

**MARTIN METHODIST COLLEGE**  
**2015-2016**  
**STUDENT HANDBOOK AND PLANNER**

This publication puts in reference form most of the information needed by students attending Martin Methodist College.

Also, the rules of the College and conduct regulations for which the student is responsible are contained within. All students are responsible for reading and observing the regulations contained in the Catalog, the Honor Code, and this Student Handbook.

Students should check the Master Calendar located on the home page of the MMC Website for important dates and events. The weekly Flash Flush will also keep students informed of activities and events and includes a weekly calendar of events. Students are responsible for checking their Martin Methodist College e-mail regularly (suggest daily but several times a week at a minimum).

If you have any questions or seek additional information, contact the Vice-President for Campus Life, 931-363-9890.

This planner belongs to:

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

Available on-line at: [www.martinmethodist.edu/about/publications](http://www.martinmethodist.edu/about/publications)

Cover picture compliments of Mike Wiggins.

**MARTIN METHODIST COLLEGE  
2015-2016 CALENDAR  
FALL SEMESTER 2015**

July Term Registration and Classes Begin 7:30 a.m.	July 1
Holiday, All Classes	July 3
Last Day to Drop Ev. Session II classes w/grade of "W"	July 16
Day July Term Ends	July 29
Last Day to Drop Classes in Summer Evening Session II	August 13
Evening Program Summer Session II Ends	August 20
Freshmen Orientation/Registration	August 22-25
Registration/Red Hawk Ready for Freshmen and Transfers	August 24
Registration/Red Hawk Ready for Returning Students	August 25
Day Classes begin 8:00 a.m.	August 26
Opening Convocation, 11:00 a.m.	August 26
Evening Program Registration for Fall Sessions I and II	August 27
Evening Program Fall Session I Classes Begin	August 27
Last Day to Enter Classes for Evening Fall Session I	August 31
End of Free Drop/Add period	September 4
Last Day to Enter Day Classes for Credit	September 4
Labor Day Holiday	September 7
Evening Program Classes Meet	September 8
Last Day to Drop Ev. Session I Classes with Grade of "W"	September 10
Last Day to Drop a class for TELS Scholars (Census Day)	September 18
Last Day to Drop Day Classes with Grade of "W"	September 25
Mid-Semester Week	October 5-9
Fall Holiday (Students/Faculty)	October 8-9
Evening Program Classes WILL MEET	October 8
Last Day to Drop Classes in Fall Evening Session I	October 12
Evening Program Fall Session I Ends	October 19
Evening Program Fall Session II Begins	October 22
International Convocation	October 23
Last Day to Enter Classes for Evening Fall Session II	October 26
Pre-Registration for Spring Term 2016 (Seniors Only)	October 26-27
Pre-Registration for Spring Term 2016 (All Students)	October 28
Last Day to Drop Ev. Session II Classes with Grade of "W"	November 5
Last Day to Drop Day Classes	November 16
Thanksgiving Holidays	November 26-27
Day Classes End	December 7
Last Day to Drop Classes in Fall Evening Session II	December 7
Reading Day	December 8
Final Exams for Day Classes Begin	December 9
Evening Program Fall Session II Ends	December 14
Final Exams for Day Students End	December 15
Pre-Registration for Spring Term 2016 Ends	December 15

**SPRING SEMESTER 2016**

Residence Halls Open	January 11
Evening Program Registration, Spring Session I and II	January 11
Evening Program Spring Session I Classes Begin	January 11
Registration/Red Hawk Ready for Returning Students	January 12
Day Classes Begin 8:00 a.m.	January 13
Last Day to Enter Classes for Spring Evening Session I	January 14
Martin Luther King Holiday	January 18
Evening Program Classes Meet	January 19
Last Day to Enter Day Classes for Credit	January 21
Last Day to Drop Ev. Session I Classes with Grade of "W"	January 21
Last Day to Drop a Class for TELS Scholars (Census Day)	February 10
Last Day to Drop Day Classes with Grade of "W"	February 12
Last Day to Drop Classes in Spring Evening Session I	February 22
Mid-Semester Week Begins	February 29
Evening Program Spring Session I Ends	March 3
Mid-Semester Week Ends	March 4
Spring Break Day Classes	March 7-11
Evening Program Spring Session II Begins	March 7
Last Day to Enter Spring Session II Classes	March 10
Last Day to Drop Ev. Session II Classes with Grade of "W"	March 17
Pre-Registration for Fall 2016 (Rising Seniors Only)	March 21-22
Pre-Registration for Fall 2016 (All Students)	March 23
Assessment Day	March 23
Easter Holiday	March 25
Last Day to Drop Day Classes	April 4
Honors Convocation, 11:00 a.m.	April 8
Last Day of Classes	April 25
Last Day to Drop Classes in Spring Evening Session II	April 25
Reading Day	April 26
Day Final Exams Begin	April 27
Evening Program Spring Session II Ends	April 28
Day Final Exams End	May 3
Pre-Registration for Fall Term 2016 Ends	May 3
Baccalaureate Service 4:00 p.m.	May 6
Commencement 10:00 a.m.	May 7

**SUMMER 2016 SESSIONS (Day Classes Meet Five Times a Week)**

Evening Program Registration, Summer Sessions I & II	May 9
Evening Program Summer Session I Classes Begin	May 9
Last Day to Add Summer Evening Session I Classes	May 12
May Term Registration and Classes Begin 7:30 a.m.	May 16
Last Day to Add May Term Classes	May 17
Last Day to Drop Ev. Session I Classes with Grade of "W"	May 23
Memorial Day Holiday	May 30
Evening Classes Meet	May 31
May Term Ends	June 3
June Term Registration/Classes Begin 7:30 a.m.	June 6
Last Day to Add June Term Classes	June 7

Last Day to Drop Summer Evening Session I Classes	June 23
Evening Program Summer Session I Ends	June 30
June Term Ends	July 1
Holiday, All Classes	July 4
Evening Program Summer Session II Begins	July 5
July Term Registration /Classes Begin 7:30 a.m.	July 5
Last Day to Enter July Term Classes	July 6
Last Day to Enter Summer Evening Session II Classes	July 7
Last Day to Drop Ev. Session II Classes with Grade of "W"	July 18
July Term Ends	August 1
Last Day to Drop Evening Summer Session II Classes	August 18
Evening Program Summer Session II Ends	August 25

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## I. MISSION

Martin Methodist College, as an institution of higher education related to the United Methodist Church, has as its mission to:

- provide challenging educational programs grounded in the liberal arts and sciences that are designed to prepare students for future careers and lives of continued learning;
- promote a diverse globally-conscious learning community that nurtures intellectual, spiritual, social and personal growth;
- serve the region and church through educational, spiritual, social and cultural programs.

## II. GENERAL INFORMATION AND SERVICES

### ACCREDITATION

Martin Methodist College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate and baccalaureate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Martin Methodist College. The college is also accredited by The University Senate of the United Methodist Church, and chartered by the State of Tennessee.

### CONVOCATIONS

Convocations are scheduled throughout the year. Students are required to attend opening Convocation and other required convocations as scheduled. Convocations are part of the Martin Moments required for graduation. These will be published on the MMC website, the master calendar, and an addendum has been included in this handbook for your convenience. Students are responsible for attending at least three convocations each year ON TIME. All convocations start at 11:00 a.m.

### BOOKSTORE

Martin Methodist College Bookstore is located at 622 West Flower St. Help and checkout counter number is 931-424-4053 (Bookstore Manager is 931-363-9836). We sell MMC/Redhawk clothing and merchandise, school supplies, textbooks, computers and more. Visit us at [www.mmcbookstore.com/home.aspx#](http://www.mmcbookstore.com/home.aspx#).



### **Bookstore Hours:**

Monday, Tuesday, Wednesday and Friday 8:30 a.m. to 4:00 p.m.  
Thursdays 8:30 a.m. to 5:30 p.m.

Most days the bookstore is open during lunch but this is subject to change (closing) during buyback AND when only one person is working. Workers need to be able to take a lunch break.

On the days when the Evening Flex Program is registering, the bookstore will be open through the end of registration (usually 7 p.m.).

### **BULLETIN BOARDS**

Bulletin Boards are provided in various areas. Some boards are for class or departmental use only. The Vice President for Campus Life or a member of the faculty or administration must approve non-college announcements before posting. No tape of any kind can be used on painted walls.

### **CAR REGISTRATION—PARKING**

Students who utilize on campus parking must obtain a parking permit during registration or from the Director of Campus Security. The permit is valid for the school year printed on it. The permit should be in plain view, not hidden. Obscuring, reversing, tampering or otherwise rendering the permit unreadable is a rule violation. Improper display of the parking permit is a citable rule violation. A double violation will be issued if a student parks in a prohibited area without the permit in plain view.

Prohibited parking areas include but are not limited to restricted lots, marked “no parking” “reserved” areas, curbs painted yellow, sidewalks, and the blocking of driveways. On street parking is for the exclusive use of the residents living in private homes around the college. Parking in commercial parking lots designed for that business’ patrons is prohibited. Obtaining a local resident’s permission to park on the street in front of their home is not permitted. The college policy forbids parking in adjacent neighborhoods. Parking violations that affect the college’s relationship with our neighbors will not be tolerated. Students who do not follow the parking rules are subject to ticketing, disciplinary measures, towing, or the immobilization of their vehicle.

Handicapped parking is regulated by Tennessee state law. The college has been given authority to enforce violations BUT you could also receive a citation from city, county, or state police for violating the Handicapped parking laws if they should also note a state violation of the handicapped parking laws. Additionally, no one is to park on West Madison Street **against** the flow of traffic. Vehicles parked on West Madison Street along the college green should be parked facing east. Vehicles parked in front of Upperman Hall should be parked facing west. Crossing over on-coming traffic to park is a violation of state law and citations can be written by state or local police for this violation.

Resident students are to park in assigned areas, not in the Commuter Parking Lot. Being on a work-study assignment does not allow students to park in areas other than that permitted by their parking sticker on their vehicle.

For more information on Parking Policies which will detail violations and consequences, please go to the MMC Website and go to the Student Life section.

### **CLOSING OF SCHOOL**

In the event that weather conditions cause the closing of the college, announcements will be made over the local radio stations, the Nashville and Huntsville, AL television stations, and will be posted on the College's Web Site. In addition, students may sign up for the MMC Alert to receive text message updates. Students should stay tuned to their radios and televisions to receive the latest bulletins.

### **CODE OF COMPUTING PRACTICE**

The list below constitutes a code of computing practice for all persons using the college network system. It is important for all users to practice ethical behavior in computing activities because of the many valuable and sensitive resources involved, and because of the effect one user's practices can have on the work of others.

Disciplinary action for violating the code will be governed by the applicable provisions of the Student Handbook, Code of Computing Practice Violations, and the Computer Crimes Act of the State of Tennessee.

1. You are responsible for being aware of and following the published procedures for accessing the computer network system.
2. You must use only the computer accounts which have been authorized for your use. You must use your computer accounts only for the purpose for which they are authorized. Use of your college's computer resources for personal or business financial gain without express authorization is prohibited.
3. Illegal downloading of copyrighted works over any Martin Methodist College network/ resource is prohibited.
4. You are responsible for the use of your computer accounts. You should make use of system-provided protection features such as passwords, and you should take precautions against others obtaining access to your computer resources. Do not make your account available to others for any purpose.
5. Do not access or copy the programs, files, or data belonging to other persons or to the college without prior authorization to do so. Do not attempt to access files for which you do not have authorization. Programs and data provided by the college are not to be taken to other computer sites without permission. You may not use personal software on the school's computer. **Do not install any programs on the school's computers.**
6. To minimize the impact of your activities on the work of other persons, you must not attempt to encroach on others' use of the facilities or deprive them of resources. Deliberate wasteful use of resources, such as printing or storing large amounts of unnecessary data or the downloading or uploading of large or excessive number of files for purely recreational purposes is prohibited.
7. You are expected to conduct yourself in a manner that does not offend or harass others and that does not interfere with individual and campus activities. Resources are not to be used to store or transmit obscenities or other potentially offensive material.
8. Do not attempt to modify system facilities. Do not misuse, damage, or misappropriate computer equipment, campus network resources or property.

Tennessee law provides that certain computer offenses are criminal acts and prescribes penalties for unlawful activities related to computer usage. Martin Methodist College believes it is important for users to be aware of the Tennessee Computer Crimes Act and its provisions, which are found in Tennessee Codes Annotated, Sections 39-14-601, et seq.

### **STUDENT RESOURCE CENTER**

The Student Resource Center is located in the Starnes Student Union Building. The center augments classroom instruction and provides developmental and tutorial services for students. A valuable resource, which includes a Computer Lab, is available to ALL MMC students. The college continually seeks to obtain additional resources to benefit MMC students and promote success in the classroom. The lab has become one of the busiest areas on campus.

### **COUNSELING SERVICES**

Martin Methodist College provides a range of on-campus services in the area of counseling and advising. Those services and the offices responsible are listed below. Persons needing assistance are urged to contact the appropriate office. For counseling assistance in areas not covered by on-campus personnel, please contact the Vice President for Campus Life who will help in locating appropriate professionals for referral.

Academic Advising Faculty Mentors  
Each student is assigned or may choose a Faculty Mentor who assists in course selection and registration and who tracks the student's progress toward graduation. For more specialized academic counseling contact the Academic Dean's Office, Colonial Hall, phone 363-9889 or 363-9823.

Admissions Counseling Admissions Office, Colonial Hall  
Phone 363-9805

Prospective students are assigned to an Admissions Office staff member who will explain college requirements, entrance examinations, and track the steps necessary for matriculation.

Career Counseling Student Resource Center, SUB  
Phone 363-9895, 424-7333

For exploration of careers, scheduling interest inventories, locating part-time jobs off campus or for job placement assistance and resume

preparation the Office of Career Services is available. Students are required to create career placement files during their senior year.

Personal Counseling      Referrals by the VP for Campus Life and the College Chaplain      Phone 363-9890, 363-9825

Personal counseling is available for all students both individually and in groups. Counseling covers a wide range of personal issues including the following types of problems: substance abuse, stress relief, conflict resolution, eating disorders, depression, anxiety, smoking cessation and other mental health concerns.

Financial Aid Counseling      Financial Aid Office, Colonial Hall  
Phone 424-7366

For assistance with financing the cost of a college education students and their parents are urged to contact the Financial Aid Office for information as to application procedures for grants, scholarships, loans and work opportunities.

Problem Resolution and Grievance Procedures      Campus Life Office, Colonial Hall      Phone 363-9890

Martin Methodist College attempts to maintain an atmosphere that encourages students to discuss their questions and concerns with the appropriate instructors or staff members before involving others. However, should discussion not resolve a perceived problem there is an official grievance procedure. The Dean of Student Affairs is the college official responsible for assisting in this process. In certain areas there are standing committees that handle appeals e.g. Admissions and Financial Aid Appeals Committee.

Spiritual Counseling      Religious Life Office, Center for Church Leadership      Phone 363-9825

The College Chaplain, a graduate of Divinity School and a United Methodist minister, is available for pastoral counseling. The College Chaplain conducts weekly worship services, oversees the 24 hour prayer room, and advises Religious Life related student organizations.

## **DINING HALL**

The Dining Hall is operated by a contracted food service company and is located on the second level of the Student Union Building (SUB).

**SERVING HOURS FOR MEALS**  
**MONDAY THROUGH FRIDAY**  
**(Hours are subject to change)**

Full Breakfast .....7:00 a.m. - 8:15 a.m.

Continental Breakfast .....8:15 a.m. -10:00 a.m.  
Lunch..... 11:00 a.m.-1:30 p.m.  
Dinner..... 5:00 p.m. - 7:00 p.m.

**SATURDAY AND SUNDAY**

Brunch ..... 11:30 a.m. - 1:00 p.m.  
Dinner ... ..... 5:00 p.m. - 6:00 p.m.

Valid boarder Martin Methodist College ID cards are required to obtain meals in the Dining Hall.

Breakfast features a full breakfast line including eggs, meat, waffles, cereals, breads, fruit, and juices. For late risers a continental breakfast is available. Saturday and Sunday a brunch featuring both breakfast and luncheon entrees are offered.

Lunch and dinner feature two entrees per meal, pizza, deli, grill and the salad bar. At each meal there are vegetables, desserts, dip ice cream, and fresh fruit. Beverages include a choice of milk, tea, coffee, soft drinks, or fruit drinks.

Menus are posted weekly at [www.martinmethodist.edu](http://www.martinmethodist.edu).

Each month specials such as theme dinners (Mexican, Italian, Hawaiian etc.) as well as holiday meals such as Halloween, Thanksgiving, Christmas and Easter are planned.

Meal prices for non-dorm students and student guests are posted in the dining hall; meal plans are also available upon request.

No meals, food trays, glasses, silverware, etc. shall be removed from the dining hall without consent from the Dining Hall Manager. All persons must be properly attired to include shoes and shirts in order to enter the Dining Hall.

Students with special dietary needs should contact the Food Service Director who will provide meals that are consistent with the physician's instructions.

**JAZZMAN’S CAFÉ**

Jazzman’s Café is operated by a contracted food service company and is located on the first level of the Student Union Building (SUB).

**CAFÉ HOURS  
Monday through Friday**

(Hours are subject to change)

7:00 a.m. – 7:00 p.m.

If you have any questions or requests regarding Jazzman's Café contact the Food Service Director whose office is located in the dining hall.

### **COLLEGE HOUSING**

The college operates Criswell Hall, Upperman Hall, Honor Housing and two apartment housing buildings. While Criswell is an all female facility, Upperman, the Honor Housing facility and the apartments are Coed facilities. All single students under 21 years of age are required to live in college housing or with their family. No exceptions will be made. Students are required to sign contracts agreeing to be responsible for the care of the housing unit and its contents before they are allowed to become residents.

Room and roommate preferences are granted when possible. Students who currently reside in student housing have precedence over others in signing up for that same room/apt. the following year. The Vice President for Campus Life assigns students who do not submit housing or roommate preferences to campus housing and roommate(s).

Students classified as seniors, juniors or sophomores will have first choice for Apartment Housing and Honor Housing. Freshmen generally are assigned to Criswell or Upperman.

See the Financial Information section for dorm and apartment charges. See Residence Hall Information section of this [Student Handbook](#) for details on dorm life.

### **EMERGENCY PROCEDURES**

In the event of a medical emergency of a serious nature, the Giles County Ambulance Service (phone 911) should be called and the campus Athletic Trainer, phone 363-9874, should be summoned to administer emergency first aid. The Vice President for Campus Life should be notified of the emergency and name of the victim. It is the responsibility of the Vice President for Campus Life to notify the families of severely injured students who have been taken to the hospital and to assist in making arrangements for further treatment, transportation home, etc.

In the event of an emergency such as fire, bomb threat, etc., the universal emergency number, 911, should be dialed. Please also immediately contact the Director of Campus Safety and Security, the Director of Residential Life or the Vice President for Campus Life for the emergencies noted above or if there is an approaching storm and you have not been contacted on action to be taken.

### **MMC Clinic**

The college operates a free clinic for all students. The clinic is staffed by the nursing faculty. Please check the MMC website for operating hours. Watch your MMC e-mail for updates and special services such as flu shot availability.

### **ID CARDS**

Student Identification Cards are issued to every student. The ID card is made during registration of the first semester or module in which you register for classes. Students will use this ID card throughout their entire enrollment at Martin Methodist College. The ID cards are necessary for entering and using the Christian Life Center recreational facilities, for women entering their dormitory after midnight, for boarders obtaining meals in the Dining Hall, for checking out library books, for personal identification on campus for security reasons, and for participation in various extracurricular activities. If the ID card is lost, a replacement fee will be charged. (See Financial Information for fees)

### **INSURANCE**

Students are expected to have adequate medical and health insurance. Check with your family and/or an independent insurance agent. International students will be charged each semester for insurance through an insurance carrier chosen by MMC.

### **LIBRARY**

The Warden Memorial Library is located on the ground floor of the Johnston Center. The library holds over 111,000 volumes of books, bound periodicals, and audiovisual materials. As a member of OCLC, the library has access to over 70 million items through interlibrary loan. The library is open seven days a week during the school year, and Monday through Friday during the summer.



Books may be checked out for two weeks. Students may check out audiovisual materials for two days. Periodicals and reference books do not circulate. Multipurpose computer terminals in the library provide access to the computerized card catalog (OPAC), electronic databases, *Microsoft Office* programs and the Internet. Most of the library's databases and its' entire e-book collection are available remotely to any student that has Internet access. The library has a multi-purpose printer/copier/scanner, compact and full-size laminators, two group study rooms, and a listening and viewing room for audiovisual resources. Wireless access is now available for all laptop/tablet users.

The library's current hours, staff, policies, services, and fine schedules are listed in a brochure available at the library. Please pick up a copy of this brochure for more information. This information is also available on the library's web site at:

<http://www.martinmethodist.edu/academics/library/>

## **MAIL**

Mailboxes are located on the first floor of the Student Union Building (SUB), and each enrolled student is eligible for a mailbox. The student mail is put in mailboxes each day, Monday through Friday. To mail letters for off-campus delivery, stamps may be purchased at the campus bookstore, from the mailroom, or one may go to the post office located three blocks from campus. On and off-campus mail can be placed in one of the wooden mail boxes located throughout the campus. This mail is collected, sorted, and delivered to the appropriate office several times a day or to the U.S. Post Office each afternoon.

## **E-MAIL**

Every student is issued an e-mail address. It is IMPORTANT to check this regularly, preferably daily. Important financial aid deadlines, graduating senior and registration information etc. is sent to students using the MMC e-mail system.

## **LOST AND FOUND**

Found items can be turned into the receptionist in Colonial Hall. If you have lost an item please check with the Colonial Hall Receptionist.

## **ORIENTATION**

An orientation program is conducted each year to introduce new students to college life, to familiarize them with campus facilities and resources, and to help them become acquainted with fellow students, the faculty, and the staff. The signing of the College's Honor Code, an off-campus community service project, and a program of social activities are also included in the orientation program. Class meetings of FYE 101 (First-Year Experience) are held during orientation; providing significant opportunities for new students to interact with their First-Year Faculty Mentor, Peer Academic Leader (PAL), and their FYE 101 classmates. FYE 101 is a credit-bearing course and attendance at all class sessions is required.

### **STUDENT CENTER--SUB**

The Student Union Building (SUB) houses the Jazzman's Café and Bakery and the Student Resource Center (see separate heading for details).

### **VETERAN'S SERVICES**

Students attending college under the GI bill or those who are the children or spouses of totally disabled or deceased veterans should check with the Director of Veteran Services to ensure that they are properly certified for receipt of their VA benefits.

### **ADMINISTRATIVE POLICIES AND NON-DISCRIMINATION**

The college reserves the right to change the rules regulating admission to the institution and any other regulations affecting the student body or the granting of degrees.

The college also reserves the right to withdraw courses, to change its calendar, and to alter charges and fees as conditions may require. Such changes shall go into force whenever the proper authorities may determine and shall apply not only to prospective students but also to those who may, at such time, be matriculated in the college.

The college further reserves the right to refuse to release any student their transcript, grade report, or degree for failure to return college property or to pay any accounts due the college.

It is the policy of the college that no otherwise qualified handicapped individual be discriminated against on the basis of his or

her physical or mental handicap, as covered under Section 504 of the Rehabilitation Act of 1973, in admission to the college. All programs of the college are open to all regularly admitted students without regard to handicap. In the event that a student is enrolled in a course not accessible, the course will be moved to such location as will be accessible to handicapped students. Any student, employee, or job applicant who has a complaint or grievance in regard to this matter should contact the Vice President for Campus Life Office during regular office hours to make an appointment to have their grievance heard.

### **III. ACADEMIC INFORMATION**

#### **REGISTRATION**

Each semester the Academic Calendar identifies a pre-registration period during which students may pre-determine their courses for the ensuing semester. This process requires consultation with the student's faculty mentor and with other college personnel.

The unit of academic credit in the college is the semester hour that represents the equivalent of one hour of class work for the entire semester

The normal full-time student academic load is 15-17 semester hours per week, exclusive of physical education activity courses. Lighter loads are sometimes required or recommended based on a student's previous academic record. Students must register for at least 12 semester hours to be considered full-time.

#### **LATE REGISTRATION**

Following the regular registration period, students are allowed a period of approximately one week (see Academic Calendar for exact dates) during which they may register late. Students registering after the seventh day of classes, or the first class of the summer session or evening college, may do so only with the permission of the Provost. Students registering late will be charged a late registration fee and may be counted absent for each class period they have missed. The late fee charges are in the Financial Information section under "Other Fees"

#### **CHANGE OF SCHEDULE**

After a student has completed registration for a given semester, permission to drop, add, or change a course must be obtained

from their Faculty Mentor and processed by the Registrar's Office. Each change in schedule is governed by the following regulations:

1. A \$25.00 fee will be assessed against the student each time the schedule is changed.
2. No change in schedule from one course to another will be permitted after the eighth calendar day in a semester or the second day of class in the Summer Sessions or Evening Flex Program.
3. No student may drop a class during the last two weeks of the semester or the last week of a module in the Flex program.

### **CLASS ATTENDANCE**

Students are expected to give first considerations to their academic obligations. Prompt and regular attendance of classes is, therefore, expected of every student. Reason for an absence from any class, due to an emergency, should be submitted to the instructor in advance, when possible. It should be clearly understood, however, that a satisfactory explanation of an absence does not in any way relieve the student from responsibility for completing all work due or assigned during the absence. The instructor in charge of a class determines the extent to which absences and tardiness affect the student's grade. Absences are counted from the first meeting of the course.

When student's absences from any class exceed three times the number of times the class meets each week the professor is empowered to assign a grade of F for the course. In the Evening Program when absences from the class exceed three in any session, the student may receive a grade of F for the course. Cases involving extenuating circumstances may be appealed to the Provost.

### **CLASSIFICATION OF STUDENTS**

#### **Freshman Classification**

A currently enrolled student who has not earned twenty four (24) semester hours is classified as a Freshman. All full-time students must have completed or be currently enrolled in an appropriate English course.

#### **Sophomore Classification**

A currently enrolled student who has attended college at least two semesters and has earned between twenty five (25) and fifty-nine (59) semester hours is classified as a Sophomore.

**Junior Classification**

A currently enrolled student who has earned between sixty (60) and ninety (90) semester hours is classified as a Junior.

**Senior Classification**

A currently enrolled student who has earned at least ninety (90) semester hours is classified a Senior.

**GRADING SYSTEM**

Students at Martin Methodist College are graded in their academic achievements according to a system of letter grades. To facilitate computation of averages of students' grades, the college assigns numerical values called quality points to all letter grades of passing quality. The various letters are used in grading; their meaning, and the quality point value of each are listed below:

**A**-denotes work of superior quality and is assigned four (4) quality points for each semester hour.

**B**-denotes work of above average quality and is assigned three (3) quality points for each semester hour.

**C**-denotes work of average quality and is assigned two (2) quality points for each semester hour.

**D**-denotes work of below average quality and is assigned one (1) quality point for each semester hour.

**F**-denotes failure. No quality points are assigned for this grade.

**Inc**-denotes incompleteness. This is a temporary grade which must be replaced by a permanent one within the first four weeks of the following semester. Failure to complete the course work within this period of time will mean that the "incomplete" becomes a permanent grade of F. When computing quality points for an average, the Inc is

counted as an F until a permanent grade has been earned.

**P**-denotes pass. Hours count toward graduation requirements, but no quality points are awarded (used only in special circumstances such as a lab grade and credits earned through By-Pass examinations).

**W**-indicates that the student was permitted to withdraw from the course within the first four weeks of a semester or within the first week of a Summer Session. For purposes of computing grade-point averages, the W is treated as though the student had never enrolled in the course.

**WP**-indicates that the student was permitted to withdraw from the course after the deadline for awarding the W and that course work was of passing quality at the time of withdrawal. For purposes of

computing grade-point averages, the WP is treated as though the student had never enrolled in the course.

**WF**-indicates that the student was permitted to withdraw from the course after the deadline for awarding the W and that course work was not of passing quality at the time of withdrawal. No quality points are assigned, but the grade is included in determining the students G.P.A. (counts as an F)

At the conclusion of the fall and spring semesters, quality point averages for each student will be obtained by dividing the total number of quality points earned in the semester by the total number of semester hours attempted during the semester. At that time, the semester President's List, Dean's List and Honor Roll will be published. The President's List includes those full-time students who achieve a semester G.P.A. of 4.0. The Dean's List includes the names of those students who have earned averages from 3.50 to 3.99. The Honor Roll includes the names of those students who have earned averages of 3.00 to 3.49.

### **MID-TERM GRADES**

Mid-semester reports are posted on the MMC database, SonisWeb. Students must have their pin numbers and passwords to access their grade reports. Pin numbers and passwords are assigned as part of the registration process. Students receiving grades lower than C in any course should consult with that faculty member and with their faculty mentor.

### **SATISFACTORY ACADEMIC PROGRESS**

A student at Martin Methodist College is expected to maintain a satisfactory level of achievement in order to remain in good academic standing. The required levels to maintain good standing and to receive federal and state financial aid include both the qualitative and quantitative requirements. The qualitative requirement requires students to achieve and maintain a minimum grade point average (GPA). These GPS requirements are as follows:

<b>Hours Attempted</b>	<b>GPA</b>	
1-29	1.50	
30-59		1.75
60 or more	2.00	

The first quantitative requirement is that the student must successfully complete a minimum number of credit hours attempted by the end of each term of enrollment. These are as follows:

- First term of enrollment – 50% of the hours attempted
- Second term of enrollment – 60% of the hours attempted
- Third and subsequent terms of enrollment – 67% of the hours attempted.

Successful completion means to receive a final grade of A, B, C, D, or P. Grades of F, W (withdrawn), WP (withdrawn passing), WF (withdrawn failing), INC (incomplete), and AU (audit) do not earn credit hours, but do count as hours attempted towards the quantitative standards of completion rate and maximum time frame for completion of the degree. Hours transferred from other institutions also count as hours attempted and earned. Students who fall below the above completion rates will be considered to not be making Satisfactory Academic Progress.

Grades earned in developmental courses count in determining the completion rate and cannot exceed 30 hours and limit cannot be appealed.

Classes dropped prior to the end of the add period at the beginning of each term will not count toward hours attempted. Also, credits earned through CLEP testing, AP examinations, etc. are not counted as hours attempted for calculation of completion rate.

The second quantitative requirement is that students must complete their degree requirements within **150 percent** of the published length of their academic program. This means that a student's attempted, transferred, and developmental course credit hours cannot exceed 150% of the credit hours necessary for completion of their primary degree or certificate. The maximum time frame is not increased for dual-degree or combined degree candidates, but is based on the program length associated with the student's primary academic program.

Satisfactory Academic Progress for financial aid purposes is evaluated at the end of each pay period (i.e., end of fall, spring and all summer sessions). Students, who fail to make SAP at the end of a term, will be placed on SAP warning and will be given one term to achieve SAP, or must agree to follow an academic plan that will allow them to achieve SAP. If at the end of the warning period, they have not met minimum SAP requirements they will be ineligible to receive further financial aid unless they successfully appeal their suspension. Those who are not successful in their appeal, become ineligible for further financial aid until all deficiencies are remediated at their own expense. If the student has already been awarded federal/state aid for the following semester that aid will be removed.

At the end of each term, the Academic Affairs Office sends written notification of financial aid warning or ineligibility to students at their permanent addresses as listed in official college records in the Registrar's Office. If a student is notified of financial aid ineligibility he/she may appeal the denial of their aid by contacting the Academic Affairs Office for an appeals form.

Students who lose eligibility for financial aid due to GPA or completion rate may appeal their case if extenuating circumstances prevented them from making satisfactory academic progress. Examples of such extenuating circumstances are those things that are unusual and/or unforeseen at the beginning of the semester such as serious illness or severe injury on the part of the student; serious illness, injury or death of an immediate family member; personal complications, or other similar situations. All appeals must be accompanied by appropriate documentation to justify the circumstance(s) involved. Students may submit their appeal to the Chair of the Admissions and Financial Aid Appeals Committee by requesting an appeals form from the Office of Financial Aid or the Office of Academic Affairs. It is also available on the College Website.

Students will be notified by either letter or email of the results of their appeal. If approved, the student will be placed on **FINANCIAL AID PROBATION** and may receive financial aid for one payment period or he/she must agree with and sign a written academic plan developed and approved by the institution that documents what he/she is required to do to meet the SAP standards by the end of a designated point in time. Failure to follow the academic plan or to achieve SAP during the time period of the academic plan will result in the student being deemed ineligible for further financial aid until the student reestablishes eligibility at their own expense.

Students who lose eligibility for financial aid may regain eligibility by bringing their GPA up to the appropriate standard or by making up deficient credit hours. When a student believes he/she has regained eligibility, he/she should write the Office of Financial Aid and request that financial aid eligibility be reinstated. The student will be notified in writing or email the results of the request.

The student, who at the end of any semester of attendance, fails to meet the necessary cumulative quality-point average as indicated above will be placed on academic probation for the following semester and may be required to take a reduced course load. At the end of the probationary semester, the student who has achieved the required cumulative average, along with other SAP requirements, will be returned to good standing. The student who has not achieved the required cumulative average but has earned a 2.00 average for the semester on a minimum of 12 hours attempted will continue on academic probation for the next semester, so long as other SAP requirements are met. The student who has not achieved the required cumulative average and has not earned a 2.00 average for the semester



on a minimum of 12 hours attempted will be suspended from the college and will not be considered for readmission until at least one semester has passed, except as specified below. In addition, the student enrolled in six hours or more who fails all course work in any semester (excluding one hour classes such as Freshman Seminar, Choir, PE etc.) will be suspended for at least the next semester, regardless of academic standing prior to that semester.

Following the period of suspension, a student who wishes to be readmitted to the college must file, with the Office of Admissions and The Financial Aid and Academic Appeals Committee, an application for readmission. If the application is approved, the student will be allowed to return to classes and will be on academic probation for the entirety of the ensuing semester.

Students readmitted after their first academic suspension must achieve the required cumulative GPA. Those who fail to live up to this minimal standard will be suspended from the College for one calendar year. Readmission to the College after this second suspension period requires the approval of the Admissions and Financial Aid Appeals Committee. If the student is readmitted, he/she will be required once again to achieve the required cumulative GPA in the first semester of work after his/her return to school. Failure to maintain this minimal standard will result in a third suspension, this time for three calendar years. The readmission protocol and requirements following the third suspension are the same as those following the second, with the returning student again expected to obtain the permission of the Admissions and Financial Aid Appeals Committee.

Any academic credit earned elsewhere during the suspension period will not count toward degree requirements. However, a student readmitted after a period of suspension may request a review of any coursework earned after the suspension period expired. Coursework earned after the suspension period expired may be transferred to Martin Methodist College as long as the coursework meets the College's standards and policies for transfer work.

Martin Methodist College makes every effort to inform in a timely manner all students who have been suspended for academic reasons. This is achieved by placing a notice on the student's transcript on Sonis Web and by a letter that is mailed to the student's permanent address (as indicated in official College records). The letter provides an explanation of the reason(s) for the suspension and informs the student of the date on which he/she may reenroll at Martin Methodist College.

It is the responsibility of the student to supply Martin Methodist College with a permanent mailing address and telephone number that are accurate and up-to-date. The College cannot be held responsible for any failure to notify a student regarding suspension if the student has not supplied the College with an accurate and complete mailing address and telephone number.

At the conclusion of the first year (two semesters) of enrollment, the student will be required to have completed 18 semester hours in order to continue receiving financial aid. At the conclusion of the second year (four semesters) of enrollment, the student will be required to have completed 44 semester hours in order to continue receiving financial aid. At the conclusion of the third year (six semesters) a student will need 78 semester hours to continue receiving financial aid. An eligible Tennessee state resident may receive the Tennessee Student Assistance Award for a maximum of eight (8) semesters.

Students in the Evening Program of the college must meet the same standards as all other students set forth in the Catalog. The time frame for evaluation and defining good standing for continuing progress will be:

- a. The fall semester that contains two (2) Sessions, I and II, shall be averaged together to create one grading period;
- b. The spring semester that contains two (2) Sessions, I and II, shall be averaged together to create one grading period.
- c. The summer term that contains two (2) Sessions, I and II, shall be averaged together to create one grading period.

At the end of each grading period as stated above, the student's grade point average shall meet the standards as set forth in the Catalog with regard to academic probation and/or suspension and for making Satisfactory Academic Progress for purposes of financial aid eligibility. During a regular academic year semester or during the summer term, should a student fail all courses taken during a given session, he/she may be required to appear before the Admissions and Financial Aid Appeals Committee before beginning classes for the second session of the term.

## **GRADUATION REQUIREMENTS**

### **Baccalaureate Degree**

All candidates for the bachelor's degree must meet the following requirements for graduation:

1. Complete the course of study for the degree program as set forth in the catalogue with a cumulative grade point average of 2.0 or higher on a 4.0 scale.
  - a. General Education Core Requirements of forty-nine (49) – fifty-one (51) semester hours
  - b. A minimum of forty-five (45) semester hours must be earned in courses numbered above 300.
2. The last thirty-six hours must be earned at Martin Methodist College.
3. At least twelve semester hours on the upper division level in the major field of concentration must be earned at Martin Methodist College.
4. To be eligible for graduation honors, a student must have earned at least sixty (60) semester hours at Martin Methodist College.

#### **Associate Degree**

All candidates for the associate degree must meet the following requirements for graduation:

1. Complete sixty-three (63) semester hours of acceptable academic work with a cumulative grade point average of 2.0 or higher on a 4.0 scale including:
  - a. General Education Core Requirements of forty-nine (49) to fifty-one (51) semester hours
2. Complete a minimum of the last twenty-six (26) semester hours at Martin Methodist College.
3. Courses with a course number of 300 or above shall not be included in the sixty-three (63) semester hours graduation requirement.
4. To be eligible for graduation honors, a student must have earned at least thirty-two (32) semester hours at Martin Methodist College.

#### **GENERAL EDUCATION CORE REQUIREMENTS**

(At the time of publication, the requirements were under review for possible revision and could change. Your mentor, the Academic Office, and the MMC website will have the most current information for your review.)

The overall goal of the core curriculum is to help students become discerning citizens who possess the knowledge, skills, and values

associated with being well educated. Graduates of Martin Methodist College should demonstrate:

1. the ability to organize, interpret, and communicate ideas clearly and accurately;
2. an awareness of the importance of balanced intellectual, spiritual, social, and physical development;
3. an awareness of the importance of human interaction and ethical judgment in a global society;
4. analytical skills using quantitative, qualitative, and scientific concepts.

All students in the baccalaureate and associate degree programs must fulfill these General Education Core requirements to provide breadth and depth of learning experiences across the main fields of knowledge in preparation for advanced study.

The requirements and courses that will fulfill the Core are as follows:

- I. First Year Experience ..... 1 hour
- II. Writing ..... 6 hours
  - A. English Composition - 6 hours  
(English Composition 101 and 102)
- III. Literature ..... 3 hours
- IV. Speech ..... 3 hours
- V. Humanities, Writing or Speech ..... 3 hours  
(Literature, Religion, Writing, Communications, or History)
- VI. Computer Literacy ..... 0-3 hours  
MIS 210, 220, 340, 350, 360, or  
Comprehensive Computer Literacy Exam
- VII. Religion and Philosophy..... 6 hours

This requirement must be completed with three (3) semester hours in one of the Testament courses.

- Old Testament 101 - 3 hours
- New Testament 102 - 3 hours
- World Religions 201 - 3 hours
- Philosophy of Religion 251 – 3 hours

Introduction to Philosophy 241 - 3 hours

- VIII. History ..... 6 hours  
The History requirement must be satisfied by six sequential hours in one of the following:
- A. History of Western Civilization 111 and 112 - 6 hours
  - B. History of the United States 201 and 202 - 6 hours
- IX. Mathematics ..... 3 hours  
Math 131, 171, 211, 231 or higher (Refer to major for specific requirement.)
- X. Natural Science ..... 8 hours  
The Science requirement must be satisfied by eight hours in one of the following:
- A. General Biology 111 and 112 - 8 hours
  - B. General Chemistry 111 and 112 - 8 hours
  - C. College Physics 241 and 242 - 8 hours
  - D. Physical Science 101 and 102 - 8 hours
- XI. Fine Arts ..... 3 hours  
The Fine Arts requirement must be satisfied by one of the following courses:
- A. Art Survey I - 3 hours
  - B. Introduction to Classical Music – 3 hours
  - C. History of Jazz and Blues – 3 hours
  - D. Music of Global Societies – 3 hours
  - E. History of Rock and Roll – 3 hours
  - F. Drama and the Theatre – 3 hours
- XII. Physical Education ..... 1 hour  
Satisfactory completion of one physical education activity class is required. No more than two semester hours of PE shall be used to satisfy any graduation requirement.
- XIII. Behavioral/Social Science ..... 3 hours  
PSY 111 General Psychology, SOC 211 Principles of Sociology, BUS 201/202 Principles of Economics, or POL 220 Introduction to Political Science.
- XIII. Martin Moments (20 total events) ..... 0 hours

- XIV. For BA Degrees
  - Foreign Language (Intermediate Level) ..... 6 hours
- XV. For BS Degrees
  - Additional mathematics, science or social sciences... 3-4 hours

Each student is responsible for making sure he/she is enrolled in the required courses to meet the graduation requirement. Students must complete and submit to the Office of the Registrar an Intent to Graduate Form. This should be completed at the end of the Junior year for baccalaureate graduates, and no later than Oct. 1 for Associate degree graduates. The forms for graduation may be obtained in the Academic Dean's office or the MMC Website. The graduation fee must be paid in the Business Office.

### **APPLICABLE CATALOG**

Students who have been continuously enrolled in Martin Methodist College ordinarily will be allowed to graduate under the catalog that was current when they entered Martin Methodist College, provided graduation is within eight years of the time of that entrance date, and the required courses are still in the college curriculum. However, the college reserves the right to add or delete certain degree requirements that could affect all enrolled students. Continuously enrolled students may elect to graduate under any one Catalog in use during the eight-year period with the approval of the Provost and the Program Coordinator of the department of the major.

Course requirements for each degree program offered by the college are published in the college Catalog. The Academic Dean must approve any substitution of a required course for graduation in advance. Students must submit any request in writing to the Academic Dean no later than one full semester prior to graduation.

The college reserves the right to change the rules regulating admission to the institution and any other regulations or requirements affecting the student body or the awarding of degrees.

### **HIGH SCHOOL TRANSCRIPT POLICY**

Students transferring credit from an accredited college or university are not required to present a copy of their high school

transcript if their college transcript proves they have a high school diploma or a GED.

### **WITHDRAWAL FROM THE COLLEGE**

If the student completes an official withdrawal form and is passing all work, provided there are satisfactory reasons for leaving school, the official record sheet will show a grade of WP in the subjects which the student was passing at the time of withdrawal. In subjects in which the student was failing at the time of withdrawal, the grade will be WF. Withdrawal forms are secured in the Academic Dean's Office.

### **UNOFFICIAL WITHDRAWAL POLICY**

A student who leaves the college without completing an official withdrawal form shall receive a grade of F in each of the courses enrolled. Martin Methodist College has a required attendance policy. (See policy statement under Academic Information, Class Attendance in this Student Handbook.) Instructors are required to report students who have violated the attendance policy to the Provost/Registrar's Office. Based on the instructor's report an administrative withdrawal form assigning the last date of attendance is prepared. This report is conveyed to the Financial Aid Office and the Business Office for proper refund/repayment compliance. If a student is administratively withdrawn due to non-attendance, he/she will automatically receive all WF's and will subsequently be suspended from MMC.

### **TRANSCRIPTS**

Students desiring official transcripts of their academic records be sent to other educational institutions or to prospective employers may secure the same by submitting a Transcript Request online through the College website and the National Student Clearinghouse. FAX, e-mail, or phone requests will not be accepted. In no instance will a final transcript be issued to or for any student whose accounts are not settled in the Business Office. A fee of \$5.00 will be charged for each official transcript, and students and alumni may access unofficial transcripts through SonisWeb. Additional fees may apply if a student wishes to have an official transcript sent electronically.

## **READMIT POLICY**

Any student who has missed a semester or module of enrollment must complete a readmit application. A student who has been out for less than one year will not have to pay the application fee.

## **IV. FINANCIAL INFORMATION\***

Tuition and fees are due and payable with registration at the beginning of each semester. Students will not be admitted to class until arrangements concerning settlement of tuition and fees have been made at the Business Office.

### **TUITION**

Students carrying from 12-18 credit hours each semester will pay \$10,925 for tuition per semester. Those carrying less than 12 semester hours (i.e. part-time students, 11 hours or less) will pay \$910.00 per credit hour. Those exceptional students who are allowed to carry over 18 hours will be charged the rate of \$455.00 per credit hour for any hours over eighteen. Evening College tuition is \$455.00 per credit hour plus applicable fees (see other fees).

### **ONLINE COURSES**

Students taking only online courses will pay \$350 per credit hour plus an Online Technology Fee of \$105 per course. Traditional students taking an on-line course for the Summer Term will pay \$350 per credit hour plus a summer Technology Fee of \$105 per course. For traditional students taking an online course for the fall and spring terms, the tuition is included in the flat fee rate of \$10,925 per semester for 12-18 credit hours plus an online Technology Fee of \$105 per credit hour. Only one online course can be taken per semester. If total credit hours exceed 18, the overload rate of \$455 per hour will apply. Online fees are non-refundable.

### **BOOKS**



This figure will vary from student to student. Books that have to be used again by the college in subsequent semesters may sometimes be resold to the bookstore to help defray the cost. A good estimate of the cost of books is \$750 per semester. A rental option is available for select courses.

### **GRADUATION FEE**

A charge of \$150.00 for each student who files an application for graduation is payable in the semester preceding the intended graduation. This fee applies whether or not the student plans to benefit from the graduation ceremony. There is a charge of \$25.00 for each additional degree awarded at the same time.

### **ROOM AND BOARD**

This fee is charged to resident students only. The charge is \$3,900.00 to \$4,300.00 each semester. This figure includes housing and Dining Hall Meals.

### **HOUSING SECURITY DEPOSIT**

All students who live in Student Housing must pay a \$150.00 security deposit. At the end of their residency if no damages were incurred, the security deposit will be returned to the student. If there are excess room damages during the year then additional damage fees will be levied. For damages to halls, baths, or other common areas of the dorm, damages will be prorated among all residents.

### **OTHER FEES\***

Comprehensive Fee (per semester)	625.00	
Evening student comprehensive fee (per session)	25.00	
Directed Study Fee (In addition to tuition) per hr.	120.00	
Intern Fee	220.00	
Student Teaching Fee	600.00	
Review of Portfolio (per credit hour)	100.00	
Recording Fee for Portfolio	50.00	
Challenge Exam Fee (per Credit hour)	100.00	
Bypass Exam Fee (plus tuition if applicable)		55.00
Recording Fee for Challenge Exam	50.00	
Computer/ Science/ Art Lab Fee (per course)	30.00	
Computer Literacy Test Fee	25.00	
Nursing Program Fee (per semester)	350.00	

Education Course Fees	10.00-150.00	
Audit Course Fee (per credit hour)		60.00
Special Music Lesson Fee - per credit	80.00	
Foreign Language Materials Fee	10.00	
Schedule Change Fee (each change)	25.00	
Returned Check Fee (each)	30.00	
ID Replacement Card Fee		25.00
Replacement Car Registration Fee	25.00	
Late Registration Fee	75.00	
International Student Fee (per semester)	150.00	
International Student Insurance(per semester/ required)		625.00* *

\* All charges subject to change without notice

\*\* This fee is subject to change by the Insurance Company

### **INTERNATIONAL STUDENT TAXES**

As required by the Internal Revenue Service, colleges and universities must pay federal income tax at the rate of 14% on any international student who receives grants and / or scholarships in excess of tuition and allowable fees. At the beginning of each semester a determination is made as to which international students have excess scholarships. A calculation is made and that amount is paid to the IRS on behalf of the student. The student's account is then charged with his or her portion of the tax and is required to pay that amount to MMC for reimbursement of the taxes MMC has already remitted. Form 1042-S will be issued by March so that taxes can be filed by April 15.

### **REFUNDS**

#### **Excess Funds**

No excess funds will be issued until a credit balance appears on the student ledger which is indicated by an amount in parentheses. When financial aid including scholarships, grants, loans, work-study payments, etc., has been received and a credit balance is generated, the student will be eligible for a refund. In order to process a student

refund, a refund request, which can be found on the SONISWEB student log in page, must be submitted online. No refunds will be issued prior to Census Day.

### **Withdrawal from College**

Any student who is withdrawing must inform the Business Office of his or her intentions. The student will be given instructions regarding the withdrawal process. A withdrawal form with appropriate signatures **MUST** be completed and returned to the Academic Dean's Office before a withdrawal is official. In some cases, withdrawal from MMC before completing 60% of the semester may result in the student owing a balance to MMC.

### **Tuition Refund**

Students who drop a class or classes or withdraw from all schoolwork during an enrollment period will receive a refund based on the following schedule. For students who receive Federal financial aid and withdraw, drop out, or are dismissed from school, a refund will be calculated based on federal guidelines for returning Title IV funds and the following schedule. The following information is a basic outline. Full regulations are on file in the Business Office. Refund examples are also available in the Business Office and will be provided upon request.

Credit for institutional charges will be made according to the following schedule:

During the first week of class for fall and spring terms (first night or first day for evening/summer/on-line terms) 100%  
Through the end of the first 15% period of enrollment 90%  
Through the end of the first 30% period of enrollment 50%  
Through the end of the first 60% period of enrollment 25%  
AFTER the 60% period of enrollment NO CREDIT

Charges are prorated from the first scheduled class period until actual withdrawal. There is no credit for temporary absences. Dropped labs or special fees will be prorated based on the above schedule. Online Technology Fees are non-refundable.

Institutional aid refunds will be calculated on the same basis as tuition (stated above). In no case will institutional funds generate a refund greater than the amount of personal funds received. Dropped courses are calculated on the same schedule as withdrawals. If a course dropped before the end of a refund period caused you to become less than a full time student, institutional aid and Federal financial aid will

be calculated based on the number of hours attempted after the courses are dropped. A “Return of Title IV Funds” calculation will be made only when a student withdraws from all courses.

### **Room and Board Refund**

When a student withdraws or moves out of student housing, a prorated portion of the semester’s room and board charge, beginning with the date of non-occupancy of the room, will be refunded based on the institutional charges refund schedule.

### **Students Receiving Title IV Funds Who Withdraw**

All students receiving Federal financial aid are subject to federal regulations enforced by the Department of Education. The following procedure is used in determining the amount of Federal financial aid to be returned to Title IV programs.

1. The date of withdrawal is determined.
2. The percentage of the payment period or period of enrollment attended by the student is determined.
3. The amount of Title IV aid earned by the student is determined by multiplying the total Title IV aid for which the student was eligible by the percentage of time enrolled.
4. The amount earned is compared to the amount disbursed. If the amount earned is greater than the amount disbursed, then a post withdrawal disbursement must be made if the student is eligible for a “late disbursement”. If the amount disbursed exceeds the amount earned, the Title IV aid must be returned.
5. The responsibility for returning unearned aid is allocated between the institution and the student according to the portion of disbursed aid that could have been used to cover institutional charges and the portion that could have been disbursed directly to the student once institutional charges are covered.
6. The institution must return the unearned aid. Unearned Title IV aid is distributed back to the Title IV programs from the institution as required by Federal guidelines in the following order: Unsubsidized Federal Stafford Loan; Subsidized Federal Stafford Loan; Federal Perkins Loan; Federal PLUS; Federal Pell Grant; Federal Academic Competitiveness Grant (ACG); Federal National SMART Grant; Federal SEOG; other Title IV programs.
7. If the amount that the institution is responsible for returning is less than the total amount of aid that needs to be returned, the student is responsible for the remainder. The order of the

return of funds by the student is as follows: Unsubsidized Federal Stafford Loan; Subsidized Federal Stafford Loan; Federal Perkins Loan; Federal PLUS; Federal Pell Grant x 50%; Federal ACG, Federal National SMART Grant, FSEOG, and other Title IV programs (x 50% for grant funds).

### **Dropped Courses**

Dropped courses are calculated on the same refund schedule as withdrawals. If a course dropped before the end of the refund period causes you to become less than a full-time student, all institutional aid and Federal financial aid will be calculated based upon the number of hours remaining after courses are dropped.

### **Refund Appeals**

A student, who has unusual, exceptional, and/or extenuating circumstances involved in their withdrawal from college, may appeal the refund determination in writing within thirty (30) days from the date of withdrawal. A committee composed of the President of the College, Vice-president of Student Affairs, Vice-president for Finance and Administration, a member of the faculty, and a member of the student body will consider the appeal.

In no case will money be refunded to a student while that student owes money to the college.

## **FINANCIAL AID**

The financial aid program provides need-based assistance to students who would be unable to pursue their education without such help. Grants, loans, and work-study employments are available singly or in various combinations to meet the difference between what the student and family could reasonably be expected to provide and the expected cost of attending. Non-need based aid is available to students who meet specific criteria as listed below.

## **FINANCIAL ASSISTANCE AVAILABLE**

### **Institutional Aid Programs**

All Institutional Aid is available to full-time day students that meet the requirements of the specific scholarship program. Every student at MMC must be admitted to the college and is required to file a Free Application for Federal Student Aid (FAFSA) before any aid

will be distributed. Institutional funds may be affected by the receipt of need based funds. The amount of each scholarship listed below is for a full academic year.

- Academic scholarships are awarded to students whose high school transcripts meet the following criteria. The student has the following high school class rankings: ranks in the top 10% of his/her graduating class receives a \$2,500 scholarship, ranks in the top 20% of his/her graduating class receives a \$1,500 scholarship. The student has the following high school GPA's: 3.5-3.799 receives a scholarship of \$500, 3.8-4.0 (or higher) receives a scholarship of \$1,000. In addition, students who have an ACT score of 22 receive a \$400 scholarship with another \$200 added for each point above a 22. These scholarships can be combined; however, the total award cannot exceed half tuition for the school year. Valedictorians and salutatorians receive a scholarship for half of their tuition. All academic scholarships are renewable annually if requirements are met. A first time student must have a minimum GPA of 2.75 by the end of their first and second academic year. For each subsequent academic year a student must maintain a minimum 3.0 GPA.
- The Barton Scholars Award and the Ben Alford CCL Scholarship are both competitive scholarship programs. Each program will provide two full scholarships (tuition, dorm room and board) to the students who win the competition. The Awards are based on Grades/Test Scores, Essays/Writing Samples, Leadership Experience, Recommendations, and Campus Interviews during the competition days. These awards may be renewed.
- The Giles County Scholarship gives all full-time day student residents of Giles County, Tennessee, a \$1,000 Scholarship.
- Students who are members of the United Methodist Church and started at MMC prior to fall of 2015 and did not receive the United Methodist Ministerial Grant or the Ben Alford Scholarship: The Methodist Scholarship award will be \$1,000 a year for commuters and \$2,000 a year for resident students. For students whose home church is a UM Church Partner with MMC the award will be \$1,500 a year for commuters and \$3,000 a year for resident students. (Dollars for scholars matching \$1,000 is included.)

Students who are members of the United Methodist Church and started at MMC the fall of 2015 or later and did not receive the United Methodist Ministerial Grant or the Ben Alford Scholarship: The Methodist Scholarship award will be \$4,000 per year (\$1,000 of this will be go toward the Dollars for Scholars Program if the recipient chooses to be involved in that program-see UM Higher Education Foundation website). Other MMC monies are available. Students whose home church is a fully funded UM Church Partner with MMC shall receive an extra \$2,000 which means \$6,000 per year.

- United Methodist Church Ministers that are assigned by their District Office and their dependents are awarded half tuition scholarships. UMC Ministers must be majoring in one of the Church Vocation disciplines to be eligible.
- Art, Music, and Drama Scholarships are awarded to students who demonstrate talent and an interest in continuing their activity at MMC. Portfolios must be presented to the Art Department, and auditions are required for Drama and Music Scholarships.
- Athletic Scholarships are awarded to student athletes who demonstrate ability in baseball, basketball, bowling, cheerleading, golf, soccer, softball, tennis or volleyball.
- Institutional workships are available to residential students. Students typically work on campus about nine (9) hours per week and earn \$1,500 toward college costs.
- The Methodist Loan is available to members of the United Methodist Church, who are U. S. Citizens and who maintain a “C” or better average. A student at MMC may borrow a maximum of \$5,000 per calendar year at 4% interest (5% if attending a non-Methodist related institution). For more information contact: Office of Loans and Scholarships, GBHEM, The United Methodist Church, PO Box 340007, Nashville, TN 37203-0007 ([www.gbhem.org](http://www.gbhem.org))

### **Federal and State Aid Programs**

- All Federal and State Aid are available to qualifying students whom meet the requirements of the federal or state program. Every student at MMC must be admitted to the college and is

required to file a Free Application for Federal Student Aid (FAFSA) before any aid will be distributed. The amount of each scholarship will vary and the amount awarded is for a full academic year.

- The Federal Pell Grant is a direct grant from the federal government to the student. Awards can range from \$626 to \$5,775 depending on the student's need.
- The Federal Supplemental Educational Opportunity Grant (FSEOG) is a federal grant awarded by MMC. The award amount varies with need.
- The Federal College Work Study Program is awarded based on financial need and priority of application. Students typically work on campus approximately nine (9) hours per week and earn \$1,500 a year toward college costs.
- Veteran's Benefits are also available to all qualifying students at Martin Methodist College.
- Vocational Rehabilitation Grants are available to all qualifying students who have a disability.
- The Tennessee Student Assistance Award (TSAA) is a grant funded by the state of Tennessee. The award amount depends on need and Tennessee State Funding. The FAFSA and the date it is successfully processed determine eligibility.
- Tennessee Promise: MMC is an eligible Tennessee Promise institution. The Tennessee Promise will cover up to all tuition and mandatory fees at a public two-year institution or Tennessee College of Applied Technology (TCAT). However students who attend a four-year public or private institution will receive a benefit equivalent to the amount the student would have received at the public two-year postsecondary institution.

T.C.A. 49-4-708©(6) states the amount of the award at eligible four-year public or private institutions shall be the average cost of tuition and mandatory fees at the public two-year institution less all other gift aid (Pell Grant, TSAA, and TELS). MMC's Promise Plus grant will add \$3,800 per year of additional funding making each student's financial package at least \$7,600 per year. In addition, Martin Methodist will



continue to offer that matching grant for two more years should the recipient decide to continue on to a bachelor's degree.

- Tennessee Lottery Scholarships (TELS) are awarded to graduates of qualified Tennessee high schools who enroll in a Tennessee college in a timely manner after graduation. To qualify, a minimum score of 21 on the ACT or a 980 on the SAT or a high school 3.0 unweighted GPA is required and a FAFSA must be filed by the required cut-off date. Students must meet the following requirements:
  - Entering freshman must have a minimum of a 21 ACT (980 SAT), exclusive of the essay and optional subject area battery tests OR
  - Overall weighted\* minimum 3.0 grade point average (GPA)
  - Home School graduates – minimum 21 ACT (980 SAT), exclusive of the essay and optional subject area battery tests
  - GED applicants – minimum 525 and 21 ACT (980 SAT), exclusive of the essay and optional subject area battery tests
  - If a student ceases to be eligible for HOPE, except for GAMS and HOPE Access Grant, the student may regain HOPE, one-time only.
  - ACT/SAT exams must be taken prior to the first day of college enrollment

For students who first received the HOPE Scholarship prior to fall 2009: Award amount – Up to \$4,000 for four years institutions or a two-year eligible postsecondary institution that offers on-campus housing. Up to \$2,000 for two-year eligible postsecondary institutions.

For students who first received the Hope Scholarship in fall 2009 and thereafter: Award amount – Up to \$6,000 per year at a eligible four-year postsecondary institution or a two-year eligible postsecondary institution that offers on campus housing. Up to \$3,000 per year at an eligible two-year postsecondary institution. The award is divided equally between fall, spring and summer semesters. Awards to part-time enrolled students are prorated.

\* Weighted grade point average (GPA) means a GPA on a 4.0 scale calculated with additional internal quality points awarded for advanced placement, honors or other similar

courses according to the Uniform Grading Policy adopted the State Board of Education.

### **Award Amounts For The Tennessee HOPE Scholarship**

For Entering freshmen beginning with fall 2015 and thereafter:

**Four-Year Institutions and two year institutions with on-campus housing:** Up to \$\$1750 per full-time enrollment semester as a freshman and sophomore; then up to \$2,250 per full-time semester as a junior and a senior

**Two-Year Institutions:** Up to \$1,500 per enrollment semester as a freshman and sophomore

- *Award amounts are available for summer enrollment*
- *Class status is determined by the postsecondary institution*

For students who first received HOPE in fall 2009 through summer 2015:

**Four-Year Institutions and two-year institutions with on-campus housing:** Up to \$2,000 per full-time enrollment semester; including summer

**Two-Year Institutions:** Up to \$1,000 per full-time enrollment semester; including summer

### **Tennessee HOPE Scholarship Renewal Criteria:**

For students who first received the HOPE Scholarship prior to fall 2009

- The student must have a minimum 2.75 cumulative GPA at the end of the semester in which the student attempted 24 and 48 semester hours.
- The student must have a minimum 3.0 cumulative GPA at the end of the semester in which the student attempted 72, 96 semester hours, and any subsequent multiple of 24 attempted semester hours thereafter.
- If the student does not have a minimum 3.0 cumulative GPA at the end of the semester in which the student attempted 72, 96 semester hours, and any subsequent multiple of 24 attempted semester hours thereafter, then the student must:

- Have a minimum 2.75 – 2.99 cumulative GPA and have a semester grade point average of at least 3.0 at the end of the semester in which the student attempted 72 and 96 semester hours. The student's continued eligibility will be determined on a semester-by-semester basis and must maintain full-time enrollment.
- If a student ceases to be academically eligible for the HOPE Scholarship, the student may regain the award one-time only. The award may be re-established once the student meets any of the above criteria and maintains continuous enrollment and satisfactory academic progress at an eligible postsecondary institution without the HOPE Scholarship.
- Must be continuously enrolled at an eligible postsecondary institution in the fall and spring semesters and maintain satisfactory academic progress.

For students who first received the HOPE Scholarship in fall 2009 and thereafter

- The student must have a minimum 2.75 cumulative GPA at the end of the semester in which the student attempted 24 and 48 semester hours.
- The student must have a minimum 3.0 cumulative GPA at the end of the semester in which the student attempted 72 and 96 semester hours.
  - If the student's program of study is greater than 120 semester hours in length (not to exceed 136 semester hours or the number of semester hours required to earn the degree), the student must have a minimum 3.0 at the end of the semester in which the student attempted 120 semester hours.
- If the student does not have a minimum 3.0 cumulative GPA at the end of the semester in which the student attempted 72 and 96 semester hours, then the student must:
  - Have a minimum 2.75 – 2.99 cumulative GPA and have a semester GPA of at least 3.0 at the end of the semester in which the student attempted 72 and 96 semester hours. The student's continued eligibility

will be determined on a semester-by-semester basis and must maintain full-time enrollment.

- If a student ceases to be academically eligible for the HOPE Scholarship, the student may regain the award one-time only. The award may be re-established once the student meets any of the above criteria and maintains continuous enrollment and satisfactory academic progress at an eligible postsecondary institution without the HOPE Scholarship.
- Must be continuously enrolled at an eligible postsecondary institution in the fall and spring semesters and maintain satisfactory academic progress

**Tennessee HOPE Scholarship Termination Criteria:**

For students who first received the HOPE Scholarship prior to fall 2009

All attempted hours after high school graduation, including remedial and developmental studies courses, are included in the total attempted semester hours.

A student may receive the HOPE Scholarship until the first of the following terminating events:

- The student has earned a baccalaureate degree; **or**
- Five (5) years have passed from the date of the student's initial enrollment at any postsecondary institution

**Medical Disability** - A student with a documented medical condition as certified by a licensed physician and can only enroll part-time may appeal to TSAC for an extension to the five (5) year limit as long as the student continues to meet all applicable academic and nonacademic requirements for the HOPE Scholarship and ten (10) years have not passed since the student's initial enrollment at a postsecondary institution.

For students who first received the HOPE Scholarship in fall 2009 and thereafter

All attempted hours after high school graduation, including remedial and developmental studies courses are included in the total attempted semester hours.

A student may receive the HOPE Scholarship until the first of the following terminating events:

- Student has earned a baccalaureate degree; **or**
- Five (5) years have passed from the date of initial enrollment at any postsecondary institution; **or**
- Student has attempted 120 semester hours.

A student who is enrolled in a program of study that exceeds 120 semester hours in length may receive the HOPE Scholarship until the first of the following terminating events:

- Student has earned a baccalaureate degree; **or**
- Five (5) years have passed from the date of initial enrollment at any postsecondary institution; **or**
- Student has attempted at any postsecondary institution the lesser of the number of semester hours required to earn the baccalaureate degree or a total of 136 semester hours.

**Medical Disability** - A student with a documented medical condition and certified by a licensed physician and can only enroll part-time may appeal to TSAC for an extension to the five (5) year limit as long as the student continues to meet all applicable academic and nonacademic requirements for the HOPE Scholarship and ten (10) years have not passed since the student's initial enrollment at a postsecondary institution.

**Tennessee HOPE Scholarship—Non-traditional Component**

The non-traditional student must be a Tennessee resident, complete the Free Application for Federal Student Aid (FAFSA) and be enrolled at an eligible postsecondary institution. In addition, the student must:

- Be age 25 or older, as:
  - An entering freshman in an eligible postsecondary institution; or

- Have not been enrolled for at least two (2) years after last attending any postsecondary institution and is now enrolled at an eligible postsecondary institution
- Must have parents' or independent student's and spouse's adjusted gross income of \$36,000 or less on IRS tax form
- Be continuously enrolled at an eligible postsecondary institution in the fall and spring semesters and maintain satisfactory academic progress
- Have a minimum cumulative GPA of 2.75 after 12 attempted semester hours or required GPA at subsequent benchmark. (Attempted hours and college grades prior to re-enrollment at an eligible postsecondary institution after at least a two year break in enrollment are not considered.)

To continue receiving the HOPE Scholarship, the non-traditional student shall meet the HOPE Scholarship Renewal Criteria mentioned above.

For students who first received the HOPE Scholarship for non-traditional students prior to fall 2009

The non-traditional student shall continue receiving the HOPE Scholarship until the first of the following terminating events:

- Student has earned a baccalaureate degree; **or**
- Five (5) years have passed from the date of initial enrollment at any postsecondary institution **OR** the sum of five (5) years while receiving the HOPE Scholarship and the HOPE Scholarship for non-traditional students

A student with a documented medical condition and certified by a licensed physician and can only enroll part-time may appeal to TSAC for an extension to the five (5) year limit as long as the student continues to meet all applicable academic and nonacademic requirements for the HOPE Scholarship and ten (10) years have not passed since the student's initial enrollment at a postsecondary institution.

For students who first received the HOPE Scholarship for non-traditional students in fall 2009 and thereafter

The non-traditional student shall continue receiving the HOPE Scholarship until the first of the following terminating events:

- Student has earned a baccalaureate degree; **or**
- Five (5) years have passed from the date of initial enrollment at any postsecondary institution as a non-traditional student **OR** the sum of five (5) years while receiving the HOPE Scholarship and the HOPE Scholarship for non-traditional students; **or**
- Student has attempted 120 semester hours while receiving the HOPE Scholarship and the HOPE Scholarship for non-traditional students

A student who is enrolled in a program of study that exceeds 120 semester hours in length may receive the HOPE Scholarship for non-traditional students until the first of the following terminating events:

- Student has earned a baccalaureate degree; **or**
- Five (5) years have passed from the date of initial enrollment at any postsecondary institution **OR** the sum of five (5) years while receiving the HOPE Scholarship and the HOPE Scholarship for non-traditional students; **or**
- Student has attempted at any postsecondary institution the lesser of the number of semester hours required to earn the baccalaureate degree or a total of 136 semester hours.

A student with a documented medical condition and certified by a licensed physician and can only enroll part-time may appeal to TSAC for an extension to the five (5) year limit as long as the student continues to meet all applicable academic and nonacademic requirements for the HOPE Scholarship and ten (10) years have not passed since the student's initial enrollment at a postsecondary institution.

A non-traditional student shall not be eligible for the Aspire Award or the General Assembly Merit Scholarship.

### **Transfer Students**

TELS recipients may transfer without a break in enrollment from one eligible postsecondary institution to another eligible postsecondary institution and remain eligible. Students must transfer the TELS award

through the [Student Financial Aid Portal](#) prior to the transfer dates indicated below by institution type. A transfer request will not be accepted by a phone call from the student.

A student who is otherwise eligible for TELS but instead enrolls in an out-of-state regionally accredited postsecondary institution without the award either immediately following high school graduation or up to 16 months immediately following high school graduation may, without a break in enrollment, later transfer to an eligible Tennessee postsecondary institution and receive the TELS.

**Transfer Students:** Any transfer student is eligible for a Victoria Martin Scholarship up to \$5,000 for the year.

At the point of enrollment at the out-of-state institution, the student must maintain continuous enrollment and meet retention requirements that all other HOPE Scholarship recipients must meet in order to remain eligible. At the out-of-state institution, all requisite eligibility requirements must be met while attaining the appropriate cumulative GPA at the appropriate benchmark.

Transfer dates for two-year and four-year institutions are as follows:

- Fall Semester                      September 1
- Spring/Summer Semester        February 1

The Tennessee Teaching Scholars Program provides financial assistance for outstanding college juniors and seniors who are accepted into the teaching program at their institutions. There are requirements tied to teaching in Tennessee for these awards. A Student applies directly to the Tennessee Student Assistance Corporation ([www.tn.gov/collegepays/](http://www.tn.gov/collegepays/)) for these highly competitive awards.

The Federal Direct Loan - Subsidized or Unsubsidized Loan is available to all students. Under this program a maximum of \$3,500 per year for the first year, \$4,500 for the sophomore year, and \$5,500 for the junior and senior years may be borrowed. A student must be enrolled with a minimum half-time attendance to qualify for loans. Detailed guidelines for the loan will be reviewed with each student as part of the formal application process that requires the completion of a promissory note and a loan entrance interview checklist.



The Federal Direct Parent PLUS Loan is a loan to the parents of an enrolled student and requires an additional application and promissory note. Parents may borrow up to the difference in their student's financial aid and the cost of education.

## **HOW TO APPLY FOR FINANCIAL AID**

1. Students are required to be enrolled or accepted for enrollment by Martin Methodist College before final consideration may be given to their request for financial assistance. Students must be seeking a degree in order to receive aid.
2. The Free Application for Federal Student Aid (FAFSA) must be filed to reflect the most current financial information of the family. This form is used to apply for a Federal Pell Grant, a Tennessee Student Assistance Award (Tennessee residents only), the Tennessee Lottery Grant and every other type of aid - federal, state, and institutional.

## **ATHLETIC SCHOLARSHIP POLICY**

Standards for eligibility are set forth by the National Association of Intercollegiate Athletics (NAIA) and MMC. Each Coach is responsible for giving the individual athletic scholarship amount annually to the Director of Financial Aid.

A full athletic scholarship covers Tuition, Room and Board on campus, and possibly books if approved by both the Athletic Director and the Director of Financial Aid. Student Athletes are not allowed to charge books to their coach's operating budget. Aid from federal (Pell) and Tennessee State grants can be used to cover the Comprehensive Fee, Housing Deposit, Lab Fees and books. There are not any institutional scholarships or discounts for ANY students (including athletes) during the summer semester (May-August).

No student will be awarded a combination of federal, state, private and institutional grants and scholarships that will result in the student having a credit balance (refund). The Athletic scholarship may be reduced so the student will not be over awarded. NO STUDENT shall be awarded MORE than their Cost of Attendance when ALL aid is added together including loans. Pell grants are NOT refunded to students.

Athletic Scholarships will not cover International Student Insurance, International Student Tax, International Student Fees, Housing Deposit, Comprehensive and Lab Fees and fines incurred by students who break campus rules and regulations.

## **FINANCIAL AID REGULATIONS**

### **Satisfactory Academic Progress**

To obtain federal and state financial aid funds the grade point average must be at the proper level for retention in the college and satisfactory academic progress must be made. Students are required to meet the satisfactory academic progress and retention standards outlined in the section titled, Academic Information, of this Student Handbook in order to remain eligible to receive Title IV financial aid funds. Students may appeal their aid package as well as the termination of aid for lack of satisfactory progress by preparing a written appeal for the Admissions and Financial Aid Appeals Committee. The committee will meet within ten days and return to the student its decision, which will also be in writing. The student may, at his or her request, attend the meeting of the committee to present the appeal personally.

### **Federal Income Tax Scholarship Information**

Scholarship funds paid for room and board, or in excess of tuition and books, are subject to federal income taxes. Consult your tax advisor for details. Consult your tax advisor, also, to determine if Hope Scholarship or Lifelong learning tax credits may apply.

### **Loan Deferment Terms**

Under certain circumstances, students have a right to defer (postpone) repayment of Federal Stafford and/or Direct Loans. Students whose loans were obtained after July 1, 1993, may defer payments for the following conditions:

- Enrolled at least half-time at an eligible institution.
- Engaged in a full-time course of study in a graduate fellowship program.

- Engaged in a full-time rehabilitation training program for individuals with disabilities (if the program is approved by the Department of Education)
- Conscientiously seeking, but unable to find, full-time employment (for up to three years)
- Experiencing an economic hardship as determined by federal law (for up to three years)

Each “Federal Direct Loan Master Promissory Note Instructions and Notices” carries all details for student loans including grace period, interest rates, deferment, forbearance, and consequences of default. Students are required to sign that they have read and understand the guidelines for student loans prior to loan certification.

### **On-Line Direct Loan Entrance, Exit, and Master Promissory Note Procedures**

MMC is directing all students and parents to complete these loan forms on-line. On the MMC website there is a “Financial Aid Forms” bullet under the Financial Aid Heading. This opens a list of forms and the links to complete the on-line forms for Direct Loan Entrance, Direct Loan Master Promissory Note (MPN), Parent Plus Loan MPN, and the Direct Loan Exit. These forms are required by the U.S. Department of Education.

### **Notification of Federal Loan Disbursement Policy**

Martin Methodist College hereby notifies students who have accepted Federal Direct Loans as part of their financial aid award package (or whose parents are receiving Federal Plus Loans) that loan disbursements will arrive at the college in the form of an Electronic Funds Transfer (EFT) with a roster of all loans in the transfer. The loan amounts, by federal regulation, must be released by the lenders in equal installments to cover the periods of enrollment of the academic term. If eligible, the loan disbursements will be disbursed to the college after census day. Loan proceeds will be credited to the student’s account within 3 days of receipt and any excess refunded to the borrower within 14 days after the college’s receipt of the funds if a credit balance is generated and a request to hold a credit balance is not on file in the business office. (see Excess Funds in the Refunds section on page 30) Under rules dictated by the federal government the college is not

allowed to release the first loan disbursement to a first-year, first time undergraduate until thirty days after the first class day of the semester or module have elapsed.

### **COHORT Default Rate**

The 3 year COHORT default rate was 21.7 % for 2011 and the draft rate for 2012 is 15.0%.

### **Institutional Review Panel**

To participate in the Tennessee Educational Lottery Scholarship program the college must have a TELS Institutional Review Panel.

The purpose of the panel is to hear appeals from students who for justifiable reasons did not comply with the continuous fulltime enrollment rule that is the TELS requirement. Possible appeals will result from medical and personal problems experienced by the student such as illness, death of a family member, religious requirements, employment requirements, etc.

The IRP is composed of one member of the faculty, one member of the staff and one student. The IRP will consider appeals and student requests for leaves of absence.

Procedures for the IRP:

1. Decisions must be made and communicated in writing to the student within 14 days of appeal.
2. The reason for the appeal by the student must be documented and maintained by the IRP. The IRP decision must be maintained on file for four years or until the student graduates whichever comes first.
3. The student who files an appeal will be notified that the IRP decision may be appealed to the TELS Award Appeals Panel at the following address:

Tennessee Student Assistance Corporation  
c/o TELS Award Appeals Panel  
404 James Robertson Parkway, Suite 1950  
Nashville, TN 27243

The appeal to the TELS Award Appeal Panel must be made within 45 days of the IRP decision. The TELS Panel will mail a decision to the

student within 14 days of receiving the appeal. The decision of the TELS Award Appeal Panel is the final administrative appeal.

### **Official College Census Day (for Lottery Scholarships)**

To administer the Tennessee Educational Lottery Scholarship (TELS) the college must declare an official census day.

A census day is the date:

before which classes dropped do not count toward the 24 hours attempted rule for calculating a continuing student's eligibility for the lottery scholarship and

after which any class dropped will be counted as hours attempted (and for which no quality points will be assigned thereby making it imperative that the student perform well on other classes in order to attain a grade point average that will enable them to continue to receive the TELS).

It has been determined that the 15<sup>th</sup> class day be the official census date. Holidays and weekend days will not count as they are not class days.

## **V. STUDENT ORGANIZATIONS AND ACTIVITIES**

The college has a well-rounded array of organizations and activities. Recreation and intercollegiate athletics, clubs, cultural events, social activities, student publications, honor societies, and student government are available for student participation. A listing of these opportunities follows.

### **ATHLETICS**

**Individual Recreational Activities:** All enrolled students are urged to make use of the Christian Life Center facilities which include a Nautilus room, Cardio room, jogging track, racquetball courts, basketball/volleyball courts, and the Aquatic Center.

**Intercollegiates:** The college fields teams in the following sports: men's baseball, women's softball, men's and women's basketball, men's and women's bowling, men's and women's

golf, men's and women's soccer, women's volleyball, men's and women's tennis, men's and women's shooting team and co-ed cheerleading.

**Intramural Sports:** The college offers opportunities for all students to participate in intramurals sports throughout the year including water polo, racquetball, volleyball, flag football, basketball, ultimate frisbee, powder puff flag football, dodge ball, soccer and softball.

**Champions of Character Program:** This program will create an environment in which every NAIA student-athlete, coach, administrator, official and spectator is committed to the true spirit of competition through respect, integrity, responsibility, sportsmanship and servant leadership. The intent of this program is for all NAIA student-athletes and coaches to exhibit exemplary character and sportsmanship both in all athletic competitions and outside of the sports setting. MMC's first commitment in this program is to teach, enforce and monitor strong character skills with both our students and staff. Our second commitment is to deliver these strong character skills to the youth leagues, middle schools and high schools of Giles and surrounding counties. MMC's goal is to become a leading institution in the nation, known for its strong character skills and efforts to produce these skills.

**Sports Medicine:** the MMC Sports Medicine Department supports all intercollegiate athletic teams. The Sports Medicine Department is equipped with up-to-date medical equipment to care for emergencies.

### **Campus Clubs/Organizations**

For additional information about the campus organizations listed below or to learn how to start an organization contact the Student Organizations Director listed in the phone directory in the back of this handbook.

**Art Club:** strives to promote the knowledge of art and participation in related activities.

**Biology Club:** is to educate students of various aspects of science and promote awareness of the medical field, by organizing events that involve both traditional as well as scientific activities.

**Commuter Club:** addresses the unique needs of commuting students, and promotes their involvement in all aspects of campus life.

**Dramatics Club:** open to any student interested in drama. Members of this club act in, stage, and help direct the college's fall and spring plays.

**Equality Alliance:** through understanding and awareness this group hopes to prevent discrimination and promote unity between all sexual orientations and gender identities.

**Fellowship of Christian Athletes:** is an interdenominational ministry open to all but targets coaches, athletes, and students utilizing them to influence others for Christ. The meeting schedule fluctuates with the athletic calendar.

**Film Society:** sponsors and helps lead programs in the "Power of Film" series for Martin Moments credit, and informal discussions of various films and film genres.

**International Club:** promotes interest in the different cultures of the world.

**La Conexion:** is a joint ministry of Religious Life at MMC and the Tennessee Conference Hispanic/Latino Academy. La Conexion meets weekly for prayer, bible study, and fellowship.

**Martin Serves!:** seeks to engage the Martin Methodist community in acts of community service and civic engagement in order to encourage service as a lifelong activity among student, faculty, and staff. To learn more about opportunities to serve stop by the Center for Church Leadership, call 931-424-7363 or e-mail [martinserves@martinmethodist.edu](mailto:martinserves@martinmethodist.edu).

**Math Club:** promotes the interest of mathematics, to aid students with an interest in mathematics, and to promote interaction among math students.

**Outdoor Enthusiasts:** organizes outdoor activities as hiking, bicycling, and camping trips along with encouraging students to appreciate the great outdoors.

**Physical Education Club:** promotes health and wellness through a variety of activities and programs. The club is designed for students in the Physical Education Program.

**Pre-Law Society:** seeks to promote interest and awareness of contemporary legal topics by hosting speaker panels, lectures, and discussions.

**RedHawk Republicans:** promotes voter awareness at the collegiate, local/state level, supports ideals and principles of the Republican Party, and provides services to the community.

**Relay for Life:** promotes cancer education and awareness, and sponsors fundraising/team recruiting events culminating in the annual Giles Co. Relay for Life held in Pulaski in June.

**Residence Hall Council:** is an advocate for residents' concerns, provides opportunities for students to meet and socialize, and supports and plans events within/between the residential community and the campus as a whole.

**Rotaract:** a college-level Rotary sponsored service club whose members are true "partners in service" and key members of the family of Rotary.

**Running Club:** gives members the opportunity to build self-confidence, experience fellowship and enhance personal well-being through running and walking

**STEA:** the Student Teacher Education Association is the pre-professional club for prospective teachers.

**Student Christian Association (SCA):** is a faith community nurturing Christian disciples through worship, fellowship and spiritual reflection. The annual fall retreat includes worship, fellowship, Sabbath, and fun. Weekly meetings include guests /speakers from on/off campus.

**Student Media:** provides news/information to the campus community. It is the independent voice of the student body.

**Student Nursing Organization (SNO):** represents student nurses, the nursing profession, and the Division of Nursing as an integral part of MMC campus life.



**Sustainability Club:** works to help MMC achieve a fully sustainable campus.

**The Call:** identifies, recruits, and trains future church leaders. Provides training in ministry setting leadership for lay and ordained church leaders.

**The College Democrats:** promotes voter awareness at the collegiate, local/state level, supports ideals and principles of the Democratic Party, and provides services to the community.

**Thomas Martin Society:** the mission of this society is to facilitate effective fulfillment of the admissions process through Campus Tours, Preview Days and Scholarship events.

**Veterans Club:** provides on and off campus benefit knowledge to veterans, active military, and their families.

## CULTURAL EVENTS

Each year the College sponsors the Della Clayton Lee Fine Arts Series consisting of concerts and performances by professional artists.

## HONORARY SOCIETIES

**Gamma Beta Phi Society:** This Society is a non-secret, honor, service-to-education organization for students in colleges and universities. Membership in the society is open to students who meet the following standards:

- (1) Rank in the top 20 percent of the class academically;
- (2) Have worthy character;
- (3) Creditable achievement;
- (4) Commendable attitude.

The purpose of the society shall be the achievement of educational ideals, the encouragement of scholastic effort, and the rewarding of academic merit among college students.

**Kappa Delta PI:** An international honor society in Education that promotes the development and dissemination of worthy educational ideas and practices, enhances continuous growth and leadership, and fosters inquiry and reflection on significant educational issues. Membership is open to education students who have attained

sophomore standing, completed or enrolled in at least 12 semester hours of education courses, and possess a minimum GPA of 3.0.

**Omicron Delta Kappa:** This international leadership honor society recognizes achievement in scholarship, athletics, campus/community service, social and religious activities, campus government, journalism, speech/mass media, and the creative and performing arts.

**Pi Gamma Mu:** An international honor society in Social Science that promotes academic excellence and interdisciplinary communication. Prospective members must be in the upper 35% of their class, have at least a B average and complete a minimum of 20 credit hours in Social Science classes.

**Sigma Beta Delta:** An international honor society in business, management and administration that recognizes students who have attained superior records in any of the business majors.

**Sigma Tau Delta:** An international honor society in English. Prospective members must maintain a 3.0 in English courses, completed a minimum of two classes over the freshman level and be in the upper 35% of their class after three semesters in college.

**Alpha PSI Omega:** A National Theatre honor society. This group aids to stimulate interest in theatre activities and to secure all the advantages and mutual helpfulness provided by a large national honor society.

## MUSICAL GROUPS

Music is important at Martin Methodist College. The College choirs contribute to the college community and the entire Middle Tennessee area. The Concert Choir presents 10-15 performances each year. The Chamber Choir is a small, auditioned ensemble that presents several concerts throughout the school year. The Praise and Worship Team provides contemporary Christian music during Chapel Services and performs in local area churches.

## STUDENT PUBLICATIONS

**MARTINAIRE:** is the yearbook which records life at the college. Participation by any student interested in writing, photography, layout, proofing, or typing is encouraged.

**STATEMENT OF PUBLICATIONS:** Student publications are the interpretative records of the people and events that constitute the college community. They are governed by the established canons of responsible journalism such as the avoidance of libel, indecency, and attacks on personal integrity. Publications will not publish pictures or descriptions of violations of the student code. The purpose of student publication is to provide opportunities for students to gain skills in practical journalism. The Advisor appoints editors of the student publications. An editor who ignores the standards of responsible journalism or who fails to fulfill the duties of the office will be removed.

## **SOCIAL AND CULTURAL EVENTS**

Each year a well-rounded array of campus events is scheduled. Some of these events are Martin traditions that have been staged over the span of many years. Some of the activities that have become college traditions are explained as follows:

**Martin Pride Days:** each fall there are three evenings of activities welcoming the students back to campus. Water slides, sand volleyball, live music and other fun events get the year off to a great start.

**Fall Festival:** a cookout for all students and employees is held in the fall of each year on the campus green.

**Winter Formal:** this is a formal dance that is held off campus for all MMC students.

**Boo-Out:** this is a Halloween party for Head Start children from Giles County. All students at Martin Methodist College may be involved by working in carnival booths and activities.

**Homecoming:** usually held in February, there is a full week of student activities along with an alumni reception, cultural events, and basketball games with the crowning of the queen and king taking place at the halftime of the men's game.

**Fall and Spring Plays:** the Drama students present two dramatic productions each year.

**Christmas Musicals:** each year there is a Christmas concert by the MMC choirs.

**Visit with Santa:** this traditional event involves Martin Methodist students as they provide Christmas gifts for community children in need.

**Christmas Service:** this is an evening worship service for MMC to come together and celebrate Christmas before departing for Christmas break.

**Exam Breakfasts:** held each semester at the onset of the final exam period. The late night (10 p.m.) meal is served to the students by the college administration.

**Campus Movie Theater:** the college operates a first run movie theater.

**Baccalaureate:** a worship service to celebrate the Holy work in the lives of the graduates and the MMC community.

## **GOVERNANCE ORGANIZATIONS**

Student governance on the Martin Methodist College campus is conducted through the Student Government Association, (an explanation of the powers and duties of this organization is spelled out in the SGA Constitution). The Honor Council is composed of student, faculty and staff whose duty it is to hear academic infractions. There are two representatives of SGA present at all sessions of Traffic Court. The Disciplinary Committee is composed of students, faculty, and staff whose duty it is to hear disciplinary infractions. Each student is given a copy of the Honor Code Booklet at matriculation. New students have an honor code signing ceremony as part of orientation week activities.

## **CONSTITUTION OF THE STUDENT GOVERNMENT ASSOCIATION OF MARTIN METHODIST COLLEGE**

## **PREAMBLE**

We, the students of Martin Methodist College, acting under the authority granted us by the Administrative Staff of Martin Methodist College, do hereby establish this Constitution in order to promote the ideals of self-government, to help coordinate student life on the campus, and to maintain good understanding and a close relationship between the Faculty, Administration, and the Students.

## **ARTICLE I--NAME**

The Martin Methodist College student body shall be composed of all students of the college. The governing body shall be known as the Student Government Association.

## **ARTICLE II—PURPOSE AND MEMBERSHIP OF THE STUDENT GOVERNMENT ASSOCIATION**

The purpose of the Student Government Association shall be to promote the rights, responsibilities, and awareness of the student body in all areas of student life.

The voting membership of the Student Government Association shall be composed of:

1. The three executive officers of the Student Government Association who shall be elected at-large by the students.
2. Two representatives from each class who shall be elected at-large by their class. There shall be one class president and one senator to represent each class.

Qualifications for membership in the Student Government Association shall be:

1. Academic Guidelines for the Student Government Association:
  - Each returning or new member of the Student Government Association must have above a 2.0 Grade Point Average (cumulative or current semester) to run for election for a Student Government position.
  - After completing each semester of duty academics will be evaluated and at that time it will be determined if the student is in good standing, probation, or dismissed from Student Government.
    - Good Standing is a GPA above 2.0.
    - Probation is a GPA of 2.0-1.75.

- Dismissal is a GPA of 1.74 or below.
- Grade Point Average calculation includes:
  - Cumulative average OR semester average whichever proves to be the highest.
- Probation includes:
 

A meeting with the SGA President and SGA Advisor to discuss a plan to raise their GPA.
- Dismissal includes:
  - Immediate dismissal from all SGA duties, the position be filled immediately.
  - The student will officially no longer be a member of SGA.
  - The student will be allowed to run for reelection after sitting out one semester and if reapplying with a GPA of 2.0 or higher (cumulative or current semester).
  - This is to allow the student to reevaluate their priorities and focus on grades.
- Extenuating Circumstances:
  - Low GPA and/or lack of objective completion may result of an extenuating circumstance on/off campus. If the student feels this is the case they should set up a meeting with the SGA Advisor. The Advisor and Vice President for Campus Life and Enrollment Management will evaluate the situation and an exception may be granted. Each situation will be handled as needed and in the best interest of the student *and* the Student Government Association.

### **ARTICLE III--EXECUTIVE COMMITTEE OF THE STUDENT GOVERNMENT ASSOCIATION**

The Executive Committee shall consist of the President, the Vice-President and Secretary and shall meet at the call of the president. Vacancies that may occur in the Executive Committee shall be filled by a Sophomore, Junior, or Senior Class President and will be appointed by the Student Body President.

### **ARTICLE IV--DUTIES OF THE EXECUTIVE COMMITTEE**

The President shall:

1. Preside over all Student Government Association meetings;
2. Appoint all members of the committees of the Student Government Association and be Ex Officio of all said committees;
3. Present all resolutions and recommendations both passed by the Student Government Association and those that require the approval of the administrative staff, to the President of the College;
4. Serve as member of the Board of Trustees of Martin Methodist College;
5. Serve as a member of the Disciplinary Committee;
6. Call special meetings of the Student Government Association and any committees thereof;
7. Serve as a liaison between the student body, the faculty and the administrative staff.
8. Serve on the Honor Council.

The Vice-President shall:

1. Assume the duties of the President in his or her absence or his or her inability to serve;
2. Serve as a member of the Disciplinary Appeals Board.
3. Serve on the Honor Council Appeals Board.
4. Assume any other responsibilities designated by the student body President.

The Secretary shall:

1. Keep the minutes and roll at all Student Government Association meetings;
2. Maintain the Student Government Association files;
3. Handle all communication concerning the Student Government Association;
4. Serve on the Supreme Council.
5. Assume any other responsibilities designated by the student body President.

## **ARTICLE V—DUTIES OF THE MEMBERS OF STUDENT GOVERNMENT**

Class Presidents shall:

1. Bring the comments, concerns, and suggestions of their class to the attention of the Student Government Association.

2. Serve as chairs of any committees at the request of the Student Government Association Executive Committee.
3. Execute assigned objective throughout the course of the year, (excluding Freshman Class President).
4. Serve in the following capacity as student representatives on the Honor Council and associated appeals councils/boards:
  - Senior: Honor Council
  - Junior: Honor Council Appeals Board
  - Sophomore: Honor Council Supreme Council
5. Serve in the following capacity as student representatives on the Disciplinary Committee and associated appeals councils/boards:
  - Senior: Disciplinary Committee
  - Junior: Disciplinary Appeals Board
  - Sophomore: Disciplinary Supreme Council

Class Senators shall:

1. Bring the comments, concerns, and suggestions of their class to the attention of the Student Government Association.
2. Execute assigned objective throughout the course of the year, (excluding Freshman Senator).
3. Serve on any committees at the request of the Student Body President

## **ARTICLE VI--MEETINGS OF THE STUDENT GOVERNMENT ASSOCIATION**

There shall be not less than two regular scheduled meeting per month. Special or called meetings may be held at any time at the discretion of the President. All Student Government Association meetings shall be open to any student, faculty member, or member of the administrative staff.

## **ARTICLE VII--POWERS OF THE STUDENT GOVERNMENT ASSOCIATION**

The specified powers of the Student Government Association shall include making such legislation, resolutions, or recommendations, and performing any other act to promote the rights, responsibilities, and awareness of the student body, and to contribute to the social, educational, cultural, and physical welfare of the student body and the college community.



## **ARTICLE VIII--FACULTY ADVISORS**

The Vice President of Campus Life and Enrollment Management shall be a permanent advisor to the Student Government Association. Said Advisor should be present at all meetings.

## **ARTICLE IX --ELECTIONS**

The Student Government Association shall be in charge of all student campus-wide elections including Homecoming Court and Student Government Association elections.

## **ARTICLE X--AMENDMENTS AND BY-LAWS**

Amendments to this Constitution shall be made by a two-thirds vote of the Student Government Association. The amendment must be introduced in the Student Government Association one week in advance of its approval in the Student Government Association. One week's notice shall be given before any referendum to the student body. By-Laws may be adopted by a two-thirds vote of the total membership of the Student Government Association. Amendments and By-Laws shall take effect immediately unless otherwise stated, after two-thirds majority vote.

## **REQUIREMENTS FOR COLLEGE RECOGNIZED ORGANIZATIONS *PLANNING STUDENT ORGANIZATIONS***

The following procedure must be used for groups seeking recognition as Martin Methodist College organizations:

1. Application for recognition of college approval should include the purpose of the club and types of proposed activities;
2. Constitution which should include name, purpose, meetings, officers and terms, rules of membership, and other information deemed relevant to the operation of the organization;
3. By-Laws of the organization;
4. Signature of the members (minimum of five) and advisor.

When the above information has been compiled, it should be delivered to the Vice President for Campus Life for evaluation. He/she

may recommend that the President of the College grant full recognition to the group or he/she may reject the group's petition and specify the reasons. If a group were denied, it would have an opportunity to rectify the deficiencies and resubmit the materials for approval. The President of the College must grant final recognition.

**RULES FOR STUDENT ORGANIZATIONS:** There are four major requirements for organizations that are listed below.

1.       **ADVISORS**  
Each organization shall be free to choose its Faculty Advisor who, by accepting appointment, agrees to maintain contact with the organization so as to be familiar with its program and personnel, keeping in mind not only the objectives of the particular group but also the best interest of the college.
2.       **DISCRIMINATORY CLAUSES**  
No student organizations, which have any restrictive clauses with regard to race, color, creed, or national origin, will be granted college recognition.
3.       **HAZING**  
No student or organization of the college shall engage in hazing or committing an act that injures, frightens, degrades, or disgraces a person attending the college. Students and/or organizations involved in hazing shall be subject to disciplinary action.
4.       **USE OF COLLEGE FACILITIES**  
Events involving the use of college facilities must be authorized by the Vice President for Campus Life or by the person in charge of the facility.

## **VI. RELIGIOUS LIFE**

The Center for Church Leadership was born out of a partnership between Martin Methodist College and the Tennessee Annual Conference. The Center is a model of how academic institutions and denominational entities can share knowledge, deepen faith, and support the work of ministry.

The Center's mission is to identify, recruit, and train current and future church leaders, both laity and clergy. This mission is lived out through the ministries of Continuing Education, Church Relations, Religious Life, and Martin Serves!

**Religious Life:** at Martin Methodist College seeks to be a community of faith that encourages students, faculty, and staff to grow and enrich their spiritual journey through worship, education, fellowship, and service.

**Worship:** Chapel services are held each Wednesday at 11:00 a.m. in the Gault Fine Arts Center Recital Hall or Martin Hall Auditorium unless there is a campus-wide Convocation. On the 2<sup>nd</sup> Wednesday of the month, Chapel will take place at the Church of the Messiah as we celebrate a Traditional Holy Communion Service. Additional services are held for special occasions, such as Christmas and Baccalaureate.

**Education:** This includes The Call, internships, Student Conferences, as well as Annual and General Conferences.

**Fellowship:** The CCL Student Lounge is open daily as a place for students to gather, relax, and fellowship. Fellowship is also offered in conjunction with events of the Student Christian Association (S.C.A.), Fellowship of Christian Athletes (F.C.A.), La Conexion, Accountability Groups, activities with area churches, and the Religious Life Council.

**Martin Serves!:** seeks to engage the Martin Methodist community in acts of community service and civic engagement in order to encourage service as a lifelong activity among student, faculty, and staff. To learn more about opportunities to serve stop by the Center for Church Leadership, call 931-424-7363 or e-mail [martinserves@martinmethodist.edu](mailto:martinserves@martinmethodist.edu).

**To learn more about Religious Life and Martin Serves!, please visit <http://www.martinmethodist.edu/church-leadership/religious-life> or e-mail [religiouslife@martinmethodist.edu](mailto:religiouslife@martinmethodist.edu) or stop by the office in the Center for Church Leadership, located at the corner of Madison and 5<sup>th</sup> Streets.**

## **VII. ACADEMIC HONOR CODE AND STUDENT LIFE HONOR CODE, RIGHTS, RULES, AND REGULAIONS**

**See the Academic and Student Life Honor Code  
booklet for these rights, rules and regulations.  
This booklet is passed out to each student on  
summer orientation days and at registration.**

### **DRESS CODE**

Martin Methodist College students should wear clothes appropriate to the situation. Students must be fully dressed to include shirts and shoes in order to be served in the Dining Hall or to enter all classroom and administration buildings.

## **VIII. RESIDENCE HALL INFORMATION**

The college operates Criswell Hall, Upperman Hall and two apartment housing buildings. While Criswell is an all female facility, Upperman and the apartment are Coed facilities. All single students under 21 years of age are required to live in the college housing or with their family.

Upon notification of acceptance to the college the resident student must make a room security deposit. See the Financial Information section for the current deposit amount. This is refunded by mail, provided the student does not do any damages to their housing or does not owe the college any money, when the student has graduated or indicated he/she will not be returning to Martin Methodist College.

Occupants of each room are responsible for its condition and contents. Damages to the rooms or contents will be charged to the occupants. Damages to common areas such as living areas, halls, baths, lobbies and other areas of the housing units will be charged to all residents on a prorated or by-floor basis if it cannot be determined which resident was responsible.

### **ROOM ASSIGNMENTS**

Room and roommate preferences are granted when possible. Students who reside in a room have precedence over others in signing

up for that same room the following year. The Vice President for Campus Life assigns students who do not submit housing or roommate preferences to housing and roommate(s).

Room changes will be made only with the approval of the Vice President for Campus Life or the Director of Residential Life. Room changes will not be considered until two weeks into the semester.

See the Financial Information section for dorm and apartment charges.

Students who wish to move from the Resident Halls to the Apartments (depending on availability) will be ranked using the following criteria:

1. Requests must be submitted each year in writing to the Director of Residential Life by March 30<sup>th</sup>.
2. First priority will be given to students who have lived the longest in Criswell/Upperman (number by semesters).
3. First priority will be given to students with no Academic or Student Life Honor Code infractions.
4. For Oakwood Apartments, a student must also have a cumulative Grade Point Average of 3.3 or higher.

All students currently in the apartments must complete a request form each year by March 30<sup>th</sup> to reserve their place for the following academic year.

The College reserves the rights to exchange rooms or remove a student from campus housing when it is considered advisable or necessary.

## **SAFETY**

Students should keep their doors locked at all times when not in attendance. **THE COLLEGE IS NOT RESPONSIBLE FOR ANY LOSS OR DAMAGE TO STUDENTS' PROPERTY FOR ANY REASON.** If loss should occur, a student should check immediately with the parent's homeowner's insurance policy to ascertain if the loss is covered. The college recommends that each student living on campus obtain some form of insurance for the items stored in their rooms.

The campus housing buildings are equipped with fire alarms, smoke detectors and fire extinguishers. Students are required to evacuate the building when the alarm sounds. After evacuating the Criswell and Upperman dorm students should gather at the gazebo to await instructions from the fire department or the Director of Residential Life. Apartment students should gather in the south parking lot (furthest away from the apartments) of the Christian Life Center (CLC

## **IX. CONSUMERISM**

Information of importance to students, prospective students, and families of students is contained in this handbook that is published annually and provided to all students prior to the opening of fall semester. More detailed information on faculty, college courses, and programs of study, as well as a listing of endowed scholarships can be found in the college catalogue that is provided to students at matriculation.

This section, entitled “consumerism” contains a listing and explanations of the rights to which students, our consumers, are entitled. The rights that the college strives to guarantee are:

- To a drug free campus
- To non-discrimination
- To file grievances
- To privacy of personal records
- To challenging the content of educational records
- To review the annual security report
- To be free from sexual harassment
- To review the college graduation rates
- To review the athletic gender equity, participation, financial and graduation rates
- To smoke/tobacco free campus buildings

The right to a deferment on student loans is included in the financial aid section entitled “Loan Deferment Terms”.

The college has personnel available to answer questions about consumer information, financial aid information and academic information during normal operating hours 8 a.m. through 4:30 p.m. Monday – Friday. For appointments during other hours, please call to

schedule a time. The phone directory is located on the last page of this handbook.

## **DRUG-FREE SCHOOLS AND COMMUNITIES ACT**

Martin Methodist College has developed its drug and alcohol abuse prevention program for the safety and well being of students, employees and campus visitors.

The unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on the college property or as part of any college activity is strictly prohibited. All State or Federal laws and applicable legal sanctions including fines and jail apply. The use of illicit drugs and the abuse of alcohol are hazardous to the health and severe illness or death can result. In an effort to meet its educational responsibility to its students and employees, the college annually schedules an assembly program dedicated to drug and alcohol abuse prevention. At this required program the health risks associated with the use of illicit drugs or the abuse of alcohol will be described in detail. Information about drug and alcohol counseling, treatment or rehabilitation is available through the college counselor.

Martin Methodist College will impose disciplinary sanctions on students and employees (consistent with local, State, and Federal law) up to and including expulsion or termination of employment and referral for prosecution, for the unlawful possession, use, or distribution of illicit drugs and alcohol. Employees are required to self-report drug convictions to the Vice President for Finance and Administration.

## **EEO/TITLE IX SECTION 504 STATEMENT**

Martin Methodist College does not discriminate on the basis of race, sex, color, religion, national origin, age, handicap, or veteran status in provision of educational opportunities or employment opportunities and benefits.

MMC does not discriminate on the basis of sex or handicap in the education programs and activities that it operates, pursuant to the requirements of Title IX of the Education Amendments of 1972, Pub. L. 92-318; and Section 504 of the Rehabilitation Act of 1973, Pub. L. 93-112; respectively. This policy extends to both employment and admission to the college.

Inquiries concerning Title IX and Section 504 should be directed to the Vice President for Campus Life. Charges of violation of the above policy should also be directed to the Vice President for Campus Life.

## **CONSUMER COMPLAINTS**

Martin Methodist College has established procedures for receiving and responding to complaints from students, faculty, and others and keeps records of such complaints in order to determine their frequency and nature. Martin Methodist College attempts to maintain an atmosphere that encourages students to discuss their questions and concerns with the appropriate instructors or staff members before involving others. However, should discussion not resolve a perceived problem there is an official grievance procedure. The Vice President for Campus Life is the college official responsible for assisting in this process. In certain areas there are standing committees that handle appeals e.g. Admissions and Financial Aid Appeals Committee.

## **STUDENT GRIEVANCES**

A student grievance is any registered dissatisfaction, complaint, or injustice a person may perceive while affiliated with Martin Methodist College, either as a prospective student, currently enrolled, or recently graduated student.

MMC provides a procedure to assist faculty and students in resolving student concerns about academic integrity, policy and grades issued. The teaching faculty is responsible for issuing grades; however, students who believe a faculty member has violated their academic rights may seek recourse through the grievance procedure. This procedure also is followed if students believe they have been subjected to discrimination or harassment, their basic civil rights have been violated or their privacy has been invaded. Students can initiate grievance resolution but must attempt to resolve their grievance through the informal process first.

### **INFORMAL PROCESS**

The student should request a conference with the instructor involved within five working days after the event occurs (or after grades are received, if this is the case). If the conference does not



resolve the dispute or problem, the student must submit a written grievance, outlining the problem to the instructor's program coordinator (these are located in the "Reference Section" in the back of the college catalogue) within five working days after meeting with the instructor. If this still does not resolve the problem, the student must submit a written grievance to the division chairperson (these are located in the "Reference Section" in the back of the college catalogue) within five working days after this meeting.

### **FORMAL PROCESS**

A student who has completed the informal process within the specified times and is not satisfied with the results may appeal in writing to the Vice President for Academic Affairs within seven calendar days after the conference with the appropriate division chairperson. The Vice President for Academic Affairs will meet with the division chairperson to review and reach a decision regarding the grievance. This decision will be final and the student will be notified in writing within five working days.

Accurate records of all student grievances will be confidential and will be maintained by the Office of the Vice President for Campus Life. The procedure for student grievances will be consistent for all students.

Students should be aware that should they have concerns or complaints about their program or their financial aid, this institution has a complaint procedure. To the extent possible, students should seek a resolution of such matters through the institution's complaint procedure (see page 4, Grievance and Problem Resolutions) before involving others. Should the institution not be able to resolve a financial aid problem, the student may contact either the State Postsecondary Review Program office at the Tennessee Higher Education Commission at (615) 532-8276 or the federal Office of the Ombudsman at 1-202-401-4498 or toll free 1-877-557-2575 in Washington, DC.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

No part of a student's academic record will be released to anyone without written request bearing the student's personal signature, or a telegram bearing the student's name as the person making the request, or by order of a court of law. Telephone calls are not acceptable. The Registrar's Office must have the request in writing, which becomes a part the student's permanent file.

All students at Martin Methodist College are provided an opportunity to review their educational records. The term "educational records" includes those records, files, documents, and other materials that contain information directly related to the student and are maintained by Martin Methodist College. "Educational Records" do not include instructor's grade books, the records of institutional, supervisory, and administrative personnel and the administrative supportive personnel, which belong particularly to each individual and are not accessible or revealed to any other person except a substitute. In addition, the financial records of parents who have dependent students are not accessible to those same students. Furthermore, letters of recommendation written prior to January 1, 1975, are not accessible to students.

Students will be provided the opportunity for a hearing by Martin Methodist College in accordance with regulations of the Secretary of Health, Education, and Welfare, to challenge the content of the educational records, in order to insure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students. Martin Methodist College will also provide an opportunity for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate information contained in the records.

## **HOMELAND SECURITY ACT**

Martin Methodist College maintains contact with the Tennessee Office of Homeland Security and follows all guidelines issued by that office.

## **CAMPUS SECURITY INFORMATION**

MMC participates in Uniform Crime Reporting to the Tennessee Bureau of Investigation (TBI) using the TBI Tennessee Incident Based Reporting System (TIBRS). A record of crime on

campus is kept in the Campus Security Office and is available to be viewed upon request. Crime statistics for the previous four (4) years is referenced later in this section of the handbook. A copy of the statistics for MMC in the "Crime on Campus Report" published annually by the TBI is available upon request. Please contact the Campus Security Office for a copy. The phone directory is the last page in this handbook.

A STATEMENT OF CURRENT CAMPUS POLICIES RELATING  
TO THE STUDENT RIGHT TO KNOW AND CAMPUS SECURITY  
ACT TITLE II OF PUBLIC LAW 101-542, AS AMENDED

A. Current campus policies regarding procedures and facilities for students and others to report criminal actions or other emergencies occurring on campus and policies concerning the institution's response to such reports:

Anyone becoming aware of a crime or an emergency should immediately notify the campus authority under who they are working: i.e. teacher, dorm supervisor, coach, administrator, work-study supervisor, etc. That person will notify the proper campus or local authority.

In circumstances where students are not under direct supervision they should call the 911 emergency number for police, fire department or ambulance response.

B. Current campus policies regarding security and access to campus facilities:

Campus Security checks each building on campus at closing time, monitors access to buildings, and contacts police and fire departments if necessary.

The campus is well lighted outside and a number of areas in each building remain lighted throughout the night. Campus Security is responsible for reporting any lights that are not functioning.

The Vice President for Finance and Administration monitors the issue of all keys to campus buildings and rooms. Master keys are locked in the key safe in the Business Office.

C. Campus law enforcement:

Martin Methodist College does not have its own law enforcement agency. There is a Campus Security Office located in Martin Hall.

The Campus Security Director, night watchmen, Resident Directors and officers of the college contact local law enforcement officers when a crime is committed or suspected.

D. Description of the type and frequency of programs designed to inform students and employees about campus security procedures:

The parents of students are written each year and advised to discuss personal security issues with their students before they leave for college.

At the beginning of each term security is discussed at required dorm meetings with resident students and at required meetings for those students who commute. In these meetings the following topics are discussed:

- safe-keeping of money and other valuables
- personal safety and
- proper locking of campus housing and vehicles

These same issues are discussed with employees of the college in executive, faculty, and staff meetings.

E. Programs designed to inform students and employees about the prevention of crimes:

Every student and every employee of the college receives a publication entitled "Campus Safety and Security Guidelines".

F. Statistics concerning the occurrence on campus for the past four years (July 1, 2011 - June 30, 2015) of the following criminal offenses reported to campus security authorities or local police agencies:

- |                               |     |
|-------------------------------|-----|
| 1. murder                     | (0) |
| 2. sex offenses (forcible)    | (0) |
| 3. sex offenses (nonforcible) | (0) |
| 4. robbery                    | (0) |
| 5. aggravated assault         | (0) |
| 6. burglary                   | (1) |
| 7. motor vehicle theft        | (0) |

G. Policy concerning off-campus student organizations:

Martin Methodist College does not sponsor any off-campus student organizations.

H. Statistics concerning the number of arrests for the following crimes occurring on campus during the time period July 1, 20011 - June 30, 2015:

- |                          |      |
|--------------------------|------|
| 1. liquor law violations | (46) |
| 2. drug abuse violations | (6)  |
| 3. weapons possessions   | (0)  |
| 4. manslaughter          | (0)  |
| 5. arson                 | (0)  |
| 6. prejudice crimes      | (0)  |

I. Policy regarding the possession, use, and sale of alcoholic beverages, illegal drugs, firearms/weapons, arson and fireworks is listed in Section VII Academic Honor Code and Student Life Honor Code, Rights, Rules and Regulations under subheading Student Code Regulations. The Policy statement on Sexual Harassment is listed after drugs in the section already noted.

### **CAMPUS SEX CRIMES PREVENTION ACT**

The federal government requires that any person classified and registered as a state sex offender must notify the state of any institution of higher education in which the offender is a student or an employee. Martin Methodist College will disclose, within ten days, information concerning sex offenders that it receives under state sex offender registration and community notification programs. The disclosure will be by e-mail to students and employees.

### **Statement on Sexual Harassment**

Martin Methodist College (MMC) is committed to maintaining an environment free of discrimination and all forms of coercion that impede the academic freedom, security, or well-being of any member of the community. Sexual harassment is detrimental to such an environment and is unlawful. As part of this commitment, the college shall, on a regular basis, undertake to educate the whole community about sexual harassment.

#### **Policy**

It is the policy of MMC that no member of the college community, including faculty, students, and staff, may sexually harass another. Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature may constitute sexual harassment:

1. When submission to such conduct is made (either explicitly or implicitly) a term or condition of an individual's education or employment;

2. When submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting that individual; or,
3. When such conduct substantially interferes with an individual's academic or professional performance or creates a discriminatorily hostile or intimidating educational, employment, or living environment.

#### **Grievance Procedures**

Complaints of sexual harassment made against members of the faculty should be lodged with the Provost or her/his designated appointee. Complaints made against members of the staff should be lodged with the Assistant Vice President for Human Resources & Operations. Complaints made against students should be lodged with the Vice President for Campus Life & Enrollment Management or her or his designee. Insofar as feasible, complaints shall be investigated by the officers of the college or their designees in confidence. ***Any retaliation against an individual who has lodged a complaint of sexual harassment or retaliation against individuals for cooperating with an investigation of alleged sexual harassment is unlawful and will result in severe discipline.*** Attempts to resolve complaints of sexual harassment through conciliation and other informal means shall be made, if appropriate, by the Provost, Assistant Vice President for Human Resources & Operations or Vice President for Campus Life & Enrollment Management or their designees.

If conciliation measures fail, the Provost, Assistant Vice President for Human Resources & Operations, Vice President for Campus Life & Enrollment Management, or other designees, shall initiate any of the following procedures:

- If the subject of the complaint is a member of the faculty, the “Review and Appeals Procedures for Certain Faculty Grievances.”
- If the subject of the complaint is a staff member, the Employee Grievance Procedure (see staff handbook, page 39).
- If the subject of the complaint is a student, the procedures set forth in the Honor Code Booklet.

#### **Interpretive Comments**

Sexual harassment may range from overt acts of sexual coercion, including rape, to more subtle indications of sexual hostility that may or may not be unlawful. It is the intention of these “Interpretive Comments” to provide examples (but not a definitive or exhaustive list) of conduct that constitutes sexual harassment.

Demands for sexual favors in exchange for better grades or job security are examples of the most overt sexual harassment. Milder suggestions that academic or employment conditions may improve if the relationship assumes a sexual character also constitute sexual harassment. Any negative consequences resulting from an individual's

rejection of advances (such as lowered grades, expressions of hostility, or more difficult work conditions) are also indicia of improper harassment.

Harassing behavior is not limited to requests for sexual favors. It includes other unwelcome sexual conduct that can, depending on the circumstances, take the following forms: verbal, such as sexual innuendo, insults, demeaning comments or jokes about gender-specific traits, etc.; non-verbal, such as obscene gestures, whistling, etc.; and physical, such as touching, brushing the body, pinching, etc. Such behaviors can interfere with an individual's performance, create a hostile or intimidating environment, or indicate discriminatory hostility.

Perhaps the most difficult question related to sexual harassment concerns intimate relationships between two individuals, one of whom is in a position of authority (e.g., between a faculty member and a student, a supervisor and an employee, an administrator and faculty member, senior faculty and junior faculty). It is incumbent upon those with authority not to abuse, or give the appearance of abusing, the power with which they are entrusted.

Amorous relationships that might be appropriate under other circumstances always threaten the integrity of the educational process when they occur between instructor or administrator and any student for whom he or she has direct professional responsibility.

Administrators and faculty should be aware that any romantic involvement with students, or others under their authority, potentially subjects them to internal discipline or liability, particularly if a complaint is initiated by the student or employee. Accordingly, faculty and administrators are strongly discouraged from maintaining romantic or sexual relationships with students and faculty are expressly prohibited from engaging in romantic or sexual contact with students with whom they have a concurrent academic relationship.

It is not advisable (or possible) to formulate a policy so specific that all conceivable incidents are clearly included or excluded from the definition of sexual harassment. Individual cases will be addressed through proper grievance channels. Decisions about alleged improper conduct and determinations of appropriate action by the institution will be made on a case-by-case basis. Such action may range from a reprimand or counseling to termination of employment, and may include such other forms of disciplinary action, as the college may deem necessary under the circumstances.

#### **Sexual Harassment by Visitors**

An important area of concern relates to visitors to the campus. The college does not approve of sexual harassment by individuals visiting students or attending MMC functions. However, it does not have

jurisdiction to enforce this policy beyond members of the community (as defined in the policy). If anyone is the victim of sexual harassment by visitors, she or he should call Public Safety, who will escort the offending visitor off campus and/or take other appropriate action. If visitors' behavior is illegal (e.g., disturbing of the peace, vandalism, sexual assault, etc.), they are subject to arrest. The best way to reduce sexual harassment by visitors is for all members of the community is to make it clear that such behavior is not acceptable at MMC.

**Contact List**

If you would like to file a complaint of sexual harassment, you may do so by contacting the appropriate individual listed below:

*For complaints made against members of the faculty:*

Dr. Judy B. Cheatham

Provost

Colonial Hall

931-363-9823

## **CAMPUS SMOKING POLICY**

Because tobacco products and smoke, even secondhand smoke, has been linked to long-term health problems, Martin Methodist College has adopted the following policy to assist in safeguarding the health and well being of students, employees, and campus visitors.

The College Campus is smoke free except in outdoor designated smoking areas. All college facilities are tobacco free. No smoking, chewing tobacco or tobacco products are allowed in the classroom buildings, bookstore, gymnasiums, campus housing, Dining Hall, SUB, or administrative buildings.



## **ATHLETIC DISCLOSURE\*\***

Martin Methodist College annually reports on its commitment to gender equality in athletics. The report is filed with the United States Department of Education each October for the year ending June 30. The contact person for a copy of or question pertaining to the report is Jeff Bain, Director of Athletics, phone (931) 363-9872.

Martin participates in the NAIA, Division I and fields six men's teams and seven women's teams and one co-ed team for the academic year of 2012-13.

<u><b>Athletic Teams</b></u>	<u><b>Men Participants</b></u>	<u><b>Women Participants</b></u>
Baseball	35	
Basketball	19	19
Bowling	11	10
Golf	11	8
Soccer	21	17
Softball		19
Tennis	6	6
Volleyball		23
Cheer	<u>14</u>	<u>14</u>
	117	116

The total expenses for all teams for the year ending June 30, 2013, was \$3,364,264 with \$1,559,467 funding the male teams and \$1,684,686 funding female teams, and \$120,111 expenses not attributable to a particular sport or sports. Total revenue from athletics was \$3,420,157 with \$1,661,281 raised from men's sports and \$1,689,076 from women's sports, and \$69,800 revenues not attributable to a particular sport or sports. Athletically related student aid was \$2,266,145 with \$1,106,153 awarded to men's teams and \$1,159,987 to women's teams. Recruiting expenses were \$25,158 with \$10,163 utilized for male teams and \$14,995 used to recruit members of female teams.

To review the entire equity report, totaling sixteen pages, the Athletic Director can be contacted at (931) 363-9872. A paper copy can be provided upon request.

**\*\*INFORMATION ON THE 2013-14 YEAR WAS NOT AVAILABLE AT PUBLICATION. CONTACT JEFF BAIN, ATHLETIC DIRECTOR, FOR WHERE THIS INFORMATION IS POSTED ON THE MMC WEBSITE.**

## STUDENT'S RIGHT TO KNOW INFORMATION

### Graduation Rates

Graduation rate information is available on request from the Office of Academic Affairs. See the Vice President for Institutional Research and Effectiveness.

Martin Methodist College reports graduation data to the U.S. Department of Education using the Integrated Postsecondary Education Data Systems (IPEDS) Web-based Data Collection System's Graduation Rate Survey (GRS). The graduation rate of those entering the college in 2009 and graduating with a bachelor's degree by 2015 is 43%.

The total number of students enrolled for the 2014-15 academic year was 1176. Of these students, 927 were full time and 362 were residential. There were 476 new incoming students. Of these 396 were freshman and 80 were transfer students. The degrees conferred at the 2015 graduation are as follows:

A.A. Degrees	8
B.S. Degrees	92
B.A. Degrees	10
B.B.A. Degrees	34
B.S.N. Degrees	<u>56</u>
Total Degrees Conferred	200

## DIRECTORY OF SERVICES

(All numbers begin with area code 931)

Apartment Resident Director, Mr. Pat Ford, Bldg B	424-2031
Academic Affairs, Dr. Judy B. Cheatham, Colonial Hall	363-9823
Administrative Software, TBA, Martin Hall	424-7362
Admissions, Robby Shelton, Colonial Hall	363-9890
Alumni, Ms. Edna Luna, Colonial Hall	363-9824
Ms. Sally Phelps, Colonial Hall	363-9814
Athletic Director, Mr. Jeff Bain, CLC	363-9872
Athletic Promotion, Ms. Brynn Wade, CLC	424-7374
Baseball, Coach Kelly Bratton, CLC	363-9827
Bowling, TBA , CLC	424-7381
Cheerleading, Coaches Micah and Monica Hartsfield, CLC	424-7387
Golf, Coach Matt Rackley, CLC	363-9872
Men's Basketball, Coach Scott Combs, CLC	363-9826
Men's Soccer, Coach Chris Leonardi , CLC	363-9880
Softball, Coach Brandi Paul, CLC	363-9879
Sports Information, Mr. Wade Neely, CLC	363-9883
Sports Medicine, Mr. Grant Fairchild, CLC	363-9874
Tennis, Coach Melinda Sevier, CLC	363-9885
Volleyball, Coach , Coach Alison Williams, CLC	363-9878
Women's Basketball, Coach Kyle Bent, CLC	363-9829
Women's Soccer, Coach Tyson John, CLC	363-9884
Aquatic Center, Mr. Matthew Davis , CLC	424-2007
Bookstore Counter, Flower St.	424-4053
Bookstore Manager, Ms. Margaret Jackson, Flower St.	363-9836
Business Office, Mr. David Stephens, Colonial Hall	363-9865
Calendars, Ms. Robin Hood, Colonial Hall	363-9800
Campus Crime Statistics, TBA, Martin Hall	309-0112
Campus Housing, Mr. Robby Shelton, Colonial Hall	363-9890
Campus Services Director, Mr. Jess Dicus, Martin Hall	424-7356
Campus Security Director, TBA, Martin Hall	363-9871
Center for Church Leadership, Dr. Ed Trimmer, CCL House	363-9864
Changes in Course of Study, Academic Office, Colonial Hall	363-9823
Christian Life Center, Ms. Brynn Wade, CLC	424-7374
Christian Life Center Lobby, Staff Attendants, CLC	363-9830
Class Absence, Course Instructor	
Clinic, Dr. Candy Johnson, House on W. Madison near Apts.	424-7338
Consumer Information, Mr. Robby Shelton, Colonial Hall	363-9890
Counseling Services, Rev. Laura Kirkpatrick, CCL House	363-9825
Criswell Hall Resident Director, Ms. Katherine Hamill	424-7400
Dean of Students, Dr. Jack Gregory, Student Services Bldg.	363-9816

Faculty Secretary, Ms. Mandy Springer, Johnston Center	424-4061
Financial Aid, Ms. Emma Hlubb, Colonial Hall	424-7366
First Aid, Mr. Grant Fairchild, CLC	363-9874
Food Service, Mr. Donald Keith, Dining Hall	363-9838
Freshman Yr. Experience, Ms. Ellie Myer, Colonial Hall	424-7350
Graduation, Dr. Judy B. Cheatham, Colonial Hall	363-9823
Grievance Procedures, Mr. Robby Shelton, Colonial Hall	363-9890
Honors Apartment Bldg, Dr. Jack Gregory	
Human Resources, Mr. Jamie Hlubb, Maintenance House	424-7379
ID Cards, Ms. Brynn Wade, CLC	424-7374
Institutional Advancement, Mr. David Jones, Colonial Hall	424-4062
International Students, Ms. Robin Lynn Hood, Colonial Hall	363-9800
Library, Mr. Richard Madden, Johnston Center	363-9844
Maintenance, Mr. Fred Hyde, Flower St.	424-7337
Mr. Jamie Hlubb, Flower St.	424-7379
Martin Serves, Ms. Brandi Belcher, CCL House	424-7363
Medical Emergencies, Mr. Grant Fairchild, CLC	363-9874
Payment of Fees, Mr. Hector Lora, Colonial Hall	363-9817
Public Relations, TBA, Colonial Hall	363-9815
Pulaski Evening Prog., Ms. Suzanne Hillhouse, Colonial Hall	363-9831
Registrar, Ms. Casey Capps, Colonial Hall	363-9809
Religious Life Office, Rev. Laura K. McMasters, CCL House	363-9825
Retention, Mr. Robby Shelton, Colonial Hall	363-9890
Security Campus Patrol	309-7502
Student Activities, Ms. Katherine Hamill, Student Serv. Bdg.	424-7382
Student Code/Regulations, Mr. Robby Shelton, Colonial Hall	363-9890
Student Mailboxes, Mr. Jess Dicus, Martin Hall	363-9871
Student Organizations, Katherine Hamill, Student Serv. Bdg.	424-7382
Student Teaching, Dr. Grace Meier, Johnston Center	363-9857
Summer Programs, Ms. Katherine Hamill, Student Serv. Bdg.	424-7382
Student Resource Assistant, Ms. Lisa James, SUB	363-9863
Student Resource Counselor, Mr. Gordon Thayer, SUB	424-7333
Student Resource Counselor, Ms. Gail Newton, SUB	363-9854
Student Resource Director, Mr. B. J. Keeton, SUB	363-9895
Technology (IT), Mr. Edward Martin, Martin Hall	363-9832
Telephone Support-Campus, Mr. Edward Martin, Martin Hall	363-9832
Transcripts, Ms. Casey Capps, Colonial Hall	363-9809
Upperman Hall Resident Director, Mr. Zayin Lake	424-4600
Veterans' Certification, Ms. Jacki Wolf, Colonial Hall	424-7366
Work-Study Jobs, Mr. Robby Shelton, Colonial Hall	363-9890