questions about travel forms or chaperone policies, they should contact their Student Senate liaison or the Coordinator of Student Leadership.

Waivers

Every student who joins/participates in the following clubs at Covenant College must sign a "Release and Assumption of Risk" [waiver](#) at the beginning of their participation in the club.

- Badminton
- Covenant Outdoor Recreation
- Covenant Spikeball
- Disc Golf
- Pickleball
- Swing Dance
- The Fellowship
- Ultimate Frisbee

This waiver serves as a student's acknowledgement of the risks and hazards that can arise from participation in, and travel associated with, Covenant College student club activities. This waiver releases Covenant College from any liability associated with club activity. A waiver form will be

shared by the Student Body Treasurer or Coordinator of Student Leadership at the start of each academic year. Club leaders are responsible for ensuring that club participants sign the waiver.

Leaders may submit the signed waivers to the Student Development office or upload copies of the waivers to the club's Google Drive folder.

Additionally, if a club not on the above list hosts an activity that involves rigorous athletic activity, cooking, travel, or any other activity determined to have higher levels of risk by Student Development, each participant must sign the release of liability waiver.

Students under the age of 18 must obtain a signature from their parent or guardian prior to participating in club or organization activities. Contact Student Development for information on how to do so.

CLUB SPORTS

Requirements for Club Sports

To be recognized as an official Covenant College club, club sports must fulfill all the requirements laid out in this handbook. Due to the nature of club sports, they are also required to fulfill a secondary set of requirements, which are listed below.

- Club sports are required to abide by the College's policy of not holding official competitions or practices on the Sabbath.
- All club sports must submit an official roster to the Coordinator of Student Leadership at the start of each academic year. We recommend that each participant undergoes an annual physical to ensure they can safely participate in their club sport. All risk is assumed by the participant. Each participant must sign a release of liability waiver.
- All club sports are required to have a full-time faculty or staff advisor. Depending on the nature of the club sport, it is recommended they also have a coach. If a club sport chooses to hire a coach who is a full-time employee of Covenant College, they can double as the club's advisor.
- All club sport teams must contact the Associate Director of Athletics to request the use of any College fields, courts or other spaces and must seek their approval to schedule all practices, scrimmages, matches, games, etc.
 - Use of College athletic facilities is prioritized in the following order:
 - 1) Varsity sports;
 - 2) Junior varsity sports;
 - 3) Intramurals;
 - 4) Club sports.

- At every on-campus practice hosted by a club sport, there must be at least one individual present who is CPR and First Aid certified. If the club sport has elected to hire a coach, this individual can fulfill that role. Club sports may also choose to designate a CPR & First Aid trained student leader to be the practice supervisor. Student leaders wishing to serve as practice supervisors must obtain permission from the coach (if the club sport has a coach) and obtain appropriate certification prior to the practice. If the club sport does not have a coach, this student must receive permission from the Coordinator of Student Leadership and obtain appropriate certification prior to the practice.
- If the club sport has hired a coach, the coach must be present at all matches, games, official scrimmages, or other competitions. The coach is encouraged (but not required) to attend every practice, and as stated above, can instead elect a practice supervisor.
- Any club sport hosting a match, game, or other competition at Covenant College with other schools present to compete must have at least one Athletic Trainer present. This is in addition to the coach if the club sport has one. The club leader or coach is responsible for acquiring and compensating the Athletic Trainer. We recommend securing trainers from Erlanger Sports Institute or the Center for Sports Medicine.
- All club sports must have a first aid kit (which can be obtained from the Student Development office) present at all practices, matches, games, etc.
- All club sports must have one representative from their group (whether that be the coach or a student leader) meet yearly with the Coordinator of Student Leadership and a representative from Athletics. This yearly evaluation occurs in the spring and will determine whether the club sport has met the requirements to continue the following year. At this meeting, the coach (or student representative) will obtain a renewed letter of endorsement from both parties.

Club Coach Duties

Club sports are encouraged, but not required to hire a coach. If they choose to do so, this coach must go through an official hiring process with Human Resources and Student Development. The coach should be able/willing to perform the following duties:

- Have a thorough knowledge of the sport and possess any necessary certifications needed to effectively and safely coach the sport.
- Encourage students to compete in a way that displays good sportsmanship and Christ-like character. Be a mentor and example to students.

- Ensure that students abide by the College's policy of not holding official competitions or practices on the Sabbath.
- Uphold the Student Standards of Conduct and encourage students to abide by them.
- Maintain CPR and First Aid certification.
- Act as the primary reporter of any injuries that might occur at games, matches, practices, etc. The club coach must submit a [CARE form](#) within 24 hours of the incident occurring, regardless of severity. The Coordinator of Student Leadership must also be notified via email or phone call.
- Attend all matches, games, official scrimmages, or other competitions, whether on or off campus. The club sport coach is encouraged (but not required) to also attend every practice. However, the coach is responsible for ensuring there is at least one practice supervisor - who is CPR and First Aid certified - present at every practice. Student leaders wishing to serve as practice supervisors must obtain permission from the coach and obtain appropriate certification prior to the practice.
- Encourage players to complete an annual physical in order to ensure they can safely participate in their club sport.
- Communicate (or ensure the club leader communicates) with the Associate Director of Athletics to request the use of any fields, courts or other spaces on campus; and seek their approval to schedule all practices, scrimmages, matches, games, etc.
- Ensure that a complete team roster and a waiver for every player has been submitted to the Coordinator of Student Leadership. Failure to submit these forms will result in the club losing access to all facilities and the possible loss of funding.
- Work with the club leader to secure and compensate any Athletic Trainers. Any club sport hosting a match, game, or other competition at Covenant College with other schools present to compete must have at least one Athletic Trainer present.
- Be present, or ensure a student leader can be present at the required yearly meeting with the Coordinator of Student Leadership and a representative from Athletics. This yearly evaluation occurs in the spring and will determine whether the club sport has met the requirements to continue the following year. At this meeting, the coach (or student representative) will obtain a renewed letter of endorsement from both parties.

RECREATIONAL CLUBS

Though different from club sports, recreational clubs are those for which physical activity is a main component. Some of the clubs at Covenant that historically fall into this category are Swing Dance and Covenant Outdoor Recreation. In addition the completing all of the general

requirements for clubs as laid out in this handbook, recreational clubs must also fulfill a secondary list of requirements, as listed below:

- Have a First Aid kit available for any club trips off-campus. A First Aid kit can be checked out from the Student Development office.

WITHDRAWAL OF CLUB RECOGNITION

Student Senate in conjunction with Student Development may withdraw recognition from a club/organization if it fails to act in accordance with the purpose and goals of the club/organization, the Student Association, or Covenant College. Recognition may also be withdrawn if a club consistently fails to communicate and/or meet with their Student Senate liaison, or fails to meet spending and participation requirements as set by Senate.

If a club or organization fails to meet any of these requirements, or others set by Student Senate, then Senate may place them on a semester-long probationary period where funding is denied and the club must prove their validity within the Covenant community. At the end of the probationary semester, Senate will vote to either grant the club official status again or dissolve the club.

It is common for clubs and organizations to come and go based on the interests of the student body. The dissolving of a club is not necessarily a reflection of the current club leader's performance or actions and should not always be viewed as a negative thing.

Unless a club or organization has communicated that they do not need funding for any given semester, failure to submit a requested budget for two consecutive semesters will automatically warrant the club's dissolution.

Should a club be dissolved, its Senate liaison and the Coordinator of Student Leadership will conduct an exit interview with the club leader and collect all of the club's assets. The club leader will also turn in the Club Exit Form to be filed with Student Senate and Student Development. The assets will be placed in club storage should the club or organization decide to re-apply for recognition. Organizations which lose recognition and are dissolved may re-apply for recognition the following semester, unless the club was dissolved because its nature, mission, or objectives were determined to be contrary to the mission and goals of Covenant College.

RESPONSIBILITIES, RIGHTS, AND PRIVILEGES OF A COVENANT COLLEGE CLUB OR ORGANIZATION

Each official Covenant College Student Club or Organization shall enjoy the following responsibilities, rights and privileges on the Covenant College campus.

Communication and Responsibilities

All clubs and organizations should maintain excellent lines of communication with the Coordinator of Student Leadership, Student Development, and Student Senate. Regular communication with respective Student Senate liaisons is expected. Clubs must submit a proposed budget at the beginning of each semester, receive approval for outside speakers and activities, and submit updates on officer and purpose statement changes. Visiting Student Development from time to time for informal discussions is also highly encouraged.

Advertising/Campus Displays

All approved organizations enjoy the right to advertise on approved campus bulletin boards, which are available in all academic and residential buildings. Fliers/posters may be attached with sticky tack, masking tape, or push pins. All fliers posted with anything else will be taken down. No advertisements, fliers, etc. may, at any time, be placed on campus building windows, doors, or any painted surfaces.

Fliers and promotional information not associated with student organizations (residence halls, Senate, CAB, clubs) and academics must be reviewed by the Coordinator of Student Leadership before posting around campus. This requires advance planning. It should be noted that outside groups or speakers must be directly sponsored, secured, and hosted by at least one student organization.

Student clubs and organizations **may not solicit** or distribute materials for any non-college endorsed cause using college equipment or other resources. They also cannot distribute or otherwise leave such materials in classrooms, offices, or other public areas. Residence halls and parking lots shall not be deemed as public areas for purposes of this policy.

Facility Reservations/Event Planning

If you wish to host an event on campus, or reserve a space on campus for regular meetings, you must complete an events request form. This form is available on the Resources for the Campus Community webpage under the Facilities and Events section. The campus events coordinator, Mrs. Wendy Kelley, will follow up with your request.

As always, planning ahead is helpful. Strive to submit event requests at least two weeks before the event date. Keep in mind that Student Development and Conference/Events Services have the right to deny your event based on scheduling conflicts or the inability to service the event.

If the event you want to host is a dance, please take the following steps:

- The dance must be held in a reservable space. If the space is in a residence hall, you must first approve your dance with the RD and they must be willing to chaperone. If it is not in a residence hall, you must get it approved by the Coordinator of Student Leadership in person before you submit an events request form.
- Policies for all dances:
 - The music chosen for play must not be sexually explicit, include profanity, or contain lyrics that promote violence or the use of alcohol or drugs. In general, the music should reflect the expectations of the College as outlined in the Student Handbook.
 - You must leave the area/facilities cleaner than you found them. Failure to observe this guideline will result in appropriate consequences, which may include but are not limited to, fines or removal of your club's privilege to have another dance.

Property Damages

All organizations using campus property, equipment, or facilities must maintain areas in good order. The organization is automatically responsible for any damages incurred or any items not returned. The College shall not be held responsible for the replacement of personal equipment, possession, etc. used at any club/organization event. It should also be noted that organizations utilizing facilities or materials from an off-campus merchant or establishment accept full responsibility for any damages incurred or items not returned.

Overnight Trips or Day Trips Over 150 Miles

All club/organization functions held off campus at a distance of 150 miles or more from Covenant College, or any trip involving an overnight stay off-campus, must be accompanied by the club/organization advisor or another College employee asked in advance and approved by Student Development. Clubs are encouraged to coordinate their trips to allow for meals and overnight stays with families, alumni and friends of the college.

SACC funds will not be used to reimburse clubs for gas money spent on trips less than 30 miles round trip. However, if previously approved via the budgeting process, the Senate may choose to

reimburse club members for gas on trips exceeding 30 miles. The reimbursement rate is per the Senate's approval.

Assets

Each club/organization is required to prepare a list of all club/organization assets by the last day of classes in the spring semester with the Club Exit Form. The asset list will be kept on file with Student Senate and Student Development. If an asset list is not on file from the previous year, the club/organization will not be allowed to access funds until the asset list is submitted. The new leader will have two weeks to submit an asset list in order to access funding. Near the end of the spring semester, an email will be sent to clubs/organizations reminding them to return assets along with the Exit Form. Assets are stored and maintained over the summer in storage areas approved by Student Development (checked out in fall, returned in spring). Any abuse of assets may result in loss of privileges and even recognition.

General Rights and Privileges

Each approved campus club or organization may:

- Use the name Covenant College in conjunction with club activities.
- Host a table or booth at CovCon.
- Request financial support from the Student Senate at the beginning of each semester through the budgeting process.
- Request news coverage by the Bagpipe, Tartan, or other forms of public information initiated by the College.
- Request a campus mailbox in the Covenant College Mailroom. Requests will be granted at the discretion of Office Services and as space permits.
- As noted previously, outside groups or event speakers must be directly sponsored, secured, and hosted by at least one student organization. Clubs can sponsor an activity, speaker or project on campus solely or jointly with another approved campus club or organization, or with Student Development.
- Once approval has been granted by Student Development and all appropriate scheduling has taken place with the campus events coordinator, clubs may begin advertising for their events.

EMERGENCY PROCEDURES/INJURY & INCIDENT REPORTING

General Safety and Security Procedures

For club-related incidents that occur on campus, an individual should immediately call the RD on duty. For incidents that occur off campus, students must use their discretion in how to handle the situation. In the case of serious injuries or threatening events, students should always call 911, and then should call the RD on duty to inform them of the situation. Students responding to an incident should also fill out the electronic [CARE form](#). Submitting this form alerts the campus Care Team and allows them to initiate appropriate follow-up.

A full-time employee of the college is required to be present at any overnight trip or club outing farther than 150 miles from Covenant College. This individual will typically act as the primary responder and reporter of any injuries/incidents that might occur. However, depending on who responds to the situation, an RD, the club advisor, trip chaperone, or coach could take responsibility for filling out the [CARE form](#). Every incident, regardless of severity and whether on or off campus, must be reported through this electronic form. Reports must be submitted within 24 hours of the event. The CARE form can also be accessed by visiting the CARE (Communicate, Assess, Resource, Educate) [webpage](#).

Listed below are some guidelines for how to respond to different types of incidents. Keep in mind that all must be documented through submission of the electronic CARE form (linked above).

In case of injury:

Evaluate the situation. If someone is unconscious or experiencing heart problems, call 911, then the RD on duty. For any other non-life threatening injuries, simply call the RD on duty. Within 24 hours of the incident, submit a CARE form (linked above).

In case alcohol or drug use is suspected:

Immediately report the incident to any staff member who is present, and call the RD on duty if on campus. If the subject is intoxicated or under the influence of drugs, escort them from the premises and make sure someone is with them at all times. Within 24 hours of the incident, submit a CARE form (linked above).

In case of a threatening event:

This handbook serves as a resource for current and future club leaders and their advisors.

Evaluate the situation. If someone is acting unruly or is making people feel uncomfortable, report it to any staff member who is present. If on campus, inform the RD on Duty and Safety and Security.

In the event of a crisis event (active shooter, any weapons, or explosion), ***call 911 immediately***. After calling the authorities, call the RD on duty.

Within 24 hours of the incident, submit a CARE form (linked above).

CLUB ADVISOR DUTIES

A. Provide Guidance and Mentorship

- Assist club leadership in setting goals and creating community that recognizes Christ's preeminence in all things.
- Provide stability and an awareness of history, context, and policy when applicable.
- Meet with club leaders at least once each semester to provide guidance, mentorship, assistance, etc where needed.
- Attend club meetings when able to assure knowledge of the club/organization's work, as well as familiarity with the members of the organization so they feel comfortable going to the advisor for assistance.
- Help students keep academics as a priority. When the advisor discovers or is notified that a student involved in an organization or publication is demonstrating poor academic performance, the advisor should suggest that the student curtail or end his or her involvement. In organizations where a minimum GPA is required of the student leaders, the advisor is responsible for working with Student Senate and the Office of Student Development in seeing that those who do not meet the requirement are removed from leadership and replaced by another student leader from the organization.

B. Oversee Programming & Activities

- Know about off campus and/or speaker planned events/programs and offer input, advice, or criticism before and after the event and/or publication.
- Attend club-sponsored events when possible.
- Serve as the primary chaperone on any trips the club may take during the school year that involve an overnight stay and/or travel farther than 150 miles from Covenant College. If the advisor is unavailable, assist club leaders in finding another chaperone (full time faculty or staff member) to serve as a replacement.
- The advisor has the authority with the Office of Student Development to postpone an event or program if deemed inappropriate until further review.

C. Interpret Policy

- Encourage the organization and its officers to be familiar with Covenant College policies and why they exist. Some relevant policies can be found in the Student Club and

Organization Handbook, Student Handbook, Residence Hall Manual, and Student Grievance Form.

- Support the policies of the college and the work of the Office of Student Development by familiarizing themselves with the Student Standards of Conduct and, by word and example, encouraging students to live in compliance with these standards.
- Questions of interpretation should be directed to the Office of Student Development or the appropriate department.

Advisor Resignation/Conflict With Club Leaders

If the advisor is no longer able to continue in his/her role, the advisor may decide to resign. Club advisors who decide to resign should talk with the club's leaders and assist them, if possible in locating another advisor. Additionally, the advisor needs to notify the Coordinator of Student Leadership in writing.

If conflict or concerns arise between the club leadership and the advisor, the club leadership or the club advisor should contact the Coordinator of Student Leadership. The Coordinator of Student Leadership will work with the club leadership and advisor to seek a solution.

Reflection Questions For Advisors

- 1) Does my club leader know when and how to best reach me?
- 2) Am I passionate about the club I advise and committed to helping it flourish?
- 3) Am I able to articulate to my club leader what his/her responsibilities and requirements are?
- 4) Do I maintain an appropriate balance of advisor support and student autonomy? Does my leadership allow the club to identify problems and find solutions independently?
- 5) Does the club seek me out for advice or consultation on important issues?

STUDENT STANDARDS OF CONDUCT

Students must conduct themselves in a way which reflects a commitment to holy living: doing what the Bible requires, abstaining from what the Bible forbids, and carefully discerning the will of God in every area of life. In addition, the College believes that there are some practices which, though they may not necessarily go against specific biblical teachings, are not in the best interest of others in the community. Students are expected to encourage each other to live

according to these standards. For this reason, students who are present when behavior occurs that violates the standards may be found responsible for supporting the behavior.

Students are expected to abide by the Community Standards of Conduct during the academic year and any May Term or study abroad opportunity. As a part of these Standards of Conduct, students are to comply with all federal, state, and local laws as well as international laws when studying abroad. Students of legal age staying off campus during official college breaks may use alcohol and tobacco, but are not to return to campus exhibiting any discernible signs of alcohol or tobacco use. While these extra-biblical standards are relaxed during official college breaks (spring, easter, summer, fall, thanksgiving and Christmas), the college does not condone the violation of biblical directives or civil laws by students at any time, even when on official college breaks. The college reserves the right to address significant and dishonorable immoral and/or illegal actions that occur during breaks. Students involved in such situations may be subject to discipline by the college and/or to the involvement of parents, churches and civil authorities where appropriate.

- Students at Covenant are to practice all the virtues taught in the Scriptures such as: self-discipline, modesty, patience, and honesty and are to worship in a local church regularly.
- Students are also required to abstain from all activities which violate Biblical teachings such as: theft, drunkenness, slanderous or profane language, all forms of dishonesty including cheating, and the use or possession of any form of pornography (including consensual nude pictures on electronic devices), and any violation of the Statement on Sexual Identity and Conduct. Students must also strive to put off all sinful attitudes such as greed, jealousy, pride or lust and should love others without regard to ethnicity, gender, socio economic status, or struggles with sin.
- Additionally, students are to use wisdom and Christ-like discretion in the application of biblical principles to decisions regarding all areas of life such as: the involvement with various forms of media, all non-college organizations, social interaction, and the physical expression of intimacy in relationships. When students are off campus, they should select places of business, organizations, or events that would promote and support the Standards of Conduct. Students are expected to use discretion by avoiding events that are not primarily for Christ-like edification and social interaction. Students should avoid, and encourage one another to avoid, dancing in places of business, events or organizations that primarily exist to serve alcohol, encourage lewd behavior or inappropriate physical intimacy and/or sexual behavior.

- The Scriptures call us to obey the authorities which have been placed over us in the civil government. All students are required to uphold local, state, and federal law except on the rare occasions when compliance with the civil authority may be in conflict with the Scriptures. Students violating any civil law such as: possession, use, or distribution of illegal substances (including marijuana in all its forms), underage drinking, illegal possession of firearms, physical or verbal harassment, gambling, copyright violations, illegal entry, the possession, sale and use of fireworks, etc., may be referred to the civil authorities for prosecution and may also be subject to disciplinary action by the College.
- The College has established rules and guidelines which all students must comply with whenever they are on campus. Most of these are outlined in the Residence Hall Manual which includes guidelines for quiet study hours in the residence halls and safety guidelines such as no firearms and/or open flames on campus without expressed permission from one of the resident directors or a student dean. Students are also required to obey rules set by other various departments including, but not limited to, Library and Technology Services, and must comply with all safety and parking guidelines outlined by the Safety and Security Office.
- Students are prohibited at all times -- whether they are on or off the campus -- from the possession and use of alcohol, any products (cartridges, edibles, oils, etc.) containing any percentage of THC, tobacco in all its forms, and any nicotine/THC delivery devices (such as e-cigarettes, hookahs, Juuls, and other vaporizers.) Even though these nicotine/THC delivery devices may at times be used in ways that do not require tobacco, THC, or nicotine, we do not allow students to process or use these devices. The only exceptions to this policy are:
 1. When students are away from the College community during official College breaks,
 2. When students are under the authority of their parents or taking communion in their church,
 3. In the extraordinary circumstance that a student is on a trip to a foreign culture where to refuse a single, ceremonial drink would be construed as rude by the host, and
 4. For students who are at least 25 years of age or married and are living off campus in non-college housing. These students may never possess or use alcohol or tobacco on campus, nor off campus in the presence of students still under these restrictions.

In each of these exceptions, the College does not permit students to violate biblical directives or civil authorities by getting drunk or by drinking under the legal age. Students who violate these rules may still be subject to discipline by the College. Additionally, students may not come to campus exhibiting any discernible signs of alcohol or tobacco use, even if the usage occurred in the presence of the student's parents or church.

- Students found in violation of these Standards of Conduct will receive disciplinary action from the college. The College recognizes that some breaches of the Standards of Conduct are best handled through punitive discipline, some by extended counseling or involvement with an outside agency or church and others by informal admonishment. The College reserves the right to handle each situation in the manner which it deems to be most effective for the correction and development of the individual(s) involved, as well as in the best interest of the College community.

These Standards of Conduct apply from the first day of residency or moving personal belongings into residence, and/or first day of classes, whichever comes first, to the last day of residency, the last class and/or the last academic function for the term, whichever comes last.