

HONOR CODE
EST. 2003

**Martin Methodist
College**

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Preamble

As Martin Methodist College students, we seek an environment in which members of a diverse student body can live together, interact, and learn from one another in ways that protect both personal freedom and community standards. If a diverse community is to prosper, its members must attempt to come to terms with their differences; this goal is only possible if students seek mutual understanding by means of respectful communication. By holding us accountable for our words and actions, the Honor Code acts as an educational tool, instructing us to resolve conflicts by engaging others in dialogues that yield greater awareness for all parties involved. By encouraging respectful conduct, we hope to create an atmosphere conducive to learning and growing.

The Martin Methodist College Honor Code is a two-part code of conduct. The first part, implemented in 2003, involves academic integrity. This portion of the Honor Code defines cheating, plagiarism, academic misrepresentation, multiple submissions of work, and the consequences for failure to comply with the Honor Code or Honor Council. It also describes the process through which the Honor Code will be administered, and the appeals process. The second part of the Honor Code, implemented in 2007, concerns student life, describing basic rules for living in a diverse environment, and the policies and procedures involved in enforcing those rules.

Academic Integrity

Students are responsible for proper conduct and integrity in all scholastic work. This includes following a professor's instructions as to the completion of tests, quizzes, homework, and laboratory reports, and asking for clarification if the instructions are not clear. Students should not give or receive aid when taking exams, unless the professor specifies that this practice is appropriate. In addition, students should complete work within the time limitations specified by the professor. Described below are violations of these basic academic expectations and their consequences. Certain academic divisions reserve the right to set even more stringent standards of academic integrity.

Cheating: Cheating is the use of any unauthorized source in the completion of assignments or tests. Students must complete all tests and examinations without help from any unauthorized source; they may not use, offer, or solicit unauthorized information, materials, or help without the explicit consent of the professor. Cheating offenses include, but are not limited to, looking at another student's paper, an open textbook, a notebook, or a "cheat sheet" during a test; talking to another student during a test; the sharing of information between students who have taken a test and students who have not; and using or soliciting unauthorized test copies as study aids. The student who knowingly shares information or supplies material to another student has also committed an offense and can be charged under this section. These rules apply to take-home exams as well as any other assignments unless the professor explicitly says otherwise. Students must check with the professor to clarify what is acceptable.

Plagiarism: Plagiarism, according to Hodges' Harbrace Handbook, 14th ed., is "the use of another writer's words or ideas without acknowledging the source. Akin to theft, plagiarism has serious consequences and should always be avoided" (788). Plagiarism can be blatant or incidental. Blatant plagiarism includes copying a passage word for word with the intention of omitting the source, downloading all or part of a paper from the internet, summarizing or paraphrasing another's ideas without indicating where they came from, or submitting someone else's work as one's own. Incidental plagiarism includes careless

omission of quotation marks around a passage that was copied word for word and otherwise cited correctly, or minor errors in documentation when quoting, summarizing, or paraphrasing another's words or ideas. Both forms of plagiarism are serious. A student must avoid both kinds of plagiarism.

Academic Misrepresentation: Any act of dishonesty committed for academic advantage is misrepresentation. Violations include, but are not limited to, lying about reasons for absences or late work and forging an academic document (ex. a drop/add form).

Multiple submissions of work: Students may not, without the prior consent of all instructors involved, submit the same work for credit in two or more courses or for a repetition of the same course, nor may they submit work previously completed at any other institution without the prior written consent of the current instructor.

Failure to cooperate with the Honor Council: Members of the college community who are notified of Honor Code action which involves them and who fail to attend a scheduled meeting or hearing may be subject to disciplinary action at the discretion of the Honor Council. Witnesses are required to testify when called. Students convicted of an Honor Code violation who fail to comply with any penalties set by the Council may be subject to further disciplinary action.

Guidelines for assigning consequences for above actions

Below are guidelines the Honor Council will use in assigning consequences for the academic violations described above. The Honor Council has the authority to change any sanction to fit the severity of the offense as deemed necessary.

Cheating and/or Blatant Plagiarism

1st offense of Cheating or Blatant Plagiarism: zero on the test or assignment.

2nd offense of Cheating and/or Blatant Plagiarism: grade of F assigned in the course, and mandatory counseling—academic, psychological, or other—to be assigned by the Honor Council.

3rd offense of Cheating and/or Blatant Plagiarism: Academic Suspension for one semester, not including summer semester.

Incidental Plagiarism

1st offense of Incidental Plagiarism: assignment must be rewritten using proper citations; academic counseling is recommended.

2nd offense of Incidental Plagiarism: zero on paper or assignment; academic counseling is required.

3rd offense of Incidental Plagiarism: grade of F assigned in the course; mandatory counseling—academic psychological, or other—to be assigned by the Honor Council.

4th offense of Incidental Plagiarism: Academic suspension for one semester, not including summer semester.

Academic Misrepresentation

All offenses of Academic Misrepresentation are to be heard by the Honor Council. Penalties will vary according to seriousness of the infraction.

Multiple Submissions of Work

All offenses of Multiple Submissions of Work are to be heard by the Honor Council. Penalties will vary according to seriousness of the infraction.

Failure to Comply with the Honor Code or Honor Council

All offenses of Failure to Comply with the Honor Code or Honor Council will result in further disciplinary actions, to be decided by the Honor Council with due consideration of the infraction presented.

Procedure for Handling Academic Infractions

Upon commission of an academic offense, the professor or administrator who notices or is made aware of a problem will file an official report ("Academic Infraction Form") with the office of the Vice President for Campus Life. Upon receipt of an Academic Infraction Form, the Vice President for Campus Life will notify the Director of Security to hand deliver a "Notice of Academic Infraction" to the accused student. The Vice President for Campus Life will notify the Honor Council and the student when a hearing is required. Upon the second infraction for cheating or plagiarism, the Honor Council will read through the accused student's file and assign the appropriate penalties as specified above. The following infractions require the accused to appear before the Honor Council for a hearing: academic misrepresentation, multiple submissions of work, and failure to comply with the Honor Council (all previously defined above). The accused will also be required to appear before the Honor Council if a "pattern" is noticed in the student's file involving cheating or either type of plagiarism (previously defined). A "pattern" is two or more offenses of cheating and/or plagiarism, with a third offense resulting in a required suspension of one semester if the Honor Council finds the student guilty, pending appeal if the accused so chooses. At the discretion of the Honor Council, suspension will be either for the semester in which the third offense occurs or for the semester immediately following, excluding summer sessions. The accused will not receive academic credit for the semester s/he is suspended. This includes those who have filed "Intent to Graduate" forms.

Procedure for Appealing Academic Infractions

A student may appeal an academic infraction upon receipt of Notice of Academic Infraction (see above). All appeals must be in writing and submitted to the office of the Vice President for Campus Life. The Vice President for Campus Life will channel all written appeals to the Appeals Board. If the appeal involves a first offense of cheating or plagiarism, the appellant will be granted a hearing before the Honor Council, pending the Appeals Board's decision (see below for the Appeals Board decision process). The Honor Council reviews all second and third infractions involving cheating and/or plagiarism. Second or third infractions for cheating and/or plagiarism may only be appealed to the Appeals Board, with no further hearing from the Honor Council. All decisions by the Appeals Board are final. If the Appeals Board grants a further hearing of the case, the case will be heard by the Supreme Council. (See below for the decision process protocol of the Supreme Council.) All decisions of the Supreme Council are final.

Honor Council

The Honor Council hears cases involving academic policy violations committed by students and recommends actions to be taken by the Vice President for Campus Life.

The Honor Council consists of three faculty members, two staff representatives, the Vice President of the Student Government, the Senior Class President, and either the Head Resident of one of the residence halls or the Vice President of Academic Affairs, depending on the infraction. The Vice President for Campus Life and a transcriber, who will be appointed by the Vice President for Campus Life, serve on the Honor Council as ex-officio members on a non-voting basis.

The faculty members of the Honor Council must be recommended by the Faculty Senate and must agree to serve on the Honor Council for one academic year. The Vice President for Campus Life must recommend the staff members of the Honor Council and they too must agree to serve on the Honor Council for one academic year. The students on the Honor Council must be full-time students with a cumulative GPA of 3.0 or higher. The students should hold Junior or Senior status. The students must also agree to remain on the Honor Council for one academic year.

Appeals Board

The Appeals Board serves to provide due process to students who feel the charges against them and/or the actions recommended by the Honor Council are unjust. The function of the Appeals Board is to review written appeals by students. The Appeals Board has no direct contact with the student but reads the student's written appeal and the transcript of the case, and decides whether the appeal should be granted. For an appeal to be granted, three of the five voting members must be in favor. If the Appeals Board grants the appeal, the case is referred to the Supreme Council. If the Appeals Board does not grant the appeal, the decision of the Honor Council remains in force.

The Appeals Board consists of four faculty representatives, the President of the Associated Student Government, and the Junior Class President. This board should be named in the same manner as stated above. The Vice President for Campus Life and a recorder serve as ex-officio members on a non-voting basis. The recorder will be appointed by the Vice President for Campus Life.

Students seeking a hearing from the Appeals Board must submit their request in writing to the Vice President for Campus Life within 48 hours of written notification of the decision of the Honor Council.

Supreme Council

The Supreme Council serves as the third, and final, step in the due process procedure. The Supreme Council hears cases recommended by the Appeals Board. In the Supreme Council, three of the five voting members must be in favor of the appellant for any previous decision of the Honor Council to be overruled. In cases where a majority is not in favor of the appellant, former rulings of the Honor Council are upheld.

The Supreme Council is made up of two faculty members, one staff member, the Secretary of the Student Government, and the Sophomore Class President. The Vice President for Campus Life and a transcriber serve on the Council as ex-officio and non-voting members. Members of the Supreme Council and the transcriber are to be named by the same process as described above.

Hearings of the Supreme Council will take place within 48 hours of the decision of the Appeals Board. The appellant will be notified of their right to meet with the Supreme Council. In addition to reviewing the written record, the Supreme Council may call witnesses as needed in order to adjudicate the case.

STUDENT LIFE
HONOR CODE
EST. 2007

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Preamble

As Martin Methodist College (MMC) students, we seek an environment in which members of a diverse student body can live together, interact, and learn from one another in ways that protect both personal freedom and community standards. If a diverse community is to prosper, its members must attempt to come to terms with their differences; this goal is only possible if students seek mutual understanding by means of respectful communication. By holding us accountable for our words and actions, the Honor Code acts as an educational tool, instructing us to resolve conflicts by engaging others in dialogues that yield greater awareness for all parties involved. By enrolling as a student at Martin Methodist College, each person agrees to follow the Honor Code for the duration of his or her time as a student of the college. By encouraging respectful conduct we hope to create an atmosphere conducive to learning and growing.

The Martin Methodist College Honor Code was installed in two parts. The first portion of the Honor Code involved academic integrity, and defines Cheating, Plagiarism, Academic Misrepresentation, Multiple Submissions of Work, and Consequences for Failure to Comply with the Honor Code or Honor Council. The second part of the Honor Code involves Student Life. This portion of the Honor Code involves housing regulations, alcohol, drugs, overall conduct codes for all students, and consequences for failure to comply with the Honor Code or Honor Council.

STUDENT SOCIAL CODE: Martin Methodist College students have certain rights and are required to fulfill certain obligations that are outlined below. It is expected that students will understand and exercise their rights while fulfilling their obligations and respecting the rights of others. The college intends to enforce the regulations, and the college intends to respect students' rights.

**NOT KNOWING THE RULES DOES NOT EXCUSE
ADHERENCE TO COLLEGE RULES AND
REGULATIONS.**

STUDENT RIGHTS:

Nondiscrimination: There shall be no discrimination in any respect by the college against any student, or applicant for admission as a student, based on race, religion, age, national origin, sex, sexual orientation, or handicap.

Confidentiality of Records: Students shall have the right to have their academic and disciplinary records kept confidential, subject to existing Federal or State laws. No official records of students shall be available to unauthorized persons without the expressed written consent of the student involved, except under legal court order.

Freedom of Opinion: Students have the right to take stands on issues and to examine and discuss questions of interest, as long as such inquiry does not interfere with the rights of others.

Freedom of Self-Government: Students are entitled to self-governance through the Student Government Association (SGA). Through the SGA, students may participate in the formulation of policy affecting student affairs. The organization and authority of the SGA is found in the Constitution of the SGA.

Student Representation: Students are represented on the Martin Methodist College Board of Trustees at the invitation of the College President through the attendance of the SGA President on that Board.

Correctness of Information: Students have the right to accurate and clear information that will enable them to determine the general requirements for a particular curriculum or program of study.

STUDENT OBLIGATIONS: Each student is expected to show respect for order, ethics, and the rights of others, and to exhibit in his or her daily living a high sense of personal honor and integrity.

DISCIPLINARY HEARINGS: At the beginning of each academic year, a Disciplinary Committee shall be organized for the purpose of hearing cases whereby the student denies that a violation has taken place. The membership of this committee shall include faculty, staff, and students. The student membership will consist of the Student Body President and one other SGA officer. The Vice President for Campus Life will assign two faculty members and two staff members each year. This committee shall hear cases referred to it and make its recommendations to the Chairman of the Committee.

The Vice President for Campus Life may handle rule violations without convening the Disciplinary Board. However, for a case to be handled in this manner the student offender must agree that a violation of the student Honor Code has taken place. If the student denies that a violation has taken place, then the Disciplinary Committee will meet with the student and the college employee who brought the alleged violation to the Vice President for Campus Life. Both parties will have an opportunity to discuss their side of the case to the disciplinary committee. Once both sides of the case are heard and the disciplinary committee has had an opportunity to ask questions, the student and the college employee will have the opportunity to make a closing statement. Once closing statements are made, the student and college employee are asked to leave the room while the disciplinary committee makes its decision. Those found guilty of rule violations will receive sanctions as listed below.

All sanctions must be completed by the student within 30 days of being found guilty of a violation. Any student who does not complete the sanctions must appear before the Disciplinary Committee and may face further sanctions as determined by the committee.

Infractions of the Student Life Honor Code will carry over from year to year and are cumulative for the entirety of the time that an individual is a student at the college.

The Disciplinary committee has the authority to change any sanction to fit the severity of the offense as deemed necessary.

DISCIPLINARY APPEALS BOARD: The Disciplinary Appeals Board serves to provide due process to students who feel the charges against them and/or the actions recommended by the Disciplinary Committee are unjust. The function of the Disciplinary Appeals Board is to review written appeals by the students involved. The Appeals Board has no direct contact with the student, but reviews the student's written appeal, the transcript of the case, and any other pertinent information. The Board then decides whether the appeal should be granted. For an appeal to be granted, three of the five voting members must be in favor. If the Disciplinary Appeals Board grants the appeal, the case is referred to the Disciplinary Supreme Council. If the appeal is not granted, the decision of the Disciplinary Committee remains in force. All appeals must be made in writing 24 hours after the initial decision.

The Disciplinary Appeals Board consists of faculty, staff, and students. The student membership will consist of the Student Body Vice President and one other SGA officer. The Vice President for Campus Life will assign the faculty and staff members each year.

DISCIPLINARY SUPREME COUNCIL: The Disciplinary Supreme Council serves as the third and final step in the due process procedure. The Disciplinary Supreme Council hears cases recommended by the Disciplinary Appeals Board. The student will have an opportunity to meet in person with the Supreme

Council to present their case. Either the Vice President for Campus Life presents the Disciplinary Committees case. The Disciplinary Supreme Council then will deliberate and provide their decision. In the Supreme Council, three of the five voting members must be in favor of the appellant for any previous decision of the Disciplinary Committee to be overruled. In cases where a majority is not in favor of the appellant, former rulings of the Honor Council are upheld.

The Disciplinary Supreme Council consists of faculty, staff and students. The student membership will consist of the Student Body Secretary and one other SGA officer. The Vice President of Campus Life will assign the faculty and staff members each year.

ALCOHOLIC BEVERAGES: The consumption and/or possession of alcohol (including empty containers) is prohibited on the Martin Methodist College campus or any of its facilities, or at any event on or off the campus which is official college business. This includes, but is not limited to, athletic events and/or social gatherings sponsored by the college. No student or guest of the student may be on the campus while under the influence of an alcoholic beverage. College regulations prohibit any student or student organization from allowing its members or guests to violate college policy concerning alcoholic beverages. No organization may plan or have an official college activity on campus that includes the use of alcoholic beverages. If alcohol (including but not limited to empty containers) is found in a common area of a residence hall room or apartment, everyone in that room or apartment is subject to disciplinary action.

SANCTION:

First Offense - \$250 fine and 15 hours of campus service. These items must be completed within thirty days after official

notification. The student must immediately write a letter to his/her parents explaining the situation, and the Vice President for Campus Life will mail the letter for the student.

Second Offense - \$500 fine, 50 hours of campus service, and completion of an alcohol rehabilitation program at the student's expense. These items must be completed within thirty days after official notification. The student and his/her parents will meet with the Vice President for Campus Life to determine what additional steps need to be taken.

Third Offense – Expulsion will result.

DRUGS: Possession by any student of illegal stimulants, depressants, narcotics, or hallucinogenic drugs, except on a physician's or dentist's prescription, is prohibited. The selling, bartering, exchanging, and giving away of such illegal drugs to any person is prohibited. In addition, prescription drugs are to be used only by the person whose name is on the prescription label.

SANCTION: Suspension for the remainder of the semester and a report filed with the legal authorities for prosecution or any other sanction as determined by the Disciplinary Board.

In Addition: If a visitor to a residence hall room or apartment is found to have illegal drugs in their possession, the student occupant sponsoring that visitor will lose the privilege of living on campus. If that visitor is a Martin student the sanction above will apply to that student.

If illegal drugs are found in a common area of a residence hall room or apartment, everyone in that room or apartment is subject to disciplinary action.

If the school becomes aware that you have been convicted of possessing or selling illegal drugs while enrolled at MMC you can either be suspended or expelled.

Police are notified any time illegal drugs are found on the Martin Methodist College campus.

SEXUAL HARASSMENT:

Martin Methodist College reaffirms the principle that its students, faculty, and staff have a right to be free from gender discrimination in the form of sexual harassment by any member of the academic community.

Sexual harassment is defined as the use of vulgar remarks and offensive language in an attempt to coerce an unwilling person into a sexual relationship, to subject a person to unwanted sexual attention, to punish a refusal to comply, to create a sexually intimidating, hostile offensive working environment, or to create a sexually intimidating hostile educational environment. Sexual

harassment is understood to include a wide range of behaviors, from the actual coercing of sexual relations to the unwelcome emphasizing of sexual identity. This definition will be interpreted and applied consistent with accepted standard of mature behavior, academic freedom, and freedom of expression.

Sexual harassment in any situation is reprehensible; it is particularly damaging when it exploits the educational dependence and trust between students and college employees. When the authority and power inherent in college employee relationships with students, whether overtly, implicitly, or through misinterpretation, is abused in this way, there is potentially great damage to individual students, to the persons complained of, and to the educational climate of the institution. While a particular interaction must be offensive and without mutual consent to be defined as harassment, college employees, and other individuals in positions of authority should be sensitive to the question about mutuality of consent that may be raised and to the conflicts of interest that are inherent in personal relationships where professional and educational relationships are also involved.

Individuals who believe they have been sexually harassed may obtain redress through the established informal and formal procedures of the institution. Complaints about sexual harassment will be responded to promptly and equitably. The right to confidentiality of all members of the college community will be respected in both informal and formal procedures, insofar as possible. This policy explicitly prohibits retaliation against individuals for bringing complaints of sexual harassment. Formal procedures will not be initiated without a written, signed complaint. An individual found to be guilty of sexual harassment is subject to disciplinary action for violations of this policy, consistent with existing procedures.

Individuals wishing to make an informal or formal complaint in regard to sexual harassment should make an appointment with the Vice President for Campus Life who serves as the Affirmative Action Officer or the Vice President for Academic Affairs.

If a student is found to make a false accusation of sexual harassment then that student will be referred for counseling.

WEAPONS: Firearms or weapons of any type are prohibited on campus and are not authorized to be in the possession of students or in their dorm rooms. Bringing firearms on school property is in violation of state law. Any object that is used in a manner in which someone could be injured is considered a weapon.
SANCTION: \$100.00 fine and a report filed with legal authorities for prosecution.

ARSON: Expulsion from school. A report will be filed with the legal authorities and the student will be responsible for the cost of repairing any damages.

FIREWORKS: Possession and or use of fireworks or explosives on campus is prohibited.

SANCTION: \$100.00 fine. A report will be filed with legal authorities and the student will be responsible for the cost of repairing any damages.

SAFETY AND SECURITY VIOLATIONS: Disabling or damaging any fire or safety equipment (including but not limited to the security camera system, smoke detectors, lights in hallway and fire extinguishers) is prohibited.

SANCTION: \$100 fine and a report will be filed with the legal authorities.

FORGERY, ALTERATION, OR MISUSE: Forgery or alteration of Martin Methodist College documents or records is prohibited.

SANCTION: Suspension or expulsion

PHYSICAL ABUSE: Fighting and/or inflicting physical abuse on any person is prohibited.

SANCTION: \$100.00 fine, counseling, and community service.

THEFT: Taking or removal of college, public, or private property (including textbooks) is prohibited.

SANCTION: Report filed with legal authorities, and suspension or expulsion.

TRESPASSING: Unauthorized entry into a college building or motor vehicle is prohibited.

SANCTION: \$100.00 fine, suspension, and a report will be filed with the legal authorities.

DESTRUCTION OF PROPERTY: The defacing or destruction of public or private property is prohibited.

SANCTION:

First Offense: \$500 fine plus the cost to replace whatever has been damaged or destroyed. This must be completed within thirty days after official notification. The student must immediately write a letter to his/her parents explaining the situation, and the Vice President for Campus Life will mail the

letter for the student. The student may lose the privilege of living on campus.

Second Offense – Expulsion will result.

DISORDERLY CONDUCT: Conduct of a disorderly nature to include (but not limited to) screaming at, cursing at, threatening another person or disregarding the rules set forth in the Student Life Honor Code is prohibited.

SANCTION: \$100.00 fine

SMOKING, TOBACCO PRODUCTS: Smoking or using tobacco products (such as chewing tobacco) is prohibited in any of the indoor or outdoor areas other than the designated smoking areas.

SANCTION:

First Offense: \$25.00 fine and 5 hours of community service.

Subsequent Offenses: \$50 fine and 10 hours of community service for each offense.

CAMPUS HOUSING REGULATIONS:

Burning of candles and incense is prohibited in campus housing due to the threat of fire. Any open flame is strictly prohibited.

Campus housing keys may not be duplicated or loaned to other persons.

All of your belongings should be in your room or apartment, not found in the hallways or breezeways.

No pets are allowed in campus housing.

Students are not allowed to bring personal beds (to include waterbeds) into or around campus housing.

No playing sports in campus housing.

The outside door of all student apartments/residential halls must be locked at all times. All students in an apartment suite or residential room are responsible for their door. Manipulating a door or the components of a door in any way that results in the inability of the door to lock will result in a fine. This includes outside doors and individual room. The student can also lose their right to live in campus housing if this behavior continues.

Screens are not to be removed from the windows.

Follow the regulations given by Director of Campus housing regarding what you are allowed to have in your room or apartment.

No lobby, suite, or room furniture is to be removed from its assigned place. Anyone who moves furniture or equipment from its assigned place and/or has such items in his/her room or possession will be fined. Students who do not have the same furniture in their room upon checkout as they had on check-in will be charged for replacement of all missing items.

SANCTION:

First Offense: \$50 fine and removal of contraband if applicable.

Second Offense: \$75 fine and removal of contraband if applicable.

Third Offense: \$100 fine and removal of contraband if applicable, and probation for the remainder of the semester.

CHECK OUT PROCEDURES: All students are expected to move out of campus housing immediately after their final exams unless they are involved in the graduation ceremony or official college functions. Students in campus housing after closing will face extensive fines. Students who fail to turn in their keys at the end of residency will lose their entire security deposit which will be used for replacing the lock.

SANCTION: Failure to follow the prescribed check out procedures will result in the loss of your security deposit and possible fines. An additional \$50 fine will be assessed for improperly checking out. Each student who is present or who has constructive possession of a room without authorization will additionally be charged \$25 for each day.

ROOM CHECKS: Periodic room checks are to be conducted by the Resident Directors and their assistants. Students are requested to be in attendance during room checks. Refrigerators and closets will be checked. The purpose of room inspection is to check for health and safety problems, adherence to campus regulations, and property damage. Residents will be notified by a notice posted on the dorm front door or in the apartment complex of the date for the housing inspections.

Students who fail to pass the regularly scheduled housing check for cleanliness shall receive a warning from the Resident Director. The student will be given 24 hours to improve the condition of the room so that it will pass a cleanliness inspection. Failure to pass will warrant a referral to the Vice President for Campus Life.

SANCTION:

First Offense: \$25 fine and removal of contraband if applicable.

Second Offense: \$50 fine and removal of contraband if applicable.

Third Offense: \$100 fine and removal of contraband if applicable.

QUIET HOURS: Students should respect other students at all times and not make excessive noise. Quiet hours are in effect daily from 11 p.m. until 8 a.m. In addition, a 24-hour "Quiet Hour" period will go into effect for final exams and continue until the end of the exam period. Excessive or prolonged noise (including loud music) is prohibited at any time.

SANCTION: \$25 fine and if at any time the Resident Director or Resident Assistants ask a student to quiet down and the student refuses, the case will be turned over to the Vice President for Campus Life.

ROOM VISITATION POLICY: Students who reside in Criswell and Upperman may have guests in their rooms from 12 Noon until 12 a.m. Students who reside in the student apartments may have guest visit at any time. Guests must be admitted to the residence hall by their host or hostess and sign the logbook upon admittance. Students are responsible for their guest's conduct and adherence to the campus regulations.

Students who have guests in campus housing are responsible for the conduct and behavior of those guests. Overnight guests are expected to abide by the campus housing rules and secure permission in advance from the Resident Director to stay in the campus housing. The Resident Director must be notified about guests of students. If a guest fails to obtain permission to stay overnight, a \$50.00 fine will be levied.

Under no circumstances are there to be visitors who are under the age of 17. If you have a relative who is under 17 coming to visit you, the head resident must be notified. Failure to notify the Head Resident will result in a \$100 fine and 25 hours of community service.

DORM LOBBY HOURS: Visitors are allowed in the lobby of Criswell Hall and Upperman at all times. Visitors must sign the logbook upon admittance and students are responsible for their guest conduct and adherence to the campus regulations.

MALE ENTRY INTO FEMALE HOUSING/FEMALE ENTRY INTO MALE

HOUSING: The following sanctions will apply to male students who enter women's housing during non-visitation hours and the women involved in the case. The same sanctions will apply to female students who enter the men's housing during non-visitation hours and the men involved in the case.

SANCTION:

First Offense - the students involved will receive a warning.

Second Offense - \$100 fine for each student involved.

Third Offense - \$100 fine, 30 hours of community service, loss of visitation privileges, and must appear in front of the Disciplinary Committee.

Fourth Offense – To be determined by the Disciplinary Committee.

UNLAWFUL ASSEMBLY: Violent protests or similar activities that disrupt the normal operation of the college are prohibited. Disruptive actions include, but are not limited to, the following: the support of an activity through unlawful means; interference with accepted functions of the college; unauthorized occupancy of college facilities or blocking access to or from such areas; infringing on the rights of students, faculty, staff, or authorized persons to gain access to any college facility.

SANCTION: Suspension for the remainder of the semester.

COMPLIANCE WITH FEDERAL, STATE, AND LOCAL LAWS: All students are expected to comply with federal, state, and local laws. When a student is convicted of such a violation and the circumstances indicate that the student's continued presence on campus creates a clear and present danger of serious physical or mental harm to the student, the members of the college community, or the educational process of the college, the college may impose sanctions including suspension or expulsion. A student who has been accused of a criminal offense the nature of which constitutes a clear and present likelihood of a serious danger to the student, the other members of the college community, or the educational process of the college, may have imposed by the Vice President for Campus Life a temporary sanction, including suspension. Such temporary sanctions may exist and be enforced only until such time as the properly constituted authority has made final disposition of the case. If the

student is convicted and put on probation, the student will be suspended for the duration of the probation.

DISRESPECT:

Showing rudeness and disrespect towards faculty and staff (to include Residential Life Staff) is prohibited. If a college employee feels a student has been disrespectful, the student may be turned in to the Vice President for Campus Life.

SANCTION: \$100 fine and counseling.

CODE OF CONDUCT: Indecent exposure, nakedness, showing pornographic films in public view, unlawful assembly, and offensive language or behavior is prohibited.

SANCTION: \$50.00 fine and counseling.

IDENTIFICATION - No student shall fail to identify himself or herself to any properly identified administrator, faculty, or staff person while that person is in the performance of official duties.

SANCTION: \$25.00 fine and probation.

CODE OF COMPUTING PRACTICE: Violation of the standards for ethical and legal usage of campus computers, campus resources or campus networks will result in one of the following sanctions.

SANCTIONS: Range from a \$25 fine to restrictions, suspension, and notification of the legal authorities

FINANCIAL OBLIGATIONS: Students are expected to promptly pay all college financial obligations.

SANCTION:

Failure to meet these financial obligations on time may result in not being allowed to register, graduate, or receive a transcript of credits until all accounts are settled. All students must be registered before being admitted to classes.