### Chapel Schedule for Fall 2020

Spiritual Life invites you to pause from life's chaos to worship God in community on Tuesdays at 5p.m. Please check the MMC App & campus email for Chapel location & online information.

<table>
<thead>
<tr>
<th>Day &amp; Date</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>Sept.</td>
<td></td>
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<tr>
<td>Sun. 6</td>
<td>10:00 AM</td>
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<td>Tues. 15</td>
<td>5:00p.m.</td>
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<tr>
<td>Tues. 22</td>
<td>5:00p.m.</td>
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<td>Tues. 29</td>
<td>5:00p.m.</td>
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<td>Oct.</td>
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<tr>
<td>Tues. 6</td>
<td>5:00p.m.</td>
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<tr>
<td>Tues. 13</td>
<td>5:00p.m.</td>
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<tr>
<td>Tues. 20</td>
<td>5:00p.m.</td>
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<td>Tues. 27</td>
<td>5:00p.m.</td>
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<td>Tues. 30</td>
<td>5:00p.m.</td>
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<td>Nov.</td>
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<tr>
<td>Tues. 3</td>
<td>5:00p.m.</td>
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<tr>
<td>Tues. 10</td>
<td>5:00p.m.</td>
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<tr>
<td>Tues. 17</td>
<td>5:00p.m.</td>
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<td>Tues. 24</td>
<td>5:00p.m.</td>
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<td>Dec.</td>
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<tr>
<td>Tues. 1</td>
<td>5:00p.m.</td>
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<tr>
<td>Tues. 8</td>
<td>5:00p.m.</td>
</tr>
</tbody>
</table>

The Spring 2021 Chapel Schedule will be announced at a later date.

*All worship services are Martin Moment events.*

### Spaces for Prayer & Meditation

† Peace Labyrinth - between the Turner Center & Criswell Hall
† Outdoor Chapel - Behind the Reveille House & Harmon Art Studio
† Prayer Room - corner of Criswell Hall
† The Pond - East Campus
This publication puts in reference form most of the information needed by students attending Martin Methodist College.

The rules of the College and conduct regulations for which the student is responsible are also contained within. All students are responsible for reading and observing the regulations contained in the Martin Methodist College Catalog, the Academic & Student Life Honor Code, and this Student Handbook.

Students should check the Master Calendar located at martinmethodist.edu and on the home page of the MMC App for important dates and events. The Martin Methodist College App (available for download at http://martinmethodistc.campusapp.com/) also keeps students informed of activities and events and includes a calendar of events. Students are responsible for checking their Martin Methodist College e-mail regularly.

If you have any questions or seek additional information, contact the Director of Student Life, 931-424-4073 or the Vice President of Student Affairs, 931-424-7334.

This handbook belongs to:

Name__________________________________________

Phone__________________________________________

Email__________________________________________
# Important Dates 2020-2021

Please note that the dates below are subject to change, including changes due to COVID-19.

Please see the Academic Calendar online for a complete list of dates.

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<thead>
<tr>
<th>September 2020</th>
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<tbody>
<tr>
<td><strong>September 5</strong></td>
</tr>
<tr>
<td>Saturday</td>
</tr>
<tr>
<td>Move-In Day</td>
</tr>
<tr>
<td><strong>September 8</strong></td>
</tr>
<tr>
<td>Tuesday</td>
</tr>
<tr>
<td>RedHawk Ready Day/ FYE Classes Begin</td>
</tr>
<tr>
<td><strong>September 9</strong></td>
</tr>
<tr>
<td>Wednesday</td>
</tr>
<tr>
<td>RedHawk Ready Day/FYE Classes</td>
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<tr>
<td><strong>September 9</strong></td>
</tr>
<tr>
<td>Wednesday</td>
</tr>
<tr>
<td>Fall S1 Classes Begin</td>
</tr>
<tr>
<td><strong>September 10</strong></td>
</tr>
<tr>
<td>Thursday</td>
</tr>
<tr>
<td>Day Classes Begin</td>
</tr>
<tr>
<td><strong>September 9</strong></td>
</tr>
<tr>
<td>Wednesday</td>
</tr>
<tr>
<td>Graduate Classes Begin</td>
</tr>
<tr>
<td><strong>September 11</strong></td>
</tr>
<tr>
<td>Friday</td>
</tr>
<tr>
<td>Last Day to Add Fall S1 Classes</td>
</tr>
<tr>
<td><strong>September 17</strong></td>
</tr>
<tr>
<td>Thursday</td>
</tr>
<tr>
<td>Last Day to Add Fall Day Classes</td>
</tr>
<tr>
<td><strong>September 23</strong></td>
</tr>
<tr>
<td>Wednesday</td>
</tr>
<tr>
<td>Last Day to Withdraw from Fall S1 with a Grade of &quot;W&quot;</td>
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<tr>
<td><strong>September 23</strong></td>
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<tr>
<td>Wednesday</td>
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<tr>
<td>Last day to receive 90% Tuition Credit for Complete Withdrawal (Day)</td>
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<table>
<thead>
<tr>
<th>October 2020</th>
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<tbody>
<tr>
<td><strong>October 1</strong></td>
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<tr>
<td>Thursday</td>
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<tr>
<td>Census Day</td>
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<tr>
<td><strong>October 5</strong></td>
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<tr>
<td>Monday</td>
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<tr>
<td>Fall S1 Mid-Term Grades Due at 8am</td>
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<tr>
<td><strong>October 8</strong></td>
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<tr>
<td>Thursday</td>
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<tr>
<td>Last Day to Withdraw from Fall Day with a Grade of &quot;W&quot;</td>
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<tr>
<td><strong>October 8</strong></td>
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<tr>
<td>Thursday</td>
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<tr>
<td>Spring/Summer 2020 Incomplete Grades Turn to &quot;I&quot;</td>
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<tr>
<td><strong>October 8</strong></td>
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<tr>
<td>Thursday</td>
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<tr>
<td>Last day to receive 50% Tuition Credit for Complete Withdrawal (Day)</td>
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<td><strong>October 15</strong></td>
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<td>Thursday</td>
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<tr>
<td>Last Day to Withdraw from Fall S1 Classes</td>
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<tr>
<td><strong>October 22</strong></td>
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<tr>
<td>Thursday</td>
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<tr>
<td>Fall S1 Ends</td>
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<tr>
<td><strong>October 23</strong></td>
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<tr>
<td>Friday</td>
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<tr>
<td>Fall S1 Final Grades due at 8am</td>
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<tr>
<td><strong>October 26</strong></td>
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<tr>
<td>Monday</td>
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<tr>
<td>Registration Begins for Spring 2021 (Seniors) at 8:00am</td>
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<tr>
<td><strong>October 26</strong></td>
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<tr>
<td>Monday</td>
</tr>
<tr>
<td>Fall S2 Classes Begin</td>
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<tr>
<td><strong>October 27</strong></td>
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<tr>
<td>Tuesday</td>
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<tr>
<td>Registration Begins for Spring 2021 (Juniors) at 8:00am</td>
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<tr>
<td><strong>October 28</strong></td>
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<tr>
<td>Wednesday</td>
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<tr>
<td>Registration Begins for Spring 2021 (Sophomores) at 8:00am</td>
</tr>
<tr>
<td><strong>October 28</strong></td>
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<tr>
<td>Wednesday</td>
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<tr>
<td>Last day to Add Fall S2 Classes</td>
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<tr>
<td><strong>October 29</strong></td>
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<tr>
<td>Thursday</td>
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<tr>
<td>Registration Begins for Spring 2021 (Freshmen) at 8:00am</td>
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<tr>
<td><strong>October 30</strong></td>
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<td>Friday</td>
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<tr>
<td>Fall day Mid-Term Grades Due at 8am</td>
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<tr>
<th>November 2020</th>
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<tbody>
<tr>
<td><strong>November 7</strong></td>
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<tr>
<td>Saturday</td>
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<tr>
<td>Last day to receive 25% Tuition Credit for Complete Withdrawal (Day)</td>
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<tr>
<td><strong>November 9</strong></td>
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<tr>
<td>Monday</td>
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<tr>
<td>Last Day to Withdraw from Fall S2 with a Grade of &quot;W&quot;</td>
</tr>
<tr>
<td><strong>November 25</strong></td>
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<tr>
<td>Wednesday</td>
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<tr>
<td>Last In Person Class Meeting</td>
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<tr>
<td><strong>November 26-27</strong></td>
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<td>Th.-Fri.</td>
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<tr>
<td>Thanksgiving Holidays</td>
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<tr>
<td><strong>November 30</strong></td>
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<tr>
<td>Monday</td>
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<tr>
<td>Fall S2 Mid-Term Grades Due at 8am</td>
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<tr>
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<tr>
<td><strong>December 3</strong></td>
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<td>Thursday</td>
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<tr>
<td>Last day to Withdraw from Fall S2 Classes</td>
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<tr>
<td><strong>December 3</strong></td>
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<tr>
<td>Thursday</td>
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<tr>
<td>Last Day to Withdraw from Fall Day Classes</td>
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<td>April 9</td>
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<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
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<tbody>
<tr>
<td>April 9</td>
<td>Friday</td>
<td>Assessment Day/Math Contest: No Classes Meet</td>
</tr>
<tr>
<td>April 23</td>
<td>Friday</td>
<td>Last Day to Withdraw from Spring S2 Classes</td>
</tr>
<tr>
<td>April 23</td>
<td>Friday</td>
<td>Spring Day Classes End</td>
</tr>
<tr>
<td>April 23</td>
<td>Friday</td>
<td>Graduate Classes End</td>
</tr>
<tr>
<td>April 26</td>
<td>Monday</td>
<td>Reading Day</td>
</tr>
<tr>
<td>April 27</td>
<td>Tuesday</td>
<td>Final Exams Begin</td>
</tr>
<tr>
<td>April 29</td>
<td>Thursday</td>
<td>Final Exams End</td>
</tr>
<tr>
<td>April 30</td>
<td>Friday</td>
<td>Senior Grades Due at noon</td>
</tr>
<tr>
<td>April 30</td>
<td>Friday</td>
<td>Baccalaureate Service at 4:00pm</td>
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<tr>
<td>May 1</td>
<td>Saturday</td>
<td>Commencement</td>
</tr>
<tr>
<td>May 3</td>
<td>Monday</td>
<td>All Spring and S2 Grades Due at 8:00am;</td>
</tr>
<tr>
<td>May 10</td>
<td>Monday</td>
<td>Summer S1 Classes Begin</td>
</tr>
<tr>
<td>May 11</td>
<td>Tuesday</td>
<td>Last Day to Add Summer S1 Classes</td>
</tr>
<tr>
<td>May 11</td>
<td>Tuesday</td>
<td>Last Day to Receive 100% Tuition Credit for Complete Withdrawal</td>
</tr>
<tr>
<td>May 11</td>
<td>Tuesday</td>
<td>MBA Classes Begin</td>
</tr>
<tr>
<td>May 15</td>
<td>Saturday</td>
<td>Last Day to Receive 90% Tuition Credit for Complete Withdrawal (S1)</td>
</tr>
<tr>
<td>May 22</td>
<td>Saturday</td>
<td>Last Day to Receive 50% Tuition Credit for Complete Withdrawal (S1)</td>
</tr>
<tr>
<td>May 24</td>
<td>Monday</td>
<td>Last Day to Withdraw from Summer S1 Classes with a Grade of &quot;W&quot;</td>
</tr>
<tr>
<td>May 31</td>
<td>Monday</td>
<td>College Closed</td>
</tr>
<tr>
<td>June 5</td>
<td>Saturday</td>
<td>Last Day to Receive 25% Tuition Credit for Complete Withdrawal (S1)</td>
</tr>
<tr>
<td>June 17</td>
<td>Monday</td>
<td>Last Day to Withdraw from Summer S1 Classes</td>
</tr>
<tr>
<td>June 24</td>
<td>Thursday</td>
<td>Summer S1 Ends</td>
</tr>
<tr>
<td>June 25</td>
<td>Friday</td>
<td>Summer S1 Grades Due at 4:30pm</td>
</tr>
<tr>
<td>June 28</td>
<td>Monday</td>
<td>Summer S2 Classes Begin</td>
</tr>
<tr>
<td>June 29</td>
<td>Tuesday</td>
<td>Last Day to Add Summer S2 Classes</td>
</tr>
<tr>
<td>June 29</td>
<td>Tuesday</td>
<td>Last Day to Receive 100% Tuition Credit for Complete Withdrawal</td>
</tr>
<tr>
<td>July 2</td>
<td>Friday</td>
<td>Last Day to Receive 90% Tuition Credit for Complete Withdrawal</td>
</tr>
<tr>
<td>July 5</td>
<td>Monday</td>
<td>College Closed</td>
</tr>
<tr>
<td>July 8</td>
<td>Tuesday</td>
<td>Last Day to Receive 50% Tuition Credit for Complete Withdrawal (S2)</td>
</tr>
<tr>
<td>July 12</td>
<td>Monday</td>
<td>Last Day to Withdraw from Summer S2 Classes with a Grade of &quot;W&quot;</td>
</tr>
<tr>
<td>July 20</td>
<td>Tuesday</td>
<td>Last Day to Receive 25% Tuition Credit for Complete Withdrawal (S2)</td>
</tr>
<tr>
<td>July 29</td>
<td>Thursday</td>
<td>Last Day to Withdraw from Summer S2 Classes</td>
</tr>
<tr>
<td>August 5</td>
<td>Thursday</td>
<td>Summer S2 Ends</td>
</tr>
<tr>
<td>August 6</td>
<td>Friday</td>
<td>Summer S2 Grades Due at 4:30pm</td>
</tr>
<tr>
<td>August 12</td>
<td>Thursday</td>
<td>MBA Classes End</td>
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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 undergraduate, graduate and professional programs grounded in the liberal arts and sciences that are designed to prepare students for careers and lives of continued learning;
- promote a diverse and 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, baccalaureate, and the Masters degree of Business Administration. 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. The Nursing Program is accredited by the Commission on Collegiate Nursing Education (CCNE). The Teacher Education Program is accredited by the State of Tennessee Department of Education.

CONVOCATIONS

Several convocations are scheduled throughout the year: Opening Convocation, Honors Convocation, etc. Attendance is required of all students. Students who miss convocations are required to notify the Provost.

MARTIN METHODIST COLLEGE BOOKSTORE

The Martin Methodist College Bookstore is located at 622 West Flower St. The checkout counter phone number is 931-424-4053. Please call if you need assistance. (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#.

Bookstore Hours:
Monday, Tuesday, Wednesday, Friday: 8:30 a.m. to 4:00 p.m.
Thursday: 8:30 a.m. to 5:30 p.m.
The bookstore is open all year, including the summer months, only closing for holidays. On most days the bookstore is open during lunch, but this is subject to change (closing) when only one person is working. 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 of Student Affairs or the Provost must approve any signs, posters, or announcements before posting. No tape of any kind can be used on painted walls. No signs may be posted on doors.

CAR REGISTRATION—PARKING
All students, staff, and faculty who operate and/or park a motor vehicle on campus must register their vehicle. Parking permits can be obtained in the Criminal Justice House. Parking permits are valid through the school year shown on the permit only. Failure to remove out dated parking permits is a violation of parking policy. Parking decals must be clearly and properly displayed on the vehicle in order to park on the college property. Parking decals that are not properly or completely adhered to the vehicle is a violation of parking policy.

When attending Martin Methodist College, all faculty, staff, and students must park on Martin Methodist property in the correct designated area. Martin Methodist College reserves the right to administer parking violations to any faculty, staff, and/or student parked in a prohibited parking area. Prohibited parking areas include, but are not limited to: restricted lots, areas designated as “no parking” or “reserved”, red curbs and yellow curbs, sidewalks, the blocking of public and private driveways, and areas that are not designated as Martin Methodist Parking. On-street parallel parking located in front of neighboring residents around Martin Methodist College is strictly prohibited. Obtaining a local resident’s permission to park on-street in front of their residence is not permitted. Parking in adjacent neighborhoods is not permitted. Parking in commercial parking lots designed for that business’ patrons is strictly prohibited. It is a violation of parking policy to park in any location considered “Off Campus” for the purpose of attending Martin Methodist College. Parking violations that affect the college’s relationships with our neighbors will not be tolerated. Faculty, staff and student’s who do not follow the parking rules are subject to parking violations, 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 faculty, staff and/or students may also receive a citation from city, county, or state police for violating handicapped parking laws. Crossing over into on-coming traffic to park is a violation of state law and is subject to receiving a citation from city, county, or state police as well.
Additionally, no one is to park on West Madison Street against the flow of traffic. When parallel parking the driver’s side door should open into the street and passenger’s side door should open into the curb.

Faculty, staff, and residential students must park in assigned area, not in the Commuter Parking Lot. Work-study is not an exception to this policy. Parking in Faculty/Staff Lots and the Commuter Lot is open to all classifications between 8:00pm and 7:30am. Parking in designated Faculty/Staff spaces next to the Student Life House is open to all classifications between 6:00pm and 7:30am. These hours are strictly enforced and monitored.

Permission to park outside of a designated area may not be given by anyone other than Martin Methodist Campus Security or the Vice President of Student Affairs. All visitors must obtain a Visitor’s Temporary Parking Permit from Campus Security. If possible, request a Visitor’s Temporary Parking Permit at least 24 hours in advance by emailing Director of Campus Safety and Security at jbrown@martinmethodist.edu. Faculty, staff, and/or students will be held liable for any parking violations given to unregistered visitors. Campus Safety is paramount at Martin Methodist College. It is crucial that Campus Security is aware of who is on campus to maintain the safety of our faculty, staff, students, and visitors.

**Parking Violations**

1. Blocking Dumpster.......................... $25.00
2. Blocking Driveway......................... $25.00
3. Improper Parking......................... $25.00
4. In A No Parking Area...................... $30.00
5. In A Reserved Parking Area............. $35.00
6. No MMC Parking Permit............... $35.00
7. Blocking Handicapped.................. $50.00**
8. Out-Dated Permit......................... $25.00
9. Improper Permit Placement............. $20.00
10. Blocking Major Entrances............... $40.00
11. Double Parked............................. $40.00
12. Special Event Interference.......... $40.00
13. Safety Equipment Interference....... $40.00

**Not eligible for Rapid RedHawk Discount.

**Rapid RedHawk Discount**

Payments for all parking violations must be made to the Business Office located in Colonial Hall. A Rapid RedHawk Discount is available to all faculty, staff and students. Once the Rapid RedHawk Discount is applied, each violation may be paid in the amount of $10 per offense. The Rapid RedHawk Discount may be applied to the violation up to 10 business days from the date the violation was
written. The Rapid RedHawk Discount is valid for all parking violations except Blocking Handicapped.

CLOSING OF SCHOOL

It is the College’s Policy for the Provost, Vice President of Student Affairs, and the President to determine if classes will be canceled due to existing or predicted weather conditions. Students will receive a text message and an email alerting them of the cancellation of classes. The cancellation will be posted on the College’s website as soon as this decision is made. Local radio stations, 3PTV, and Nashville and Huntsville television stations will be notified of the cancellation. Because weather conditions sometimes vary widely within the surrounding area, students are advised to use their own discretion in attempting to attend classes during inclement weather. Students are advised to contact their instructors about such absences, but normally will not be penalized if they are unable to get to campus during adverse weather conditions.

Since online courses generally are not affected by inclement weather, assignment due dates and times will remain fixed throughout the semester and will not be rescheduled due to weather. Students should contact the instructor by phone or email if weather becomes a concern.

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. The College is not liable for your actions when connecting to the Internet through College network. You assume liability for your own actions.
2. You are responsible for being aware of and following the published procedures for accessing the computer network system.
3. You are responsible for complying with laws protecting software or other accessed information. Downloading programs and files may violate United States copyright laws that protect information and software. All files downloaded from a source external to the College must be scanned for viruses.
4. You should be aware that usage statistics in archived log files, used for monitoring system performance and usage patterns, are maintained by the College concerning traffic initiated from the college network.
5. You must use only the user account which has been authorized for your use. You must use your user account only for the purpose for which they are
authorized. Use of your college’s network resources for personal or business financial gain without express authorization is prohibited.

6. You are responsible for the use of your user account. You should make use of system-provided protection features such as passwords, and you should take precautions against others obtaining access to network resources under your provided credentials. **Sharing your network credentials (username and password) is prohibited at all times.**

7. 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.**

8. 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.

9. 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.

10. The use of any network packet sniffing tool or “bother/stresser services” or any personal wireless router on the college network is prohibited.

11. 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 (SRC)**
The Student Resource Center (SRC) is located in the Starnes Student Union Building. The mission of the SRC is to help students achieve academic success throughout their time at Martin Methodist College. The SRC offers free tutoring for all classes offered at MMC with particular attention given to those of the freshman and sophomore levels. Besides tutoring, the SRC functions as a computer lab complete with Microsoft Office 2016 and other essential programs for classes at MMC. Additionally, the SRC serves as a library of textbooks, which students can use at their leisure within the center. It also serves as a testing location for MMC’s students and supports those with academic accommodations. Please contact Barry Rich, Director at 931-363-9863 for more information.
SRC Hours:
Monday-Thursday: 10:00 a.m. to 5:00 p.m.
Friday: 10:00 a.m. to 2:00 p.m.

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 of Student Affairs, who will help in locating appropriate professionals for referral.

Academic Advising  
Faculty Mentors, Provost’s Office  
931-363-9810, or 931-363-9823  
Colonial Hall
Each student is assigned a Faculty Mentor who assists in course selection and registration and who assists the student in tracking his or her progress toward graduation. For more specialized academic counseling, contact the Director of Academic Advising. First-year students can also contact the FYE Coordinators. Students requesting accommodations or 504 plans, contact the Provost’s Office.

Admissions Counseling  
Admissions Office  
931-363-9812  
Colonial Hall
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  
Career and Vocational Services Office  
931-363-9854  
Colonial Hall
Students are encouraged to seek assistance with career planning early in their college years. Career Services and Vocational Discernment, located on the first floor of Colonial Hall, includes career counseling and assessment meetings, resume building and proofing, mock interviews, summer/part-time/internship job fairs, career fairs, graduate school fairs, along with seminars and workshops for all MMC students.

Personal Counseling  
Counseling Services  
931-424-7338  
MMC Clinic
MMC supports students in their personal and professional development both within their college experience and beyond. Counseling Services strives to help students successfully transition through academic and interpersonal challenges optimizing their learning experiences. When necessary, counseling services are available for all students. Students are provided up three (3) free sessions.

Financial Aid Counseling  
Financial Aid Office  
931-424-7366  
Colonial Hall
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**  
**V.P. of Student Affairs**  
**931-424-7334**  
**Student Life House**

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 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**  
**College Chaplain**  
**931-363-9825**  
**Office of Spiritual Life, Turner Center for Church Leadership**

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

**DINING INFORMATION**

The Dining Hall and RedHawk Café are operated by Metz, a contracted food service company, and are located in the Student Union Building (SUB).

**Dining Hall:**
Second floor of the Student Union Building  
**Serving Hours:**  
Monday-Friday: 7:00 a.m. - 7:00 p.m.  
Saturday-Sunday:  
   Brunch ......................... 11:30 a.m. - 1:00 p.m.  
   Dinner ......................... 5:00 p.m. – 7:00 p.m.  
Dining Hall hours are subject to change.

A valid Martin Methodist College Student ID card is required for meal exchanges in the Dining Hall. Other forms of payment accepted are cash, credit card, and Flex Dollars.

Breakfast features a full breakfast line, including eggs, meat, waffles, cereals, breads, fruit, and juices. For late risers, a continental breakfast is available. On Saturdays and Sundays, a brunch featuring both breakfast and lunch entrees is offered.
Lunch and dinner feature two entrees per meal, with pizza, deli, grill, and salad bar options. At each meal, there are vegetables, desserts, dip ice cream, and fresh fruit offered. Beverages include milk, tea, coffee, soft drinks, or fruit drinks. Occasionally, themed dinners are offered, and holiday meals (Easter, Halloween, Thanksgiving, Christmas, etc.) are planned.

Menus are posted weekly at www.metzmartinmethodist.com.

No meals, food trays, glasses, silverware, etc. shall be removed from the Dining Hall without consent from the Dining Hall Manager. Proper attire is required for entry into the Dining Hall.

Commuter meal plans can be purchased at the Dining Hall Register.

Students with special dietary needs should contact the General Manager, Pedro Reyes, or the Executive Chef, Jesse Peplow, who will provide meals that are consistent with a physician’s instructions.

RedHawk Café:
First floor of the student building

Hours:
Monday-Thursday: 7:00 a.m. - 10:00 p.m.
Friday: 7:00 a.m. - 2:00 p.m.

Starbucks Hours:
Monday-Thursday: 7:00 a.m. - 7:00 p.m.
Friday: 7:00 a.m. - 2:00 p.m.

A valid Martin Methodist College Student ID card is required for meal exchanges in the Dining Hall. Other forms of payment accepted are cash, credit card, and Flex Dollars.

Commuter meal plans can be purchased at the Dining Hall Register.

If you have any questions or requests regarding the Café, please contact the General Manager, whose office is located in the Dining Hall.

EMERGENCY PROCEDURES
In the event of a medical emergency, Giles County EMS should be called first at: 9-1-1. After EMS is contacted, Martin Methodist Campus Security should be called at: 931-363-7502. Campus Security will then notify the Vice President of Student Affairs about the emergency, including the name of the injured and all those involved. It is the responsibility of the Vice President of Student Affairs to
notify the families of severely injured students who have been taken to the hospital and to assist with making arrangements for further treatments, transportation home, etc.

In the event of an emergency such as a fire, active shooter, bomb threat, etc., 9-1-1 must be contacted first. Once 9-1-1 has been contacted, Campus Security must then be contacted and made aware of the situation. Campus Security will then notify the Vice President of Student Affairs so that appropriate actions are taken on behalf of the college.

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 email for updates and special services, such as flu shot availability.

Counseling services are also available to all students through the clinic. A Licensed Professional Counselor-Mental Health Service Provider is employed by the College to provide counseling. Students may also seek spiritual and pastoral counseling from the College Chaplain.

ID CARDS
Every student must obtain a Student Identification Card during orientation or registration for their first semester of classes. Students will use their ID card throughout their entire enrollment at Martin Methodist College. An ID card is required to enter and use the Christian Life Center recreational facilities, to receive meals in the Dining Hall and RedHawk Café, to check out books from the library, and for personal identification on campus for security purposes. Participating local businesses also require Martin Methodist identification to give discounts on merchandise. If an ID card is lost or broken, a replacement card may be purchased in the Student Life House.

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 two multi-purpose printer/copier/scanners, compact and full-size laminators, two group study rooms, and a listening and viewing room for audiovisual resources. Wireless access is also 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/

STUDENT LIFE HOUSE
The Student Life House is home to the Solution Center, the Student Food Bank, student meeting and lounge spaces, commuter lounge, lockers, and kitchen, as well as the offices of Residential Life, Student Organizations, Student Activities, Civic Engagement, and the Vice President of Student Affairs and the Director of Student Life. This is also the site of an outdoor basketball court and sand volleyball court. To access any of the commuter resources, contact the Director of Student Life. To reserve any space in the Student Life House or to check-out equipment (volleyballs, basketballs, etc.), contact the Assistant Director of Student Activities.

STUDENT CENTER (SUB)
The Student Union Building (SUB) houses the Dining Hall, the RedHawk Café, a student lounge, a student study room, the Student Resource Center, student mailboxes, and the mailroom.

MAIL SERVICES
The Mail Services Office (Mailroom) is located in the Starnes Student Union Building. The office is open to assist students during the following times:

Office Hours:
Monday-Friday: 8:00 a.m. – 5:00 p.m.
Saturday-Sunday: Closed

Summer Hours:
Monday-Friday: 8:00 a.m. – 4:30 p.m.
Saturday-Sunday: Closed

Check your MMC email for any changes to office hours.
The Office provides several different services to both residential and commuter students: Receiving Mail & Packages, Sending Mail & Packages, On-Campus Vehicle Registration, and On-Campus Mailbox Management.

Student mailboxes are located on the first floor of the Starnes Student Union Building (SUB) and each enrolled student is eligible for a mailbox. Students wishing to acquire a mailbox may complete an application during Summer Orientation, RedHawk Ready, or anytime the Mail Services Office is open. Mail is delivered to student mailboxes Monday through Friday, excluding federal holidays, weekends, and whenever the college is closed. To mail letters for off-campus delivery, students may purchase stamps and envelopes from the Mail Services Office, MMC Bookstore, or by going to the Pulaski Post Office beside First Farmers & Merchants Bank. Students may also drop off prepaid envelopes and packages at the Mail Services Office for mailing & shipping. The Mail Services Office has a limited supply of free boxes and bubble mailers for purchase. The Mail Services Office also has envelopes for purchase. Please note that we are unable to provide packing assistance. Packages will either need to be prepared and ready to ship or can be packed onsite by the customer. 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 twice per business day and to the Pulaski Post Office in the afternoon of each business day.

We are able to assist students with shipping with many nationwide carriers. Unfortunately, any charges relating to postage, shipping, and supplies must be either paid via cash, check, or credit/debit card. We are not able to charge related fees for any such services to student billing accounts.

Students expecting a package will be notified at their college e-mail address via our automated program, SCLIntra. Your email will come from martin.methodist.college@sclogic.com. Please check your junk or clutter folder if you don’t see an e-mail from this e-mail address but expecting a package. If a student knows the tracking number for their package but still have not yet received notification, they can go to https://www.martinmethodist.sclintra.com and enter the tracking number for their package in the search box. The internal tracking status for their package will be shown (if their package has been received by the Mail Services Office.)

SCLIntra Web Portal Accounts: All students that participate in any part of mail services provided by the Mail Services Office may be able to establish and utilize a SCLIntra Web Portal account, which is exclusive from any other web portal account provided by the college. By establishing an account, students will be able to do the following:
• View Packages – Students will be able to see packages that have been picked up and those packages that need to be picked up all under one tab.
• View Mail Box Information – Students will be able to see their mail box number and combination anytime they want.
• Additional Information – Specific information relating only to the Mail Services Office is viewable on the landing page.

Students will need to go to https://martinmethodist.sclintra.com/ and click on New Account Setup, enter their Last Name, and MMC e-mail address to begin the process of setting up a new SCLIntra Web Portal account. If successful, the student will receive an e-mail providing full instructions to complete the process. Please Note: In order for the student to already be in the system, they must have either (1) completed a student mail box application (2) or have already received at least one package at MMC. Students that fail to submit a student mail box application or have never received a package at MMC will not be in the system. Students wishing to use the system or have login issues must contact the Mail Services Office for assistance. Please do not contact IT Support for assistance with any SCLIntra Web Portal account.

EMAIL
Every student is issued an email 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 email system.

LOST AND FOUND
Lost items found on campus must be turned into Campus Security located in the Criminal Justice House. If you have lost an item on campus please contact Campus Security. The Martin Methodist mobile application also has a lost and found section that may be utilized.

ORIENTATION & REDHAWK WELCOME WEEK
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. Orientation sessions typically take place during the summer months with additional sessions offered for transfer, commuter, and other populations as needed.

The fall semester begins with RedHawk Welcome Week which includes Move-In Day, Student Engagement opportunities and the introduction of the FYE (First-Year Experience) courses. RedHawk Welcome Week also includes the signing of the College’s Honor Code and an off-campus community service project. This week also provides significant opportunities for new students to interact with their First-Year Faculty Mentor, Peer Academic Leader (PAL), and their FYE...
classmates. FYE is a credit-bearing course and attendance at all class sessions is required.

VETERAN’S SERVICES
Martin Methodist College is approved by the Tennessee State Approving Agency for the training of veterans and their eligible dependents. The veteran seeking admission to the College should notify the Director of Financial Aid concerning eligibility under the various chapters of the G.I. Bill. All applicants for benefits are subject to Veterans’ Administration approval.

ADMINISTRATIVE POLICIES AND NON-DISCRIMINATION
Martin Methodist College (MMC) is committed to the principles of equal opportunity as defined under Federal and State law and does not discriminate unlawfully on the basis of race, color, creed, disability, national/ethnic origin, age, religion, sex, sexual orientation, or veteran status in its admission Policy, programs, or activities, educational policies, scholarship and loan programs, athletic and other College-administered programs, or employment practices and programs.

The following person has been designated to handle staff inquiries regarding the Non-Discrimination Policy:
Assistant Vice President for Human Resources & Operations
Martin Methodist College
433 West Madison Street
Pulaski, Tennessee 38478
931.424.7379 ext. 3079

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. Students with 504 plans should contact Academic Affairs, Colonial Hall. Any student, employee, or job applicant who has a complaint or grievance in regard to this matter should contact the Vice President of Student Affairs Office during regular office hours to make an appointment to have their grievance heard.

III. ACADEMIC INFORMATION------------------------------------

CREDIT HOUR POLICY

The semester credit hour is the unit of instruction at Martin Methodist College. The College awards one credit hour for an amount of student work that reasonably approximates not less than one hour of classroom or direct instruction and two hours of out-of-class student work per week for a semester. Thus a 3 credit hour course entails an amount of student work that reasonably approximates 150 minutes of classroom or direct instruction per week (a total of 37.5 hours over a 15-week semester) and six hours of out-of-class student work per week for that semester.

Courses that may be scheduled differently--such as online or hybrid courses, laboratory work, studio work, practica, internships, or independent study--award credit based on amounts of faculty instruction and amounts of student work equivalent to those described above.

This policy is consistent with Federal Guidelines established in 34 CFR 600.2.

REGISTRATION

Each semester, the Academic Calendar identifies a 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 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 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 or evening sessions, may do so only with the permission of the Provost.
Students registering late will be charged a late registration fee (see fee schedule for amount), and may be counted absent for each class period they have missed.

CHANGE OF SCHEDULE
After the registration period has ended for a given semester, permission to drop, add, or change a course must be obtained by completing a Drop/Add form and processed by the Registrar’s Office. Each change in schedule is governed by the following regulations:

1. A fee of $25.00 will be assessed against the student for changing, adding, or dropping from one course/section to another after the free drop/add period.
2. No change in schedule from one course/section to another will be permitted after the seventh calendar day in a semester or the first day of class in a summer or evening session.
3. A student who stops attending a class, but does not officially drop the course, will receive a grade of “F” in the class.
4. In order to officially drop or add a course after the registration period, a Drop/Add form must be completed with the appropriate signatures and processed by the Registrar’s Office. The $25.00 fee will be charged.

CLASS ATTENDANCE
The faculty and administration expect students to attend class regularly and to develop effective study habits. College policy dictates that students must attend a minimum of 80% of class meetings for each class in which they are enrolled. Successful students may not accrue absences in excess of three times the number of class meetings per week in the regular day semester, or a total of three absences in the Evening Program. Each individual faculty member will establish reasonable consequences for absences and publish these in the course syllabus. When a student misses more than the allowed absences for any class the professor is empowered to assign a grade of “F.” No student may be penalized for work missed due to required attendance at a school sanctioned function. However, it is the student’s responsibility to notify the instructor, generally in advance of attendance at such an event, and to arrange to complete any makeup work in a timely manner. It is the individual professor’s right to set terms and deadlines for makeup work. Due to the specialized nature of some program requirements (e.g., laboratories, practica, internships, clinicals), programs may of necessity deviate from this policy by establishing more stringent guidelines.

CLASSIFICATION OF STUDENTS
Freshman: 0-24 semester hours completed. All full-time students must have completed or be currently enrolled in English composition or Developmental Writing.
Sophomore: 25-59 semester hours completed
Junior: 60-89 semester hours completed
Senior: 90 or more semester hours
GRADING SYSTEM

Students at Martin 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. Below are various letters used in grading, their meaning, and quality point value:

A+ — denotes work of superior quality and is assigned four quality points for each semester hour.
A — denotes work of superior quality and is assigned four quality points for each semester hour.
A- — denotes work of superior quality and is assigned 3.7 quality points for each semester hour.
B+ — denotes work of above-average quality and is assigned 3.3 quality points for each semester hour.
B — denotes work of above-average quality and is assigned three quality points for each semester hour.
B- — denotes work of above-average quality and is assigned 2.7 quality points for each semester hour.
C+ — denotes work of average quality and is assigned 2.3 quality points for each semester hour.
C — denotes work of average quality and is assigned two quality points for each semester hour.
C- — denotes work of average quality and is assigned 1.7 quality points for each semester hour.
D+ — denotes work of below-average quality and is assigned 1.3 quality point for each semester hour.
D — denotes work of below-average quality and is assigned one quality point for each semester hour.
F — denotes failure and zero quality points are assigned for this grade.
P — denotes pass. Hours count towards graduation requirements, but no quality points are awarded (used only in special circumstances such as labs, credits earned through by-pass tests, and some practica).
I — denotes incompleteness. This temporary grade must be replaced by a permanent one within the first four weeks of the following semester of enrollment. 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 “I” is counted as an “F” until a permanent grade has been earned. Most of the work in a class should be done to justify a grade of I.
W — indicates that the student was permitted to withdraw from the course within the first four weeks of a semester or within the first two weeks of an evening or summer session. For purposes of computing grade point averages, the “W” is treated as though the student had never enrolled in the course; however, it does count toward attempted hours.
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; however, it does count toward attempted hours.

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. Zero quality points are assigned, the grade is included in determining the student’s grade point average (counts as an “F”), and it counts toward attempted hours.

At the conclusion of the fall, spring, and summer 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 3.9 to 4.0. The Dean’s List includes the names of those students who have earned averages from 3.50 to 3.90, with no grade of “F” or “I.”

GRADE REPORTS
Reports of each student’s scholastic achievement are available to the students through the College’s administrative software system. Grades are posted at mid-semester and at the end of each semester. The student who receives a deficiency on a mid-semester report is invited and expected to consult with the instructor and his or her faculty mentor who will take action appropriate to the individual case.

SATISFACTORY ACADEMIC PROGRESS

1. Qualitative Standard
Grade Point Average: To meet this standard, a student must maintain a level of academic performance required to remain at the College as a matriculated student. The minimum level of academic performance parallels the grade point average required to remain in good academic standing and is as follows:

<table>
<thead>
<tr>
<th>Hours attempted</th>
<th>G.P.A.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - 29</td>
<td>1.50</td>
</tr>
<tr>
<td>30 - 59</td>
<td>1.75</td>
</tr>
<tr>
<td>60 or more</td>
<td>2.00</td>
</tr>
</tbody>
</table>

For students currently enrolled in developmental courses, all developmental classes are calculated into the GPA to determine probation/suspension.

2. Quantitative Standards
Completion Rate: Students 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: Students receiving a final grade of A+/-, B+/-, C+/-, D+, or P. Grades of F, W (withdrawn), WP (withdrawn passing), WF (withdrawn failing), I (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 are not making Satisfactory Academic Progress.** Grades earned in developmental courses count in determining the completion rate, cannot exceed 30 hours, and this 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. Credits earned through CLEP testing, AP examinations, etc. are not counted as hours attempted for calculation of completion rate.

Repeated courses affect SAP as follows:

- GPA – Only the most recent grade counts in the calculation of the GPA.
- Completion Rate – Each time a course is repeated, it is counted as hours attempted.
- Maximum Time Frame – Each time a course is repeated, it is counted as hours attempted and is counted towards the maximum credit limit.
- Courses in which a passing grade has been received may be repeated only once in an effort to increase one’s GPA. If repeated more than once, it must be at the student’s own expense.

3. Maximum Time Frame

To remain eligible for financial aid, students must complete their degree requirements within 150% of the published length of their academic program. This means that a student’s attempted and transferred 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.

Full-time students should attempt to earn at least 31 credit hours per academic year in order to graduate in four years. “Full-time” is defined as 12 credit hours per semester. Those who need to take no more than 12-14 hours per semester may choose summer courses as an option.

SATISFACTORY ACADEMIC PROGRESS (SAP) REVIEW

At the end of each semester (Fall, Spring, and/or Summer), a SAP review is completed. **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. 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 financial aid suspension.** Those not successful in their appeal become ineligible for further financial aid until all deficiencies are remediated.
at the student’s expense. If the student has already been awarded federal/state aid for the following semester, that aid will be removed.

**GRADUATION REQUIREMENTS**

**Baccalaureate Degree**
Candidates for the bachelor’s degree must meet all the following requirements for graduation:

1. Complete the course of study for the degree program as set forth in the Catalog with a cumulative grade point average of 2.0 or higher on a 4.0 scale. The baccalaureate degree requires the completion of a minimum of 120 hours, which includes:
   a. General Education Core requirements of forty-nine to fifty-four (49-54) semester hours;
   1. The B.A. degree requires a minimum of 6 hours of a foreign language at the intermediate level. International students seeking the B.A. degree who wish to use their native language to meet this requirement must take six hours of advanced level classes (300 level or above), or they may substitute upper level English literature courses to meet the B.A. degree requirement.
   2. The B.S. degree requires a minimum of three to four hours of additional mathematics, sciences, or social sciences courses.
   b. the required number of Martin Moments credits;
   c. a minimum of forty-five (45) semester hours must be earned in courses numbered 300 or above;
   d. a minimum of thirty (30) semester hours for a major;
   e. a minimum of fifty-five (55) hours from a senior institution.

2. A minor, while not required for graduation, requires a minimum of eighteen (18) semester hours.

3. A minimum of twenty (20) semester hours is required for an emphasis.

4. The last thirty-six (36) hours must be earned at Martin Methodist College.

5. At least twelve semester hours at the upper-division level in the major field must be earned at Martin Methodist College.

6. Pay the graduation fee.

**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 General Education Core requirements of forty-nine to fifty-
four (49 - 54) semester hours, and the required number of Martin Moments credits.

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 hour 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.

5. Pay the graduation fee.

**GENERAL EDUCATION CORE REQUIREMENTS**

The overall goal of the core curriculum is to help students become discerning, well-educated, citizens who possess the ability to communicate ideas, analyze concepts, and understand human experience. Graduates of Martin Methodist College should demonstrate the following:

1. The conventions of academic written and oral forms.
2. Intercultural knowledge and competence.
3. Critical thinking and analysis.
5. Research skills with regard to information technologies.

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
   - ENG 101/101E- 102/103 English Comp I, II
III. Literature ......................................................... 3 hours
   - ENG 201 or 202 World Literature
   - ENG 203 or 204 British Literature
   - ENG 205 or 206 American Literature
IV. Speech ............................................................... 3 hours
   - COMM/ENG 221 Speech
V. Humanities, Writing or Speech ............................... 3 hours
   (Literature to complete six (6) sequential hours or Upper Level literature, writing, speech, history, or, religion/philosophy courses
VI. Computer Literacy .............................................. 3 hours
   - MIS 110 Computer Literacy I
   - MIS 220 Computer Literacy II
   - MIS 240/CIS 110 Introduction to Computer Programming
VII. Religion and Philosophy .............................................. 6 hours
This requirement must be completed with three (3) semester hours in one of the Testament courses.
   REL 101 Old Testament
   REL 102 New Testament
   REL 201 World Religions
   REL 241 Introduction to Philosophy
   REL 251 Philosophy of Religion

VIII. History ....................................................................... 6 hours
The History requirement must be satisfied by six sequential hours in one of the following:
   HIS 111, 112 History of Western Civilization I, II
   HIS 201, 202 History of the United States I, II

IX. Mathematics ............................................................ 3 hours
    MAT 131 College Algebra 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:
   BIO 111/115 General Biology I
   BIO 112/116 General Biology II
   BIO 114 General Biology for Elementary Education Licensure
   CHE 111 General Chemistry
   CHE 112 General Chemistry II
   PHY 101 Physical Science I
   PHY 102 Physical Science II
   PHY 105 Solar System Astronomy
   PHY 241 General Physics I
   PHY 242 General Physics II
   PHY 251 Mechanics & Thermal Physics
   PHY 252 Electricity, Magnetism, & Modern Physics

XI. Fine Arts .................................................................... 3 hours
The Fine Arts requirement must be satisfied by one of the following courses:
   ART 121 Art Survey I
   ART 131 Studio Ceramics
   ART 143 Digital Photography I
   ART 211 Drawing I
   ART 251 Studio Painting
   MUS 231 Introduction to Classical Music
   MUS 233 Music of Global Societies
   MUS 235 History of Jazz and Blues
   MUS 236 History of Rock and Roll
   DRA/ENG 131 Drama and the Theatre

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 113 General Psychology
   SOC 211 Principles of Sociology
   BUS 201 Principles of Economics I
   BUS 202 Principles of Economics II
   HIS 221 American Government

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 Registrar’s Office a Graduation Application by the following deadlines:

- Spring Graduates: October 1
- Summer Graduates: December 1
- Fall Graduates: May 1

**Failure to do this will result in a late fee.** The completion of these forms will ensure that all degree requirements are met and may be on the MMC website. The graduation fee must be paid in the Business Office before the day of graduation. Students are responsible for making sure they are enrolled in the courses required to meet the graduation requirements specified within their major.

**APPLICABLE CATALOG**

Students maintaining continuous enrollment at Martin Methodist College may graduate according to the requirements of the catalog in effect at the time of initial enrollment or according to the requirements of any catalog in effect during subsequent terms of continuous enrollment. A student not enrolled during consecutive fall/spring semesters and the intervening summer terms, will no longer be considered to be continuously enrolled, and must meet requirements of the catalog in effect at the time they are readmitted or any catalog in effect during subsequent terms of continuous enrollment after readmission.

Course requirements for each degree program offered by the College are published in the College Catalog. Any substitution of a course required for graduation must be approved in advance by the student’s mentor, the appropriate Division Chair, and by the Provost.

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 a student finds it necessary to leave school during the course of a semester, he/she must officially withdraw from the College in order to remain in good standing. A student who leaves the College without completing an official withdrawal form in the Registrar’s Office will receive a grade of “F” in each course scheduled. If students complete the official withdrawal form and if there are satisfactory reasons for their leaving the school (e.g., serious illness), the official record sheet will show a grade of “WP” in subjects which they were passing at the time of withdrawal and a grade of “WF” in those which they were failing. Sometimes, occasions arise that merit a grade of “W” for all classes.

To withdraw from the College, a student should observe the following withdrawal procedures:
• Obtain a Withdrawal Form from the Registrar’s Office, and complete an exit interview,
• Secure clearance from all offices specified on the Withdrawal Form,
• Return the completed form to the Registrar’s Office.

In cases of emergency, a student may need to withdraw, but there is not sufficient time or ability to complete paperwork. These will be examined on a case-by-case basis, will require documentation, and must be approved by the Provost. This policy also applies to on-line students; they should email their instructors and the Registrar’s Office to initiate the process. Bottom line: Failure to withdraw will result in a grade of “F” in all courses. All withdrawals may have financial ramifications.

TRANSCRIPTS
Current or former students may receive copies of their academic records (transcript) or have them sent to other institutions, agencies, or firms by requesting these from the Registrar. Requests may be made through the College website and the National Student Clearinghouse. Fax, email, or phone requests will not be accepted. A fee of $7.00 will be charged for each official transcript, and students and alumni may access unofficial transcripts through the College’s administrative software system. Transcript requests will not be honored for any student whose financial account with the College has not been cleared.

READMIT POLICY
Any student who has missed a semester or module of enrollment must complete a readmit application available on-line or in the Admissions Office. 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 before classes begin each session. Students will not be admitted to class until arrangements concerning settlement of tuition and fees have been made at the Business Office.

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 $800 per semester. A rental option is available for select courses.

SCHEDULE OF EXPENSES*

Academic Charges & Fees/ 2020-21

<table>
<thead>
<tr>
<th>Charge / Fee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time tuition, per year (12-18 semester hours)</td>
<td>$23,650</td>
</tr>
<tr>
<td>Part-time tuition, per credit hour (1-11 semester hours)</td>
<td>$1078.00</td>
</tr>
<tr>
<td>Overload tuition, per credit hour (19 semester hours &amp; above)</td>
<td>$500.00</td>
</tr>
<tr>
<td>MBA Tuition/Fees, per credit hour</td>
<td>$495.00</td>
</tr>
<tr>
<td>Comprehensive Fee, per semester (Full-time Day students)</td>
<td>$1100.00</td>
</tr>
<tr>
<td>Late registration fee (Day students) (Not Redhawk Ready)</td>
<td>$150.00</td>
</tr>
<tr>
<td>Sport Management Internship Fee</td>
<td>$300.00</td>
</tr>
<tr>
<td>Student Teaching Fee</td>
<td>$900.00</td>
</tr>
<tr>
<td>General Internship Fee, per credit hour</td>
<td>$50.00</td>
</tr>
<tr>
<td>Directed study fee (in addition to tuition), per credit hour</td>
<td>$200.00</td>
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<tr>
<td>Audit course charge, per credit hour</td>
<td>$75.00</td>
</tr>
<tr>
<td>Music Applied lesson fee, per hour</td>
<td>$150.00</td>
</tr>
<tr>
<td>Recording Fee- Challenge Exam/Computer Literacy Test/Bypass Exam, per hour</td>
<td>$100.00</td>
</tr>
<tr>
<td>Challenge Exam fee per hour if successful</td>
<td>$100.00</td>
</tr>
<tr>
<td>Nursing program fee, per semester</td>
<td>$350.00</td>
</tr>
<tr>
<td>Education Fees for Field Experience and Clinical Practice per Course:</td>
<td></td>
</tr>
<tr>
<td>EDU 101, EDU 101H</td>
<td>$125.00</td>
</tr>
<tr>
<td>EDU 313, 314, 315, 321/HPPE, 331, 341, 342, 343, 344, 410, 412</td>
<td>$50.00</td>
</tr>
<tr>
<td>EDU 422</td>
<td>$200.00</td>
</tr>
<tr>
<td>EDU 425</td>
<td>$250.00</td>
</tr>
<tr>
<td>EDU 452, 456, 458</td>
<td>$900.00</td>
</tr>
<tr>
<td>Drop/Add fee (each time schedule is changed after drop/add deadline)</td>
<td>$25.00</td>
</tr>
</tbody>
</table>

Fee starts 8/30/18 for fall and 1/14/19 for spring

Transcript Fee | $7.00

Evening College/TATL

<table>
<thead>
<tr>
<th>Charge / Fee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition, per credit hour</td>
<td>$450.00</td>
</tr>
<tr>
<td>Late Registration Fee</td>
<td>$50.00</td>
</tr>
</tbody>
</table>

Additional course related fees may apply. See schedule above.

On-line Charges

On-line Only Students:
Fall/Spring/Summer Tuition, per credit hour ................................................. 450.00

Traditional Students taking an On-line Course:

Summer 2021 Tuition, per credit hour ......................................................... 330.00
Fall/Spring Tuition, included in flat fee (limited to two courses)**, no charge

**Overload tuition will be assessed if total hours per semester exceed 18 hours.

Residential Charges

Room & Board, Residence Halls (double occupancy), per year ....... 8,600.00
Room & Board, Residence Halls (single occupancy-requested), per year .. 10,000.00
Room & Board, Apartment, per year per person ........................................ 10,000.00
Room & Board, Oakwood Apartments, per year per person ................. 10,000.00
Housing Application fee, one-time (non-refundable) .................. 150.00

Activity Charges

Replacement ID Card /Car Registration, per card/key replacement .... 25.00
Graduation fee (Bachelor/Graduate) (charged in semester of graduation) .. 150.00
Associates Graduation Fee ................................................................. 75.00

Late Graduation fee (Intent form submitted after January 31), in addition to Graduation fee ....................... 250.00
Additional Diploma (simultaneously) .................................................... 50.00
Replacement Diploma ................................................................. 50.00
International student activity fee, per academic year ..................... 300.00
International student insurance, per semester (required); fee subject to change by insurance company .................. 525.00

Other Program Charges

Summer session 2021 tuition, per credit hour ........................................ 330.00
Summer evening college tuition, per credit hour ................................. 330.00
Summer 2021 Nursing classes, 300/400 level courses, per credit hour .. 490.00
Summer 2021 Housing, per session if taking less than 9 hrs during summer 600.00
Summer 2021 Housing, per session if taking at least 9 hrs during summer 300.00

All charges subject to change without notice.

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’s account. 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. No refunds will be issued prior to Census Day. In no case will money be refunded to a student while that student owes money to the College. No refunds will be issued prior to Census Day.

Withdrawal from College
All students who are withdrawing must complete a Withdrawal Request form with the Business Office’s approval. Each student will be given instructions regarding the withdrawal process. A Withdrawal Request form with appropriate signatures MUST be completed and returned to the Registrar’s Office before a withdrawal is official. In some cases, withdrawal from MMC before completing 60% of the semester/session may result in the student owing a balance to MMC. Note: Students who stop going to class should officially withdraw so as to have a W/WP/WF entered upon a transcript and not an F. See academic calendar for specific dates.

Tuition Refund
Students who drop a class or withdraw from all classes during an enrollment period will receive a tuition refund credit 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 for fall and spring semesters, as well as each session of Evening College and Summer School, will be made according to the following schedule:

- From the first day of class through the last day to add a class for credit - 100% credit;
- Through the end of the first 15% period of enrollment - 90% credit;
- Through the end of the first 30% period of enrollment - 50% credit;
- Through the end of the first 60% period of enrollment - 25% credit;
- AFTER the 60% period of enrollment NO REFUND

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

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. In some cases, a withdrawal or a dropped class may result in a balance owed to the college. Dropped courses are calculated on the same schedule as withdrawals. If a course dropped before the end of a refund period causes a student to become less than a full time student, institutional aid and certain federal financial aid will be calculated based on the number of hours attempted after the course(s) are dropped. A “Return of Title IV Funds” calculation will be made only when a student withdraws from all courses. Contact the Business Office and the Financial Aid Office prior to making the decision to drop below 12 credit hours to determine how this will affect your financial situation.

**Room and Board Refund**

Refund of the full advance payment will be made when one of the following conditions is met: (a) written cancellation is received by the Office of Residential Life before checking into the Residential facility; (b) the student is prevented from entering the College because of medical reasons confirmed in writing by a licensed physician; or (c) residence hall space is not available. Refunds of payment rent will be prorated on a weekly calendar basis when the student is forced to withdraw from the residence hall after check in under one of the following conditions: (a) medical reasons confirmed in writing by a licensed physician; (b) at the request of the College for other than disciplinary reasons; or (c) in case of death.

Refunds of residence hall rent will follow the refund rates and schedule defined in the current College catalog when the student withdraws from the College after check in. Students withdrawing from the College have three (3) days after the date of withdrawal to vacate the premises and follow Check Out procedures. After this period, the College may enter and take possession of the premises and fine the student for Improper Check Out.

Cancellation of this agreement for any reason not addressed above or approved by the Vice President of Student Life from the start of the contract, SEPTEMBER 5, 2020, through the end of the contract, MAY 8, 2021, will result in the student will be responsible for paying 50% percent of the remaining balance of the yearly residential life charges.

Upon reasonable notice, the College reserves the right to terminate housing contracts due to public health emergency needs, including COVID. In the event the College terminates housing contracts due to public health concerns, the College will offer fair and reasonable reimbursements for impacted students as appropriate and based on information available at that time.

**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 Direct Stafford Loan; Subsidized Federal Direct 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: Federal Pell Grant, Federal ACG, Federal National SMART Grant, FSEOG (x 50%), and other Title IV programs (x 50% for grant funds).

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. The appeal will be considered by a committee composed of the President of the College, Vice President of Student Affairs, Assistant 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. Institutional scholarships can go towards tuition and room and board, but cannot go over the cost of attendance. The amount of each scholarship listed below is for a full academic year.

- The Barton Scholars Award and the Ben Alford CCL Scholarship are both competitive scholarship programs. Each program will provide two full scholarships (tuition only) 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. You must maintain a 2.75 GPA.

- The Giles County Scholarship gives all full-time day student residents of Giles County, Tennessee, a $1,000 Scholarship.

- 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, cross country and clay target team.

- 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. A 2.0 cumulative GPA must be maintained.

- 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
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.

- In order to qualify for federal and state financial aid a student must enroll in classes that go towards the degree.

- The Federal Pell Grant is a direct grant from the federal government to the student. Awards can range from $657 to $6,195 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. A cumulative GPA of 2.0 must be maintained for renewal.

- Veteran’s Benefits are also available to all qualifying students at Martin Methodist College. Please request a Certificate of Eligibility from www.benefits.va.gov and submit to the financial aid office. Veteran benefit recipients will not be penalized for any delayed disbursement from the VA. There will be no late fee applied or access denied to any classes or facilities on campus due to delayed VA benefit payments. A VA benefit recipient whether a veteran or a dependent of a veteran, must complete a “Request to Certify VA Benefits” form at the beginning of each semester in order for the benefits to be requested.

- 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).

• 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 $1,750 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;
  - 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 with TSAC (Tennessee Student Assistance Corporation) 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/) 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 Vice President of Enrollment.

A full athletic scholarship covers Tuition, Room and Board fees on campus, and possibly books if approved by the Vice President of Enrollment. There are not any institutional scholarships or discounts for ANY students (including athletes) during the summer semester (May-August). The only financial aid available to students for the summer semester is state and federal aid and must be enrolled in at least 6 hours to qualify.

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. If a student athlete moves off campus, the institutional reserves the right to reduce the athletic scholarship or institutional aid accordingly. Please check with the financial aid office for more information.

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

Student Athletes are required to sign a Grant In Aid, failure to do so does not exempt the student athlete from the athletic department rules and are bound by the athletic agreement and must abide by the rules set forth by the Athletic
Department. Please see the financial aid office for a copy of the Grant In Aid for more information.

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.

Please refer to the catalog for more detailed information regarding Satisfactory Academic Progress.

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 American Opportunity 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**
The Federal government requires these forms to be completed on-line. 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. This information can also be accessed at www.studentloans.gov. 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. 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 15.1% for 2016.

**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 15th class day be the official census date. Holidays and weekend days will not count as they are not class days.
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, women's volleyball, men's and women's basketball, men's and women's bowling, men's and women's golf, men's and women's soccer, men's and women's tennis, men's and women's cross country, as well as co-ed cheer/dance and clay target.

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.

VI. STUDENT LIFE

STUDENT FOOD BANK
The Student Food Bank seeks to alleviate the barriers and challenges associated with food insecurity and hunger so that students can remain in school, and ultimately, earn their degrees. The Student Food Bank promotes the academic success of students dealing with food insecurity by providing a reliable source of food on-campus that is free of charge to current MMC students. The Student Food Bank is located on the second floor of the Student Life House.
STUDENT EMERGENCY FUND
The Martin Methodist College Student Emergency Fund (SEF) was developed through the Chaplain’s office in 2006. The intent of the SEF is to assist students with urgent personal needs which affect their ability to be a successful student at Martin Methodist College (MMC). The SEF does NOT pay for textbooks, tuition, or student fees. To learn more about SEF please speak with a member of the Student Life Staff.

SPIRITUAL LIFE
One of the ways Martin Methodist College’s (MMC) mission and values are lived out are through the work of the Office of Spiritual Life. The College Chaplain and Student Leaders lead events and ongoing opportunities for students, faculty and staff to be in a “learning community that nurtures intellectual, spiritual, social and personal growth”.

Spiritual Life:
Martin Methodist College welcomes all people by offering the hospitality of Christ. Students, Faculty, and Staff are invited to engage in meaningful dialogue, life-giving worship, and an enriching community.

Meaningful Dialogue:
All are invited to participate in Spiritual Life organizations and small groups to grow in one’s religious practices and respect for other faith traditions. Some of these weekly opportunities include: Student Christian Association (S.C.A.), Fellowship of Christian Athletes (F.C.A.), La Conexion, S.H.I.N.E., The Brotherhood, and The Meeting Place.

Life-Giving Worship:
Worship opportunities are available through the 24-hour prayer room, weekly worship services, and local houses of worship. During the academic year, worship is held each Wednesday at 11:00 a.m., unless there is a campus-wide Convocation. Occasionally, worship takes place at the Church of the Messiah as we celebrate a traditional Service of Holy Communion. Additional services are held for special occasions, such as Christmas, Baccalaureate, and Memorial services.

Enriching Community:
The Spiritual Life community provides a safe space for students as each wrestles the questions of “Who am I?”, “Who is God?”, and “Who is God calling me to be?”. These questions are directly and indirectly addressed through vocational discernment events, serving our neighbors, conferences, church leadership development (Called to Lead), summer ministry opportunities, one-on-one conversations with Spiritual Life staff, and an abundance of prayer.
Leadership:
The ministries of Spiritual Life are led by the College Chaplain, Coordinator of Vocational Discernment, and the Spiritual Life Council (student leaders).

To learn more about Spiritual Life, please visit http://www.martinmethodist.edu/church-leadership/religious-life or e-mail spirituallife@martinmethodist.edu or come hang out in the Student Lounge at the Turner Center for Church Leadership, located at 500 West Madison Street.

RESIDENTIAL LIFE
The Office of Residential Life at Martin Methodist College operates Criswell Hall, Upperman Hall, Oakwood Academic Excellence Apartments, and Student Apartments. While Criswell is a female facility, Upperman, Oakwood, and the Apartments are co-ed facilities. All students must complete an application through the Office of Residential Life, either for on-campus housing or for off-campus residency.

Please see the Honor Code in this Student Handbook for Residential Life Policies (i.e. Rules and Regulations).

Residential Life Procedures:

Residency Requirements
All full-time students under the age of 21 and enrolled in at least 12 hours of coursework each semester are required to live on campus or at home with a parent, legal guardian, sibling (over the age of 25), or a grandparent within a 40 mile radius of campus. Exceptions to the Residency Requirements:

1. Student is 21 years old and in good academic and student conduct standing prior to August 1 of the academic year (2020).
2. Student has acquired 90 credit hours prior to August 1 of the academic year (2020).
3. Student lives at home with a parent, legal guardian, sibling (over the age of 25), or a grandparent within a 40 mile radius of campus. Documentation may be required to demonstrate the relationship in addition to a copy of the current driver’s license of the parent, legal guardian, sibling, or grandparent with whom the student will reside. The student must live in the residence with the stated family member full time. The parent, legal guardian, sibling, or grandparent must have lived in the area for at least one year preceding the date of first enrollment.
4. Student has a documented disability.
5. Student is a military service veteran.
6. Student has lived independently of parent/guardians for 12 months or more with documented proof provided.
If a student believes themselves to be in an exceptional circumstance, the student may submit a petition for an exception. Contact Residential Life for more information. If a student decides to move off campus and does not meet one of the above exceptions, they will be charged a fee.

**On-Campus Applications, Fees, and Room & Board Agreements**

Upon notification of acceptance to the college, residential students must complete a housing application and pay the $150.00 application fee. Students are required to sign Room & Board Agreements, assuming responsibility for the care of the housing unit and its contents before they are allowed to become residents.

**Room Assignments**

Residential Life assigns students who do not submit housing or roommate preferences via the housing application. Room and roommate preferences are granted when possible. Students classified as seniors, juniors or sophomores will have first choice for Apartment Housing and Honor Housing. First-year students are generally assigned to Criswell or Upperman.

Room changes will be made only with the approval of Residential Life. Room changes will not be considered until two weeks into the semester.

Students who wish to move from the Resident Halls to the Student Apartments or Oakwood Academic Excellence Apartments (depending on availability) will be ranked using a combination of “first-come, first-served” and seniority. For Oakwood, a student must also have a cumulative MMC Grade Point Average of 3.3 or higher.

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

**Consolidation Policy**

In the case that a student assigned to a double-occupancy room does not have a roommate, the student will be sent a formal consolidation letter outlining two housing options. Option 1: Consolidation [Students may choose to be moved into another double occupancy room or to be assigned a new roommate.] Option 2: Single Room Upgrade [Students may choose to pay a higher rate to ensure that their room remains a single room for the remainder of the term.] At no time will a student be permitted to live in a double-occupancy room without a roommate while paying a double-occupancy rate.

**Reasonable Accommodations**

Students requesting campus accommodations for disabilities, physical, or psychological condition(s) (including but not limited to emotional support animals, service animals, and exemptions from residential requirements) may do
so through the Vice President of Student Affairs in the first floor of the Student Life House.

**Check In Procedures**
All new students are required to (a) present meningitis immunization documentation, and (b) pay a one-time, non-refundable $150 application fee before being allowed to check-in. All residents must sign a Room and Board Agreement before receiving a key. Residents can request a copy of their signed Room and Board Agreement, which will be scanned and emailed to their MartinMethodist.edu account within 48 hours. All students moving on campus are expected to review a Check-In Form which indicates the condition of their room when they moved in. Students will have the option to add to this form and sign off to the condition of the room.

**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. All possessions must be removed from the room prior to check out, and the room should be clean.

Residents must check out in one of two ways:
- **In Person:** Residents must work with their RA or RD in advance so (s)he may be present to inspect the room and sign off to the condition of the room. Any damage to a room that is not listed on the Check-In Form will be the responsibility of the student. After the RA or RD has checked the room, the resident will turn in keys and sign the Check-Out Form.
- **Express Check Out:** Residents may request an Express Check Out Envelope in advance of moving out. Once the student is completely moved out, the resident will seal their key(s) in the envelope, sign the front, and return to the place designated by their RA or RD. Express Check Out allows residents to move out of campus housing at their own time and pace, but forfeits the rights of the students to (a) any items left in the room; and (b) dispute any charges assigned by Residential Life after the move out.

Failure to follow the prescribed check out procedures will result in fines as outlined in the Room and Board Agreement. The Office of Residential Life Office, in co-operation with maintenance, shall make the final damage assessment for each room. Any additional damages or fines will be communicated with the student via MartinMethodist.edu email.

**Breaks**
All residence halls are closed during scheduled break periods. Students are expected to leave the residence hall on the day of their last fall or spring semester
examinations and no later than the designated closing date for Fall, Thanksgiving, and Spring Breaks.

Students needing to remain in the residence halls during the break may complete a request to do so. Break Housing Requests can be obtained from the Director of Student Life and must be submitted at least two weeks before the start of the break. Requests submitted less than two weeks before the break will not be approved. Anyone found in the Halls without an approved break pass may be removed from the Halls and fined. There is no additional cost for residing in the Halls during the break periods (except summer).

Christmas Break
Prior to leaving for Christmas break, students must check out with a Resident Assistant.

Summer Break
If a student requires housing during the summer months, a Summer Housing Application is required to be completed at least one week before the summer break. Rates are based on the Summer Session Academic Schedule (S1 and S2). See the Director of Student Life for more information.

Athletes
Some athletic coaches will require their players to remain on campus or return early during schedule break periods. Residential Life Staff will work with athletic coaches to obtain a list of students that are required to remain or return to campus early during breaks. These students must also complete a Break Housing Application.

Health and Safety Inspections
Periodic health and safety inspections are to be conducted by the Resident Directors and Resident Assistants. Students are requested to be in attendance during the inspections. Refrigerators and closets will be checked. The purpose of room inspection is to check for health and safety problems, adherence to campus safety regulations, and property damage. Residents will be notified by a notice posted on the residence hall front door or in the apartment complex of the date for the housing inspections.

Students who fail to pass the regularly scheduled inspection 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 Director of Student Life.

Safety
Students must keep their room 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 renters 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, Criswell and Upperman students should gather at the gazebo to await instructions from the fire department or the Assistant Director of Residential Life. Apartment students should gather in the south parking lot (furthest away from the apartments) of the Christian Life Center (CLC). Oakwood students should gather in the Johnston Center parking lot.

**Lock Out**
Any student locked out of their residential hall room must go to their Resident Director or Resident Assistant to have their residential hall room door unlocked.

**Meal Plans**
Included in Room and Board is the residential Meal Plan. Residents can choose one of three options:
- 19 meals a week, with 50 Flex Dollars
- 15 meals a week, with 75 Flex Dollars
- 10 meals a week, with 100 Flex Dollars

**Fines**

**CIVIC ENGAGEMENT**
Civic Engagement at Martin Methodist College seeks to connect students, faculty, and staff with opportunities to build community and impact positive community driven change. Our programs range from introductory service experiences to immersive week-long programs, community-based learning courses, and a variety of leadership experiences. We often work with organizations such as the Boys and Girls Club of Pulaski and the United Methodist Committee on Relief. Students are invited to both participate in existing programs and to initiate new partnerships and take leadership roles in new projects.

**STUDENT ACTIVITIES**
Student Activities help students enhance their Martin Methodist College experience by offering events, programs, and projects that are personally engaging for every student. If you want to be more involved on campus and learn about leadership development, the Student Activities staff is available to guide you in the right direction. Student Activities range from large events like Fall Festival, to weeknight programs like Trivia Nights and Paint Nights, to on-going programs like intramural sports.
Intramural Sports: The College offers opportunities for all students to participate in intramural sports throughout the year including water polo, racquetball, volleyball, flag football, basketball, ultimate Frisbee, powder puff flag football, dodge ball, soccer and softball. Varsity athletes are not allowed to play in the same intramural sport in which they are receiving a scholarship for during the school year.

STUDENT CLUBS AND ORGANIZATIONS
At Martin Methodist College, we know how important it is for students to be actively engaged in campus life and in our surrounding community. We will help you find the organizations that are the best fits for you. Whether you choose to be an active member or accept a leadership position, your contributions will be invaluable to the organizations you join.

Requirements to Establish College Recognized 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 Assistant Director of Student Activities 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
1. Advisors - Each organization shall be free to choose its Faculty or Staff 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 of Student Affairs or by the person in charge of the facility.

5. **Good Standing** - In order for an organization to remain in good standing, the organization must hold regular meetings throughout each semester, attend Activities Fairs at the beginning of each semester, and participate as an organization in at least one campus-wide event.

**Campus Events**

Student organizations enjoy the privilege of using College facilities to host events. Student organization events must be approved by the Assistant Director of Student Activities, and any events including outside speakers must be approved by the Vice President of Student Affairs as well. Student organizations must fill out a Student Organization Event Form and submit it for approval to the Assistant Director of Student Activities two weeks before the anticipated date of the event. For events to be approved as a Martin Moment, they must be separately approved by the Provost.

**Travel**

All registered student organizations are required to complete the Notification of Student Travel Form and submit it for approval to the Assistant Director of Student Activities ten business before the departure date. The student organization must appoint a travel liaison to coordinate the group’s travel and communicate the travel plans to the Assistant Director of Student Activities. The travel liaison may be the same student for the entire academic year or may change with each trip. All student organizations are required to have an MMC student organization advisor on the entire trip.

**Active Recognized Student Organizations**

- **American Red Cross** - The purpose of the MMC American Red Cross is to assist the citizens of Giles County and the cities within to volunteer aid in the event of a disaster. Advisors: Dan Scherr and Laura Morefield

- **Behavioral Science Club** - The purpose of this club shall be to promote progress in the Behavioral Sciences Program at MMC. Advisor: John Lancaster

- **Biology Club** - The purpose of this 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. Advisor: Doug Dorer
Black Student Union: The purpose of the BSU is to create unity within the students and provide a voice for those who feel like they do not have one. We want to give people a better understanding of African American students and other minorities on campus. Advisor: Sydney Westry

Brotherhood: A group of young men who come together to discuss a wide variety of topics ranging from spirituality to current events while holding one another accountable in both classes, life, and other endeavors. Advisor: Allen Stanton

Called to Lead: This identifies, recruits, and trains servant-leaders for church and community. Advisor: Laura McMasters

Chemistry Club: The purpose of this club is to serve as a social organization by promoting extracurricular activities, with both faculty and students attending in support. Advisor: Derrick Watkins

College Democrats: This group promotes voter awareness at the collegiate, local/state level, supports ideals and principles of the Democratic Party, and provides services to the community. Advisor: Cheri Thomas

Criminal Justice Club: The purpose of this club shall be to promote progress in the Criminal Justice program at MMC. Advisors: Richard Schoeberl and Dan Scherr

Dramatics Club: The club is open to any student interested in drama. Members of this club act in, stage, and help direct the college’s fall and spring plays. Advisor: Kayla Wiggins

Equality Alliance: Through understanding and awareness, this group hopes to prevent discrimination and promote unity between all sexual orientations and gender identities. Advisors: Barry Rich and Melissa Ryckman

Fellowship of Christian Athletes: This club 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. Advisor: Tim King

Grind Your Gears: The purpose of Grind Your Gears is to promote safe cycling in the community, provide frequent group rides for members of all skill levels, promote fellowship amongst fellow MMC Students, and enjoy the town of Pulaski. Advisor: Guy Schafer
Harry Potter Alliance: The purpose of “Martin Marauders” is to promote and support social justice, civic engagement and service both locally and globally. Advisor: Daniel McMasters

International Club: This club promotes interest in the different cultures of the world. Advisor: Dan Scherr

La Conexión: This club offers a variety of events and day trips to help students grow in respect for all people. Advisors: Laura McMasters and Stanton Belford

Math Club: This club promotes the interest of mathematics, to aid students with an interest in mathematics, and to promote interaction among math students. Advisor: Jennifer Aust

MMC Votes!: MMC Votes! is a non-partisan program that encourages informed and active participation in government and encourages student civic engagement through education and advocacy. Advisor: Brittany Trevarthen

Outdoor Club: The mission of Outdoor Club is to engage students in hiking, wilderness, trekking, mountaineering, backpacking, and helping our community by planting trees and cleaning local recreation areas. Advisor: Brant Harwell

Physical Education Club: This club promotes health and wellness through a variety of activities and programs. The club is designed for students in the Physical Education Program. Advisors: Laura Morefield and Michael Cathey

Pre Health Society: The purpose of the Pre- Health Group will be to garner valuable information resources that can benefit perspective, medical, veterinary, dental, and pharmaceutical students on their education journey while here at MMC. Advisor: Mark Chee

Pre-Law Society: This club seeks to promote interest and awareness of contemporary legal topics by hosting speaker panels, lectures, and discussions. Advisor: Dan Scherr

Residence Hall Council: This club 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. Advisor: Sarah Catherine Richardson

S.H.I.N.E.: This club, Students Honestly Investing N Experience, provides a safe space where people can discuss whatever is on their hearts and minds without judgement. Advisors: Abby Stanton and Laura McMasters
Sisterhood: Sisterhood meets weekly to help female students grow in leadership skills as well as self-empowerment. The mission of Sisterhood is to help the young women of Martin become more confident leaders within the community, grow in self-love, and to help build a strong support network. Advisor: Laura McMasters

Sports Business Club: The purpose of this organization shall be to provide knowledge to students and community members of the impact sports have off and on campus. Advisors: Tim King and Jasmine Martin

Sports Management Society: The mission of the Sports Management Society is to provide knowledge to students and community members of the impact sports have on and off campus. It creates opportunities for professional growth through sport management related events throughout the community. Advisor: Gene Smith

Student Activity Council: Student Activity Council represents a group of students who work together to help plan, organize, and implement new activities on campus. Advisor: Brittany Trevarthen

Student Christian Association (SCA): SCA is a faith community nurturing Christian disciples through worship, fellowship, spiritual reflection, and service. Advisor: Laura McMasters

Student Government Association: Elected members from each class and executive members support the rights and responsibility of the student body of MMC and promote awareness. Advisor: Daniel McMasters

Student Media Club: The purpose of this organization is to inform all students of current news specifically relating to Martin Methodist. Advisor: Claire Paul

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

Student Teacher Education Association (STEA): STEA is the pre-professional club for prospective teachers. Advisor: Tina Smith

Sustainability Club: This club works to help MMC achieve a fully sustainable campus. Advisor: Shanna Hanes

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. Advisor: Alyssa Evans
Veterans Club: This group provides on and off campus benefit knowledge to veterans, active military, and their families. Advisor: Dennis Haskins

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 worth 10-15 performances every year. The Concert Choir is the main choral ensemble while the Chamber Choir is a small, auditioned chamber choir. Richland Creek is the bluegrass band, featuring instrumentalists and vocalist, which performs throughout the year and at special events.

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:

The Martin Movie Theater: Giles County’s only first run movie theater is housed on campus in Martin Hall.

RedHawk Welcome Week: Each fall, there are several evenings of activities welcoming students back to campus.

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

Fall Festival: A cookout for all students and employees is held in the fall of each year on the Campus Green.

Shakespeare on the Green: A production by Drama students of the works of William Shakespeare, held each fall on the Campus Green.

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

Family Day: A day where student’s families are welcomed to the campus to participate in a variety of events planned for the day.

Thanksgiving Around the World: A pot-luck style dinner prepared by students to celebrate cultural traditions from all around the world.

Visit with Santa: This event involves Martin Methodist students as they provide Christmas gifts and activities for community children.

Winter Formal: This is a formal dance at the end of fall semester for all MMC students.
Christmas Musicals: Each year there is a Christmas concert by the MMC choirs.

Christmas Service: An evening worship service for MMC to come together and celebrate Christmas before departing for Christmas break.

Exam Breakasts: Held each semester the evening before final exams begin. the exam breakfast is sponsored by the Student Government Association and is served by faculty and college administration.

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.

Spring Fling: A campus-wide celebration on the Campus Green of the start of spring.

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

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

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. Students may access the Constitution of the Student Government Association of Martin Methodist College at any time by contacting the Assistant Director of Student Activities.

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.

CAMPUS DISRUPTION POLICY
The following regulations on campus disruption apply to students, faculty, administrators, and staff for the maintenance of public order on the College owned, operated, or controlled property and at its sponsored events.
Martin Methodist College is committed to the principle that freedom of discussion is essential in the search for truth, welcoming and encouraging the expression of differing views. Freedom of expression, however, ceases at the point when its exercise infringes on the rights of either participants or nonparticipants. To preserve freedom of discussion and to protect the rights of all, the following behaviors are prohibited and are violations of the MMC Code of Conduct:

- **Verbal Abuse** *(Code of Conduct 1.4)*
- **Communicating Threats** *(Code of Conduct 3)*
- **Defamation of Character** *(Code of Conduct 6)*
- **Destruction of Property** *(Code of Conduct 7)*
- **Disorderly or Disruptive Conduct** *(Code of Conduct 8)*
- **Failure to Comply with a College Official/Employee** *(Code of Conduct 12.1)*
- **Harassment** *(Code of Conduct 19)*
- **Trespassing** *(Code of Conduct 28)*
- **Unlawful Assembly** *(Code of Conduct 30)*

### VII. ACADEMIC HONOR CODE AND STUDENT LIFE

**HONOR CODE, RIGHTS, RULES, AND REGULATIONS****

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, which concerns process, Student Life, was implemented in 2007. This portion was updated in 2019. This portion of the MMC Honor Code includes the Student Life Conduct Policies, Jurisdiction, Process, Bodies and Conferences, student rights, records, etc.

**ACADEMIC HONOR CODE**

**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 enrolling in 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.
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.

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. In addition, students have the responsibility to review and abide by syllabi for all courses.

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, online 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. Collusion—working together in an unauthorized or fraudulent way—is also cheating. Students may not collude on homework, papers, tests, or any other type of classwork without the express consent of the instructor(s). 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 and syllabus to clarify what is acceptable. Cheating also includes the use of an instructor’s copy of a textbook. These textbooks are not allowed in any class. The professor also has the right to confiscate any and all unauthorized materials used in the completion of academic work.

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 without giving proper credit to 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. Students 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, forging an
academic document (e.g., a drop/add form), or submitting work not prepared by the
student.

**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. Cooperation consists of telling
the truth. Failure to do so may produce additional honor code violations.

**Electronic Device Policy**
Unless specifically allowed by the instructor, no devices that allow communication of any
kind may be used during examinations (tests, quizzes, final exams, etc.). Prohibited items
include but are not limited to: cell phones, pagers, messaging devices, PDAs, MP3 players,
IPods, iPads, electronic dictionaries, computers, and calculators with communication
capabilities. Any use during an examination of an electronic device other than those
authorized and approved by the course instructor is cheating.

Instructors may place additional restrictions on the use of calculators and other electronic
devices during exams. For example, graphing calculators may be allowed, but calculators
that can store text and images will be prohibited. Students are advised to check with their
instructor prior to any examination if they are not sure whether an electronic device is
acceptable.

**Guidelines for 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**
- **First Offense:** zero on the test or assignment.
- **Second Offense:** grade of F assigned in the course, and mandatory counseling—a
  academic, psychological, or other—to be assigned by the Honor Council.
- **Third Offense:** Academic Suspension for one semester, not including summer semester.

**Incidental Plagiarism**
- **First Offense:** assignment must be rewritten using proper citations; academic counseling
  is recommended and may be required.
- **Second Offense:** zero on paper or assignment; academic counseling is required.
- **Third Offense:** grade of F assigned in the course; mandatory counseling—academic
  psychological, or other—to be assigned by the Honor Council.
- **Fourth Offense:** Academic suspension for one semester, not including summer semester.
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 of Student Affairs. Upon receipt of an Academic Infraction Form, the Vice President of Student Affairs will notify the student that an infraction has been reported. The Vice President of Student Affairs will notify the Honor Council and the student when a hearing is required. Upon the second infraction of cheating or plagiarism, the Honor Council will read through the 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.

Honor Council and Disciplinary Committee meetings are closed meetings [Committee Members, Vice President of Student Affairs (or representative) Accused, Accuser, Witnesses, and Advocates]. There shall be an appropriate recording of the hearing for accurate minutes. All recordings shall be deleted once the minutes are documented and approved. A summary record of the proceedings shall be kept in the office of the Vice President of Student Affairs, and a copy of the record shall be supplied to the accused if requested.

The accused will ultimately be asked to enter a plea of guilty or not guilty prior to the hearing. All students, including the accused, are required to cooperate with investigations and hearings conducted by the Honor Council. In the event an accused student refuses to participate in, or cooperate with, an Honor Code investigation and/or hearing conducted by the Vice President of Student Affairs:

1. the investigation/hearing may take place without the participation of the accused student.
2. All reasonable efforts will be made to inform the accused student of the time and place of the hearing and the findings of the proceedings.
3. In addition, the accused student may inform the Council that he/she/they will not attend the hearing and submit a written statement regarding the charges.
When time constraints make convening the Honor Council impractical (i.e. beginning and end of the semester, Summer Sessions, etc.), these cases will be heard by a trained administrator, the Provost or designee.

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 of Student Affairs. The Vice President of Student Affairs 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 of Student Affairs.

The Honor Council consists of three faculty members, one staff representative, two Student Government Association members, and either the Resident Director of one of the residence halls or the Provost, depending on the infraction. The Vice President of Student Affairs and a transcriber, who will be appointed by the Vice President of Student Affairs, 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 of Student Affairs 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 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, four of the six 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 enforced.

The Appeals Board consists of four faculty representatives, two Student Government Association members. This board should be named in the same manner as stated above. The Vice President of Student Affairs and a recorder serve as ex-officio members on a non-voting basis. The recorder will be appointed by the Vice President of Student Affairs.
Students seeking a hearing from the Appeals Board must submit their request in writing to the Vice President of Student Affairs within 72 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 and two Student Government Association members. The Vice President of Student Affairs 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 72 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 CODE OF CONDUCT**
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 Student Life Code of Conduct 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 Student Life Code of Conduct 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.

Martin Methodist College believes that its role is to offer educational opportunities in a positive atmosphere, with such opportunities to include the personal growth and development of students. Therefore, our community promotes the development of responsible social attitudes. MMC students are expected to become familiar with and adhere to the College and Residence Hall standards for student conduct. Students are responsible for their actions, and those who violate the Student Code of Conduct will be subject to the student conduct process.

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

**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.

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

Student Rights

Advisor
Complainants and respondents have the right to have a Faculty or Staff member serve as an advisor during the conduct process. The primary role of the advisor is to support the complainant or respondent.

- An accused student may request a specific Faculty/Staff Advocate to serve as an advisor.
- The Advocate may counsel the student, question the case investigator(s), and be present during the presentation of all evidence in the case. The student advisor may not present arguments during the conduct process.
- Unavailability of the chosen adviser may be used as grounds for requesting a reasonable delay of a hearing for a few days. However, a substitute adviser will be provided if the delay will persist longer than a week.

Accommodations
The conduct body may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the complainant, respondent, and/or other witnesses during the conference by providing separate facilities, and/or by permitting participation by telephone, skype, video conferencing, videotape, audio tape, written statement, or other means as determined appropriate in the judgment of the Vice President of Student Affairs or designee.

If a student participating in the conduct conference requires reasonable accommodations under the Americans with Disabilities Act, they should notify the Director of Student Advocacy and Accountability in a reasonable timeframe after receiving notification of the conference date and time and prior to the start of the conference. All attempts will be made to make reasonable accommodations.

Nondiscrimination
Martin Methodist College (MMC) is committed to the principles of equal opportunity as defined under Federal and State law and does not discriminate unlawfully on the basis of race, color, creed, disability, national/ethnic origin, age, religion, sex, sexual orientation or veteran status in its admission Policy, programs, or activities, educational policies, scholarship and loan programs, athletic and other College-administered programs, or employment practices and programs.

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.

Definitions
Appellate Board - any person or persons authorized to consider an appeal
College – Martin Methodist College
College Official/Employee – all persons employed by the College or employed by an authorized College vendor (i.e. Food service staff).
College Community – all persons (Faculty, Staff, Students, Administrators) and the surrounding town and residents.
College Premises – all land, buildings, facilities and property owned or controlled by the College, including property not owned by the College but where an official College event is occurring.
Complainant – an individual who has experienced an alleged violation of the Student Code of Conduct.
Conduct Body – any person(s) authorized by this document or the Vice President of Student Affairs to determine whether a student has violated the Student Code of Conduct and to recommend or assign sanctions. (i.e. trained administrators).
Conduct Status – a status assigned to a student found responsible for violating a policy
Faculty Member - any person employed by the college to conduct classroom or teaching activities or who is otherwise considered by the college to be a member of its faculty.
Level (1, 2, or 3) – used as indicators on each Student Code of Conduct Policy to give a general idea of the severity associated with violating that policy and are used as a guidance tool in the student conduct process. Conduct Statuses and Educational Sanctions (see Conference Outcomes) each have a corresponding level. The conduct body may consider at what level they believe a violation occurred to help determine the appropriate conference outcomes.
Normal Working Hours – Monday through Friday during regular college business hours (8:30am-5:00pm), unless otherwise noted.
Resident Advisor – student staff member that lives on each floor of the residence halls and is responsible for engaging students in the overall residential community, building relationships, and assisting in the educational process outside of the classroom for all students
Resident Director - live-in professional staff member responsible for assisting residential students in achieving success in all aspects of campus life and is responsible for the overall operation of the residence halls. The RD has the initial responsibility for the maintenance of a respectful and safe learning community within the Residential Halls and across the campus.
**Respondent** – an individual against whom a complaint of violating a policy in the Student Code of Conduct has been made.

**Staff member** – any person employed by the college who is not a member of the faculty and has administrative or professional responsibilities.

**Student** – all persons enrolled and taking courses at Martin Methodist College, both full-time and part-time. This includes persons against whom an allegation of policy violation is made but who withdraw prior to the completion of the Student Conduct Process, who are not officially enrolled for a particular term but who have a continuing relationship with the college, or who have been notified of their acceptance for admission but have not yet matriculated.

**Student Code of Conduct** – standards of conduct, policies, and procedures established to provide a full and fair opportunity for review of alleged student misconduct.

**Student Conduct Record** – documentation of a student’s alleged, pending, and resolved conduct violation(s) and sanction(s) that are maintained by the Office of Student Life for up to 5 years.

**Summons** – the conduct body may compel a student to attend and participate in a conference which it is determined that the student has relevant information and/or knowledge of events. Failure to obey a summons or communicate within a reasonable time period prior to the conference to the conduct body as to why the student cannot or should not attend is a violation of the Student Code of Conduct.

**College Jurisdiction**

College jurisdiction and the Student Code of Conduct is limited to conduct which occurs on College premises, at College-sponsored events, or which adversely affects the College community and/or the pursuit of the College’s mission. This includes violations of local, state, or federal laws which could take place off-campus but could have a negative impact on the college community. Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment. The Student Code of Conduct shall apply to a student’s conduct even if the student withdraws from school while a conduct matter is pending.

**Student Conduct Policies**

The policies listed here are offered as a guideline and is not inclusive. Two reminders for students:

**Multiple Violations**

Violations of the Student Code of Conduct are cumulative – multiple offenses over a period of time or occurring within one incident may be considered a higher “Level” incident as indicated on each policy; the result maybe a more severe status and sanction than would normally be imposed for a single violation.

**Student Responsibility**

Students may be held accountable for violations which occur in their presence and which they fail to take the appropriate actions of reporting the violation and removing themselves from the situation. Should a student become aware of a real or potential policy violation, the student shall advise the offender or potential offender that such action is a policy violation, inform a College Official about the violation, and not become a participant in the violation by remaining present when the violation is occurring.
Any student found responsible for violating one or more of the following policies is subject to the outcomes listed in the *Student Conduct Process*.

**Categories**

1. Abuse
   1.1 **Conduct Process Abuse**: This includes but is not limited to: Failure to obey the summons of a Conduct body; Falsification or misrepresentation of information before a Conduct body; attempting to discourage an individual’s proper participation in, or use of, the Conduct process; Attempting to influence the impartiality of a member of the Conduct body. (*Level 1 or Level 2*)

   1.2 **Physical Abuse**: This includes any encounter that becomes physically abusive between two or more persons. This includes actual or attempted pushing, hitting, kicking, spitting, wrestling, or pulling hair. (*Level 2 or Level 3*)

   1.3 **Technology Abuse**: This includes the misuses of college technology in 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. This also includes tampering, interfering, or damaging security and/or safety equipment (surveillance cameras, locks, etc.). (*Level 1 or Level 2, or Level 3*)

   1.4 **Verbal Abuse**: This includes profanity, harassment, or any conduct that is loud, abusive, or inappropriate, and is perceived as detrimental to the health and safety of any person. This also includes the public use of profanity on College Premises (i.e. yelling profanity across the yard or from a window). (*Level 1 or Level 2*)

2. Alcoholic Beverages
   2.1 **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, and at any event on or off the campus which is official college business. This includes possession of alcoholic beverages in one’s room, on one’s person, in personal belongings, or in one’s vehicle.

   This includes, but is not limited to, athletic events and/or social gatherings sponsored by the college. 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. (*Level 1 or Level 2*)

   2.2 **Intoxication**: Intoxication as exhibited by behavior is prohibited. The influence of alcohol will not be considered a legitimate excuse for violation of other college policies and may result in a more severe sanction for such violation. [If any student is in medical danger because of intoxication, seek medical attention immediately. [Please review the *Amnesty policy.*] (*Level 1 or Level 2*)

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3. Communicating Threats:
This includes any act, verbal or non-verbal, which is threatening or intimidating, or is perceived as threatening or intimidating or is perceived as detrimental to the health and safety of any person. Bias-related incidents, including instances of hate speech, may qualify as communicating threats under this Code. (Level 2 or Level 3)

4. Compliance with 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 of Student Affairs 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. (Level 1 or Level 2 or Level 3)

5. Controlled Substances
5.1 Drugs: Possession by any student of controlled, prohibited, or illegal substances for purposes or in manners not as directed. This includes possession/use of controlled substances in one’s room, on one’s person, in personal belongings, in one’s vehicle, or being in the presence of controlled substances. Examples include but are not limited to: possession or use of illegal substances in any quantity, including residue and seeds; possession or use of prescription drugs without a valid/current medical prescription; use of prescribed medication not as directed. 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. (Level 2)

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 below will apply to that student and the host student.

5.2. Drug Paraphernalia: Drug paraphernalia is prohibited on campus (including possession in one’s room, on one’s person, in personal belongings, or in one’s vehicle). Paraphernalia may include, but is not limited to, marijuana/crack pipes, bongs, homemade devices used as bongs, rolling papers, roach clips, shredded cigars (blunts), smoke masking devices, and any apparatus containing drug residue. (Level 2)

5.3 Distribution/Intent to Distribute: The selling, bartering, exchanging, and giving away controlled or illegal substances to any person is prohibited. Prescription drugs are to be used only by the person whose name is on the prescription label. This also includes if the school becomes aware that you have been convicted of possessing or selling illegal drugs while enrolled at MMC. (Level 3)
6. **Defamation of Character**
Defamation is defined as any intentional false communication, either written or spoken, that harms a person’s reputation; decreases the respect, regard, or confidence in which a person is held, or induces disparaging, hostile, or disagreeable opinions of feelings against a person. *(Level 1 or Level 2)*

7. **Destruction of Property**
The defacing or destruction of public or private property is prohibited. *(Level 1, Level 2, or Level 3)*

8. **Disorderly or Disruptive Conduct**
This includes any behavior, which is disorderly, disruptive, or disturbs the peace. This includes lewd or indecent behavior; any obstruction or disruption of teaching, study, research, administration, conduct proceedings, other College activities, or other non-college activities on College premises. Including, but not limited to, excessive noise; public urination or defecation; cursing; horseplay, practical jokes, hiding from university officials, hall sports and general annoyances. *(Level 1 or Level 2)*

9. **Disrespect**
Showing rudeness and disrespect towards faculty and staff (including 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 of Student Affairs. *(Level 1 or Level 2)*

10. **Electronic Device Policy**
Martin Methodist College Students are expected to uphold high standards of personal integrity while using camera phones and other electronic recording devices. The college strictly prohibits the use of camera phones and other recording devices in any manner which violates or compromises the core values of the college. Martin Methodist College follows the two party rule, meaning that no person shall record another without their knowledge and consent. *(Level 1 or Level 2)*

11. **Encourage, Influence, or Support an Individual to Violate College Policy**
This includes but is not limited to any action on the part of an individual to encourage or coerce another individual to violate a college policy, to include providing support in any way for the individual who violates policy before, during, or following the violation. This may also include any individual who is aware of but takes no action to address a real or potential policy violation. Should a student become aware of a real or potential policy violation, the student shall advise the offender or potential offender that such action is a policy violation, inform a College Official about the violation, and not become a participant in the violation by remaining present when the violation is occurring. *(Level 1 or Level 2)*

12. **Failure to Comply**
   12.1 **Failure to comply with a College Official(Employee):** This includes failure to comply with any reasonable request made by a College Official/Employee in the performance of his/her duties, and the failure to identify oneself/provide a valid college ID to a College Official/Employee when asked to do so. [See Residence Life Policies - Identification Cards] *(Level 1 or Level 2)*

   12.2 **Failure to Comply with Educational Sanction:** This includes failure to comply with the terms of any educational sanction imposed in accordance with the Student
Code of Conduct or Title IX Policy (formal or informal resolution). Students must complete any and all sanctions assigned to them by the due date given. A student who does not complete any sanction by the due date and to the satisfaction of the conduct body or Vice President of Student Affairs will be out of compliance and held “Responsible” for violating this policy. It is the responsibility of the student to notify the conduct body of any extenuating circumstances that could prohibit the completion of a sanction by the due date given. The Vice President of Student Affairs or designee may take administrative action to either extend the sanction deadline or to impose a new sanction or conduct status, up to and including suspension. This action and new sanction(s) and/or status would be imposed without neither a new conduct conference nor be subject to the regular appeals process. (Level 1 or Level 2 or Level 3)

13. Failure to Observe Traffic/Parking Regulations
Violations of parking regulations may result in the revocation of parking privileges, subjecting the student’s vehicle to towing at the student’s expense. Traffic/Parking violations are subject to citation – repetitive violations may result in the revocation of campus parking privileges. Vehicles parked in a fire zone will be immediately towed. (Level 1 or Level 2)

14. Failure to meet Financial Obligations
Students are expected to promptly pay all college financial obligations. 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.

15. Fire and Safety
15.1 Arson: This includes starting or attempting to start a fire anywhere on College property, preventing or attempting to prevent the reporting of a fire, or preventing or attempting to prevent the extinguishing of a fire. (Level 3)

15.2 Creating a Safety, Health, or Fire Hazard: This includes, but is not limited to, actions resulting from ‘pranks’, improper disposal of trash, failure to evacuate during a fire alarm (either planned drill or otherwise), etc. (Level 2 or Level 3)

15.3 Abuse of Fire and Safety Equipment: This includes the setting of false alarms, misuse of emergency exits, and tampering with fire equipment, extinguishers, and alarms. This also includes the tampering with, interference of, or damaging of security and safety equipment (cameras, locks, etc.) (Level 2 or Level 3)

15.4 Fireworks - Possession or use: This includes the possession or use of any article prepared for the purpose of producing a visible or audible effect by combustion, explosion, or detonation, including but not limited to firecrackers, bottle rockets, roman candles, M-80s, etc. (Level 2 or Level 3)

15.5 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.
16. Forgery, Alteration, or Misuse
Forgery or alteration of Martin Methodist College documents or records is prohibited. (Level 1 or Level 2)

17. Gambling
Illegal gambling or wagering is prohibited on College property or at College-sponsored functions. (Level 1)

18. Gang Activity
This includes any activity which could lead college officials to reasonably believe that such behavior, apparel, activities, acts or other attributes are gang related and would materially interfere or substantially disrupt the college environment or activity and/or educational objectives. (Level 2 or Level 3)

19. Harassment
This includes harassing, bullying, abusing or threatening another by means other than the use or threatened use of physical force, including, but not limited to, face to face communication, phone call, text message, e-mail communication, or social media outlets (ex: Facebook, Twitter, Snapchat, Instagram, etc.) that includes one or more of the following: speech or action that in and of itself inflicts injury or tends to incite a disruption, or causes substantial disruption, or reasonably causes fear of great harm, or that interferes with the educational environment or disrupts college programs; speech or actions that interfere with ingress and/or egress on campus, speech or actions which are obscene. Bias-related incidents, including instances of hate speech, may qualify as harassment under this Code. (Level 2 or Level 3)

20. Hazing
This includes any act which endangers the mental or physical health or safety of a student or which destroys or removes public or private property for the purposes of initiation, acceptance, admission into, affiliation with, or as a condition for the continued association in a group, organization, or team. The express or implied consent of the victim will not be a defense. (Level 2 or Level 3)

21. Personal Conduct
Indecent exposure, nakedness, showing pornographic films in public view, unlawful assembly, and offensive language or behavior is prohibited. (Level 1, Level 2 or Level 3)

22. Pets
To maintain an environment that enables collegiate work to be done with minimal distraction and disruption, shows respect and courtesy for students and employees and reduces the potential of health risk and facility damage, pets may not be brought into the workplace, with the exception of service animals. Emotional support animals may only be brought in to residential facilities. If an employee or student has concerns about pets in college facilities, he or she should contact his or her immediate supervisor, residential life, or Human Resources. Pet owners who choose to walk their animals on campus are responsible for cleaning up after their pets. (Level 1 or Level 2)

23. Residential Life Policy
Violation of any residence life policy as outlined in the Residence Life Policies section of the Student Handbook and your Housing Agreement. These infractions are usually
considered minor in nature, but will detract from the overall atmosphere of the community if they are repetitive. Please see the Residential Life section of this Student Handbook for Residential Life Procedures (i.e. guidelines and processes). (Level 1 or Level 2)

Prohibited Items:
- Candles, incense, or any open flame (including possession of)
- Personal beds, including waterbeds
- Pets
- See the Room and Board Agreement for a list of prohibited items

Prohibited Behavior:
- Disabling/damaging any fire or safety equipment (including but not limited to the security camera system, smoke detectors, lights in hallway and fire extinguishers, evacuation maps)
- Failure to evacuate properly during an alarm or emergency evacuation of any kind (fire, tornado, active threat, etc.)
- Removal of any lobby, suite, or room furniture, including window screens
- Duplication or loaning of College keys
- Babysitting
- Playing sports
- Storage of any personal items or belongings in hallways or breezeways

Locking & Propping Doors
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.

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 at 8:00 a.m. on Reading day for final exams and continue until the end of the exam period. Excessive or prolonged noise (including loud music) is prohibited at any time.

Lost Key
Any student that loses their key will be responsible for the cost of a new core and new keys.

Guests
Room Visitation Policy
Under no circumstances are there to be visitors who are under the age of 17. Students who reside in Criswell and Upperman may have guests in their rooms from 10 AM until 12 midnight. Students who reside in the Student Apartments or Oakwood may have guests from 10 AM until 2 AM. Hall guests must be admitted to the residence hall by their host(ess) and sign the logbook upon admittance.
Students are responsible for their guest’s conduct and adherence to the campus regulations. No person may be present in the room or hallway of the opposite sex unescorted.

**Overnight Guests**

Students who have overnight 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. Students must secure permission at least 48 hours in advance from the Resident Director to have an overnight guest stay in the campus housing. All overnight guests must be of the same sex of the student. Overnight guests are limited to two nights a week, and excessive overnight guests will be denied permission. Overnight guests are expected to abide by the campus housing rules.

**Lobby Hours**

Visitors are always allowed in the lobbies of Criswell Hall, and Upperman Hall and in the lounge of the Apartments (B203). Hall visitors must sign the logbook upon admittance, and students are responsible for their guest(s) conduct and adherence to the campus regulations.

**Cohabitation**

Cohabitation is not allowed within residential halls and apartments as campus housing is for contracted residents. Cohabitation is defined as providing housing or storage for persons who do not have a legal contract with the Residential Life Office.

**Damages**

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. Final assessments of the damages are determined by Residential Life at the end of each academic year.

**24. Retaliation**

Engaging, encouraging others, or directing others in an adverse action or threat of an adverse action against a complainant, respondent, or any individual or group of individuals involved in the complaint, investigation, and/or resolution of an allegation of a violation of College’s Student Code of Conduct, Title IX policy, or other College policy; including any individual who attempts to intervene, prevent, or report behavior prohibited by these policies. Retaliation can be committed by an individual or group of individuals, not just a complainant or respondent. Examples of retaliation include, but are not limited to, threats, intimidation, pressuring, continued harassment, violence, or other forms of harm to others. *(Level 2 or Level 3)*

**25. Sexual Harassment**

The College is committed to eliminating any and all acts of Sexual Discrimination and Sexual Harassment on its campus. An environment free from such acts is necessary to a healthy learning, working, and living atmosphere. Any allegation of Sexual Discrimination or Sexual Harassment, as defined in the Title IX Policy for Complaints of Sexual Harassment and Sexual Discrimination (found in full in Section IX in this Handbook), will
be investigated and resolved according to that policy. The College will take appropriate steps, as needed, to prevent the recurrence of Sexual Discrimination or Sexual Harassment and to remedy any discriminatory effects.

Any employee or student, including applicants for employment or admission as a student, who has been a victim of Sexual Discrimination and/or Harassment during the person’s participation in or attempt to participate in the educational program(s) or activities of Martin Methodist College in the United States should report to the Title IX Coordinator immediately:

Sarah Catherine Richardson, Director of Student Life  
Student Life House, 420 W Madison Street, Pulaski, TN 38478  
(931) 424-4073  
scrichardson@martinmethodist.edu

If a final decision has been made that a policy violation occurred, the responsible party will be subject to disciplinary actions outlined in this policy. Sanctions may include suspension or expulsion from the college.

(See Title IX Policy for Complaints of Sexual Harassment and Sexual Discrimination, found in full in Section IX in this Handbook.)

25.1 Coercion - The attempt to exert power or control over another person by use of force, pressure, manipulation, threats, or intimidation in an effort to compel participation in sexual activity. Determinations regarding whether actions or statements amount to Coercion will be made on a case-by-case basis. For example, repeated advances or requests to engage in sexual activity may amount to Coercion depending on all of the relevant facts and circumstances.

25.2 Consent - The positive, unambiguous, and voluntary agreement to engage in specific sexual activity throughout a sexual encounter. Consent must be an informed decision, freely given made through mutually understandable words or actions that indicate a willingness to participate in mutually agreed upon sexual activity. A clear “yes,” verbal or otherwise, is necessary.

25.3 Dating Violence - Violence against a person when the accuser and accused are dating, or who have dated, or who have or had a sexual relationship. “Dating” and “dated” do not include fraternization between two individuals solely in a business or non-romantic social context, but includes social relationships of a romantic or intimate nature as determined by the length and type of relationship and the frequency of interactions between the persons in the relationship. Violence includes, but is not necessarily limited to:
1. Inflicting, or attempting to inflict, physical injury on the accuser by other than accidental means;
2. Placing the accuser in fear of physical harm;
3. Physical restraint;
4. Malicious damage to the personal property of the accuser, including inflicting, or attempting to inflict, physical injury on any animal owned, possessed, leased, kept, or held by the accuser; or,
5. Placing the accuser in fear of physical harm to any animal owned, possessed, leased, kept, or held by the accuser.
25.4 **Domestic Violence** - Felony or misdemeanor crimes of violence committed under the following conditions:

1. Violence against a person when the accuser and accused:
   a. Are current or former spouses;
   b. Live or have lived together as a spouse or intimate partner;
   c. Are related by blood or adoption;
   d. Are related or were formally, or similarly situated to being, related by marriage;
   e. Are adult or minor children of a person in a relationship described above; or
   f. Shares a child in common.

2. Violence includes, but is not necessarily limited to:
   a. Inflicting, or attempting to inflict, physical injury on the accuser by other than accidental means;
   b. Placing the accuser in fear of physical harm;
   c. Physical restraint;
   d. Malicious damage to the personal property of the accuser, including inflicting, or attempting to inflict, physical injury on any animal owned, possessed, leased, kept, or held by the accuser; or,
   e. Placing the accuser in fear of physical harm to any animal owned, possessed, leased, kept, or held by the accuser.

25.5 **Fondling** - The touching of the private body parts of another person for the purpose of sexual gratification, without the Consent of the victim, including instances where the victim is incapable of giving Consent because of his/her age or because of his/her temporary or permanent Incapacity.

25.6 **Incest** - Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

25.7 **Rape** - The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the Consent of the victim.

25.8 **Sexual Assault** - An offense that meets the definition of Rape, Fondling, Incest or Statutory Rape as used in the FBI's Uniform Crime Reporting system. A sex offense is any sexual act directed against another person, without the Consent of the victim, including instances where the victim is incapable of giving Consent.

25.9 **Sexual Discrimination** - Treating individuals less favorably because of their sex (including pregnancy or sexual orientation/ gender identity/expression) or having a policy or practice that has a disproportionately adverse impact on protected class members.

25.10 **Sexual Harassment** - Conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the College conditioning the provision of an aid, benefit, or service of the recipient on an individual’s participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient’s education program or activity; or
3. Sexual Assault (as defined in the Clery Act), Dating Violence, Domestic Violence, or Stalking as defined in the Violence Against Women Act (VAWA). Sexual Harassment, including Sexual Assault, can involve persons of the same or opposite sex. Sexual Harassment includes harassment based on sexuality, gender non-conformity, stereotypical notions of what is female/feminine versus male/masculine, or a failure to conform to those gender stereotypes. Harassment does not have to include intent to harm, be directed at a specific person or group of people, or involve repeated incidents.

25.11 Stalking - Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress. Stalking includes any willful course of conduct involving repeated or continuing harassment of another individual that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed, or molested, and that actually causes the accuser to feel terrorized, frightened, intimidated, threatened, harassed, or molested. Conduct includes, but is not limited to, repeated or continuing unconsented contact that would cause a reasonable person to suffer emotional distress, and that actually causes the accuser to suffer emotional distress. Harassment does not include constitutionally protected activity or conduct that serves a legitimate purpose.

For the purposes of this definition:
Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person’s property.
Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

25.12 Statutory Rape - Sexual intercourse with a person who is under the statutory age of Consent (which is 18 in the State of Tennessee).

Violations of the Title IX Policy for Complaints of Sexual Harassment and Sexual Discrimination can be Level 1 or Level 2 or Level 3.

26. Smoking, Tobacco Products
Martin Methodist College is a tobacco free campus. Smoking or using tobacco products (such as chewing tobacco) is prohibited. (Level 1)

27. Theft
Taking or removal of college, public, or private property (including textbooks) is prohibited. (Level 2 or Level 3)

28. Trespassing
Unauthorized entry into a college building or motor vehicle is prohibited (Level 1, Level 2, or Level 3)
29. Unauthorized Possession/ Duplication/ Use of College keys or Student ID
This includes the possession of unauthorized keys (including possession of room keys/cards not issued to holder). Students are reminded that keys/ID cards are not to be given to anyone else for any reason. (Level 1 or Level 2 or Level 3)

30. 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. (Level 2 or Level 3)

31. Weapons
Weapons of any kind, including but not limited to handguns, rifles, shotguns, other firearms, fixed blade knives or any folding knife with a blade greater than four inches, stun guns/tasers, potato cannons, paintball guns, pellet/BB guns, martial arts weaponry, bows, slingshots, brass knuckles, fireworks or explosive devices, spears, and any other devices used in game or sporting activities, including ammunition, arrows, or other types of projectiles associated with such items, are prohibited on all Martin Methodist College property. This prohibition is to be interpreted in the broadest sense to include any such weaponry and further extends to “toy” or facsimiles thereof that can cause bodily harm or threat to other persons. A gun permit does not authorize a staff member, faculty member, student, or visitor to bring firearms into Martin Methodist College buildings or facilities under any circumstances. This policy applies to all employees (faculty and staff), contractors, students, and visitors. (Level 2 or Level 3)

Student Conduct Process

Purpose
The College recognizes that every person makes mistakes. As adults and responsible citizens, we are responsible for the decisions we make and the consequences of those decisions, whether positive or negative. The student conduct process is intended to give students the best opportunity to learn from their decisions and resultant actions, which may have violated College policy. The purpose of the student conduct process is to educate, not to punish. The College believes learning takes place throughout the campus and during every part of a student’s life. If a student’s behavior violates College policy, that experience provides an opportunity for the student to understand and accept there are consequences to his/her actions, reflect on how he/she made decisions that lead to those actions, and determine how he/she will learn and grow from the experience. The student conduct process facilitates this learning process.

Every member of the Martin Methodist College community deserves respect, safety and security, and freedom from undue distractions in the pursuit of education and participation in college and social activities. To this end, the student conduct process will address issues of student conduct and behavior that may be harmful or disturbing to other students, college personnel, or college and community property.

It is the intent of the student conduct process to handle each violation of the Student Code of Conduct in an individual manner. The system is designed to treat each student fairly
and consistently, while acknowledging that each situation is different and similar violations may require different outcomes.

**Process**
The student conduct process includes several phases and is directed out of the Office of Student Affairs. The phases described below are general descriptions of a typical process and not inclusive of every case, as each case is unique. The typical phases in the process are: the complaint; an investigation; notice of charges and conference; summary resolution or a conduct conference; and notice of findings and conference outcomes. A case is considered closed if the respondent is found “not responsible” of all violations or when all educational sanctions are complete.

**Complaint**
Any member of the college community may file a complaint against a student for violations of the Student Code of Conduct. Complaints may be verbal or in writing. A written complaint should be directed to the Office of Student Affairs or emailed to the Vice President of Student Affairs. A verbal complaint may be made to a staff member in the Office of Student Affairs. A report created by Student Affairs staff (i.e. Director of Student Life, Assistant of Residential Life, Resident Directors, Resident Advisors, and Campus Safety and Security) is considered a complaint. Any complaint should be submitted as soon as possible after the event takes place.

**Investigation**
Upon receipt of the complaint, the Vice President of Student Affairs or designee may conduct an investigation to determine if there is a reasonable suspicion of any violations of policy by the respondent(s). This could include, questioning students, gathering statements, reviewing evidence, or interviewing witnesses. Campus Safety and Security may also assist in investigations where appropriate. If it is determined there is a reasonable suspicion of a policy violation, the Vice President of Student Affairs or designee will determine which policies were possibly violated and assign the complaint to be heard by the most appropriate conduct body. If deemed appropriate, the Vice President of Student Affairs or designee may decide to use alternative measures to the conduct process to resolve complaints. [see *Alternative Measures to the Conduct Process*].

**Notice of Charges and Conference**
The respondent (the student named as possibly violating policy) will receive notification of the: possible policies that have been violated; the conduct body before which he/she will appear; the date, time, and place of the conference; and, a copy of the incident report. This notification will be sent in a reasonable amount of time prior to the conference. This notice will be communicated via campus email. Students are strongly encouraged to check their email daily.

**NOTE:** At the time of the conference, if a student is not enrolled (taking classes) in the College, conferences may still be conducted and students requested to participate. This includes when a student withdraws from the college prior to the completion of the Student Conduct Process. If a conference cannot be conducted or the Vice President of Student Affairs decides to defer the conference, the respondent’s Student Conduct Record will reflect the pending conduct violation. The respondent will be required to have the case resolved through the Student Conduct Process prior to readmission to the College.
Additionally, this information may be communicated to other schools the respondent is considering attending when records are requested and authorized to be released.

**Deferred Conduct Process**

Student Conduct proceedings shall be scheduled as soon as practical following receiving a complaint. However, a student may request a deferral of proceedings if the student is (1) facing criminal proceedings related to the alleged violations or (2) if a student is seeking/receiving medical treatment, which prohibits participation in the proceedings.

Students who request a deferral must communicate with the conduct body within 24 hours following the receipt of the conduct conference notice. Approval of the deferral will be communicated to the student. Once the criminal proceedings or medical treatment is resolved, the student should communicate that to the conduct body. Failure to notify the conduct body in a timely manner may result in the student facing Conduct Process Abuse charges.

The Office of Student Affairs reserves the right to defer the student conduct conference if the incident involves criminal proceedings.

If the conduct process is deferred the *Temporary Removal from Campus*, if issued, would remain in effect until criminal proceedings are complete and final.

**Summary Resolution**

Summary resolution occurs when the respondent accepts responsibility for all alleged violations. This acceptance must be either in writing and signed by the student or received directly from the student’s own campus email account. The respondent would have a meeting with a Student Life staff member to have an educational conversation about the incident and discuss the outcomes that would be assigned to the student.

**Conduct Conference**

There are two types of conduct conferences, an administrative conference and a College Conduct Board conference [see Conduct Bodies and Conferences for descriptions]. The conference will consist of the respondent, the complainant, the conduct body, and any relevant witnesses. Most often, the incident report initiated by a college official will stand as his/her statement, but there may be other witnesses that the conduct body deems appropriate and relevant. Respondents will have an opportunity to share their side of the incident and to question any witness. Questioning will be halted if it becomes abusive or repetitive. In conferences involving more than one respondent, the conduct body may permit the conferences concerning each respondent to be conducted either separately or jointly.

NOTE: The respondent may bypass the conference by accepting Summary Resolution.

**Evidence**

The standard of proof used by Martin Methodist College for proving violations is by a preponderance of the evidence. This means that the evidence presented must prove that it is more likely than not that the student violated the policy. A student’s prior conduct record is not considered when determining responsibility. However, it is considered in determining educational sanctions and conduct status for students found responsible for a violation.
Notification of Findings and Conference Outcome
Respondents will receive written notification of the outcome of the conference and of educational sanctions and conduct status (if any) within two business days of the conference. In addition to written notification, an in person or phone meeting may take place to deliver the outcome. Parents/guardians of dependent students receive written notification of the outcome via mail if there is a finding of responsibility.

Complainants or victims of a crime of violence or a non-forcible sex offense are allowed to request (in writing) and receive notification of a conference outcome for any conduct proceeding against a student who is the alleged perpetrator of such crime or offense. If the victim is deceased, this information will be provided, upon request, to the next of kin of the alleged victim.

Conduct Bodies and Conferences
A respondent who challenges an alleged violation will have one of two types of conferences. The type of conference the respondent has depends on the severity of the possible outcome if they are found responsible. The conduct body, which may be an individual or group of individuals, are trained in the conduct policies and process and believe in the educational value of the conduct process. Conferences are designed to determine what was more likely than not to happen during an incident as well as help those involved learn and grow from the incident.

Administrative Conference
The administrative conference occurs when the respondent wishes to challenge one or more alleged violation(s) but is not facing suspension or expulsion as a possible outcome if found responsible.
- The conduct body is typically one college administrator who has been trained in the student conduct policies and process.
  - The Assistant Director of Residence Life may hear violations regarding residence hall behavior.
  - The Assistant Director of Residence Life may hear violations regarding club, group or organization misconduct.
  - The Director of the Student Activities and Civic Engagement may hear cases related to un-sportsmanlike behavior in intramurals.
  - The Director of Student Life will hear general violations of the code of conduct.
  - The Director of Safety and Security may hear cases related to parking violations.
- The conduct body will conduct a conference to determine responsibility.
- A student is not required to attend the conference, but is strongly encouraged to do so. If the student does not attend, the conference will be conducted in absentia and decisions will be based on all available information. It is a student’s responsibility to regularly check his/her campus email account and therefore a student who misses a conference because they did not read their notice cannot be used as an excuse for missing the conference.
- The conference is intended to be educational and may include a conversation on how the student is doing in classes, activities, in the residence halls, and life in general. Though these factors may not determine if the respondent is responsible,
it will help the conduct body and respondent understand the full impact the incident has had on them and the community.

- The respondent will have the opportunity to discuss his/her perspective on the incident, accept or not accept responsibility for each alleged violation, and ask and answer questions about the incident.
- A respondent may present witnesses or statements from witnesses. If the respondent has witnesses, they should alert the conduct body no later than one (1) business day before the conference and have the witnesses provide written statements to the conduct body prior to the conference. [see Witnesses]
- The respondent may have an advisor present during the conference. [see Conduct Conference Advisor]
- Following the conduct conference, the conduct body will decide if the respondent is responsible or not responsible for each violation. If responsible, the conduct body will assign appropriate outcomes. [see Conference Outcome]

College Conduct Board Conference
The College Conduct Board meets when the respondent wishes to challenge one or more alleged violation(s) AND the outcome for responsibility could result in suspension or expulsion from the college. All College Conduct Board conferences are recorded.

When time constraints make convening the College Conduct Board impractical (i.e. beginning and end of the semester, Summer Sessions, etc.), these cases will be heard by one or more trained administrator selected by the Vice President of Student Affairs.

- The Assistant Director of Residence Life will hear violations regarding residence hall behavior.
- The Assistant Director of Residence Life will hear violations regarding club, group or organization misconduct.
- The Director of the Student Activities and Civic Engagement will hear cases related to un-sportsmanlike behavior in intramurals.
- The Director of Student Life will hear general violations of the code of conduct.

Cases that involve violations of the Sexual Harassment, Discrimination and Misconduct policy will handle per process outlined in the Sexual Harassment (Title IX Policy).

The following describes the College Conduct Board:
- College Conduct Board members are SGA students, faculty, and staff trained in the student conduct policies and process. Members are volunteers and will be selected by the Director of Student Life with consultation and nominations from the Faculty Senate, Presidential Cabinet, and Vice President of Student Affairs.
- When a College Conduct Board conference is necessary, three (3) College Conduct Board members will comprise the College Conduct Board for that conference. These members are selected by the Director of Student Life.
- A quorum is met when three (3) College Conduct Board members are present. The members may be any combination of faculty, staff, or students.
- One College Conduct Board member will serve as the Chair for each conference and will fully participate in that conference with the additional responsibilities to conduct the conference, maintain order, and adhere to the student conduct process.
during the conference. The Chair will also call for and collect the votes of each member during the deliberation process.

- Each member of the College Conduct Board in the conference will have one vote, including the Chair.
- Though consensus for a responsible finding is preferred, only a simple majority of the Board is required to find the respondent responsible for each alleged violation.
- Members who believe they have a conflict of interest in a case they have been assigned to hear should notify the Director of Student Life of that conflict in order to be replaced by another board member. A member who knows a respondent, claimant, or witness or who may have general knowledge of the incident does not necessarily have a conflict of interest with the case. A member must decide if he or she is able to be fair and impartial when listening to the evidence of the case and making a decision on responsibility.
- A Student Life staff (Director of Safety and Security, Assistant Director of Residential Life, Assistant Director of Student Activities, and the Director of Student Life) member may serve as the administrator for the conference. This person may be present during the conference and deliberations. Their role may include, but not limited to; setting up the conference space; directing witnesses when to enter the conference; maintaining recording equipment; answering questions which clarify policies and procedures; and helping facilitate deliberations. The administrator does not have a vote nor do they share information with the board members which is known to him/her of the student or the case which was not presented during the conference for the purpose of deciding responsibility. The administrator may share information on the respondent’s conduct history, academic record, and other relevant information when/if deliberations on appropriate educational sanctions and conduct status is taking place.

The following is an example of the process during a College Conduct Board conference. As each case is unique, each conference’s process may differ.

- The Chair calls the conference to order and notes the day, date, and time of the conference and informs participants that the conference is being recorded.
- The Chair will introduce all participants, including a Conduct Conference Advisor in the room. [see Conduct Conference Advisor]
- The Chair will inquire if the respondent has read all reports associated with this case (the report is included in the Notice of Charges and Conference).
- The Chair will state alleged violations. Respondent is allowed to agree or disagree regarding responsibility for each violation
- The Chair recognizes the complainant(s) (if the College issued the complaint, there may not be a complainant present) and allows each complainant to make an opening statement (statements should be related to the incident).
- The Chair recognizes the respondent and allows each respondent to make an opening statement (statements should be related to the incident).
- The College Conduct Board members may question the complainant and respondent.
- Witnesses, if any are brought into the conference individually to present their statements. The complainant(s), respondent(s), and College may present witnesses who have knowledge of the incident. [see Witnesses] The College Conduct Board members, the complainant(s), and respondent(s) may ask questions of each witness. Each witness is dismissed after questions are completed.
• Any evidence collected by the College will be presented.
• The complainant(s) may make a closing statement.
• The respondent(s) may make a closing statement.
• The College Conduct Board members may ask any final questions.
• The Chair will end the conference and the respondent(s), complainant(s), and advisors will be dismissed. The administrator will meet briefly with each respondent and complainant to set up a time to deliver the outcome.
• The College Conduct Board members will enter closed deliberations for its decision.

The College Conduct Board’s deliberations are closed and deliberations are not recorded.

Conference Outcomes
A student found responsible for a violation of a policy will be assigned a conduct status and educational sanction(s) as well as assessed a conduct fee. Additionally, notification of the outcome will be given to appropriate individuals as described below. Each student’s case is decided based on its own merit and the conduct body has the authority to adjust a status and/or sanction under extenuating circumstances.

For violations that involve local, state, and/or federal law, conduct decisions and outcomes issued by Martin Methodist College are separate and distinct from any legal action taken by the courts. As the Martin Methodist College Conduct system operates under the guidelines of ‘preponderance of evidence’ [see Student Conduct Process: Evidence], it is possible to be found not guilty or have the case dismissed in the courts and be found responsible in the Martin Methodist College student conduct process.

Conduct Status
The following are each considered a conduct status, from least severe (Written Warning) to most severe (Expulsion). A student found responsible for violating a policy will be placed on one status. A student may be placed on any status regardless of his/her previous conduct history, or lack thereof, and which is the most appropriate status in relation to the policy found responsible for violating. Being found responsible for a subsequent violation may result in being placed on a more severe status. A Conduct Status may be appealed in accordance with the Appeal process outlined in the Student Conduct Process section.

Written Warning
Written warnings are issued to warn students that further misconduct may result in more severe conduct status or higher-level educational sanctions. Since a student’s conduct history is cumulative, a student who is on a Written Warning status and allegedly violates the Student Code of Conduct may have the violation handled as if it were a higher level than listed in the Student Code of Conduct (i.e. a second Level 1 Alcoholic Beverages violation may be handled like a Level 2 case). Written Warnings are in place for an indefinite amount of time. (Level 1)

Conduct Probation
Conduct probation may be issued for any violation of college policy. Conduct probation is for a specified period of time. Any violation that occurs during this probationary period will result in a more severe sanction up to and including separation from the college. (Level 2 or Level 3)
Suspension/Deferred Suspension
Suspension indicates a separation of a student from the College for a specified time, after which the student may apply for readmission to the College. The effective start and end date of the suspension is determined by the conduct body. The student will be eligible to apply for readmission and be re-enrolled after the end date. Applications for readmission are not guaranteed. If a suspension is put in place immediately, the student is typically given 24 hours to remove themselves and their belongings from campus housing, unless the Vice President for Student Affairs or designee deems that the student’s presence on campus during that time would be detrimental to the student or campus community. The student is expected to take care of financial and academic matters as well as personal belongings during that time. A suspension may also be Deferred until a later date, typically the day after the last day of the current semester. The conduct body may determine that the student’s conduct was severe enough to warrant a separation from the college, but there are mitigating circumstances to allow the student to continue being enrolled for the current semester. A student on Deferred Suspension may attend classes, activities, and events on campus (unless additional sanctions limiting participation are assigned by the conduct body). If a student is found responsible for violating College policy while on Deferred Suspension, he/she will be immediately suspended (or expelled, if decided by the conduct body) from the College. While on suspension, a student is considered persona non grata. If a student is found responsible for violating College policy while on Deferred Suspension, he/she will be immediately suspended (or expelled, if decided by the conduct body) from the College. While on suspension, a student is considered persona non grata. An expelled student is considered persona non grata and no longer allowed to be on Martin Methodist College property or attend events sponsored by the College. A student not adhering to this persona non grata policy will face legal implications, including arrest. The student is considered persona non grata until he/she re-enrolls in the College. [see the Trespass (persona non grata)] (Level 3)

Expulsion
Expulsion is the permanent separation of the student from the College and its premises. It is the most severe status that the college imposes. An expulsion is effective immediately upon communication to the student. At the time of expulsion, the student is given up to 24 hours to remove themselves and their belongings from campus housing, as deemed appropriate by the Vice President for Student Affairs or designee. The students is expected to take care of financial and academic matters as well as personal belongings during that time. An expelled student is considered persona non grata and no longer allowed to be on Martin Methodist College property or attend events sponsored by the College. A student not adhering to this persona non grata policy will face legal implications, including arrest. [see the Trespass (persona non grata)] (Level 3)

Suspension/Expulsion at Martin Methodist College
There are multiple ways a student could be separated from Martin Methodist College. If any of the following apply, a suspension or expulsion could occur:
- being found responsible for a Level 3 violation of any kind;
- being found responsible for multiple violations in one incident or over the course of several incidents;
- being found responsible for a second controlled substances violation; and/or,
- failure to comply with an educational sanction by the due date.

Educational Sanctions
The following are possible sanctions that correspond to the three levels of student conduct violations at Martin Methodist College.
Counseling Referral
A counseling assessment may be required in an effort to help the student address issues he/she may be facing. The student may utilize counseling services available at Martin Methodist College or, at the student’s own expense, through other licensed mental health care professionals. Proper release paperwork must be signed by the student to allow the Office of Student Affairs to verify the assessment has taken place. The counselor may recommend further sessions with the student and it is the choice of the student whether they continue with those services. (Level 1 or Level 2 or Level 3)

Education Workshop
The College offers several educational workshops that aim at educating students about certain topics, including alcohol, conflict management, anger issues, and decision-making. (Level 1 or Level 2 or Level 3)

Loss of Privileges
A student may forfeit certain privileges for a specified amount of time due to a failure to properly utilize those privileges. Examples of privileges include but are not limited to: housing, visitation; parking; participating in campus activities, intramurals, athletic events; and utilizing campus facilities. (Level 2 or Level 3)

Fines and Restitution
The student is required to make payments to the College or other persons, groups, or organizations for damages incurred as a result of an act of prohibited conduct, or for non-compliance with college policies. Any restitution assessed to student accounts must be paid in full prior to the release of grades or transcripts. Unpaid restitution is subject to collections as allowed by law. Students should note that financial aid cannot be used to pay restitution assessed due to a student conduct action. (Level 1 or Level 2 or Level 3)

Restorative Justice
A restorative justice experience will focus on restoring to the victim what was taken and/or repairing harm imposed on a community. The victim could be an entire community or specific students, staff or faculty. Examples of restorative justice include restorative justice circle (discussion between the student and victims), community service related to nature of the incident (up to 40 hours), community commitment, presenting a program related to the nature of the incident, establishing a mentoring relationship with a faculty or staff member, or shadowing staff/faculty during specified activities. (Level 1 or Level 2 or Level 3)

Discretionary sanctions
Students may be assigned community service hours up to 40 hours (e.g., with a charitable organization, church ministry, or campus office), required to see a counselor or attend programs, or given other assignments, as deemed appropriate to the particular violation of the standards of conduct.

Written Reflection
This sanction may be imposed on a student with an expectation that the student will take time to reflect on their choices and the consequences associated with those choices through written reflection. (Level 1 or Level 2 or Level 3)
**Notification**

In the event a student is found responsible for violating a policy, the following people could be notified: Parents/Guardians (dependent students only), Academic Advisor, Resident Director (residential students only), and other need-to-know Martin Methodist College faculty and staff. Notification is not considered a sanction and is not grounds for appeal as outlined in the [Student Conduct Process](#).

**Student’s Rights in the Conduct Process**

The following are rights each student has during the conduct process; they are neither inclusive nor absolute. In each case, the student is responsible for invoking each right and following the policies and procedures outlined. A student’s failure to use one or all of these rights does not constitute a deviation of the student conduct process. These rights are designed to help the student through the process and assist the conduct body and College make the best decision in each case.

**Accommodations**

The conduct body may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the complainant, respondent, and/or other witnesses during the conference by providing separate facilities, and/or by permitting participation by telephone, skype, video conferencing, videotape, audio tape, written statement, or other means as determined appropriate in the judgment of the Vice President of Student Affairs or designee.

If a student participating in the conduct conference requires reasonable accommodations under the Americans with Disabilities Act, they should notify the Vice President of Student Affairs in a reasonable timeframe after receiving notification of the conference date and time and prior to the start of the conference. All attempts will be made to make reasonable accommodations.

**Appeal Process**

Both the complainant and the respondent have the right to appeal any decision made by the conduct body.

In order for an appeal to be considered, it must first meet one of the following criteria:

- Information is now available that was not available at the time of the initial decision.
- A procedural error occurred during the student conduct process.

Dissatisfaction with the outcome of the conference is not acceptable as the basis for an appeal.

**Appeals**

- Must be in writing and submitted via the respondent’s campus email account to the Vice President for Student Affairs.
- Students must file the written appeal within three (3) business days from the date of the decision (i.e. the decision was delivered on Thursday, the appeal must be received no later than the following Tuesday, assuming a normal business week).
- Appeals must state the criteria used for the basis of the appeal and provide relevant information/documentation to support the appeal.
For appeals of decisions made as a result of an administrative conference:

- The Vice President for Student Affairs shall review the written appeal to determine if it meets one of the stated criteria for an appeal.
- If the appeal is not based on one of the above criteria, the Vice President for Student Affairs shall notify the student of such and deny the appeal.
- If the appeal meets criteria, the Vice President for Student Affairs will deliver a decision within two (2) business days in writing via email to the student.
- In cases where the Vice President for Student Affairs has a conflict of interest, the President will review the appeal.

For appeals of decisions made as a result of a College Conduct Board conference or decisions that resulted in suspension or expulsion:

- The Vice President for Student Affairs shall review the written appeal to determine if it meets one of the stated criteria for an appeal.
- If the appeal is not based on one of the above criteria, the Vice President for Student Affairs shall notify the student of such and deny the appeal.
- If the appeal meets criteria, the Vice President for Student Affairs will convene the College Review Board.
  - The members of the College Review Board shall be:
    - One representative from the faculty appointed by the Provost
    - A representative from the SGA selected by the Vice President for Academic Affairs
    - One staff member appointed by the Executive Council
  - The College Review board could elect to have a representative from the Office of Student Affairs present to present findings from the conduct body.
  - The Vice President for Student Affairs shall serve as a non-voting chair of the Committee.
  - Three committee members are required for a quorum for all meetings.
- The College Review Board shall meet within three (3) business days to consider and decide on the appeal.
- The College Review Board shall consider all documentation and information from all applicable sources in reaching their decision.
- The College Review Board will not rehear the case, but will use available information to determine if the appeal has merit.
- A decision to grant an appeal shall be on the basis of a consensus.
- Upon reaching a decision, the Vice President for Student Affairs shall within two (2) business days notify the student and applicable offices of the decision via email.
- The decision of the College Review Board is final in all cases.

Faculty/Staff Advisor
Complainants and respondents are allowed to have a faculty or staff member or an actively enrolled Martin Methodist College student serve as an advisor during the conduct conference. The advisor cannot have another role during the conduct conference (i.e. respondent, complainant, or witness). During the conference, the advisor will be seated next to the complainant or respondent they are advising. The respondent/complainant and advisor may speak quietly to each other during the conference; however, the advisor may not ask questions to any other participants, including the conduct body, witnesses, other
complainants, or other respondents. The advisor cannot speak for the respondent or complainant. Their primary role is to support the complainant or respondent.

Parents/guardians and attorneys are not allowed to attend conduct conferences.

**Witnesses**
The complainant, the respondent, and the College may arrange for witnesses to present pertinent information at the conference. Witnesses must have pertinent, firsthand knowledge of the incident. As such, character witnesses are not allowed at any conference as they do not contribute to an understanding of the incident.

If the respondent or complainant has witnesses, they should:

- Provide the name and contact information for each witness and how they relate to the incident to the Vice President of Student Affairs at least one (1) business day prior to the conduct conference. The Vice President of Student Affairs will try to arrange the attendance of witnesses who are members of the college community, if reasonably possible.

- Have each witness provide a written statement, either a signed handwritten letter or from their own campus email account. Statements should give a complete account of their knowledge of the incident. Statements should be submitted to the Vice President of Student Affairs at least one (1) business day prior to the conduct conference.

- Ask each witness to be available from the start time of the conference through at least 30 minutes after for administrative conferences and one hour after for College Conduct Board conferences. Students should not miss class to be a witness in a conference.

During the conference, witnesses will provide information to and answer questions from the conduct body. Questions may be suggested by the respondent and/or complainant to be answered by each other or by other witnesses. These questions will be asked to the Chair or administrator and then relayed to the other participant, rather than to the witness directly. This method is used to preserve the educational tone of the conference and to avoid creation of an adversarial environment.

The college may also arrange to have witnesses present information at the conference. Faculty and staff may be asked to be a witness during a conference, but their obligations may not allow the time to attend the conference. Written statements will be accepted from faculty and staff in these cases. A staff member involved in the investigation of an incident may use the report they submitted as their witness statement.

**Alternative Measures to the Student Conduct Process**
The Office of Student Affairs recognizes that there may be incidents when, in the best interests of those involved and/or the community, the formal Student Conduct Process may not be appropriate or necessary; however, the behavior and decisions of those involved should be addressed in order for all to learn and grow from the incident. In these cases, the following options are available to the Office of Student Affairs to address these concerns.
Amnesty

The health and safety of Martin Methodist College students is of paramount concern. As a result, all students are expected and encouraged to seek immediate assistance for themselves or others in situations where help is needed due to intoxication or drug ingestion.

- Students should actively seek assistance for themselves or others, as a result of impairment due to alcohol and/or drug use.
  - Martin Methodist College will support and encourage this help-seeking behavior by treating the situation as a health and safety matter, rather than a conduct matter, when students contact emergency responders or college officials (e.g., Resident Assistant, Martin Methodist College Safety and Security). Additionally, anyone who seeks help or calls for help on behalf of another student may not be subject to action through the conduct system.
- Students who seek and receive medical attention in such situations will be required to complete certain educational and/or counseling interventions and will also be subject to all fees related to their medical care. Failure to complete these referrals would be treated as a conduct matter.
- Students who demonstrate consistent and repeated patterns of seeking help for alcohol and drug related medical emergencies may require further medical review and/or treatment up to mandated medical leaves of absence. The College reserves the right to impose additional sanctions for a student based upon the totality of a specific incident or event.

Regardless of help-seeking behavior, students may be held accountable for misconduct accompanying or incidental to the use and/or abuse of alcohol or other substances. For example, disorderly behavior, violence, property damage, or distribution or intent to distribute may be treated as conduct violations and responded to accordingly.

Educational Conversations/Restorative Justice

In some instances, typically in first-time low-level violations, the Vice President of Student Affairs or designee may attempt to resolve complaints and alleged violations of the Student Code of Conduct through Educational Conversations or Restorative Justice practices. These initial attempts at resolving issues would not be considered sanctions, as they would happen before any official process in the conduct system. Participation from all involved parties would be voluntary. If a resolution is successful, involved students would not have any violations or sanctions placed in their Student Conduct Record. However, if the Vice President of Student Affairs determines that a resolution was not achieved or all parties do not wish to participate, the Vice President of Student Affairs reserves the right to resolve any complaints through the most appropriate method.

Summary Actions Taken by the College

At times, the College may have to take actions to mitigate risks to individuals and/or the community. These actions are not considered outcomes or sanctions. Their issuance is not to be used as evidence during any conduct conference to determine a student’s responsibility for violating a policy. Because of the possible impact on a student’s status and accessibility to college resources and activities, each action is considered carefully before being implemented.
Temporary Removal from Campus:
At the sole discretion of the Vice President of Student Affairs or designee and to help ensure the safety and well-being of the College Community, the College may impose Temporary Removal from Campus for a student who is suspected of (1) violating the Student Code of Conduct and (2) the student’s presence is viewed as a threat to the college community, property, and/or disrupting normal college functions. Student Conduct proceedings shall be scheduled as soon as practical following the temporary removal from campus.

A temporary removal from campus:
- becomes immediately effective without prior notice.
- means that the student is persona non grata (see Trespass (persona non grata) below) and not allowed to be on property owned or controlled by Martin Methodist College at any time until the case has been resolved through the Student Conduct Process or the accusation has been dismissed upon investigation. Exceptions may granted by authority of the Vice President of Student Affairs. The student is permitted to return to campus for the purpose of participating in a student conduct conference.
- means a student shall be ineligible to attend classes. The student may contact his/her instructors via email/telephone to request assignments during this period.
- is not an outcome of the conduct process nor a conduct status. Due to the impact this action may have on a student’s academics, the student’s instructors will be notified as well as other need-to-know staff. To ensure the student’s wellbeing during the temporary removal from campus, the student’s parent/guardian, if a dependent, will be contacted.
- shall not be used as evidence in any conduct conference.
- is in effect until the Vice President of Student Affairs or designee communicates otherwise or the student has had a conduct conference on the related matter.

No Contact Orders
The Vice President of Student Affairs or designee may determine, either in her/his assessment of a situation or at the request of an individual, that two or more individuals should no longer have contact with each other in order to maintain a safe environment, promote civility, and for the general well-being for those individuals and/or the campus community. In those cases, a “No Contact Order” may be issued verbally and/or in writing between a student and other members of the Martin Methodist College community, including others students, faculty, or staff.

A no contact order:
- between students is always mutual, that is two-way.
- between student(s) and faculty, staff or other nonstudents prohibits the student(s) from communicating with each other and with the specified faculty, staff or other nonstudents.
- does not require agreement or even prior notice to either or all parties.
- can be issued prior to or as a result of a conduct conference, or entirely outside of a student conduct process for a specified or unlimited duration of time.
- prohibits all forms of communication between designated students or from designated student(s) to specified faculty, staff, or nonstudent(s), direct or indirect, written, electronic (including all forms of social media) or through a third party (i.e. friends, family).
• is not similar to court imposed restraining orders and do not guarantee that designated parties will avoid sightings or passing interactions on the campus or in the local community.
• may restrict a student from parts of the campus where he/she would not have to engage in required academic activities.
• does not become part of a student’s conduct record unless the student -violates the order as determined through the student conduct process.
• is not considered an outcome nor a conduct status.
• may not be used as evidence during a conduct conference, unless the alleged violation is failure to comply with the same “No Contact Order”.
• is in effect until the Vice President of Student Affairs or designee communicates otherwise.

Students who are concerned about personal safety should contact Campus Safety & Security at 931-309-7502.

Trespassing (persona non grata)
As a private institution, Martin Methodist College reserves the right to consider any individual persona non grata and issue a ‘no trespassing’ order to any person whose presence it deems unsuitable. Subsequent trespassing on Martin Methodist College premises will result in legal action. All College property is private property.

Any student who is under suspension, expulsion, or whose enrollment has been terminated by Martin Methodist College for any student conduct or academic reason may not be present on College premises or at a College-sponsored event at any time during the period of suspension/expulsion without prior written approval from the Vice President of Student Affairs or designee . Any student who has been removed from the residence halls may not visit the residence halls or vicinity while in commuter status. Students violating these policies will be issued a trespassing warning and will further jeopardize their standing with the college.

Parent/Guardian Involvement
The College understands and values the unique and special relationship that can exist between parents/guardians and their students. The College desires to foster free and open communication with parents/guardians. Developmental and legal issues guide the College as it relates to communication and involvement with parents/guardians and students in resolving potential conflicts and situations. Any student enrolled in the college, regardless of age, is no longer considered a minor from an educational standpoint. The Family Educational Rights and Privacy Act (FERPA) clarifies and limits the amount of information a college is allowed to share with anyone, including parents/guardians, regarding any student.

During the course of a students’ college experience, there is always the possibility of an incident occurring that requires intervention and decision-making by an appropriate college official.

Martin Methodist College encourages parents/guardians to communicate with their students about their college experience in a healthy way, while realizing that this communication could be different than when the student was in high school. With any college experience, students see this as a way to gain more freedom. Martin Methodist
College would encourage parents/guardians hold regular conversations on academic coursework, involvement in clubs and organizations, relationships with friends and roommates, and how they are enjoying their college experience. Additionally, Martin Methodist College would encourage parents/guardians to talk with their student about what information is expected to be shared and what information can be distributed to them by the college.

Martin Methodist College encourages parents/guardians to contact the college with any questions or concerns. We want to make sure that each and every student has an amazing college experience as we are building those strong foundations so that students may move forward into a great future.

**Student Conduct Records**

Student conduct records are maintained in the Office of Student Affairs for a period of five years. The provisions of the Family Educational Rights and Privacy Act govern accessibility to these records. Student Conduct records are personal and confidential. Students may inspect their records during normal working hours. College officials who have professional justification for such information may also inspect these records. Students should also be aware that institutions to which they may apply typically request a conduct report on potential students to help determine whether or not to admit that student. The college does not provide copies of video or audio recordings of conduct conferences for students.
STUDENT CONDUCT PROCESS MAP

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. 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. 93112; respectively. This policy extends to both employment and admission to the college.

Student inquiries concerning Title IX should be directed to the Vice President for Student Affairs. Charges of violations concerning Section 504 should be directed to the Provost, Vice President for Academic Affairs.

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 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.

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, current 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: In academic matters, 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 should request a conference with the division chair. If this discussion does not resolve the dispute or problem, at that point, the student may request a meeting with the Provost/Vice President for Academic Affairs in hopes to resolve the issues.

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 of Student Affairs. 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 12, 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
Student records are maintained under the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended. Transcripts and information from the student’s permanent records, other than directory information, are released only upon the written request of the student. Students who wish to inspect their academic record may do so online via the college’s administrative software system. Students who wish to inspect other records may do so by making a formal request to the appropriate office. Students have the lawful right to challenge the content of their educational record if the record contains any material which the student deems inaccurate or misleading. Concerns should be discussed
with the appropriate College officer. If matters cannot be resolved in this manner, the student may request a formal hearing. The College protects the privacy of all students, including those enrolled in distance education course in alignment with the FERPA 1974. Directory information is considered public information unless the student requests in writing to the Registrar that all or part of such information not be published. Directory information includes: name, dates of attendance, major field of study, degrees and awards, participation in recognized activities, organizations or sports (including weight and height).

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 numbers 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 the police department and fire department 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. The Campus Security Office is located in the Criminal Justice House on S. 4th Street. The Director of Campus Safety and Security, the Campus Security Supervisor, MMC Security Officers, Resident Directors and employees of the college contact the local police department 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:

- Campus Security Office location and hours of availability
- Phone Numbers for Campus Security, E-911, & Local Police Departments
- Personal safety and safety of others on campus
- Securing personal belongings in vehicles and housing
- Bystander reporting

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 years (July 1, 2015 – June 30, 2019) of the following criminal offenses reported to campus security authorities or local police agencies:

1. Murder (0)
2. Sex Offenses (forcible) (1)
3. Rape and Fondling (1)
4. Sex Offenses (non-forcible) (0)
5. Incest Statutory rape (0)
6. Robbery (0)
7. Aggravated Assault (2)
8. Burglary (2)
9. Motor Vehicle Theft (1)

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, 2016 – June 30, 2020:
1. Liquor Law Violations (3)
2. Drug Abuse Violations (11)
3. Weapons Possession (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.

ANTI-HARASSMENT POLICY
Martin Methodist College is committed to providing a work environment that is free of discrimination and harassment based on race, sex, sexual orientation, religion, national origin, disability, age, veteran status (past, present, or future service in the Uniformed Services of the United States) and any other legally protected characteristic (referred to generally as a “protected class”) established by Federal or State law. The College does not tolerate any form of harassment based on a person’s protected status. Each student, employee and faculty member is responsible for fostering mutual respect, for being familiar with this policy, and for refraining from conduct that violates this policy.
With respect to the working environment at the College, actions, words, jokes, or comments based on an individual's being a member of a protected class will not be tolerated. Harassment based on gender or any other protected class (either overt or subtle) is a form of discrimination that is demeaning to another person, undermines the integrity of the employment relationship and the educational environment and is strictly prohibited. Harassment will also not be tolerated by or towards College contractors, applicants for employment, members or vendors. The College takes harassment seriously, whether it involves members of the College community or external business associates.

This Policy applies to all College faculty and staff (including students who work as employees of the College).

Incidents of sexual discrimination involving faculty or staff may are governed either by Title IX (and through the Title IX Coordinator for gender-based discrimination).

**Definition of Harassment**

Two categories of sexual harassment exist: 1) *Quid Pro Quo* harassment involves situations where an employee or faculty member is either promised some sort of benefit (i.e., promotion, raise, etc.) in exchange for sexual favors or is denied some sort of benefit (i.e., termination, denying a promotion, etc.) for refusing to comply with sexual demands. 2) *Hostile work environment* harassment includes conduct which is subjectively offensive and has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidating, hostile or offensive working or academic environment. A hostile work environment can also be created when offensive conduct is directed at an employee because he or she is a member of a protected class.

All other sexually harassing conduct in the workplace, whether physical or verbal, committed by employees, supervisors, managers, officers or non-employees is prohibited. This includes, for example, offensive sexual flirtation, advances, propositions, abuse of a sexual nature, graphic verbal commentary about an individual’s body, sexually degrading words to describe an individual, and the display in the workplace of sexually suggestive objects or pictures.

**Reporting a Complaint**

The College requires immediate reporting of all perceived incidents of harassment. If you believe that you are being harassed or if you believe that your employment is affected by such conduct directed at someone else, such conduct should be immediately reported. Harassment complaints concerning faculty or staff should be reported to the Title IX Coordinator. All incidents of harassment should be reported, even if involving someone other than you. If a supervisor is the accused, the complaint may be submitted to the next highest person in the
chain of supervision or to any member of the President’s Executive Council. If the subject of the complaint is a student, the procedures set forth in the Academic and Student Life Honor Code are applicable. Although a complaint may be made verbally, it is preferable for the complaint to be reduced to written form, signed by the person making the complaint.

Supervisors are expected to be fully aware of the College’s anti-harassment policy and must promptly advise the Assistant Vice-President of Human Resources and Operations of any potential incidents of sexual or other forms of harassment. Specifically, with respect to sexual harassment conduct involving staff, no supervisor, manager, or officer shall threaten or insinuate either explicitly or implicitly that any individual’s submission to or rejection of sexual advances will in any way influence any personnel decisions regarding that person’s employment, evaluation, wages, advancement, assigned duties, shifts, or any other condition of employment. With respect to sexual harassment involving faculty, no supervisor, manager, or officer shall threaten or insinuate either explicitly or implicitly that any individual’s submission to or rejection of sexual advances will in any way influence, with respect to any decisions regarding that person’s academic standing, evaluation, wages, advancement, assigned duties, shifts, or any other academic standing.

Confronting Harassment or Discrimination

If you are faced with an incident of sexual harassment you should:

- If you are comfortable responding to the person whose behavior is unwelcome clearly tell that person to “stop” or say “no” to that person.
- Most importantly, report incidents timely by using the previously outlined reporting options.

Investigation Process and Procedures

Complaints of harassment will be investigated as confidentially and timely as possible, with the cooperation of all parties. Upon receipt of a complaint that alleges a violation of this Policy, an investigation will be initiated. All investigations are conducted or overseen by the Title IX Coordinator.

If the President of the College is the accused, the case shall be referred to the Executive Committee of the Board of Trustees. If a supervisor is the accused, the complaint may be submitted to the next highest person in the chain of supervision or to any member of the President’s Executive Council. If the subject of the complaint is a student, the procedures set forth in the Academic and Student Life Honor Code are applicable.

Where the College finds this policy has been violated, appropriate corrective action will be taken. There will be no retaliation for complaints of harassment made in good faith under this policy. Anyone engaging in any form of harassment
or retaliation will be subject to disciplinary action, up to and including termination of employment.

No Retaliation

The College prohibits retaliation against any individual for making a complaint of any form of harassment or for participating as a witness or otherwise participating in a harassment investigation. Employees and faculty can raise concerns, make reports and participate in investigations without fear of reprisal or retaliation. Sanctions that may result from any act that could be reasonably considered retaliation for making a complaint or participating in the investigation process may include separation from the College.

Publication

In furtherance of the College’s commitment to preventing harassment in employment this Policy and these procedures will be printed in appropriate College publications and electronic sources. In addition, educational programs will be conducted annually by the College to (1) inform students, faculty, and staff about identifying harassment and the problems it causes; (2) inform members of the College community of their rights and responsibilities under this Policy; and (3) train personnel in the administration of this Policy. This Policy will be provided to all incoming students, faculty and employees.

MARTIN METHODIST COLLEGE:
A TOBACCO-FREE CAMPUS

Martin Methodist College acknowledges and supports the findings of the Surgeon General and the American College Health Association that tobacco use in any form, active or passive, is a significant health hazard. The college further recognizes that any form of tobacco has been classified as a Class-A carcinogen. In the light of these health risks and in support of a safe and healthy learning and working environment, Martin Methodist College has set the following 100 percent tobacco–free campus policy to be implemented on January 1, 2016.

1. For the purposes of this policy, tobacco is defined to include any lighted or unlighted cigarette (clove, bidis, kreteks), e-cigarettes, cigars, cigarillos, pipes and hookah products; and any other smoking product; along with any smokeless, spit or spit-less, dissolvable, or inhaled tobacco products, including but not limited to dip, chew, snuff or snus, in any form (orbs, sticks, strips, pellet, etc.).

2. The use of any tobacco products is prohibited on all college grounds; college-owned or leased properties; and in college-owned, leased or rented vehicles. This includes but is not limited to all college sidewalks, parking lots, landscaped areas and recreational areas; at lectures, conferences, meetings and social and cultural events held on property owned by Martin Methodist
College. Tobacco use is also prohibited in the interior of all buildings and college residences, including dormitories, apartments located on the college property, and inside vehicles owned or operated by Martin Methodist College.

3. Tobacco materials must be extinguished and disposed of prior to entering college property or exiting your vehicle onto college property. Improper disposal includes but is not limited to:
   a. Littering (i.e., discard cigarette butts out of windows)
   b. Anything that creates a fire hazard
   c. Spitting smokeless tobacco

4. This policy applies to all faculty, staff, students, clients, contractors and guests. The policy is in effect twenty-four hours a day, seven days a week.

5. Martin Methodist College will provide cessation resource information, including the Tennessee Quitline phone number, 1-800-QUIT-NOW:
   a. Tobacco treatment programs should be published regularly in student and staff publications, posted in residence halls and academic buildings, through student services, the campus clinic, and through all other appropriate means.

6. Implementation and compliance:
   a. A campus committee shall develop a plan for communicating the policy to students, staff, faculty and guests.
   b. This policy shall be included in the student, faculty and staff handbooks, new employee and student orientation programs, in admissions application materials and other campus documents where appropriate.
   c. The college shall provide a comprehensive marketing and signage effort to ensure that all college visitors, vendors, guests and other people arriving on property owned or leased by the institution are aware of the tobacco-free policy.
   d. Tobacco waste management products such as ashtrays, snus trays, and spittoons shall be removed.
   e. Housing and residential life is responsible for compliance in campus student residences, per the Martin Methodist College Student Handbook, including policies and procedures related to violations of the tobacco-free policy.
   f. All students, faculty and staff share in the responsibility for adhering to and enforcing the policy.

This policy was adopted by the Executive Council of Martin Methodist College on December 10, 2015.
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 Methodist participates in the NAIA, Division I and field’s seven men’s varsity teams and eight women’s varsity teams and two co-ed varsity teams for the academic year of 2019-20. Martin Methodist College also offers a variety of Junior Varsity Athletic Teams in various sports to maximize opportunity of play at all levels.

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<tr>
<td>XCOUNTRY</td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td>Volleyball</td>
<td>0</td>
<td>17</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>130</strong></td>
<td><strong>130</strong></td>
</tr>
</tbody>
</table>

The total expenses for all teams for the year ending June 30, 2019, was $4,726,915 with $2,287,879 funding the male teams and $2,439,036 funding female teams, and $176,758 expenses not attributable to a particular sport or sports. Total revenue from athletics was $4,739,913 with $2,290,852 raised from men's sports and $2,449,061 from women's sports, and $176,538 revenues not attributable to a particular sport or sports. Athletically related student aid was $3,266,971 with $1,641,910 awarded to men’s teams and $1,625,061 to women’s 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.

STUDENT’S RIGHT TO KNOW INFORMATION

Martin Methodist College reports demographic information, retention rates, and graduation data to the U.S. Department of Education using the Integrated Postsecondary Education Data Systems (IPEDS) Web-based Data Collection.
IX. TITLE IX POLICY FOR COMPLAINTS OF SEXUAL HARASSMENT AND SEXUAL DISCRIMINATION

I. Purpose
This policy is adopted by Martin Methodist College (MMC or College) specifically to address discrimination and harassment based on sex, as well as the following offenses defined herein: Dating Violence, Domestic Violence, Sexual Assault, and Stalking; and, to establish procedures for responding to incidents of Sexual Discrimination and Harassment. Sexual Harassment is a form of sexual discrimination prohibited by Title IX of the Education Amendments of 1972 and MMC.
The College is committed to eliminating any and all acts of Sexual Discrimination and Sexual Harassment on its campus. An environment free from such acts is necessary to a healthy learning, working, and living atmosphere. Any allegation of Sexual Discrimination or Sexual Harassment, as defined herein, will be investigated and resolved according to this policy. The College will take appropriate steps, as needed, to prevent the recurrence of Sexual Discrimination or Sexual Harassment and to remedy any discriminatory effects. If government laws or regulations change, or court decisions alter, the requirements in a way that impacts this policy, this policy will be construed to comply with the most recent government regulations.

II. Scope
A. These procedures shall be utilized by:
   1. Any employee or student, including applicants for employment or admission as a student, who has been a victim of Sexual Discrimination and/or Harassment, regardless of sexual orientation or gender identity/expression during the person’s participation in or attempt to participate in the educational program(s) or activities of Martin Methodist College in the United States;
   2. Any former employee or student who has been a victim of Sexual Discrimination and/or Harassment, if the conduct took place within the United States during the time of employment or enrollment at MMC, and the conduct has a reasonable connection to the institution;
   3. Any person, including parents or guardians, who has knowledge of an act of Sexual Discrimination and/or Harassment against another employee or student in order to report such conduct; and,
   4. All third parties with whom MMC has an educational or business relationship who have been a victim of Sexual Discrimination and/or Harassment when the conduct has a reasonable connection to the institution.
B. This policy applies to all College programs and activities, including, but not limited to, Sexual Discrimination and Sexual Harassment in athletics, instruction, grading, College housing, and College employment. This policy applies to alleged violations that occur in the United States in locations, events, or circumstances over which the College exercised, at the time of the alleged incident, substantial control over both the Respondent and the context in which the Sexual Harassment occurs, including any...
building owned, leased, or controlled by the College or by a student organization that is officially recognized by the College.

C. This policy allows the consolidation of Formal Complaints arising out of the same factual circumstances in instances where there is more than one Complainant or Respondent, or where a cross-complaint has been filed by a Respondent against a Complainant.

When Complainants choose to consolidate Formal Complaints, a single investigatory and adjudicatory process will be used where it arises from the same incident and parties. In such cases, each party would independently and simultaneously receive notification and information. In consolidated complaints, the College will issue a single investigative report.

All parties to a consolidated complaint will also receive the same written determination of responsibility when the allegations arise out of the same facts or circumstances, although the determination of responsibility may be different with respect to each allegation depending on the facts. The written determination will be provided simultaneously to the parties and may not be redacted.

D. It is central to the values of this College that any individual who believes he/she may have been the target of unlawful Sexual Discrimination or Sexual Harassment feel free to report his/her concerns for appropriate investigation and response, without fear of retaliation or retribution. The law prohibits retaliation against an individual for:
   1. opposing any practices forbidden under this policy;
   2. for bringing a complaint of Sexual Discrimination or Sexual Harassment;
   3. for assisting someone with such a complaint;
   4. for attempting to stop such conduct;
   5. for participating in any manner in an investigation or resolution of a complaint of Sexual Discrimination or Sexual Harassment.

E. This policy shall not be construed or applied to restrict academic freedom, nor shall it be construed to restrict constitutionally protected expression, even though such expression may be offensive, unpleasant, or even hateful.

F. There is no time limit or statute of limitations on a Complainant’s decision to file a formal Title IX Complaint with the College.

G. All other forms of discrimination are also strictly prohibited and are subject to the procedures described in the College’s Anti-Discrimination Policy:

   Martin Methodist College is committed to equal opportunity in employment and education, and will maintain an environment free of unlawful discrimination. The College does not discriminate on the basis of race, color, religion, national origin, gender, sex, pregnancy, age, marital status, sexual orientation, gender identity or expression, genetic information, disability, veteran status or on any other basis prohibited by Federal, State, or local law in the recruitment and admission of students, the recruitment and employment of Employees, faculty and staff, or the operation of any of its programs. The College complies with the applicable nondiscrimination and affirmative action titles and sections of the Civil Rights Act of 1964, Federal Executive Order 11246, Educational Amendments of 1972, Rehabilitation Act of 1973, the Vietnam Era Veterans Readjustment Assistance Act of 1974, the Age Discrimination in Employment Act of 1967, and the Age Discrimination Act of 1975, Equal Pay Act of 1963, Americans with Disabilities Act of 1990, Genetic Information Nondiscrimination Act of 2008, along with all applicable amendments thereto.

III. Definitions
A. Accuser/Accused and Complainant/Respondent. The alleged victim of conduct prohibited by this policy, often known as an “accuser,” will be referred to as the “Complainant” during the process set forth herein. The “accused” party, reported to be the perpetrator of conduct prohibited by this policy, will be referred to as the “Respondent” during this process. The College will treat a person as a Complainant any time the College has notice that the person is alleged to be the victim of conduct that could constitute Sexual Discrimination and/or Harassment (regardless of whether the person themselves reported, or a third party reported the Sexual Discrimination and/or Harassment), and irrespective of whether the Complainant ever chooses to file a Formal Complaint. All Complainants will be offered Supportive Measures.

B. Advisor. Complainants and Respondents are entitled to be accompanied and assisted by one Advisor of their choosing at any meetings or investigation interviews. Advisors are required for hearings. Complainants and Respondents may choose any person to serve as their Advisor, but accommodations, including scheduling of interviews or hearings will not be made for any advisors, including parents, guardians, or attorneys, if they unduly delay the process. No training or qualification is necessary for a person to serve as an Advisor. A party may elect to change Advisors during the process, and is not obligated to use the same Advisor throughout. The parties are expected to inform the investigators of the identity of their Advisor at least 1 business day before the date of their first meeting with investigators (or as soon as possible if a more expeditious meeting is necessary or desired). The parties are expected to provide timely notice to investigators if they change Advisors at any time. If a party does not have an Advisor present at the live hearing, the College will provide an appropriate Advisor, free of charge to the party.

1. In Interviews and Investigations: Advisors may not participate in the process or speak on behalf of the Complainant or Respondent during interviews, although they may ask to suspend any meetings or interviews briefly to provide consultation. Advisors are expected to refrain from interference with the College’s investigation and resolution. Any Advisor who steps out of their role will be warned once and only once. Advisors disrupting the interview will be asked to leave. If the Advisor continues to disrupt or otherwise fails to respect the limits of the Advisor role, the Advisor will be asked to leave the meeting. When an Advisor is removed from a meeting, that meeting will typically continue without the Advisor present. Subsequently, the Title IX Coordinator will determine whether the Advisor may be reinstated or replaced by a different Advisor.

2. In Live Hearings: Advisors may ask either party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. Such cross-examination at the live hearing must be conducted directly, orally, and in real time by the party’s Advisor of choice and never by a party personally. Only relevant cross-examination and other questions may be asked of a party or witness. (See Section IX. F.)

C. Amnesty. A policy that generally protects help-seeking behavior, including participation in Title IX investigations, from Honor Code/Conduct processes. Please review the Martin Methodist College Honor Code for more details on the College’s Amnesty Policy.

D. Coercion. The attempt to exert power or control over another person by use of force, pressure, manipulation, threats, or intimidation in an effort to compel participation in sexual activity. Determinations regarding whether actions or statements amount to Coercion will be made on a case-by-case basis. For example, repeated advances or
requests to engage in sexual activity may amount to Coercion depending on all of the relevant facts and circumstances.

E. Consent. The positive, unambiguous, and voluntary agreement to engage in specific sexual activity throughout a sexual encounter. Consent must be an informed decision, freely given made through mutually understandable words or actions that indicate a willingness to participate in mutually agreed upon sexual activity. A clear “yes,” verbal or otherwise, is necessary. When "no" to a form of sexual activity is communicated by word or action, that sexual activity must cease immediately. Repeated requests to engage in a form of sexual activity may amount to Coercion. However, there is no requirement that a person express non-Consent, i.e. someone might not Consent to sexual activity even though they do not say “no” or physically resist. As such, Consent cannot be inferred merely from the absence of a “no.” Some behaviors and statements do not indicate Consent, including the following:

• “I don’t know.”
• “Maybe.”
• Without more, ambiguous responses such as “uh huh” or “mm hmm.”
• A verbal “no,” even if it may sound indecisive or insincere.
• Moving away.

Consent to some sexual acts does not constitute Consent to others, nor does past Consent to a given act constitute present or future Consent. Consent must be ongoing throughout a sexual encounter and can be revoked by any participant at any time. Consent cannot be given by an individual who is asleep, unconscious, or mentally or physically Incapacitated, either through the effect of drugs or alcohol or for any other reason. Engaging in sexual activity with a person whom you know—or reasonably should know —to be Incapacitated constitutes Sexual Harassment. Effective Consent is deemed withdrawn at any point during sexual activity when an individual knows or reasonably should know that the other person has become or is Incapacitated. Consent cannot be obtained by Coercion, including threat or force. Agreement under such circumstances does not constitute Consent. The College recognizes that there are a wide variety of sexual interactions, that there is no single way to communicate Consent, and that context matters. When evaluating whether sexual activity was consensual, the College will consider the entirety of the sexual interaction and the relevant circumstances. A factor that may be considered when evaluating Consent is whether, under similar circumstances as the person initiating the sexual activity, a sober reasonable person would have concluded that there was effective Consent. Previous sexual relationships of the Complainant and the Respondent with others are generally irrelevant to the existence of effective Consent, but a previous, current, and/or subsequent sexual relationship between the Complainant and the Respondent may or may not be relevant to demonstrating or establishing, depending on the facts and circumstances, whether effective Consent was sought or obtained. Relevancy of a previous, current, and/or subsequent sexual relationship between the Complainant and Respondent or others will be evaluated on a case-by-case basis.

F. Dating Violence. Violence against a person when the accuser and accused are dating, or who have dated, or who have or had a sexual relationship. “Dating” and “dated” do not include fraternization between two individuals solely in a business or non-romantic social context, but includes social relationships of a romantic or intimate nature as determined by the length and type of relationship and the frequency of interactions between the persons in the relationship. Violence includes, but is not necessarily limited to:
1. Inflicting, or attempting to inflict, physical injury on the accuser by other than accidental means;
2. Placing the accuser in fear of physical harm;
3. Physical restraint;
4. Malicious damage to the personal property of the accuser, including inflicting, or attempting to inflict, physical injury on any animal owned, possessed, leased, kept, or held by the accuser; or,
5. Placing the accuser in fear of physical harm to any animal owned, possessed, leased, kept, or held by the accuser.

G. Domestic Violence. Felony or misdemeanor crimes of violence committed under the following conditions:
1. Violence against a person when the accuser and accused:
   a. Are current or former spouses;
   b. Live or have lived together as a spouse or intimate partner;
   c. Are related by blood or adoption;
   d. Are related or were formally, or similarly situated to being, related by marriage;
   e. Are adult or minor children of a person in a relationship described above; or
   f. Shares a child in common.
2. Violence includes, but is not necessarily limited to:
   a. Inflicting, or attempting to inflict, physical injury on the accuser by other than accidental means;
   b. Placing the accuser in fear of physical harm;
   c. Physical restraint;
   d. Malicious damage to the personal property of the accuser, including inflicting, or attempting to inflict, physical injury on any animal owned, possessed, leased, kept, or held by the accuser; or,
   e. Placing the accuser in fear of physical harm to any animal owned, possessed, leased, kept, or held by the accuser.

H. Formal Complaint. Information provided to the Title IX Office or to a Responsible Employee regarding an incident of Sexual Discrimination or Sexual Harassment, whether provided by the Complainant or a third party, along with a request that the College investigate the allegation.

I. Fondling. The touching of the private body parts of another person for the purpose of sexual gratification, without the Consent of the victim, including instances where the victim is incapable of giving Consent because of his/her age or because of his/her temporary or permanent Incapacitation.

J. Incest. Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

K. Intoxication. A state of stupefaction, exhilaration or euphoria resulting from the ingestion of alcohol or other chemical substances.

L. Incapacitation. The inability to make or carry out a rational, reasonable decision. An Incapacitated person lacks the ability to actively agree to sexual activity because the person is asleep, unconscious, under the influence of alcohol or other drugs such that the person does not have control over their body, is unaware that sexual activity is occurring, or their mental, physical or developmental abilities render them incapable of making rational informed decisions. Incapacitation is not the same as legal Intoxication. A person violates this policy when they engage in sexual activity with a person who is Incapacitated and a reasonable person in the same situation would have known that the person is Incapacitated. Incapacitation can result from the voluntary or involuntary use of alcohol, marijuana, or other drugs, including, but not limited to,
sedatives or "date-rape" drugs. Evidence of Incapacitation may include, but is not limited to, one or more of the following:

- slurred speech
- bloodshot eyes
- dilated pupils
- the smell of alcohol on the breath
- shaky equilibrium
- unsteady gait
- vomiting
- outrageous or unusual behavior
- unconsciousness
- elevated blood alcohol level
- sleeping
- blacking out (amnesia-like state that may be brought on by drugs, heavy drinking, or Intoxication; blacking out is not necessarily incompatible with the ability to engage in simple or even complex behavior)

M. Preponderance of Evidence. The evidentiary standard used by the College. Under the preponderance standard, the burden of proof is met when the party with the burden convinces the fact finder that there is a greater than 50% chance that the claim is true.

N. Rape. The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the Consent of the victim.

O. Relevant. Tending to make a fact more or less likely to be true. Examples of information not deemed relevant include but are not limited to privileged information, including treatment information, unless parties agree to the disclosure of such information, and information regarding a Complainant’s sexual predisposition or prior sexual behavior unless they are offered to prove that someone other than the Respondent committed the Sexual Harassment, or if the information concerns specific incidents of the Complainant’s prior sexual behavior with the Respondent and are offered to prove Consent.

P. Responsible Employee. An MMC employee who has the duty to report incidents of Sexual Discrimination and/or Sexual Harassment; or, whom a student could reasonably believe has this authority or duty. (See Section V. D. 2.)

Q. Sexual Assault. An offense that meets the definition of Rape, Fondling, Incest or Statutory Rape as used in the FBI's Uniform Crime Reporting system. A sex offense is any sexual act directed against another person, without the Consent of the victim, including instances where the victim is incapable of giving Consent.

R. Sexual Discrimination. Treating individuals less favorably because of their sex (including pregnancy or sexual orientation/ gender identity/expression) or having a policy or practice that has a disproportionately adverse impact on protected class members.

S. Sexual Harassment. Conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the College conditioning the provision of an aid, benefit, or service of the recipient on an individual’s participation in unwelcome sexual conduct;

2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient’s education program or activity; or
3. Sexual Assault (as defined in the Clery Act), Dating Violence, Domestic Violence, or Stalking as defined in the Violence Against Women Act (VAWA).

Sexual Harassment, including Sexual Assault, can involve persons of the same or opposite sex. Sexual Harassment includes harassment based on sexuality, gender non-conformity, stereotypical notions of what is female/feminine versus male/masculine, or a failure to conform to those gender stereotypes. Harassment does not have to include intent to harm, be directed at a specific person or group of people, or involve repeated incidents.

Examples of conduct that might rise to the level of Sexual Harassment include, but are not limited to, the following:

a. Sexual propositions, invitations, or pressure for sexual activity;

b. Sexual innuendoes, comments, remarks, or inquiries about a person’s clothing, body, activities, or experiences;

c. Refusing to hire, promote, or grant or deny certain privileges because of acceptance or rejection of sexual advances;

d. Promising a work-related benefit or a grade in return for sexual favors;

e. Implied or overt sexual threats;

f. Suggestive or obscene gestures;

g. Suggestive or insulting sounds;

h. Whistling in a suggestive manner;

i. Humor and jokes about sex that denigrate men or women;

j. Patting, pinching, and other inappropriate touching;

k. Unnecessary touching or brushing against the body;

l. Attempted or actual kissing or Fondling;

m. Suggestive or inappropriate acts, such as comments, innuendoes, or physical contact based on one’s actual or perceived sexual orientation and/or gender identity/expression;

n. Use in the classroom of sexual jokes, stories, remarks, or images that are in no way or only marginally Relevant to the subject matter of the class;

o. Suggestive or inappropriate communications, email, notes, letters, or other written materials displaying objects or pictures, which are sexual in nature, that would create hostile or offensive work, living, or educational environments, including comments about an individual’s body, comments about an individual’s sexual activity, deficiencies, or prowess

p. Graphic or written statements (including the use of cell phones and the internet), or other conduct that may be physically threatening, harmful, or humiliating in a manner related to sex

T. Stalking. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress. Stalking includes any willful course of conduct involving repeated or continuing harassment of another individual that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed, or molested, and that actually causes the accuser to feel terrorized, frightened, intimidated, threatened, harassed, or molested. Conduct includes, but is not limited to, repeated or continuing unconsented contact that would cause a reasonable person to suffer emotional distress, and that actually causes the accuser to suffer emotional distress. Harassment does not include constitutionally protected activity or conduct that serves a legitimate purpose.

For the purposes of this definition:
Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person’s property.

Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

U. Statutory Rape. Sexual intercourse with a person who is under the statutory age of Consent (which is 18 in the State of Tennessee).

V. Supportive Measures. Reasonable administrative action that is appropriate to provide equal access to education. Supportive Measures will be offered to every Complainant, regardless of whether a Formal Complaint is filed. The Title IX Coordinator is responsible for implementing the supportive measure(s). Examples include, but are not limited to:

- Restrictions on contact between the parties
- Modifications of work or class schedules
- Changes in work or housing locations
- Providing or assistance with counseling and/or medical services
- Providing academic support services, such as tutoring
- Extensions of time or other course-related adjustments
- Campus escort services
- Increased security and monitoring of certain areas of campus
- Leaves of absence
- Arranging for the Complainant to re-take a course or withdraw from a class. (Withdrawal may have financial aid implications. Students are encouraged to contact Financial Aid prior to withdrawing.)

Supportive Measures may be applied to one, both, or multiple parties involved with considerable attention paid to providing students, faculty, and staff members reasonable educational access pending the outcome of the investigation. MMC will not place undue burden on any one party and will seek to make Supportive Measures as equitable as possible. Student Respondents may be placed on interim suspension or an emergency removal pending the outcome of the investigation under the appropriate circumstances, i.e. after an individualized safety and risk analysis has determined an immediate threat to the physical health or safety of an individual. MMC shall follow the MMC Honor Code before placing a student Respondent on interim suspension, and the student will be provided with written notice and the opportunity to challenge the decision. In appropriate circumstances and consistent with Human Resource policies, employee Respondents may be placed on administrative leave pending the outcome of the matter. The College may also issue a “Timely Warning” under the Clery Act.

W. Title IX Coordinator. The Title IX Coordinator is the MMC official responsible for overseeing the College’s response to Sexual Discrimination and Sexual Harassment reports and complaints and for addressing any patterns or systemic problems identified by such reports and complaints. This official oversees and coordinates the College’s programs and training efforts with regard to Sexual Discrimination and Sexual Harassment. The Title IX Coordinator conducts investigations and has the authority to implement all Supportive Measures deemed appropriate. All requests by Complainants for confidentiality should be evaluated by the Title IX Coordinator.

1. The Title IX Coordinator’s responsibilities include, but are not limited to, the following:
   a. Investigation or oversight of investigations of allegations related to Title IX;
b. Coordination and oversight of educational programs including mandatory training for new students and employees and awareness campaigns for current students and employees;

c. Coordination with College Security on matters related to allegations of Sexual Discrimination and/or Harassment;

d. Coordination and oversight of training for anyone involved in responding to, investigating, or adjudicating Sexual Discrimination and/or Harassment;

e. Coordination and oversight of training for employees related to their responsibility when they are aware of Sexual Discrimination and/or Harassment;

f. Coordination and oversight of annual training for investigators, decision makers, hearing officers and hearing committee members on the issues related to Sexual Discrimination and/or Harassment and on how to conduct an investigation and hearing process that protects the safety of Complainants and promotes accountability;

g. Maintenance of all records of trainings (including attendance records and training materials), case files, investigations, hearings, informal resolutions, and other processes for a minimum of seven (7) years;

h. Publish all training materials (actual materials and lists of titles and sources of proprietary materials which are available for viewing for inspection only in the Title IX office by request) on the College’s website; and

i. Attending appropriate training annually on topics related to responding to or investigating allegations of Sexual Discrimination and/or Harassment.

2. The Title IX Coordinator may designate deputies and investigators (designees) to assist in carrying out any of the responsibilities related to implementing this policy.

IV. Immediate Actions a Person Should Take

A. In the immediate aftermath of a Sexual Assault, Domestic Violence, Dating Violence or similar event, the most important thing is for the person to get to a safe place.

B. When a feeling of safety has been achieved, the person should seek medical attention, regardless of his/her decision to report the crime to the police. It is very important for the assaulted person to seek medical attention immediately so that she/he can be screened for sexually transmitted diseases/pregnancy/date rape drugs, obtain emergency contraception, and receive treatment for any physical injuries.

C. A person who has experienced Sexual Harassment, including Sexual Assault, has the right to accept or decline any or all parts of a medical exam. However, critical evidence may be lost or missed if not collected or analyzed.

D. Valuable physical evidence can be obtained from the person who has experienced Sexual Harassment and their clothing. The person should make every effort to save anything that might contain the offender’s DNA. Therefore, the person should not, when possible: Bathe or shower; Wash his/her hands; Brush his/her teeth; Use the restroom; Change clothes; Comb hair; Clean up the area where the incident took place; or Move anything the offender may have touched.

E. Even if the person who has experienced Sexual Harassment has not yet decided to report the crime, receiving a forensic medical exam and keeping the evidence safe from damage will improve the chances that the police can access and test the stored evidence at a later date should the person who has experienced Sexual Harassment decide to prosecute.

F. Persons experiencing Sexual Discrimination or Sexual Harassment are encouraged to preserve evidence by saving text messages, instant messages, social networking
pages, other communications, and keeping pictures, logs, or other copies of documents, if they have any that would be useful to investigators.

V. Reporting Sexual Discrimination and Harassment

For flow chart of the reporting, investigation, and hearing process, see Section XIX.

A. Do not wait to report conduct of concern until the conduct becomes sufficiently serious (i.e., severe, pervasive, or persistent) to create a hostile environment. The Title IX Coordinator can take proactive steps to prevent the conduct from continuing and perhaps escalating, and to protect or otherwise assist the person who has experienced Sexual Harassment. For example, the College can arrange for no-contact orders, counseling, and changes in class schedules, living arrangements, class requirements, and testing schedules as needed. The Title IX Coordinator can also provide expertise and advice to help identify conduct that might be a warning sign of or constitute Sexual Discrimination or Sexual Harassment prohibited by this policy and address any concerns or complaints appropriately.

B. MMC encourages persons who have experienced Sexual Discrimination and Sexual Harassment to talk to somebody about what happened so they can get the support they need and so that MMC can respond appropriately. Though MMC will keep reports as confidential as possible, it cannot guarantee the confidentiality of every report or complaint. The provisions in Section VI detail the confidentiality options available to individuals.

C. A student who experiences Sexual Harassment and who was under the influence of alcohol or drugs during the Sexual Harassment incident should not be reluctant to seek assistance for fear of being sanctioned for his/her improper use of alcohol or drugs. Under the Amnesty policy, the College will generally not pursue disciplinary violations against the person who has experienced Sexual Harassment (or against a witness) for his/her improper use of alcohol or drugs (i.e., underage drinking), if the person who has experienced Sexual Harassment or witness is making a good faith report of Sexual Harassment. (see Section III. C).

D. Reporting:

1. Confidential Reports: Reports to professional licensed counselors (including MMC Counseling personnel) or to professional ministers (including the MMC Chaplain) are confidential in every respect, to the extent allowed by law. For example, Tennessee’s mandatory reporting law related to abuse of minors, imminent harm to others, or subpoenas for testimony may require disclosure of all information received.
   a. Professional licensed counselors who provide mental health counseling to MMC’s campus community are not required to report any information about an incident to the Title IX Coordinator and will not do so without written permission. College Counselor: Desiree Stone, ALC (dstone@martinmethodist.edu)
   b. Professional ministers are not required to report any information about an incident to the Title IX Coordinator and will not do so without written permission. College Chaplain: Laura K. McMasters (lkirkpatrick@martinmethodist.edu)
   c. The above designated personnel can assist the person who has experienced Sexual Harassment in receiving other necessary protection and support, such as victim advocacy and health or mental health services. Written permission from the person who has experienced Sexual Harassment to reveal the minimum information necessary to arrange requested assistance will be obtained prior to disclosure.
2. Private, Not Necessarily Confidential Reports: Reports to a Responsible Employee will not be absolutely confidential but will be handled in as confidential a manner as possible.

a. When a Complainant tells a Responsible Employee (as defined in Section III P.) about an incident of Sexual Discrimination or Sexual Harassment, the Responsible Employee must report to the Title IX Coordinator all relevant details about the alleged Sexual Discrimination or Sexual Harassment. Information reported to a Responsible Employee will be shared only with the Title IX Coordinator.

b. A Responsible Employee shall not share information with law enforcement without the Complainant’s Consent.

c. Employees in the following list are designated as Responsible Employees:
   (1) Title IX Coordinator, Title IX Deputy Coordinators, and designees;
   (2) President, Provost, Vice Presidents, Associate Vice Presidents, Assistant Vice Presidents, Directors, Associate Directors, Assistant Directors, Department Chairs/Heads;
   (3) Faculty;
   (4) Academic Advisors;
   (5) Advisors for student organizations;
   (6) Resident directors and resident assistants;
   (7) Athletic coaches and trainers;
   (8) College Security Authorities, as required by the Clery Act;
   (9) Director of Safety and Security and any security officers employed in any capacity by the College. All security officers are additionally bound by the Nottingham Act requirements: Unless the victim of a Sexual Assault does not consent to the reporting of an offense, the Director of Safety and Security shall immediately notify the Pulaski Police Department if Security is in receipt of a report from the victim alleging that any degree of Rape has occurred on MMC property. The Director of Safety and Security shall designate one person who shall have the authority and duty to notify the Pulaski Police Department in his/her absence. In the case of an alleged Rape, College Security and the Pulaski Police Department shall jointly investigate the incident. The Pulaski Police Department and College Security shall cooperate in the investigation. If the victim does not consent to the reporting, no member of MMC Security shall report the offense to the local law enforcement agency.

d. Before a Complainant reveals any information to a Responsible Employee, the Responsible Employee must ensure that the Complainant understands the Responsible Employee’s reporting obligations.
   (1) If the Complainant wants to maintain confidentiality, the Responsible Employee must direct the Complainant to confidential resources.
   (2) If the Complainant wants to tell the Responsible Employee what happened but also maintain confidentiality, the Responsible Employee must advise the Complainant that the request will be considered, but no guarantee can be given that the College will be able to honor it. In reporting the details of the incident to the Title IX Coordinator, the Responsible Employee will also inform the Title IX Coordinator of the Complainant’s request for confidentiality.
   (3) Responsible Employees will not pressure a Complainant to request confidentiality but will honor and support the Complainant’s wishes,
including for MMC to fully investigate an incident. By the same token, Responsible Employees will not pressure a Complainant to make a full report if the Complainant is not ready to do so.

3. Formal Complaints: To file a Formal Complaint, contact one of the following individuals.

Title IX Coordinator: If you have a complaint against a MMC student, faculty, staff, or visitor for Sexual Harassment, sex discrimination, or Sexual Assault, you may contact the Title IX Coordinator at any time:
Sarah Catherine Richardson
Director of Student Life
Student Life House
420 W Madison Street
Pulaski, TN 38478
(931) 424-4073
scririchardson@martinmethodist.edu

Deputy Title IX Coordinator:
Emma Hlubb
Director of Financial Aid and Veteran’s Affairs
Colonial Hall
318 W Madison Street
Pulaski, TN 38478
(931) 424-7366
ehlubb@martinmethodist.edu

The College shall not share personally identifiable information with law enforcement without the Consent of the person who has experienced Sexual Harassment, or unless the person who has experienced Sexual Harassment has also reported the incident to law enforcement and has confirmed this with the College.

4. Reports Not Considered “Notice” To the College:
   a. Public awareness events, candlelight vigils, protests, survivor speak outs, or other forums, including social media and class discussions, in which students disclose incidents of Sexual Discrimination and/or Sexual Harassment are not considered notice to MMC of Sexual Discrimination and/or Sexual Harassment for purposes of triggering its obligation to investigate any particular incident(s).
   b. Such events may inform the need for campus-wide education and prevention efforts, and MMC will provide information about students’ Title IX rights at these events.

5. Reporting to the U.S. Department of Education:
   U.S. Department of Education
   Office for Civil Rights
   61 Forsyth Street, S.W., Suite 19T10
   Atlanta, GA 30303-8927
   (404) 974-9406 (phone)
   (404) 974-9471 (fax)
   ocr.atlanta@ed.gov

VI. Confidentiality
A. If a Complainant discloses an incident to a Responsible Employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the College will weigh that request against its
obligation to provide a safe, non-discriminatory environment for all students, including the Complainant.

B. The Title IX Coordinator will evaluate requests for confidentiality. When weighing a Complainant’s request for confidentiality or that no investigation or discipline be pursued, the Title IX Coordinator will consider a range of factors, including the increased risk that the alleged perpetrator will commit additional acts of sexual or other misconduct, such as:

1. Whether there have been other Sexual Discrimination and/or Harassment complaints about the same alleged perpetrator;
2. Whether the alleged perpetrator has a history of arrests or records from a prior school indicating a history of Sexual Discrimination and/or Harassment;
3. Whether the alleged perpetrator threatened further Sexual Discrimination and/or Harassment or other misconduct against the Complainant or others;
4. Whether the Sexual Discrimination and/or Harassment was committed by multiple perpetrators;
5. Whether the Sexual Discrimination and/or Harassment was perpetrated with a weapon;
6. Whether the victim is a minor;
7. Whether MMC possesses other means to obtain Relevant evidence of the Sexual Discrimination and/or harassment; or
8. Whether the Complainant’s report reveals a pattern of perpetration at a given location or by a particular group.

The presence of one or more of these factors could lead MMC to investigate and, if appropriate, pursue disciplinary actions. If none of these factors are present, MMC will likely respect the Complainant’s request for confidentiality.

C. If MMC honors the request for confidentiality, the Complainant should understand that the College’s ability to meaningfully investigate the incident and pursue disciplinary action against the alleged perpetrator(s) may be limited.

D. If MMC determines that it cannot maintain a Complainant’s confidentiality, the Title IX Coordinator will inform the Complainant prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the College’s response.

E. MMC will not require a Complainant to participate in any investigation, hearing, or disciplinary proceeding.

F. MMC will generally not contact or discuss claims or investigations with the parents, guardians, attorneys, or other designated Advisors of a Complainant or Respondent without that party’s written Consent.

G. FERPA limits the extent to which the College may disclose personally-identifiable information in student records. Whenever it is necessary to comply with FERPA, the College reserves the right to redact or limit information provided under this policy.

VII. Investigation

A. Informal Resolutions: With the voluntary, informed, and written Consent of both parties, informal resolution may be attempted at any point prior to reaching a determination of responsibility in cases alleging violations of this policy.

1. Prior to any attempted informal resolution, both parties shall receive a written notice disclosing the allegations, the requirements of the informal resolution process including the preclusion of the parties from resuming a Formal Complaint arising from the same allegations, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.
2. The College will not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of Formal Complaints.
3. The College will not require the parties to participate in informal resolution, and may not offer informal resolution unless a Formal Complaint is filed.
4. All facilitators of informal resolutions will be properly trained.
5. At any time prior to agreeing to a resolution, any party has the right to withdraw from informal resolution and resume the grievance process with respect to the Formal Complaint.
6. The College will not allow an informal resolution process to resolve allegations that an employee sexually harassed a student.

B. Complaint:
1. Absent good cause, within 5 business days of the Title IX Coordinator's receipt of a report of Sexual Discrimination or Sexual Harassment, the Title IX Coordinator shall notify the Complainant and request a meeting. The Title IX Coordinator should provide written notice to the Complainant of his/her rights with regard to this process in advance of the interview with sufficient time to prepare for meaningful participation.
2. The Title IX Coordinator shall attempt to get a Formal Complaint from the Complainant.
   a. Formal Complaint: A Formal Complaint should include information related to the circumstances giving rise to the complaint, the dates of the alleged occurrences, names of witnesses, a request that the College investigate the allegation, and the Complainant’s physical or digital signature. A Formal Complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail.
   b. In the Absence of a Formal Complaint: When the Complainant chooses not to provide a Formal Complaint but the Title IX Coordinator determines an investigation to be necessary, the Title IX Coordinator will sign and file a complaint alleging Sexual Discrimination and/or Harassment against a Respondent and requesting that the College investigate the allegation. When a Title IX Coordinator signs a Formal Complaint, such action is not taken on behalf of a Complainant, and the Title IX Coordinator does not become a party. The Title IX Coordinator must comply with requirements to be free from conflicts and bias.
3. Both before and during the pendency of the investigations, the Title IX Coordinator shall consult with the Complainant and Respondent and consider what, if any, Supportive Measures may be necessary. (See Section III V.)
4. Complaints made anonymously or by a third party will be investigated to the extent possible. Anonymous reports may be made online at https://www.martinmethodist.edu/academics/registrars-office/title-ix-information.
5. If the Title IX Coordinator determines that there is a need for an investigation, the Title IX Coordinator shall follow the procedures set forth in this policy to investigate and adjudicate the complaint.
6. All complaints will be documented in a complaint tracking document that includes names when available, regardless of whether an investigation is initiated. This document will be kept confidential by the Title IX Coordinator.
and information therein will only be shared with appropriate College personnel on a need-to-know basis.

C. Evaluating the Need for an Investigation:

1. When the Title IX Coordinator knows or reasonably should know of possible Sexual Harassment, immediate and appropriate steps must be taken to investigate or otherwise determine what occurred.

2. When a Complainant requests that no investigation into a particular incident be conducted or disciplinary action taken, the Title IX Coordinator will weigh that request against its obligation to provide a safe, non-discriminatory environment for all students, including the Complainant. (See Section VI.)

3. When a complaint is brought via hearsay, rumor, or other third-party sources, the Title IX Coordinator will conduct a preliminary inquiry to evaluate the complaint and to determine reasonable cause (i.e. determine if an investigation is warranted).
   a. The Title IX Coordinators will consider only information that a reasonable person would find reliable and is Relevant.
   b. The Title IX Coordinator will use substantial evidence standard in inquiries, which is less than a preponderance of the evidence and demands only that a given inference is reasonable and plausible, not necessarily the most probable.
   c. Inquiries will be documented as part of the case file, regardless of whether an investigation is initiated.

4. When the Title IX Coordinator evaluates a complaint and does not find an allegation of Sexual Discrimination and/or Harassment that is so severe, perverse, or objectionably offensive so as to deny access to the Complainant to MMC’s educational programs or activities, the Title IX Coordinator will terminate all Title IX grievance procedures and promptly send written notice of the dismissal and reason(s) therefor simultaneously to the parties. The College may still pursue disciplinary action outside of Title IX procedures. Minimal requirements for dismissal include:
   a. The conduct alleged in the Formal Complaint would not constitute Sexual Harassment as defined in Section III. S. even if proved;
   b. The conduct alleged in the Formal Complaint did not occur in the recipient’s education program or activity;
   c. The conduct alleged in the Formal Complaint did not occur against a person in the United States

Any party can appeal the dismissal of the complaint directly to the Executive Vice-President by submitting a written to the Executive Vice-President within 3 business days of receiving the notification of dismissal. The Executive Vice-President will determine if the facts warrant a Title IX investigation and will respond to the party in writing within 3 business days. The decision of the Executive Vice-President on this matter shall be final.

D. MMC will conduct an adequate, reliable and impartial investigation in a timely manner (See Section XV.), providing the Respondent and Complainant equitable rights during the investigative process.

E. All complaints of Sexual Discrimination and/or Harassment shall be presented to the Title IX Coordinator for investigation and appropriate disposition. A Deputy Title IX Coordinator must always inform the Title IX Coordinator of the receipt of a complaint.
F. Complaints involving Sexual Discrimination and/or Harassment will be investigated by the Title IX Coordinator, a Deputy Title IX Coordinator, or a qualified, sufficiently trained investigator appointed by the Title IX Coordinator.

G. Investigators shall receive training that satisfies the requirements of Title IX of the Education Amendments of 1972, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, and the federal regulations implementing those statutes, as amended.

H. The Title IX Coordinator shall notify the President and the Vice President of Student Affairs that an investigation is being initiated. When employees of the College are involved, the Vice President of Human Resources will also be notified.

I. During the course of the investigation, MMC will endeavor to gather sufficient evidence to reach a fair and impartial determination as to whether Sexual Discrimination or Sexual Harassment occurred and, if so, whether a hostile environment has been created that must be redressed.

J. Investigation:

1. The timeframe for conducting the investigation will vary based on the complexity of the investigation and the severity and extent of the alleged conduct (see Section XV.). The Title IX Coordinator should inform the parties of the status of the investigation on a periodic basis.

2. The burden of collecting evidence and proving a violation of policy is on the College, not on either party.

3. The Title IX Coordinator shall provide written notice to the Complainant and Respondent of the extent to which the College will allow an Advisor to advise the student in an investigation or student disciplinary proceeding. (See Section III. B.)

4. Both parties will be provided with a pre-investigation notice with sufficient details and with sufficient time to prepare a response before any initial interview, including:
   a. the identities of the parties involved
   b. the date, time, and location of the alleged incident
   c. the specific violation alleged, and the range of sanctions that may apply for such violations
   d. the conduct allegedly constituting the violation
   e. any relevant Supportive Measures and the date such measures go into effect
   f. informational notices regarding the equal rights of the parties, including the rights to:
      i. Testify in-person
      ii. Identify and have considered the testimony of a reasonable number of other witnesses
      iii. Identify and have considered written evidence
      iv. Similar and timely access to written statements and other evidence considered in the determination of the complaint
      v. Equal access to review and comment upon any evidence or information independently developed by the investigator
      vi. An Advisor as permitted under the policies outlined in Section III. B.
      vii. Receive written notice of the determination of the complaint
      viii. Appeal as outlined in Section X.
ix. Receive written notice of the outcome of an appeal, including any changes that were made to the previous determination.

G. Informational notices regarding this policy, including:
   1. Access to this policy in its completion.
   2. Retaliation is strictly prohibited and may be grounds for disciplinary measures, up to and including termination or expulsion.
   3. Confidentiality will be weighed under the policies outlined in Section VI.
   4. The College presumesthe Respondent is not responsible for the reported Sexual Discrimination and/or Harassment unless and until the evidence supports a different determination.
   5. Knowingly making false statements, including knowingly submitting false information during the resolution process, is strictly prohibited.
   6. The College reports Clery violations (Sexual Assault, Domestic Violence, Dating Violence, and Stalking) in ways compliant with the Clery Act.

5. The investigator shall inform all individuals interviewed during the investigation that retaliation is strictly prohibited and may be grounds for disciplinary measures, up to and including termination or expulsion. The investigator shall advise all interviewees that they should contact the investigator immediately if they believe they are being retaliated against.

6. Prior to all meetings and interviews a party is invited to, the party will receive written notice detailing the purpose of the meeting/interview; the date, time, and location of the meeting; and a list of all other participants in the meeting/interview.

7. The investigation shall include interviews with both the Complainant and Respondent, unless either declines an in-person interview.
   a. The Complainant and Respondent shall be provided with the same opportunities to have others present during an interview, including the opportunity to be accompanied by the Advisor of their choice to any related meeting or proceeding.
   b. The College will not limit the choice of Advisor for either the Complainant or Respondent; however, Advisors will be limited to an advising role only and may not otherwise participate in interview proceedings.
   c. The Respondent will be notified in writing of the complaint before the investigator’s initial interview with the Respondent (see Section VII. K. 4.).
   d. The Formal Complaint from the Complainant, or Title IX Coordinator will become part of the investigation report if necessary and will be kept in the case file.
   e. A summary of the Respondent’s response to the complaint as taken by the investigator will be provided in writing for review by the Respondent. The Respondent will be asked to propose any changes necessary, with both the original document and the proposed changes being logged as the official statement. The statement, after reviewed by the Respondent, will become part of the investigation report if
necessary and will be kept in the case file. No parts of this statement will be available for copy.
f. When either party declines an in-person interview, the refusal to participate will be noted in the case file, and the College will proceed based on the information available, including making final determinations.
g. No audio or video recording of any kind is permitted during investigation meetings.

8. The investigator is expected to request a list of Relevant witnesses and evidence from the Complainant and Respondent and take such into consideration.
   a. Both the Complainant and the Respondent are permitted to provide other Relevant evidence to the investigator. Evidence includes any facts or information presented in support of an assertion and may include text messages, email exchanges, timelines, receipts, photographs, etc. The investigator may also consider additional documents, items or other Relevant information.
   b. Any documentation shared by the Complainant or the Respondent with the investigator will be provided to the other party via the Title IX Coordinator’s periodic updates.
   c. The Complainant and the Respondent both have the right to propose questions to one another. Questions deemed by the investigator as inappropriate will not be asked, and the requesting party (Complainant or Respondent) will be notified of why those questions were not asked.
   d. The Complainant and the Respondent both have the right to propose questions to witnesses. Questions deemed by the investigator as inappropriate will not be asked, and the requesting party (Complainant or Respondent) will be notified of why those questions were not asked.

9. The investigation shall include interviews with Relevant witnesses identified by the Complainant and Respondent and any other potential, Relevant witness made known to the investigator via other means. However, the investigator shall not access, consider, disclose, or otherwise use a party’s records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional’s or paraprofessional’s capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the school obtains that party’s voluntary, written Consent to do so.

10. The investigation shall include the gathering and reviewing of any documentary, electronic, physical, or other type of Relevant evidence.

11. Evidence of a prior consensual dating or sexual relationship between the parties by itself does not imply Consent or preclude a finding of Sexual Discrimination and/or Harassment. Where the parties have a prior sexual relationship, and the existence of Consent is at issue, the sexual history between the parties may be Relevant to help understand the manner and nature of communications between the parties and the context of the relationship, which may have bearing on whether Consent was sought and given during the incident
in question. However, this does not assume that the prior sexual history was consensual and this should be a factor in considering relevance.

12. The investigation shall not consider any evidence about the Complainant’s prior sexual conduct with anyone other than the Respondent. An individual’s character or reputation with respect to other sexual activity is not Relevant and will not be considered as evidence. Similarly, an individual’s prior or subsequent sexual activity is typically not Relevant and will only be considered as evidence under limited circumstances. For example, prior sexual history may be Relevant to explain the presence of a physical injury or to help resolve other questions raised by the report. The investigator will determine the relevance of this information.

13. Information that does not directly relate to the facts at issue, but instead reflects upon the reputation, personality, qualities, or habits of an individual is character evidence and is not Relevant.

14. Evidence of occurrences of prohibited conduct so distinctive and so closely resembling either party’s version of the alleged encounter as to tend to prove a material fact (“pattern evidence”) may be considered. Where there is evidence of a pattern of similar prohibited conduct, either before or after the conduct in question, regardless of whether there has been a prior finding of a policy violation, this information may be deemed Relevant to the determination of policy violation or assigning of a sanction. Instances will be rare and the determination of relevance will be based on an assessment of whether the previous or subsequent incident was substantially similar to the conduct cited in the report or indicates a pattern of behavior and substantial conformity with that pattern.

15. No parties involved in the investigation will be required by MMC to sign a non-disclosure agreement, but all parties should recognize that the integrity of the investigation process can be harmed when witnesses discuss the case with one another. This may impact the College’s ability to reach a fair, impartial conclusion. Witnesses are recommended to seek advice from Advisors or confidential support services. All parties involved in an investigation should remember that all proceedings are private, and all persons are expected to maintain the privacy of the proceedings. While there is an expectation of privacy around what is discussed, the parties have discretion to share their own experiences with others if they so choose.

K. Notices required by this policy will be sent via the student’s or employee’s official MMC email account. A notice sent to a student organization will be sent to the organization’s president and Advisor at those individuals’ MMC email address. Students and employees have the responsibility to regularly check their College-issued email accounts. Notices to third parties will be sent via the contact information available to the Title IX Coordinator. The requirement to provide notice will be satisfied when sent as indicated, and any period for response will begin on the date the email is sent.

L. Some instances of Sexual Discrimination and/or Harassment may also constitute criminal conduct. In such instances, the Complainant is also encouraged to file a report with local law enforcement and, if requested, the College will assist the Complainant in doing so to the extent the College is able. The pendency of a criminal investigation,
however, does not relieve the College of its obligation to investigate Sexual Discrimination and/or Harassment. NOTE: The standards for finding a violation of criminal law are different from the standards for finding a violation of this policy (i.e., “beyond a reasonable doubt” in criminal cases versus “Preponderance of Evidence” for purposes of this policy). As a result, the outcome of any criminal proceeding is not necessarily determinative of whether a violation of this policy has occurred.

VIII. Investigation Report
A. Upon completion of the investigation, the investigator shall prepare a written report that fairly summarizes the evidence, including both inculpatory and exculpatory evidence. Relevant evidence gathered during the investigation, as appropriate, may be attached as appendices. Documents protected by the attorney work-product privilege, such as the investigator’s personal notes, will not be attached to the investigation report.
B. Upon the receipt of the initial report by the Title IX Coordinator, both the Complainant and the Respondent will be notified via their MMC email address. Parties may review the investigation report, as well as all evidence directly related to the allegations not used in the investigation report, in the Title IX Coordinator’s office in person. Parties have 10 actual days after the notification to review the report and evidence, and to submit a written response to the evidence which must be considered by the investigator before finalizing the report. The investigator will be notified when this review is complete, and the report shall be returned to the investigator for final review and signature.
C. No parts of the investigation report or case file shall be made available for copy. Both the Complainant and the Respondent can review the final investigation report in the Title IX Coordinator’s office in person. The case file, including extraneous notes, summaries, and evidence will not be available for review.
D. All records will be kept in the Title IX Coordinator’s office for a minimum of seven years.

IX. Live Hearing Procedures
A. Upon the receipt of the final investigation report from the investigator, the Title IX Coordinator shall complete the following steps:
   1. Simultaneously notify both the Respondent and the Complainant that the final report has become available for review at least 10 actual days before any hearing. Advisors may review the report.
   2. Deliver the report to the appropriate Decision Maker, who will have training on question relevance, including how to provide sound and defensible rationale for excluding unapproved questions. Decision Makers are determined by the status of the Respondent:
      a. If the Respondent is a student, the Decision Maker is the Vice President for Student Affairs.
      b. If the Respondent is a tenure-track or tenured faculty member, the Decision Maker is the Provost.
      c. If the Respondent is a non-tenured faculty member, the Decision Maker is Vice President for Human Resources.
      d. If the Respondent is a staff member, the Decision Maker is Vice President for Human Resources.
      e. If the Respondent is a third party, the Decision Maker is the Vice President for Student Affairs.
3. The Title IX Coordinator will call together a live hearing panel of the appropriate Decision Maker and two members of the Title IX Council. The Decision Maker will serve as the Chair of the panel.
   a. Members of the Title IX Council will current faculty or staff members at the College, and will be appointed by the Title IX Coordinator.
   b. Members of the Title IX Council, including Decision Makers, will have annual training that satisfies the requirements of Title IX of the Education Amendments of 1972, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, and the federal regulations implementing those statutes, as amended. Members will understand confidentiality requirements and the College’s Title IX policy.
   c. Members of the panel, including Decision Makers, must disclose a conflict of interest with either party that could create a perception of bias. Conflicts of interest will result in the member being removed from the panel and replaced.
   d. If the Complainant or Respondent believes a panel member or the Decision Maker has a conflict of interest, that party must submit a written explanation of the reason for that belief to the Executive Vice-President. The explanation must be submitted within 3 business days of the time when the party knew or should have known the facts that would give rise to the alleged conflict of interest. The Executive Vice-President, in consultation with necessary counsel, will determine if a conflict of interest exists under the criteria set forth in T.C.A. § 4-5-303 or some other basis that warrants the appointment of a different hearing officer or committee member and respond to the party in writing within 3 business days, absent good cause. The decision of the Executive Vice-President shall be final.

B. The panel will receive the investigation report (as described in Section VIII.) in advance of the live hearing.

C. The Complainant and Respondent shall receive sufficient notice of (including date, time, location, participants, and purpose). The Complainant, Respondent, and each party’s Advisor shall be allowed access to any evidence presented during any disciplinary hearing or other proceeding during the disciplinary process.

D. Both the Complainant and Respondent will be granted live video and audio access to the entirety of the proceedings upon request, but both parties will never be present in the same location at the same time during the hearings.

E. Hearings will consist of the panel, including the Decision Maker, requesting the presence of individuals including the Complainant, the Respondent, the investigator, and any witnesses.

1. Both parties may request to appear before the hearing panel if they wish and make an oral statement regarding the facts. Both parties shall be allowed to have an Advisor of their choice accompany them. During this appearance, the panel may ask questions of the party, but extended statements or questioning is unnecessary. The other party’s Advisor may also ask questions of the party (See Section IX. F.)
   a. Only Relevant cross-examination and other questions may be asked of a party or witness.
b. Questions that test credibility will be allowed, but intimidating questioning tactics will not be allowed.
c. Before any question is answered, the Decision Maker must first determine whether the question is Relevant and explain any decision to exclude a question as not Relevant.
d. Questions and evidence about the Complainant’s sexual predisposition, prior sexual behavior, or similar questions are not Relevant, unless such questions and evidence about the Complainant’s prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant’s prior sexual behavior with respect to the Respondent and are offered to prove Consent.

2. The hearing panel may ask the investigator questions related to the investigation report.
3. The hearing panel may request to hear from one or more of the witnesses, though the panel’s presumption should be that the investigator has identified and interviewed all Relevant witnesses and supplied the information necessary for the hearing panel to render its decision and determine sanctions. Both parties’ Advisors may also request to hear from any witness for cross-examination, with all questions adhering to guidelines outlined in Section IX. E. 1.

F. Advisors of Complainants and Respondents have the right to ask questions and follow-up questions to, or “cross-examine”, the other party and all witnesses during the live hearing.

1. Any cross-examination at the live hearing must be conducted directly, orally, and in real time by the party’s Advisor of choice and never by a party personally.
2. All questions must adhere to guidelines outlined in Section IX. E. 1.
3. If a party does not have an Advisor present at the live hearing, the College will provide an appropriate Advisor, free of charge to the party.

4. If a party or witness does not submit to cross-examination at the live hearing, the Decision Maker must not rely on any statement of that party or witness in reaching a determination regarding responsibility; provided, however, that the Decision Maker cannot draw an inference about the determination regarding responsibility based solely on a party’s or witness’s absence from the live hearing or refusal to answer cross-examination or other questions.

G. All hearings will be recorded by transcript or audio/audiovisual recording. The Complainant and Respondent will both have access to this record for inspection and review, but never for copy.

H. The hearing panel will convene to deliberate and render a decision regarding whether or not the Respondent has violated College policy by a preponderance of the evidence, though the final determination is at the sole discretion of the Decision Maker. The Decision Maker shall use a preponderance of the evidence standard when reaching a decision.

I. The Decision Maker prepares the hearing panel’s written decision and rationale, including the specific sections of the code alleged to have been violated; a description of all the steps taken from the receipt of the Formal Complaint through the hearing; specific descriptions of all findings of fact that support the determination; a statement and rationale with respect to each allegation, including determination (finding of responsibility or non-responsibility), and sanctions. The written determination will be returned to the Title IX Coordinator, who will provide simultaneous written notification of the outcome to the
Complainant and the Respondent via MMC email. The Decision Maker’s determination will be filed with the investigation report.

J. If either the Complainant or Respondent is dissatisfied with the panel’s determination, that determination may be appealed to the President by notifying the Title IX Coordinator in writing of the decision to appeal within 5 business days of the date that the panel’s determination is sent to the parties’ College email addresses. (See Section X.)

K. If a written request for appeal is not received within 5 business days, the determination is final.

L. If a final decision has been made that a policy violation occurred, the Title IX Coordinator shall determine if any remedies are required to address the campus-wide environment, taking into consideration the impact of an incident of Sexual Discrimination and/or Harassment on the campus as a whole and on specific groups or areas on campus. For example, the Title IX Coordinator may determine that specific training is needed for a student group whose members have been accused of Sexual Assault.

X. Appeal of Decision to the President
A. The appealing party must explain, in writing, the basis on which the party appeals, i.e.:
   a. A procedural irregularity that affected the outcome of the matter;
   b. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter;
   c. Evidence that Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias that affected the outcome of the matter; or
   d. Additional grounds as provided by the appealing party to all parties.

B. The President will issue a written response to the appeal as promptly as possible. This decision will constitute MMC’s final decision on the complaint. The Complainant and Respondent shall be simultaneously notified of the President’s decision in writing by the Title IX Coordinator.

XI. Withdrawal of a Complaint
The Complainant may request to withdraw a Complaint at any time. The College reserves the right to make a determination whether to approve or deny this request, but will strongly consider the Complainant’s wishes.

Withdrawal or Resignation While Charges Pending:
A. Students: Should a student decide to not participate in the resolution process, the process proceeds absent their participation to a reasonable resolution. Should a student Respondent permanently withdraw from the College, the resolution process ends, as the College no longer has disciplinary jurisdiction over the withdrawn student. However, the College will continue to address and remedy any systemic issues, variables that have contributed to the alleged violation(s), and any ongoing effects of the alleged Sexual Discrimination and/or Harassment. The student who withdraws or leaves while the process is pending may not return to the College. A hold will be placed on their ability to be readmitted. If the student only withdraws or takes a leave for a specified period of time (e.g. one semester or term), the resolution process will continue and that student is not permitted to return to the College unless and until all sanctions have been satisfied.

B. Employees: Should an employee resign with unresolved allegations pending, the resolution process ends, as the College no longer has disciplinary jurisdiction over the resigned employee. However, the College will continue to address and remedy any systemic issues, variables that contributed to the alleged violation(s), and any ongoing
XII. False Reports
Because of its strong desire to prevent and remedy Sexual Harassment, the College encourages all good faith complaints of Sexual Harassment. However, the College also has a duty to balance the rights of all parties. Accordingly, if the College’s investigation reveals that a complaint of Sexual Harassment was knowingly false, the complaint will be dismissed and the person who filed the knowingly false complaint may be subject to discipline. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this part does not constitute retaliation; provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a bad faith materially false statement.

XIII. Retaliation
Neither the College nor any person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in a Title IX investigation, proceeding, or hearing. Engaging, encouraging others, or directing others in an adverse action or threat of an adverse action against a Complainant, Respondent, or any individual or group of individuals involved in the complaint, investigation, and/or resolution of an allegation of a violation of College’s Student Code of Conduct, Title IX policy, or other College policy; including any individual who attempts to intervene, prevent, or report behavior prohibited by these policies. Retaliation can be committed by an individual or group of individuals, not just a Complainant or Respondent. Examples of retaliation include, but are not limited to, threats, intimidation, pressuring, continued Sexual Discrimination and/or Harassment, violence, or other forms of harm to others. Charges against an individual for code of conduct violations that do not involve Sexual Discrimination and/or Harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or Formal Complaint, for the purpose of interfering with any right or privilege secured by Title IX, constitutes retaliation. In an effort to prevent retaliation, the College will keep confidential the identity of Complainants, Respondents, and witnesses, except as may be permitted by FERPA, or as required by law, or as necessary to carry out a Title IX proceeding. The exercise of rights protected under the First Amendment does not constitute retaliation. Charging an individual with a code of conduct violation for making a materially false statement in bad faith does not constitute retaliation (See Section XIV.) MMC faculty, employees, and students are strictly prohibited from retaliating, intimidating, threatening, coercing, or otherwise discriminating against any individual for exercising their rights or responsibilities under any provision of this policy. Retaliation will result in disciplinary measures, up to and including termination or expulsion.
XIV. Relationships between Individuals of Different College Status
A sexual or romantic relationship involving individuals of different College status is not, in and of itself, Sexual Harassment as defined by this policy and will not be investigated or adjudicated under this policy. Such an interaction may be a violation of another College policy and subject to separate disciplinary procedures.
A sexual or romantic relationship between students and teachers, supervisors or mentors (faculty members, staff members, or other students) violates both College and professional standards, and potentially violates state and federal anti-discrimination laws. The College prohibits all sexual and romantic relationships between faculty members and students (both undergraduate and graduate students).
A conflict of interest also exists if there is a consensual romantic or sexual relationship in the context of employment supervision or evaluation. Therefore, a supervisor may not influence, directly or indirectly, salary, promotion, performance appraisals, work assignments or other working conditions for an employee with whom such a relationship exists.

XV. Timeframe for Completion of Investigation and Disciplinary Process
The U.S. Department of Education has made clear that the length of investigations may vary with the complexity and unique factors in each case. Examples of such factors include, without limitation, circumstances in which critical witnesses are unavailable or if law enforcement requests the College temporarily halt its investigation for a brief period of time. Accordingly, all timeframes set forth in this policy may be altered by the Title IX Coordinator for good cause, and the Title IX Coordinator will provide to parties written notice, including rationale, of temporary delays or extensions of this process for good cause. The College’s overarching goal is that all complaints be investigated in a prompt, fair, and impartial manner.
There is no time limit or statute of limitations on a Complainant’s decision to file a formal Title IX Complaint with the College.
There is no time limit for parties to seek to initiate or suspend informal resolutions.
There is no time limit for Complainants to request Supportive Measures.
Business days are available in the current College Catalog and via the Academic Calendar and Important Dates on the College’s website.

XVI. Education and Prevention Programs
MMC will engage in comprehensive educational programming to prevent Sexual Discrimination and/or Harassment. Educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students, faculty, and staff that:
A. Identifies Domestic Violence, Dating Violence, Sexual Assault, Stalking, and Sexual Discrimination and Sexual Harassment as prohibited conduct
B. Defines what behavior constitutes Domestic Violence, Dating Violence, Sexual Assault, Stalking, and Sexual Discrimination and Sexual Harassment
C. Defines what behavior and actions constitute Consent to sexual activity in the State of Tennessee
D. Provides safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of Domestic Violence, Dating Violence, Sexual Assault, Stalking, and Sexual Harassment against a person other than the bystander
E. Provides information on risk reduction so that students and employees may recognize warning signs of abusive behavior and how to avoid potential attacks.
The Title IX Coordinator will also be responsible for the notice (including publication on website and both Employee and Student Handbooks) of Title IX policy updates and revisions to the community, including applicants, students, employees, contractors, and parents/guardians.

XVII. Assistance in Cases of Sexual Discrimination and Sexual Harassment: Rights and Options
Regardless of whether a person who has experienced Sexual Harassment elects to pursue a criminal complaint, MMC will provide the parties with a written explanation of her/his rights as a member of MMC.
A. In the Tennessee court system, a victim of Domestic Violence, Dating Violence, Sexual Assault and Stalking has the following rights:
   1. the right to confer with the prosecution;
   2. the right to be free from intimidation, harassment and abuse throughout the criminal justice system;
   3. the right to be present at all proceedings where the defendant has the right to be present;
   4. the right to be heard, when Relevant, at all critical stages of the criminal justice process as defined by the General Assembly;
   5. the right to be informed of all proceedings, and of the release, transfer or escape of the accused or convicted person;
   6. the right to a speedy trial or disposition and a prompt and final conclusion of the case after the conviction or sentence;
   7. the right to restitution from the offender;
   8. the right to be informed of each of the rights established for victims.
B. Information regarding Orders of Protection in Tennessee is available at the following link: https://www.dropbox.com/sh/hvh025mgodf319s/AADGfUDNC153rB9Oc-STryswa/Order%20of%20Protection%20FAQ's?dl=0&subfolder_nav_tracking=1
C. Additional information related to such orders is found at https://www.tncoalition.org/curricula-publications
D. MMC does not publish the names or identifiable information of crime victims in crime logs or in the release of timely warnings.

XVIII. Resources for Parties Involved in Sexual Discrimination and Sexual Harassment
A. The resources listed below are not exhaustive or limited to those who wish to make an official report or participate in an institutional hearing, police investigation, or criminal prosecution. However, in cases where a person who has experienced Sexual Harassment wishes to maintain complete confidentiality, the person should review carefully Section VI.
B. On campus resources available to all parties involved in Sexual Discrimination and Sexual Harassment:
   MMC Counseling via MMC Clinic  931-424-7338
   Campus Security; Justice Center – 2nd Floor  931-309-7502
   Emergencies: 911
   Title IX Coordinator  Sarah Catherine Richardson
   Student Life House - 2nd Floor  931-424-4073
   scrichardson@martinmethodist.edu
C. Local Resources:

- Pulaski Police Department – 911 for emergencies; 1-931-363-3505 for non-emergencies and/or inquiries about medical treatment from a Sexual Assault Nurse Examiner (SANE)
- 1-800-356-6767 for the Domestic Violence hotline
- The Shelter: 800-762-4115, Lawrenceburg, TN 38464, theshelter@TheShelterLBurg.org
- Center for Women’s Health: 931-381-3030, Lawrenceburg, TN 38464
- Giles County Outreach Center: 931-424-8883, Pulaski, TN 38478
- Tennessee Sexual Assault Legal Clinic: http://tncoalition.org/, 615-386-9406; 1-800-289-9018
- National Sexual Assault Hotline https://www.rainn.org/ 1-800-656-HOPE (4673)
- National Domestic Violence Hotline https://www.thehotline.org/help/ 1-800-799-SAFE (7233)

D. Online Resources

- http://tncoalition.org/ - State Coalition against Rape and Domestic Violence
- http://www.thehotline.org/ - Website for LGBTQ survivors of sexual or Domestic Violence and minority women survivors of sexual or Domestic Violence
- https://1in6.org/ - Website for male survivors
- http://www.rainn.org - Rape, Abuse and Incest National Network
- https://www.justice.gov/ovw/sexual-assault - Department of Justice
- http://www2.ed.gov/about/offices/list/ocr/index.html - Department of Education, Office of Civil Rights
## X. DIRECTORY OF SERVICES

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<tr>
<th>TITLE</th>
<th>PHONE</th>
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<tr>
<td>Executive Council</td>
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<tr>
<td>President</td>
<td>931-363-9802</td>
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<td>Provost/VP for Academic Affairs</td>
<td>931-363-9823</td>
<td>Cheatham, Judy</td>
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<td>Exec. VP &amp; COO</td>
<td>931-363-9890</td>
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<tr>
<td>VP of Student Affairs</td>
<td>931-424-7334</td>
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<td>931-424-2015</td>
<td>Cox, Tyler</td>
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<td>Assoc. VP for Finance</td>
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<td>Asst. VP for Human Resources &amp; Operations</td>
<td>931-424-7379</td>
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<td>Paul, Brandie</td>
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<td>931-424-7374</td>
<td>Wade, Brynn</td>
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<td>Director of Sports Information</td>
<td>931-363-9883</td>
<td>Neely, Wade</td>
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<td>Director of Sports Medicine</td>
<td>931-363-9874</td>
<td>Fairchild, Grant</td>
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<td>931-363-9874</td>
<td>Lewis, Christine</td>
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<tr>
<td>Aquatics Coord. &amp; Swim Coach</td>
<td>931-424-2007</td>
<td>Peterson, Drew</td>
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<td>Head Baseball Coach</td>
<td>931-424-2045</td>
<td>Hill, Mitch</td>
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<tr>
<td>Asst. Baseball Coaches</td>
<td>256-412-1877</td>
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<tr>
<td>Head Women's Basketball Coach</td>
<td>931-363-9829</td>
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<td>Asst. Men's Basketball Coach</td>
<td>931-424-2030</td>
<td>Chowbay, Caleb</td>
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<td>Head Bowling Coach</td>
<td>931-424-2051</td>
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<td>931-424-2051</td>
<td>Monacelli, Amleto</td>
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<td>Head Cheerleading Coach</td>
<td>615-870-7568</td>
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<td>Asst. Cheerleading Coach</td>
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<tr>
<td>Head Women's Soccer Coach</td>
<td>931-363-9880</td>
<td>Austin, Will</td>
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<td>Asst. Women's Soccer Coach</td>
<td>615-426-1033</td>
<td>Moore, Jennifer</td>
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<td>Head Men's Soccer Coach</td>
<td>931-424-2014</td>
<td>Leonardi, Chris</td>
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<td>Asst. Softball Coach</td>
<td>931-363-9879</td>
<td>Dawson, Kaelin</td>
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<td>Bookstore Manager</td>
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<td>Business Office</td>
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<td>Ball, Lydia</td>
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<td>Campus Services</td>
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<td>Director of Technical Services</td>
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<td>Director of Metz Dining</td>
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<td>Schafer, Guy</td>
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<td>College Photographer</td>
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<td>Mail Services Coord.</td>
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<td>Career Services</td>
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<td>Exec. Asst.</td>
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<tr>
<td>Counselor</td>
<td>931-424-7338</td>
<td>Stone, Desiree</td>
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<td>First Year Experience</td>
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<td>931-363-9860</td>
<td>Morefield, Laura</td>
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<td>Financial Aid</td>
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<td>Financial Aid Counselor</td>
<td>931-363-9831</td>
<td>McAfee, Suzanne</td>
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<td>Bussell, Dana</td>
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<td>Registrar</td>
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XI. COVID-19 INFORMATION AND SUPPORT

PROTECTING THE FLOCK
We all have a role in protecting the health and safety of our Redhawk community. Martin Methodist College has developed policies and protocols to ensure the safety and health of our faculty, staff and students as we live together through the unprecedented COVID-19 pandemic. The following Frequently Asked Questions are meant to outline the College’s approach to dealing with major issues such as instruction, health and safety, housing and dining, and more.

The information below is accurate as of the print date (August 2020), but may be updated based on local, state, and federal guidelines.

YOUR ROLE
Reopening of the College and operating safely and responsibly will require modifications to personal behaviors and campus operations. We must take responsibility for our own health and safety and demonstrate respect for those around us. This plan is a living document; it is expected to be revised throughout the academic year as we closely monitor the evolving situation. Changes made to the document will be communicated to the MMC community, and each community member is expected to remain apprised of these changes as they occur.
WHAT IS THE MMC PLEDGE?
The College expects all members of the MMC Community (students, faculty and staff) to make a commitment to protect the MMC Community, pledging to take responsibility for their health, the protection of others, and to keep the Martin Methodist College Community safe from the spread of COVID-19. The MMC pledge can be completed at https://martinmethodist.typeform.com/to/wozjfyuf.

WHAT TYPE OF SCREENING WILL OCCUR ON CAMPUS?
Symptom self-monitoring will be an expectation of all community members. Members of the campus community will be expected to monitor themselves for symptoms of COVID-19 daily. The College will use the MMC Application to monitor the daily screenings. Screening will occur at administrative building entrances, academic offices and classrooms. Visitors will check-in at the Library.

WHAT HAPPENS IF I REFUSE THE DAILY SCREENING, OR FAIL TO MEET ANY SCREENING STANDARD?
Anyone refusing to daily screen or failing to meet any screening standard is not permitted to enter any campus facilities (Main Campus, East Campus, or Maker Lab).
- Faculty, staff, & students that fail to meet the screening standard must fill out a COVID-19 Self-Isolation Form and contact a COVID-19 Coordinator.
- Employees should contact their area Vice President and supervisor.
- Students should contact the Clinic, their instructors (or Provost), and coaches and athletic trainers if applicable.
- Visitors should reschedule visits after 14 days.

DOES MARTIN METHODIST COLLEGE HAVE A FACE MASK POLICY?
Yes. Face masks or coverings (e.g., disposable masks or cloth face coverings) must be worn over your nose and mouth by all staff, faculty, and students on campus when in the presence of others and in public settings (e.g. common workspaces, public spaces, hallways, stairwells, elevators, meeting rooms, classrooms, break-rooms, and restrooms, etc.) and outside when you cannot social distance (6ft of separation). Exceptions to wearing a face covering:
- When you are alone (e.g. residential room, office, or outside),
- When you are eating and drinking,
- When you are maintaining a social distance of six feet or more from others outside, or
- When an instructor is behind a plexiglass barrier in class, the instructor is not required to wear a mask.

WILL FLU SHOTS BE REQUIRED?
Yes. All members of the campus community will need a flu shot unless they receive an exemption. Members of the campus community will be asked to have the shot before the start of the spring semester in January 2021. The flu shot requirement is based on the advice of public health experts.

WILL THE COLLEGE HAVE FLU VACCINES THIS YEAR?
Yes. These are available at no charge.

WHOM DO I REPORT TO IF I AM SICK, WAS EXPOSED, OR HAVE A CONFIRMED CASE OF COVID-19?
All MMC Community members who have a confirmed case of COVID-19, have COVID-19 symptoms, or have been in contact with someone with COVID-19 must fill out a COVID 19 Self-Isolation Form and contact one of the COVID-19 Coordinator within 24 hours.

All Students: In addition to notifying a COVID-19 Coordinator as soon as they are notified of their positive test results, student will also want to notify the MMC Clinic, Instructors, Coaches, Athletic trainers, etc.

Co-Coordinators: **Daniel McMasters**, Vice President of Student Affairs
dmcmasters@martinmethodist.edu
Work: 931-424-7334     Cell: 931-242-7713

**Jamie Hlubb**, Asst.Vice President of Human Resources
jhlubb@martinmethodist.edu
Work: 931-424-7379

WHAT DO I DO IF I HAVE A CONFIRMED CASE OF COVID-19?
Faculty, Staff, and Students who are confirmed to have COVID-19 will be required to isolate:

- **Employees:** Isolate and care for themselves at home. Employees must notify a COVID-19 Coordinator as soon as they are notified of their positive test results.
- **Commuting Students:** Isolate and care for themselves at home. Students must notify a COVID-19 Coordinator as soon as they are notified of their positive test results. Students should also notify the MMC Clinic, Professors or Academic Advising/Provost Office, Coaches, Athletic trainers, etc.
- **Residential Students:** Go home to isolate if they live within a day’s (10 hrs.) drive to campus by car and are well enough to make the drive. Students must notify a COVID-19 Coordinator as soon as they are notified of their positive test results. Students should also notify the MMC Clinic, Professors or Academic Advising/Provost Office, Coaches, Athletic trainers, etc.

Students unable to isolate at home will isolate in designated on or off campus Isolation location.

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HOW DO I KNOW IF I WAS EXPOSED TO COVID-19?
You generally need to be in close contact with a sick person to get infected. Close contact includes:
• Living in the same household as a person with COVID-19,
• Caring for a person with COVID-19,
• Being within 6 feet of a person with COVID-19 for 10 minutes or longer, anytime from 48 hours prior to onset of their symptoms or date of their positive test if they are asymptomatic, or
• Being in direct contact with secretions from a person with COVID-19 (e.g., being coughed on, kissing, sharing utensils, etc.).

WHAT SHOULD I DO IF I HAVE BEEN EXPOSED TO COVID-19?
Report that you were exposed to a COVID-19 Coordinator.
• Employees: Immediately quarantine and care for yourself at home. Employees will work with their area Vice President to determine work schedule during the quarantine. Supervisors will help employees understand paid leave options.

• Commuting Students: Immediately quarantine and care for yourself at home. Students must notify a COVID-19 Coordinator as soon as they are notified of their positive test results. Students should also notify the MMC Clinic, Professors or Academic Advising/Provost Office, Coaches, Athletic trainers, etc.

• Residential Students: Immediately quarantine at home or in a designated MMC Quarantine/Isolation room. Students must notify a COVID-19 Coordinator as soon as they are notified of their positive test results. Students should also notify the MMC Clinic, Professors or Academic Advising/Provost Office, Coaches, Athletic trainers, etc.

WHAT SHOULD I DO IF I HAVE COVID-19 SYMPTOMS?
Faculty, Staff, and Students with COVID-19 symptoms will be required to immediately self-isolate and monitor their symptoms. Contact a COVID-19 Coordinator. Faculty, Staff, and Students should consider obtaining a medical evaluation.
• Employees: Self-isolate and care for themselves at home. Work with their area Vice President to determine work schedule during your illness. Supervisors will help employees understand paid leave options.
• Commuting Students: Immediately self-isolate and care for themselves at home. Students must notify a COVID-19 Coordinator as soon as they are notified of their positive test results. Students should also notify the MMC Clinic, Professors or Academic Advising/Provost Office, Coaches, Athletic trainers, etc.
- **Residential Students**: Immediately self-isolate in MMC Quarantine/Isolation rooms. Students must notify a COVID-19 Coordinator as soon as they are notified of their positive test results. Students should also notify the MMC Clinic, Professors or Academic Advising/Provost Office, Coaches, Athletic trainers, etc.

**WHERE CAN I FIND THE MOST UP-TO-DATE INFORMATION ON COVID-19?**
https://www.martinmethodist.edu/about/covid/19/alerts
Week of September 7-13, 2020

**MONDAY**

September 7

**TUESDAY**

September 8

**WEDNESDAY**

September 9

**THURSDAY**

September 10

**FRIDAY**

September 11

**SATURDAY**

September 12

**SUNDAY**

September 13

NOTES

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Week of October 12-18, 2020

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October 12

TUESDAY
October 13

WEDNESDAY
October 14

THURSDAY
October 15

FRIDAY
October 16

SATURDAY
October 17

SUNDAY
October 18

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6
Week of October 19-25, 2020

**MONDAY**
October 19

**TUESDAY**
October 20

**WEDNESDAY**
October 21

**THURSDAY**
October 22

**FRIDAY**
October 23

**SATURDAY**
October 24

**SUNDAY**
October 25

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Week of October 26-November 1, 2020

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Week of November 2-8, 2020

**MONDAY**
November 2

**TUESDAY**
November 3

**WEDNESDAY**
November 4

**THURSDAY**
November 5

**FRIDAY**
November 6

**SATURDAY**
November 7

**SUNDAY**
November 8

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Week of November 9-15, 2020

MONDAY
November 9

TUESDAY
November 10

WEDNESDAY
November 11

THURSDAY
November 12

FRIDAY
November 13

SATURDAY
November 14

SUNDAY
November 15

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Week of November 30- December 6, 2020

**MONDAY**

November 30

**TUESDAY**

December 1

**WEDNESDAY**

December 2

**THURSDAY**

December 3

**FRIDAY**

December 4

**SATURDAY**

December 5

**SUNDAY**

December 6

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### Week of December 7-13, 2020

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Week of December 14-20, 2020

**MONDAY**
December 14

**TUESDAY**
December 15

**WEDNESDAY**
December 16

**THURSDAY**
December 17

**FRIDAY**
December 18

**SATURDAY**
December 19

**SUNDAY**
December 20

NOTES
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Week of December 21-27, 2020

**MONDAY**
December 21

**TUESDAY**
December 22

**WEDNESDAY**
December 23

**THURSDAY**
December 24

**FRIDAY**
December 25

**SATURDAY**
December 26

**SUNDAY**
December 27

**NOTES**

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Week of December 28, 2020 - January 3, 2021

**MONDAY**
December 28

**TUESDAY**
December 29

**WEDNESDAY**
December 30

**THURSDAY**
December 31

**FRIDAY**
January 1

**SATURDAY**
January 2

**SUNDAY**
January 3

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Week of January 18-24, 2021

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January 18

**TUESDAY**
January 19

**WEDNESDAY**
January 20

**THURSDAY**
January 21

**FRIDAY**
January 22

**SATURDAY**
January 23

**SUNDAY**
January 24

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Week of March 8-14, 2021

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**TUESDAY**
March 9

**WEDNESDAY**
March 10

**THURSDAY**
March 11

**FRIDAY**
March 12

**SATURDAY**
March 13

**SUNDAY**
March 14

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Week of March 15-21, 2021

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Week of March 29-April 4, 2021

**MONDAY**

March 29

**TUESDAY**

March 30

**WEDNESDAY**

March 31

**THURSDAY**

April 1

**FRIDAY**

April 2

**SATURDAY**

April 3

**SUNDAY**

April 4

NOTES

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30
Week of April 5-11, 2021

MONDAY
April 5

TUESDAY
April 6

WEDNESDAY
April 7

THURSDAY
April 8

FRIDAY
April 9

SATURDAY
April 10

SUNDAY
April 11

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## Week of April 12-18, 2021

<table>
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<tr>
<td>April 12</td>
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<tr>
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**NOTES**

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Week of April 19-25, 2021

**MONDAY**
April 19

**TUESDAY**
April 20

**WEDNESDAY**
April 21

**THURSDAY**
April 22

**FRIDAY**
April 23

**SATURDAY**
April 24

**SUNDAY**
April 25

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### Week of May 3-9, 2021

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**NOTES**

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Week of May 10-16, 2021

MONDAY
May 10

TUESDAY
May 11

WEDNESDAY
May 12

THURSDAY
May 13

FRIDAY
May 14

SATURDAY
May 15

SUNDAY
May 16

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Week of May 17-23, 2021

**MONDAY**
- May 17

**TUESDAY**
- May 18

**WEDNESDAY**
- May 19

**THURSDAY**
- May 20

**FRIDAY**
- May 21

**SATURDAY**
- May 22

**SUNDAY**
- May 23

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<tr>
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<td>May 28</td>
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### Week of May 31- June 6, 2021

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**NOTES**

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Week of June 14-20, 2021

**MONDAY**
June 14

**TUESDAY**
June 15

**WEDNESDAY**
June 16

**THURSDAY**
June 17

**FRIDAY**
June 18

**SATURDAY**
June 19

**SUNDAY**
June 20

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Week of June 21-27, 2021

**MONDAY**
June 21

**TUESDAY**
June 22

**WEDNESDAY**
June 23

**THURSDAY**
June 24

**FRIDAY**
June 25

**SATURDAY**
June 26

**SUNDAY**
June 27

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Week of July 19-25, 2021

**MONDAY**
July 19

**TUESDAY**
July 20

**WEDNESDAY**
July 21

**THURSDAY**
July 22

**FRIDAY**
July 23

**SATURDAY**
July 24

**SUNDAY**
July 25

NOTES
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Martin Methodist College also owns homes adjacent to the College at 204 5th Street and 205 6th Street. 111 N 1st Street, known as the Maker Lab, is home to MMC’s Johnston School of Business. The East Campus Athletic Facility at 1238 E College Street serves as the home for Martin Methodist’s men and women’s soccer, baseball and softball programs.
THE OFFICIAL APP OF MARTIN METHODIST

SEARCH "MARTIN METHODIST"

STAY SAFE, REDHAWKS

VISIT MARTINMETHODIST.EDU/ABOUT/COVID/19/ALERTS FOR THE LATEST COVID-19 UPDATES
<table>
<thead>
<tr>
<th>Rule</th>
<th>Description</th>
<th>Sanction for Violation</th>
</tr>
</thead>
<tbody>
<tr>
<td>No guests from outside your building.</td>
<td>If the guest does not live within your building [Criswell, Upperman, Oakwood, 204 5th Street, or Apartments], <strong>she is not allowed in your building/apartment at all.</strong></td>
<td>For host: &lt;br&gt;First Offense: Level 2 violation: $250 - $1000 fine + Educational Training &lt;br&gt;Second Offense: Level 3 violation: Immediate removal from housing facilities. &lt;br&gt;For guest: &lt;br&gt;Residential Guest: First Offense: Level 2 violation: $250 - $1000 fine + Educational Training &lt;br&gt;Second Offense: Immediate removal from housing facilities. &lt;br&gt;Commuter Guest: First Offense: Level 2 violation: $250 - $1000 fine + Educational Training &lt;br&gt;Second Offense: Immediate interim ban from campus.</td>
</tr>
<tr>
<td>No guests not approved by your roommate(s).</td>
<td>If your roommate does not explicitly tell you “yes, I’m okay with having [name] in our space,” do not invite that person over. It is your job to ask before anyone arrives. A roommate can revoke their consent to a guest at any time.</td>
<td>For host: Level 1 visitation violation.</td>
</tr>
<tr>
<td>No more than 2 guests in any room/apartment at a given time.</td>
<td>Regardless of the number of residents in a location, there can only be <strong>2 guests in that location at any time.</strong> If there are 3+ guests in a room/apartment, this will be considered a party. (The 8 people within 1000 feet party policy applies to off campus dwellings only.)</td>
<td>For host: First Offense: Level 2 violation: $250 - $1000 fine + Educational Training &lt;br&gt;Second Offense: Level 3 violation + Immediate removal from housing facilities.</td>
</tr>
<tr>
<td>All guests must wear masks at all times when visiting.</td>
<td>Unless the guest is outside 6 feet from all other students, the guest must wear a mask.</td>
<td>For host: Level 1 mask/distancing violation. For guest: Level 1 mask/distancing violation.</td>
</tr>
<tr>
<td>All hosts must wear masks at all times when guests are visiting.</td>
<td>Students who reside in Criswell and Upperman may have guests (from within their building) in their rooms from 10 AM until 12 midnight. Students who reside in the Student Apartments or Oakwood may have guests (from within their building) from 10 AM until 2 AM. Criswell and Upperman Hall guests must be admitted to the residence hall by their host(s) and sign the logbook upon admittance. No person may be present in the room or hallway of the opposite sex unescorted.</td>
<td>For host: Level 1 visitation violation. For guest: Level 1 visitation violation.</td>
</tr>
<tr>
<td>Visitation Hours are still in place.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>No overnight guests.</td>
<td>Any guest remaining in a residence after midnight (Criswell/Upperman) or 2 AM (Apartments) or before 10 AM will be considered an overnight guest.</td>
<td>For host: Level 2 visitation violation. For guest: Level 2 visitation violation.</td>
</tr>
<tr>
<td>No attendance at off campus parties.</td>
<td>Indoor gatherings may not exceed 8 people per 1,000 square feet, but should not exceed 15 people in a single enclosed, indoor living space. All participants must wear face coverings and maintain a six-foot distance from others regardless of the number of participants present.</td>
<td>Residential Guest: First Offense: Level 2 violation: $250 - $1000 fine + Educational Training &lt;br&gt;Second Offense: Immediate removal from housing facilities. &lt;br&gt;Commuter host: First Offense: Level 2 violation: $250 - $1000 fine + Educational Training &lt;br&gt;Second Offense: Immediate interim ban from campus.</td>
</tr>
<tr>
<td>All students must wear masks and social distance at all times.</td>
<td>All students must wear a mask unless they are alone, eating and drinking, or outside and maintaining a social distance 6 feet apart from all other students.</td>
<td>Level 1 mask/distancing violation.</td>
</tr>
</tbody>
</table>

As a reminder, below you will find the escalation of sanctions. Specific sanctioning details are in your Student Handbook.

1st infraction: Level 1, or as designated above
2nd infraction: Level 2
3rd infraction: Level 3 - All level three residential infractions result in removal from housing facilities (no refunds), but the student will be allowed to attend courses virtually (no refund).

Level 3 - All level three Mask and Social Distancing infractions will result in a campus ban, but the student will be allowed to attend courses virtually (no refund).