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<td>10:30 AM Opening Worship</td>
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<td>Wed. 22</td>
<td>11:00 AM Welcome Week Chapel</td>
<td>Campus Green or Gault</td>
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<td>Wed. 29</td>
<td>11:00 AM Chapel</td>
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<td>11:00 AM Opening Convocation</td>
<td>CLC-Gymnasium</td>
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<td>Wed. 12</td>
<td>11:00 AM Communion</td>
<td>Ch Messiah</td>
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<td>Wed. 19</td>
<td>11:00 AM Chapel</td>
<td>Gault</td>
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<td>Wed. 26</td>
<td>11:00 AM Chapel</td>
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<td>Wed. 3</td>
<td>11:00 AM RedHawk Walk</td>
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<td>Wed. 10</td>
<td>11:00 AM World Communion</td>
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<td>Wed. 31</td>
<td>11:00 AM All Saints*</td>
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<td>Jan. 9</td>
<td>11:00 AM Communion</td>
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<td>Jan. 16</td>
<td>11:00 AM Chapel</td>
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<td>Mar. 20</td>
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<td></td>
<td>Mar. 27</td>
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*All Chapel services are Martin Moment events. In the event a Convocation is scheduled on a Wednesday at 11a.m., Convocation will take precedence, and there will be no Chapel on the given date. *All Chapel locations are subject to change. Please check your campus e-mail & social media for updates.
MARTIN METHODIST COLLEGE
2018-2019
STUDENT HANDBOOK

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

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

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

If you have any questions or seek additional information, contact the Dean of Campus Life, 931-424-7334.

This handbook belongs to:

Name____________________________________

Address__________________________________

City__________________ State_____ Zip ______

Phone___________________________________

Cover picture compliments of Mike Wiggins.
Important Dates 2018-2019

August 2018
August 18  Move-In Day
August 19  Welcome Week & FYE Classes Begin
August 20  Fall S1 Classes Begin
            RedHawk Ready Day
August 21  RedHawk Ready Day
August 22  Day Classes Begin
August 24  Last Day to Add Fall S1 Classes
August 29  Last Day to Add Fall Day Classes
            Last Day to Receive 100% Tuition Credit for Complete Withdrawal for Day Classes
August 30  MBA Classes Begin

September 2018
September 3  Labor Day Holiday - College Closed
September 4  Last Day to Withdraw from Fall S1 with a Grade of "W"
September 5  Opening Convocation
September 9  Last day to receive 90% Tuition Credit for Complete Withdrawal for Day Classes
September 12  Census Day
September 17  Spring and Summer Schedules Due to Registrar's Office
            Fall S1 Mid-Term Grades Due at 8am
September 19  Last Day to Withdraw from Fall Day with a Grade of "W"
            Spring/Summer 2018 Incomplete Grades Turn to "F"
September 25  Last day to receive 50% Tuition Credit for Complete Withdrawal for Day Classes

October 2018
October 3  Last Day to Withdraw from Fall S1 Classes
October 4-5  Fall Holiday (No Classes Meet)
October 11  Fall S1 Ends
October 12  Fall S1 Final Grades Due at 4:30pm
October 15  Fall Day Mid-Term Grades Due at 8am
            Fall S2 Classes Begin
October 17  Last Day to Add Fall S2 Classes
October 20  Preview Day
October 26  Last Day to Withdraw from Fall S2 with a Grade of "W"
October 29  Registration Begins for Spring 2019 (Seniors) at 8:00am
October 30  Registration Begins for Spring 2019 (Juniors) at 8:00am
            Last day to receive 25% Tuition Credit for Complete Withdrawal for Day Classes
October 31  Registration Begins for Spring 2019 (Sophomores) at 8:00am

November 2018
November 1  Registration Begins for Spring 2019 (Freshmen) at 8:00am
November 7  Fall S2 Mid-Term Grades Due at 8am
November 17  Preview Day
November 21-23  Thanksgiving Holidays
November 26  Last Day to Withdraw from Fall Day Classes
November 30  Last day to Withdraw from Fall S2 Classes

December 2018
December 6  Fall S2 Ends
            MBA Classes End
December 7  Fall Day Classes End
December 10  Reading Day
December 11  Final Exams Begin
December 14  Final Exams End
            Registration Closed for Spring 2019 (No Schedules or Drop/Adds Performed)
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<td>Spring S1 Classes Begin</td>
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<td>January 9</td>
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<td>January 15</td>
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<td>Registration Begins for Summer/Fall 2019 (Seniors/Juniors) at 8:00am</td>
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May 1       Final Exams End
May 2       Senior Grades Due at 8am
May 3       Baccalaureate Service at 4pm
May 4       Commencement
May 7       All Spring and S2 Grades Due at 8am
May 13      Summer S1 Classes Begin
May 14      MBA Classes Begin
May 15      Last Day to Add Summer S1 Classes
            Last Day to Receive 100% Tuition Credit for Complete Withdrawal
May 18      Last Day to Receive 90% Tuition Credit for Complete Withdrawal
May 23      Last Day to Withdrawal from Summer S1 Classes with a Grade of “W”
May 24      Last Day to Receive 50% Tuition Credit for Complete Withdrawal
May 27      College Closed

June 2019
June 4      Last Day to Receive 25% Tuition Credit for Complete Withdrawal
June 13     Last Day to Withdraw from Summer S1 Classes
June 20     Summer S1 Ends
June 21     Summer S1 Grades Due at 4:30pm
June 26     Summer S2 Classes Begin
June 28     Last Day to Add Summer S2 Classes
            Last Day to Receive 100% Tuition Credit for Complete Withdrawal

July 2019
July 4-5    College Closed
July 6      Last Day to Receive 90% Tuition Credit for Complete Withdrawal
July 10     Last Day to Withdraw from Summer S2 Classes with a Grade of "W"
July 12     Last Day to Receive 50% Tuition Credit for Complete Withdrawal
July 23     Last Day to Receive 25% Tuition Credit for Complete Withdrawal
July 30     Last Day to Withdraw from Summer S2 Classes

August 2019
August 6    Summer S2 Ends
August 7    Summer S2 Grades Due at 4:30pm
            Registration Closed for Fall 2019 (No Schedule Changes or Drop/Adds Performed)
August 8    MBA Classes End
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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 degrees, baccalaureate degrees, 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.

The three-fold purpose for publishing the Commission’s address and contact number in the above accreditation statement is to enable interested constituents to: 1) learn about the accreditation status of the College; 2) to file a third-party comment at the time of the institution’s decennial review; or 3) to file a complaint against the institution for alleged non-compliance with a standard or requirement. Normal inquiries about the institution, such as admission requirements, financial aid, educational programs, etc., should be addressed directly to the College and not to the Commission’s office.

The College is an affirmative action institution 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, education policies, scholarship and loan programs, athletic and other College-administered programs, or employment practices and programs.

Consumer information and federally-mandated student right-to-know statistics are published in this Martin Methodist College Student Handbook available from the Office of Campus Life.

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 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 to any student a 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 parallel handicapped individuals be discriminated against on the basis of their physical or mental handicap, as covered under Section 504 of the Rehabilitation Act of 1973, in admission to the College. All programs are open to all regularly admitted students without regard to handicap. In the event that a student is enrolled in a course that is not accessible, the course will be moved to a location that will be accessible to handicapped students. Any student, employee, or job applicant who has a complaint or grievance regarding this matter should contact the Office of Academic Affairs.

The provisions of this Handbook are not to be regarded as an irrevocable contract between Martin Methodist College and the student. The College reserves the right to change any provision or requirement listed in the Handbook at any time. A corrected copy for changes and/or for the 2018-2019 catalog is found in the online version.

CONVOCATIONS

Several convocations are held annually at Martin Methodist College: Opening Convocation, Honors Convocation, International Convocation, Religion and Race Convocation. Attendance is required of all students. Students who must miss a convocation are required to notify the Provost.

REDHAWK BOOK NOOK

Martin Methodist College RedHawk Book Nook 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 and Friday 8:30 a.m. to 4:00 p.m.
Thursdays 8:30 a.m. to 5:30 p.m.

The bookstore is open all year, including the summer months, only closing for holidays. 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

Bulletins Boards are provided in various areas. Some boards are for class or departmental use only. The Dean for Campus Life or the Provost must approve announcements before posting. No signs of any kind can be posted 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 are required to register them. Parking permits can be obtained in the MMC Mail Room located in the Student Center. Parking decals should be clearly and properly displayed on their vehicle in order to park on the College property. Parking decals not properly or completely adhered to the vehicle is a citable rule violation. The permit is valid for the school year printed on it.

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

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

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

For more information on Parking Policies which will detail violations and consequences, please go to the Parking Regulations published by MMC Safety and Security.

CLOSING OF SCHOOL

It is the College’s policy for the Provost, Dean of Campus Life, 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 on-line 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**

The Student Resource Center (SRC) is located in the Starnes Student Union Building. The mission of the Student Resource Center (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 Martin 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 Martin’s students and supports those with academic accommodations. The SRC’s hours are Monday-Thursday from 10 am-5 pm and Friday from 10 am-2 pm. Please contact Barry Rich, Director, at 931-363-9863 for more information.

**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 Dean of Campus Life, who will help in locating appropriate professionals for referral. (area codes are all (931) for numbers listed below)
Academic Advising

Each student who enters the college is assigned a faculty mentor who assists with schedules and academic concerns. For first year students, the academic advisor is the FYE instructor in coordination with an advisor in the discipline. Undecided majors work with faculty and career services. It is the immediate responsibility of all students, including Evening Program students, to make contact with their assigned mentors in person, by phone, or by e-mail in order to ensure proper scheduling of the academic program of study while at Martin. For more specialized academic counseling, contact the Provost’s Office, Colonial Hall, phone 363-9810 or 363-9823. Freshman can also contact the FYE Coordinator(s). Students with 504 plans or requesting accommodations: contact Academic Affairs in the Provost’s Office, Colonial Hall at 363-9810.

Faculty Mentors

Admissions Counseling

Admissions Office, Colonial Hall
Phone 363-9812

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 Services Office, Colonial Hall
Phone 363-9854

For exploration of careers, scheduling interest inventories, locating part-time jobs off campus or for job placement assistance and resume preparation the Office of Career Services is available.

Personal Counseling

MMC Clinic
Phone 424-7338

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, Colonial Hall
Phone 424-7366

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

Problem Resolution and Grievance Procedures

Campus Life Office,
Phone 424-7334

Martin Methodist College attempts to maintain an atmosphere that encourages students to discuss their questions and concerns with the appropriate instructors or staff members before involving others. However, should discussion not resolve a perceived problem there is an official grievance procedure. The Dean of Campus Life is the college official responsible for assisting in this process. In certain areas there are standing committees that handle appeals e.g. Admissions and Financial Aid Appeals Committee.
The College Chaplin, a graduate of Divinity School and a United Methodist minister, is available for pastoral counseling. The College Chaplin conducts weekly chapel services, oversees the 24 hour prayer room, and advises Spiritual Life related student organizations.

**DINING HALL**

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

**SERVING HOURS FOR MEALS**

**MONDAY THROUGH FRIDAY**

(Hours are subject to change)

- Full Breakfast ..................... 7:30 a.m. - 9:30 a.m.
- Continental Breakfast .......... 9:00 a.m. - 9:30 a.m.
- Lunch ................................ 11:00 a.m.- 1:00 p.m.
- Dinner .............................. 5:00 p.m. - 7:00 p.m.

**SATURDAY AND SUNDAY**

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

A valid Martin Methodist College Student ID card is required to eat in the Dining Hall.

Breakfast features a full breakfast line, including eggs, meat, waffles, cereals, breads, fruit, and juices. For late risers, a continental breakfast is available. 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.

Meal prices for commuter students can be purchased through the Food Service Director.

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.

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

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

CAFÉ HOURS

Monday through Friday
(Hours are subject to change)
8:00 a.m. – 7:00 p.m.
Saturday and Sunday - Closed

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

COLLEGE HOUSING

The college operates Criswell Hall, Upperman Hall, Oakwood Honors Apartments, and Student Apartments. While Criswell is a female facility, Upperman, Oakwood, and the Apartments are coed facilities. All single students under 21 years of age are required to live in college housing or with their families within a 50 mile radius. No exceptions will be made. Students are required to sign contracts agreeing to be responsible for the care of the housing unit and its contents before they are allowed to become residents.

Room and roommate preferences are granted when possible. Students who currently reside in student housing have precedence over others in signing up for that same room/apt. the following year. The Assistant Director of Residential Life assigns all housing based on the above criteria and information provided on the housing application. Students who do not submit a housing application will not be placed in campus housing.

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

See the Financial Information section for residence halls and apartment charges. See Residence Hall Information section of this Student Handbook for details on residential life.

EMERGENCY PROCEDURES

In the event of a medical emergency of a serious nature, the Giles County Ambulance Service (phone 911) should be called and MMC Safety and Security, phone 363-7502, should be summoned to administer emergency first aid. The Dean of Campus Life should be notified of the emergency and name of the victim. It is the responsibility of the Dean of Campus Life to notify the families of severely injured students who have been taken to the hospital and to assist in making arrangements for further treatment, transportation home, etc.
In the event of an emergency such as a fire, bomb threat, etc., the universal emergency number, 911, should be dialed. Please also immediately contact the Dean of Campus Life for the emergencies noted above or if there is an approaching storm and you have not been contacted on action to be taken.

**MMC Clinic**

Campus health services are provided by the MMC Clinic. First aid, health counseling and prevention, and rehabilitation of injuries are the services available to students and employees. 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 available to all students. The College has an agreement with a professional counselor to provide counseling on mental health issues, and students may seek additional spiritual and pastoral counseling from the Director of Spiritual Life.

**ID CARDS**

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

**INSURANCE**

Students are expected to have adequate medical and health insurance. This information should be provided on the Health Survey completed during orientation. 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 134,219 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 multipurpose printer/copier/scanners, one compact and one full-sized laminator, two group study rooms, a computer lab, and a viewing room for audiovisual resources. The Teacher’s Resource Center is also located in the library. Wireless access is available for all laptop/tablet users.

The library's current hours, staff, policies, services, and fine schedules are listed in a brochure available in the library. A Warden Memorial Library Student Pocket Compass is also available to view, download, or print at: https://www.martinmethodist.edu/academics/library/sm_files/Library%20brochure_Mar%2020%202018.pdf. Please pick up a copy of this brochure for more information. This information is also available on the library's web site at: http://www.martinmethodist.edu/academics/library/

**MAIL 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:

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<th>Fall 2018/Spring 2019</th>
<th>Summer 2019</th>
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<td></td>
<td>8:00 am to 5:00 pm</td>
<td>8:00 am to 4:30 pm</td>
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<tr>
<td></td>
<td>Saturday and Sunday</td>
<td>CLOSED</td>
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</table>

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

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.

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.
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

Found items can be turned into the library. If you have lost an item, please check with a member of the library staff.

ORIENTATION

An orientation program is conducted each year to introduce new students to college life, to familiarize them with campus facilities and resources, and to help them become acquainted with fellow students, the faculty, and the staff. This is followed by the MMC Welcome Week which includes Move-In Day, Student Engagement opportunities and the introduction of the FYE (First-Year Experience) courses. Welcome Week will also include the signing of the College’s Honor Code and an off-campus community service project. This week will also provide 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.

STUDENT CENTER--SUB

The Student Union Building (SUB) houses the cafeteria, the RedHawk Café, the Student Resource Center, Student Lounge, Study Room and the Mailroom...

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.
III. ACADEMIC INFORMATION

REDDHAWK READY & REGISTRATION

If by the RedHawk Ready Day at the beginning of each semester students have not completed the requirements below, they will be required to attend this event in order to complete any unfinished business. Students registering after this date are charged a late-registration fee. Each semester a registration period is designated in the Academic Calendar during which students may predetermine their courses for the upcoming semester. This process requires consultation with the student’s faculty mentor before the student registers. Students complete the registration process by completing all requirements to be RedHawk Ready (please check your MMC email to ensure you have completed each step). Students are not officially enrolled until they (1) have completed all requirements for admission (2) have completed any testing that may be required for student placement and (3) have paid all fees or made satisfactory arrangements with the Business Office for fee payment. Students should complete requirements well in advance of RedHawk Ready Day.

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.

LATE REGISTRATION

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

After 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.

COURSE LOADS & OVERLOAD

The normal full-time student academic load is 15-16 semester hours per week, 13-16 for a first-year student, 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. Students who elect to take fewer than 12 hours are classified as part-time, which carries financial aid implications. Students who wish to take more than 18 hours may do so by completing an Overload Request form with appropriate signatures and final permission granted by the Provost. To take an overload, the student must have a 3.0 GPA or above. Additional overload fees apply. The Office of Academic Affairs monitors student class loads.

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 4.0. The Dean’s List includes the names of those students who have earned averages from 3.50 to 3.99. The Honor Roll includes the names of those students who have earned averages of 3.00 to 3.49.

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 STANDARDS

Students receiving financial assistance under the federally supported Title IV Programs, as well as institutional aid recipients, must comply with certain standards to be eligible for such assistance. Satisfactory academic progress is a measurement of the student’s successful progress in their studies, based on their degree level and status (part-time/full-time). Satisfactory progress is evaluated at the end of the fall, spring, and summer terms, using standards that are both
qualitative (academic performance as measured by grade point average) and quantitative (total number of academic credits earned within specified time periods).

It is the student’s responsibility to stay informed of the College’s SAP standards and to monitor progress. For SAP purposes, students’ academic records are reviewed by the Financial Aid Office and the Registrar’s Office at the end of each semester. Students who do not meet one or more of the SAP standards will be placed on SAP warning. Students who fail to meet the requirements of the approved plan will no longer be eligible for financial aid. Eligibility may be regained by resolving all deficiencies except for the Maximum Length of Study standard.

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 means 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**

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

1. Complete the course of study for the degree program as set forth in the catalogue with a cumulative grade point average of 2.0 or higher on a 4.0
scale. The baccalaureate degree requires the completion of a minimum of 120 hours, which includes:

A. General Education Core Requirements of forty-nine (49) – fifty-four (54) semester hours
   1. The B.A. degree requires a minimum of 6 hours of 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 requirements.
   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 45 semester hours must be earned in courses 300 and above
D. a minimum of 30 hours for a major;
E. a minimum of 55 hours from a senior institution

2. A minor, while not required for graduation, requires a minimum of 18 semester hours.
3. A minimum of 20 hours is required for an emphasis
4. The last thirty-six hours must be earned at Martin Methodist College.
5. At least twelve semester hours on the upper division level in the major field of concentration must be earned at Martin Methodist College.
6. Pay the graduation fee

Associate Degree

All candidates for the Associates 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. 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 of analyses.
4. quantitative reasoning in problem solving.
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 ................................................................. 3 hours
    (Literature to complete six (6) sequential hours or Upper Level literature, writing, speech, history, or, religion/philosophy courses
VI. Computer Literacy ........................................................ 0-3 hours
    MIS 110 Computer Literacy I
    MIS 220 Computer Literacy II
    MIS 240 Introduction to Computer Programming
    Comprehensive Computer Literacy Exam
VII. Religion and Philosophy............................................ 6 hours
    This requirement must be completed with three (3) semester hours in one of the Testament courses.
    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 may be satisfied by completing any eight (8) hour combination of courses.
- 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.

XIII. Behavioral/Social Science ......................................... 3 hours

- PSY 113 General Psychology
- SOC 211 Principles of Sociology
- BUS 201 Principles of Economics I
XIV. For BA Degrees

Foreign Language (Intermediate Level) .................. 6 hours

XV. For BS Degrees

Additional mathematics, science or social sciences... 3-4 hours

**INTENT TO GRADUATE**

Students must complete and submit to the Registrar’s Office an Intent to Graduate Form by September 15th of senior year or November 1st of the final year for associate degree candidates. **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 obtained in the Registrar’s Office. 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 SUBSTITUTIONS**

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 to graduation.

**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**

Former students who are not currently enrolled and who have not been enrolled at Martin Methodist College for at least a semester or a term must complete a re-admission application. (Students who have been enrolled within the past calendar year are not required to pay an application fee.) Students applying for readmission must be cleared from any judicial, academic, and financial “holds” before being accepted as a readmitted student. Readmission is NOT guaranteed.
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/ 2018-19

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time tuition, per year (12-18 semester hours)</td>
<td>$22,746.00</td>
</tr>
<tr>
<td>Part-time tuition, per credit hour (1-11 semester hours)</td>
<td>950.00</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>750.00</td>
</tr>
<tr>
<td>Comprehensive Fee, per semester (Part-time Day students)</td>
<td>150.00</td>
</tr>
<tr>
<td>Late registration fee (Day students) (Not RedHawk Ready)</td>
<td>100.00</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

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transcript Fee</td>
<td>7.00</td>
</tr>
<tr>
<td>Internship/Practicum 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>
</tr>
<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>MIS Experiential Credit Fee (Computer Literacy Challenge Test/Bypass Exam), per credit 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>Course Fee, per course</td>
<td>100.00</td>
</tr>
<tr>
<td>Foreign Language materials fee</td>
<td>10.00</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, 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>EDU 480</td>
<td>200.00</td>
</tr>
<tr>
<td>EDU 481</td>
<td>100.00</td>
</tr>
<tr>
<td>HPPE activity fee, per course</td>
<td>10.00</td>
</tr>
</tbody>
</table>

(see course listings for all courses in which fee applies)
Sport Management Internship Fee .................................................. 220.00

**Evening College**

Tuition, per credit hour ................................................................. 415.00
Late Registration Fee ................................................................. 25.00
Comprehensive Fee, per session .................................................. 25.00

Additional course related fees may apply. See schedule above.

**On-line Charges**

*On-line Only Students:*
Fall/Spring/Summer Tuition, per credit hour ........................................ 415.00

*Traditional Students taking an On-line Course:*
Summer 2019 Tuition, per credit hour ............................................. 415.00
Fall/Spring Tuition – included in flat fee (limited to two courses)** no charge
Fall/Spring On-line Technology Fee, per credit hour (non-refundable) .............................................. 105.00

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

**Residential Charges**

Room & Board, Residence Halls (double occupancy), per year .................. 8,400.00
Room & Board, Residence Halls (single occupancy-requested), per year .......... 9,200.00
Room & Board, Apartment, per year per person ....................................... 9,200.00
Housing Application fee, one-time (non-refundable) .................................. 75.00

**Activity Charges**

Admission Application fee (undergraduate) ........................................... 30.00
Admission Application fee (graduate) .................................................. 50.00
Replacement ID Card / Car Registration, per card/key replacement ............... 50.00
Graduation fee (charged in semester of graduation; applies to ALL graduates) ............................................. 150.00
Late Graduation fee (Intent form submitted after January 31) ............................................. 150.00
in addition to Graduation fee
Additional degree (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 .................................................. 500.00

**Other Program Charges**

Summer session 2019 tuition, per credit hour ......................................... 225.00
Summer evening college tuition, per credit hour ...................................... 415.00
Summer 2019 Nursing classes, 300 level courses, per credit hour ............... 415.00
Summer 2019 Housing, per session ....................................................... 600.00

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.

Check with the Registrar’s Office, Financial Aid, and the Business Office before dropping a class(es) or withdrawing from the College completely to discuss academic and financial ramifications.

Dropped Courses
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 drop below full-time status, institutional aid and federal financial aid will be calculated based on the number of hours attempted after the course is dropped. A “return of Title IV funds” calculation will be made only when a student withdraws from all courses. Contact the Business Office and Financial Aid office prior to making the decision to drop below 12 credit hours to determine how this will affect your financial situation. Remember: dropping classes and withdrawing from College are two different things.

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

Students Receiving Title IV Funds Who Withdraw
All students receiving Federal financial aid are subject to federal regulations enforced by the Department of Education. The following procedure is used in determining the amount of Federal financial aid to be returned to Title IV programs:
1. The date of withdrawal is determined.
2. The percentage of the payment period or period of enrollment attended by the student is determined.
3. The amount of Title IV aid earned by the student is determined by multiplying the total Title IV aid for which the student was eligible by the percentage of time enrolled.
4. The amount earned is compared to the amount disbursed. If the amount earned is greater than the amount disbursed, then a post withdrawal disbursement must be made if the student is eligible for a “late disbursement”. If the amount disbursed exceeds the amount earned, the Title IV aid must be returned.
5. The responsibility for returning unearned aid is allocated between the institution and the student according to the portion of disbursed aid that could have been used to cover institutional charges and the portion that could have been disbursed directly to the student once institutional charges are covered.

6. The institution must return the unearned aid. Unearned Title IV aid is distributed back to the Title IV programs from the institution as required by federal guidelines in the following order: Unsubsidized Federal 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, Dean of Campus Life, 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, dorm room and board) to the students who win the competition. The Awards are based on Grades/Test Scores, Essays/Writing Samples, Leadership Experience, Recommendations, and Campus Interviews during the competition days. These awards may be renewed. 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 workshops 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 information contact: Office of Loans and Scholarships, GBHEM, The United Methodist Church, PO Box 340007, Nashville, TN 37203-0007 (www.gbhem.org)

Federal and State Aid Programs

• All Federal and State Aid are available to qualifying students whom meet the requirements of the federal or state program. Every student at MMC must be admitted to the college and is required to file a Free Application for Federal Student Aid (FAFSA) before any aid will be distributed. The amount of each scholarship will vary and the amount awarded is for a full academic year.

• 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 $652 to $6,095 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.

• 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 $1750 per full-time enrollment semester as a freshman and sophomore; then up to $2,250 per full-time semester as a junior and a senior

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

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

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

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

**Two-Year Institutions:** Up to $1,000 per full-time enrollment semester; including summer
Tennessee HOPE Scholarship Renewal Criteria:

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

- The student must have a minimum 2.75 cumulative GPA at the end of the semester in which the student attempted 24 and 48 semester hours.
- The student must have a minimum 3.0 cumulative GPA at the end of the semester in which the student attempted 72, 96 semester hours, and any subsequent multiple of 24 attempted semester hours thereafter.
- If the student does not have a minimum 3.0 cumulative GPA at the end of the semester in which the student attempted 72, 96 semester hours, and any subsequent multiple of 24 attempted semester hours thereafter, then the student must:
  - Have a minimum 2.75 – 2.99 cumulative GPA and have a semester grade point average of at least 3.0 at the end of the semester in which the student attempted 72 and 96 semester hours. The student’s continued eligibility will be determined on a semester-by-semester basis and must maintain full-time enrollment.
- If a student ceases to be academically eligible for the HOPE Scholarship, the student may regain the award one-time only. The award may be re-established once the student meets any of the above criteria and maintains continuous enrollment and satisfactory academic progress at an eligible postsecondary institution without the HOPE Scholarship.
- Must be continuously enrolled at an eligible postsecondary institution in the fall and spring semesters and maintain satisfactory academic progress.

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

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

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

**Tennessee HOPE Scholarship Termination Criteria:**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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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 Director of Financial Aid.

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

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

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

Satisfactory Academic Progress

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

Federal Income Tax Scholarship Information

Scholarship funds paid for room and board, or in excess of tuition and books, are subject to federal income taxes. Consult your tax advisor for details. Consult your tax advisor, also, to determine if 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. (see Excess Funds in the Refunds section on page 30) Under rules dictated by the federal government the college is not allowed to release the first loan disbursement to a first-year, first time undergraduate until thirty days after the first class day of the semester or module have elapsed.

COHORT Default Rate

The 3 year COHORT default rate was 15.4 % for 2014 and the draft rate for 2015 is 14.2 %.

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.
V. ATHLETICS

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

**Intercollegiates:** The college fields teams in the following sports: men's baseball, women’s softball, men’s and women’s basketball, men’s and women’s bowling, men’s and women’s golf, men's and women’s soccer, women's volleyball, men's and women’s tennis, men’s and women’s shooting team, co-ed cross country, and co-ed cheerleading.

**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 ACTIVITIES AND ORGANIZATIONS

For additional information about the campus organizations or student activities listed below or to learn how to start an organization contact the Director of Residential Life and Student Activities listed in the phone directory in the back of this handbook.

Student Activities

Each year a well-rounded array of campus events are scheduled. Some of the activities that have become college traditions are explained as follows:

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

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

**Winter Formal:** this is a formal dance at the end of fall semester for all MMC students.

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

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

Student Organizations

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

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

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

**Dramatics Club:** open to any student interested in drama. Members of this club act in, stage, and help direct the college’s fall and spring plays.
Equality Alliance: through understanding and awareness this group hopes to prevent discrimination and promote unity between all sexual orientations and gender identities.

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

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

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

La Conexión: is a joint ministry of Religious Life at MMC and the Tennessee Conference Hispanic/Latino Academy. La Conexión is a multicultural faith group that meets weekly.

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

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

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

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

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

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

Relay for Life: promotes cancer education and awareness, and sponsors fundraising/team recruiting events culminating in the annual Giles Co. Relay for Life held in Pulaski in June.
Residence Hall Council: is an advocate for residents’ concerns, provides opportunities for students to meet and socialize, and supports and plans events within/between the residential community and the campus as a whole.

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

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

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

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

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

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

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

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

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

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

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

Veterans Club: provides on and off campus benefit knowledge to veterans, active military, and their families.
REQUIREMENTS FOR COLLEGE RECOGNIZED ORGANIZATIONS

PLANNING STUDENT ORGANIZATIONS

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

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

When the above information has been compiled, it should be delivered to the Assistant Director of Residential Life for evaluation. He/she may recommend that the President of the College grant full recognition to the group or he/she may reject the group’s petition and specify the reasons. If a group were denied, it would have an opportunity to rectify the deficiencies and resubmit the materials for approval. The President of the College must grant final recognition.

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

1. ADVISORS
   Each organization shall be free to choose its Faculty 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 Dean of Campus Life or by the person in charge of the facility.
Each fall, all registered student organizations are required to participate in the Student Organization Fair. The fair is an ideal recruitment tool for organizations in that it provides a way to meet and interact with potential members.

**Campus Events**
Student organizations enjoy the privilege of using the College facilities to host events. Student Organization Events should be approved by the Assistant Director of Residential Life. Campus event and events including outside speakers must be approved by the Dean of Campus Life. Please fill out a MMC Student Organization Event Form and turn-in to the Deans Office a month before the anticipated date of the event. For the event to become a Martin Moment, it must be approved by the Provost.

**Travel**
All registered student organizations are required to complete and submit the “Notification of Student Travel” form to the Assistant Director of Student Activities ten (10) business days prior to the departure date. Additionally, all student organizations are required to have an MMC student organization advisor on the trip. The organizations travel liaison coordinates the groups travel and communicates the travel plans to the Office of Campus Life. The travel liaison may be the same student for the entire academic year or may change with each trip. Failure to comply with this requirement may result in the immediate suspension of the organization pending investigation by the Dean of Campus Life.

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

**HONORARY SOCIETIES**

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

1. Rank in the top 20 percent of the class academically;
2. Have worthy character;
3. Creditable achievement;

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:

**Welcome Week:** each fall there are several evenings of activities welcoming the students back to campus.
**Boo-Out:** this is a Halloween party for Head Start and elementary children from Giles County. All students at Martin Methodist College may be involved by working in carnival booths and activities.

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

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

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

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

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

**Exam Breakfasts:** held each semester the evening before final exams begin. The exam breakfast is sponsored by the Student Government Association and the meal is served by faculty and college administration.

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

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

**GOVERNANCE ORGANIZATIONS**

Student governance on the Martin Methodist College campus is conducted through the Student Government Association, (an explanation of the powers and duties of this organization is spelled out in the SGA Constitution). The Honor Council is composed of student, faculty and staff whose duty it is to hear academic infractions. There are two representatives of SGA present at all sessions of Traffic Court. The Disciplinary Committee is composed of students, faculty, and staff whose duty it is to hear disciplinary infractions. Each student is given a copy of the Honor Code Booklet at matriculation. New students have an honor code signing ceremony as part of orientation week activities.
Constitution of the Student Government Association of Martin Methodist College
2018-2019

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

Article I
Name
This organization shall be known as the Student Government Association of Martin Methodist College (SGA). SGA shall be advised and supported by a Faculty Sponsor, who shall be present at all meetings.

Article II
Purpose
The purpose of the Student Government Association (SGA) shall be to support the rights and responsibilities of the student body of Martin Methodist College and promote awareness of these rights and responsibilities in all areas of student life.

Article III
Membership
The voting membership of the Student Government Association (SGA) shall be composed of:

Three (3) Executive Council members, elected at-large by the student body. These positions are:
- SGA President
- SGA Vice President
- SGA Secretary

Two (2) representatives from each of four classes, elected at-large by their respective class. These positions are:
- Class President
- Class Senator

Any student running for an Executive Council office must provide proof of previous SGA membership in any role, whether at Martin
Methodist College or any other institution of higher education. No prior experience is required of Class Presidents and Senators.

Article IV
Qualifications and Guidelines

In order to gain and maintain membership in the Student Government Association, prospective and current members must meet and adhere to set behavioral and academic guidelines. These guidelines are as follows:

- All prospective and current members of SGA must have a record free of disciplinary or honor council infractions.
- New and returning SGA members must have and maintain a cumulative or semester Grade Point Average of 2.25 or above to qualify for office. GPA Calculation includes a student’s cumulative average OR semester average, whichever is highest.
- GPA will be evaluated at midterm to determine the academic standing of each SGA member.
- After completing each semester of duty, academics will be evaluated. At that time, the Faculty Sponsor and SGA President will determine the student’s academic standing:
  - Good Standing: Semester or Cumulative GPA of 2.25 and above.
  - Probation: Semester or Cumulative GPA of 2.24 – 2.1
  - Dismissal: Semester or Cumulative GPA of 2.0 and below

Probation includes:

- A meeting with the SGA Faculty Sponsor about academic and leadership duties;
- A letter from the student, submitted within a week of the meeting with the SGA Sponsor, explaining the student’s plans to raise their GPA.
- Continued participation in all SGA functions and support from SGA
- A final GPA evaluation and discussion of progress at the end of the semester. The student’s GPA must return to good standing to qualify out of probation.

Dismissal includes:

- Immediate dismissal from all SGA duties and membership. The position will remain empty for the remainder of the semester. SGA can choose to appoint and vote on a new member to fill the position for the next semester.
The student will be allowed to run for reelection after one semester. The student must have a cumulative or semester GPA of at least 2.5 to be approved for reelection.

- In the event of a vacancy, an appointment can be made by the president and the advisor to fill that position if it is deemed necessary.

Extenuating Circumstances:

Low GPA and/or lack of objective completion may be the result of an extenuating circumstance on/off campus. If the student feels this is the case, they should meet with the SGA Faculty Sponsor. The Sponsor and will evaluate the situation, and an exception may be granted. Each situation shall be handled as needed and in the best interest of the student and SGA as a whole.

Article V
Duties and Responsibilities of the Executive Council of SGA

The Executive Council of the Student Government Association shall consist of three (3) members: the SGA President, SGA Vice President, and SGA Secretary. These members shall meet at the call of the SGA President. Vacancies that may occur in the Executive Council shall be filled by Sophomore, Junior, or Senior Class President and will be appointed by the SGA President and/or SGA Faculty Sponsor.

The SGA President shall:

- Preside over all SGA meetings;
- Appoint all members to the committees of SGA and serve as Ex Officio of all said committees;
- Present all resolutions and recommendations passed by SGA and also those require the approval of administration to the President of the College;
- Serve as a member of the Board of Trustees of Martin Methodist College and attend quarterly Board Meetings;
- Serve as a member of the Martin Methodist College Alumni Association, attend meetings, and serve on committees as appointed;
- Serve as a member of the Disciplinary Committee;
- Serve as a member of the Honor Council;
- Call special meetings of SGA any committees thereof;
- Serve as liaison between the Student Body, Faculty, and Administration

The SGA Vice President shall:
• Assume the duties of the President in their absence or inability to serve;
• Serve on the Disciplinary Committee as appointed by the SGA President;
• Serve on the Honor Council as appointed by the SGA President;
• Assume any other responsibilities designated by the SGA President

The SGA Secretary shall:
• Keep the minutes and roll at all SGA meetings;
• Maintain the SGA files;
• Handle all communication concerning SGA;
• Serve on the Disciplinary Committee as appointed by the SGA President;
• Serve on the Honor Council as appointed by the SGA President;
• Assume any other responsibilities designated by the SGA President

Article VI
Duties and Responsibilities of Class Presidents and Senators

One (1) President and one (1) Senator each from the Freshman, Sophomore, Junior, and Senior classes serve as the remaining members of SGA. These members shall meet at the call of the SGA President. Vacancies that may occur in any class office shall be filled by appointment and vote of SGA and the SGA Faculty.

Class Presidents shall:
• Bring the comments, concerns, and suggestions of their class to the attention of SGA;
• Serve as chairs of any committees at the request of the SGA Executive Council;
• Execute an assigned objective throughout the course of the year;
• Serve on the Disciplinary Committee as appointed by the SGA President;
• Serve on the Honor Council as appointed by the SGA President;
• Assume any other responsibilities designated by the SGA President
Class Senators shall:

- Bring the comments, concerns, and suggestions of their class to the attention of SGA;
- Execute an assigned objective throughout the course of the year;
- Serve on the Disciplinary Committee as appointed by the SGA President;
- Serve on the Honor Council as appointed by the SGA President;
- Assume any other responsibilities designated by the SGA President

Article VII
Meetings of the Student Government Association
There shall be no less than two (2) regular scheduled meetings per month. Special or called meetings may be held at any time at the discretion of the SGA President. All SGA meetings shall be open to any student, faculty member, or member of administration.

Article VIII
Powers of the Student Government Association
The specified powers of SGA shall include making legislation, resolutions, recommendations, and performing any other act to promote the rights and responsibilities of the student body. SGA shall also execute their powers to contribute to the social, educational, cultural, and physical welfare of the student body and college community.

Article IX
Elections
The Student Government Association shall be responsible for announcing, hosting, and managing all campus-wide student elections, including Homecoming Court and SGA elections.

Article X
Amendments
Amendments to this Constitution shall be made by a two-thirds vote of the Student Government Association. The amendment must be introduced to SGA at least one week in advance of its approval by SGA. One week’s notice shall be given to the student body, faculty, and administration before referendum is held. By-laws may be adopted by two-thirds vote of the total membership of SGA. Amendments and by-laws shall take effect immediately, unless otherwise stated, after a two-thirds majority vote.
VII. 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: at 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, Girl Talk, The Brotherhood, and The Meeting Place.

Life-Giving Worship: Worship opportunities are available through the 24-hour prayer room, weekly Chapel services, and local houses of worship. During the academic year, Chapel is held each Wednesday at 11:00 a.m., unless there is a campus-wide Convocation. On the 2nd Wednesday of the month, Chapel 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 (The Call), 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 religiouslife@martinmethodist.edu or come hang out in the Student Lounge at the Turner Center for Church Leadership, located at 500 West Madison Street.
VIII. ACADEMIC HONOR CODE AND STUDENT LIFE HONOR CODE, RIGHTS, RULES, AND REGULATIONS

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.

The Martin Methodist College Honor Code is a two-part code of conduct. The first part, implemented in 2003, involves academic integrity. This portion of the Honor Code defines cheating, plagiarism, academic misrepresentation, multiple submissions of work, and the consequences for failure to comply with the Honor Code or Honor Council. It also describes the process through which the Honor Code will be administered, and the appeals process. The second part of the Honor Code, implemented in 2007, concerns student life. This portion of the Honor Code includes housing regulations, alcohol and drug policies, the overall conduct code for all students, and consequences for failure to comply with the Honor Code.

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—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 Dean of Campus Life. Upon receipt of an Academic Infraction Form, the Dean of Campus Life will notify the student that an infraction has been reported. The Dean of Campus Life 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, Dean of Campus Life (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 Dean of Campus Life, 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 Dean of Campus Life:
(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.

**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 Dean of Campus Life. The Dean of Campus Life will channel all written appeals to the Appeals Board. If the appeal involves a first offense of cheating or plagiarism, the appellant will be granted a hearing before the Honor Council, pending the Appeals Board’s decision (see below for the Appeals Board decision process). The Honor Council reviews all second and third infractions involving cheating and/or plagiarism. Second or third infractions for cheating and/or plagiarism may only be appealed to the Appeals Board, with no further hearing from the Honor Council. All decisions by the Appeals Board are final. If the Appeals Board grants a further hearing of the case, the case will be heard by the Supreme Council. (See below for the decision process protocol of the Supreme Council.) All decisions of the Supreme Council are final.
Honor Council

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

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 Dean of Campus Life and a transcriber, who will be appointed by the Dean of Campus Life, serve on the Honor Council as ex-officio members on a non-voting basis.

The faculty members of the Honor Council must be recommended by the Faculty Senate and must agree to serve on the Honor Council for one academic year. The Dean of Campus Life must recommend the staff members of the Honor Council and they too must agree to serve on the Honor Council for one academic year. The students on the Honor Council must be full-time students with a cumulative GPA of 3.0 or higher. The students 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 Dean of Campus Life and a recorder serve as ex-officio members on a non-voting basis. The recorder will be appointed by the Dean of Campus Life.

Students seeking a hearing from the Appeals Board must submit their request in writing to the Dean of Campus Life 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 Dean of Campus Life and a transcriber serve on the Council as ex-officio and non-voting
members. Members of the Supreme Council and the transcriber are to be named by the same process as described above.

Hearings of the Supreme Council will take place within 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 Honor Code Preamble

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

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

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

Student Rights

Advocates: Student have the right to a Faculty/Staff Advocate. Advocates serve as an advisor as soon as a student is notified that s/he has been accused of an offense.

a. An accused student may request a specific Faculty/Staff Advocate to serve as an advisor.

b. The Advocate may counsel the accused, question the case investigator(s), and be present during the presentation of all evidence in the case. The student advocate may not present argument to the Honor Council.

c. Unavailability of the chosen Advocate may be used as grounds for requesting a reasonable delay of an Honor Council hearing for a few days. However, a substitute Advocate will be provided if the delay will persist longer than a week.

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.

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

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

Complaints against students for alleged violations of the Honor Code shall be presented to the Dean of Campus Life in writing. The Dean of Campus Life will investigate the charges and gather any form of evidence that may aid the members of the court in reaching a decision. The Dean of Campus Life shall determine if the case warrants a hearing (no violation occurred). If it is determined that the case does not warrant a hearing (no violation occurred), the case shall be dismissed. The complainant and the accused shall be informed in writing. A decision not to hear a case may be appealed by the complainant or the accused to the appeals board.

The Dean of Campus Life may handle rule violations without convening the Disciplinary Board. However, for a case to be handled in this manner the student offender must agree that a violation of the student Honor Code has taken place.
If the student denies that a violation has taken place, then the Disciplinary Committee will meet with the student and the complainant who brought the alleged violation to the Dean of Campus Life.

Disciplinary Committee meetings are closed meetings [Committee Members, Dean of Campus Life (or representative) Accused, Accuser, Witnesses, and Advocates]. Student do have the right to bring witnesses, but only witnesses who have facts that have a bearing on the case. 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 Dean of Campus Life, and a copy of the record supplied to the accused if requested. During a disciplinary hearing, no evidence shall be received of other alleged offenses, whether found or charged, unless the student involved elects to make good character and reputation a defense.

The accused will ultimately be asked to enter a plea of guilty or not guilty prior to the hearing. Both parties will have an opportunity to discuss their side of the case to the disciplinary committee. Once both sides of the case are heard and the disciplinary committee has had an opportunity to ask questions, the Accused and the Accuser will have the opportunity to make a closing statement. Once closing statements are made, the Accused and Accuser are asked to leave the room while the disciplinary committee makes its decision. Those found guilty of rule violations will receive sanctions. These sanctions are listed below each infraction.

All students, including the accused, are required to cooperate with investigations and a hearings conducted by the Disciplinary Committee. In the event an accused student refuses to participate in, or cooperate with, an Honor Code investigation and/or hearing conducted by the Dean of Campus Life: (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 Committee that he/she/they will not attend the hearing and submit a written statement regarding the charges.

All sanctions must be completed by the student within 30 days of written notice of being found guilty of a violation. Any student who does not complete the sanctions must appear before the Disciplinary Committee and may face further sanctions as determined by the committee. A hold will be placed on the student’s account until all sanctions are completed.

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

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

Disciplinary Appeals Board

The Disciplinary Appeals Board serves to provide due process to students who feel the charges against them and/or the actions recommended by the Disciplinary Committee are unjust. The function of the Disciplinary Appeals
Board is to review written appeals by the students involved. The Appeals Board has no direct contact with the student, but reviews the student’s written appeal, the transcript of the case, and any other pertinent information. The Board then decides whether the appeal should be granted. For an appeal to be granted, three of the five voting members must be in favor. If the Disciplinary Appeals Board grants the appeal, the case is referred to the Disciplinary Supreme Council. If the appeal is not granted, the decision of the Disciplinary Committee remains in force. All appeals must be made in writing 72 hours after written notification of the initial decision.

The Disciplinary Appeals Board consists of faculty, staff, and students. The student membership will consist of two SGA members. The Dean of Campus Life will assign the faculty and staff members each year.

**Disciplinary Supreme Council**

The Disciplinary Supreme Council serves as the third and final step in the due process procedure. The Disciplinary Supreme Council hears cases recommended by the Disciplinary Appeals Board. The student will have an opportunity to meet in person with the Supreme Council to present their case. The Dean of Campus Life presents the Disciplinary Committee’s case. The Disciplinary Supreme Council then will deliberate and provide their decision. In the Supreme Council, three of the five voting members must be in favor of the appellant for any previous decision of the Disciplinary Committee to be overruled. In cases where a majority is not in favor of the appellant, former rulings of the Disciplinary Committee will be upheld.

The Disciplinary Supreme Council consists of faculty, staff, and students. The student membership will consist of two SGA members. The Dean of Campus Life will assign the faculty and staff members each year.

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

Sanction for Alcohol Offenses:

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

**Second Offense:** $500 fine, 50 hours of campus service, and completion of an alcohol rehabilitation program at the student’s expense. These items must be completed within thirty days after official notification. The student is required to meet with the Dean of Campus Life.

**Third Offense:** Suspension for two full semesters, not including the current semester.
**Drugs:** Possession by any student of illegal stimulants, depressants, narcotics, or hallucinogenic drugs, except on a physician’s or dentist’s prescription, is prohibited. The selling, bartering, exchanging, and giving away of such illegal drugs to any person is prohibited. Prescription drugs are to be used only by the person whose name is on the prescription label. 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.

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.

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

Sanction for Drug Offenses: All drug offenses are to be heard by the Disciplinary Committee. Sanctions can vary depending on the level of the offense and are at the discretion of the Disciplinary Committee. Depending on the severity of the offense, suspension or expulsion is possible. Law enforcement will be notified.

**Drug Paraphernalia:** Drug paraphernalia is prohibited on campus. Possession of drug paraphernalia will result in the following:
Sanction: All drug paraphernalia offenses are to be heard by the Disciplinary Committee. Sanctions can vary depending on the level of the offense and are at the discretion of the Disciplinary Committee. Depending on the severity of the offense, suspension or expulsion is possible.

**Sexual Harassment:** It is the policy of Martin Methodist College that no member of the MMC community – students, faculty, administrators, staff, or third parties – may sexually harass any other member of the community. Sexual harassment is any unwelcome conduct of a sexual nature including sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature when:
1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement;
2. submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual;
3. or such conduct 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 learning environment.

It is the policy of Martin Methodist College to comply with the Title IX of the Education Amendments of 1972. Title IX prohibits retaliation for asserting or otherwise participating in claims of sex discrimination.

Individuals who believe they have been sexually harassed are encouraged to report it promptly, to the Dean of Campus Life, and make an informal or formal complaint. The right to confidentially will be respected in both informal and
formal procedures. If a student is found to make a false accusation of sexual harassment, then that student will be referred for counseling.

In campus disciplinary cases both the accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding and the victim will be informed of any sanctions imposed against the accused.

An individual found to be guilty of sexual harassment, after a thorough investigation, is subject to disciplinary actions for violations of this policy. Sanctions may include suspension or expulsion from the college.

**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.

**Sanction:** All offenses of the electronic devices policy must be heard by the Disciplinary Committee.

**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.

**Sanction:** All offenses of defamation of character must be heard by the Disciplinary Committee.

**Weapons:** Firearms or weapons of any type are prohibited on campus and are not authorized to be in the possession of students or in their residential hall rooms. Bringing firearms on school property is in violation of state law. Any object that is used in a manner in which someone could be injured is considered a weapon.

**Sanction:** All weapons offenses are to be heard by the Disciplinary Committee. Sanctions can vary depending on the level of the offense and are at the discretion of the Disciplinary Committee. Depending on the severity of the offense, suspension or expulsion is possible. Law enforcement will be notified.

**Arson:** Arson is a violation of state law.

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

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

**Sanction:** All theft offenses are to be heard by the Disciplinary Committee. Sanctions can vary depending on the level of the offense and are at the discretion of the Disciplinary Committee. Depending on the severity of the offense, suspension or expulsion is possible.
Safety and Security Violations: Disabling or damaging any fire or safety equipment (including but not limited to the security camera system, smoke detectors, lights in hallway and fire extinguishers) is prohibited. Sanction: All safety and security violations offenses are to be heard by the Disciplinary Committee. Sanctions can vary depending on the level of the offense and are at the discretion of the Disciplinary Committee. Depending on the severity of the offense, suspension or expulsion is possible.

Destruction of Property: The defacing or destruction of public or private property is prohibited. Sanction: First Offense: Depending on the severity, appropriate fines will be applied, plus the cost to replace whatever has been damaged or broken. All destruction of property offenses are to be heard by the Disciplinary Committee. Sanctions can vary depending on the level of the offense and are at the discretion of the Disciplinary Committee. Depending on the severity of the offense, suspension or expulsion is possible. This must be completed within thirty days after official notification. The student may lose the privilege of living on campus. Second Offense: Expulsion.

Physical Abuse: Fighting and/or inflicting physical abuse on any person is prohibited. Sanction: All physical abuse offenses are to be heard by the Disciplinary Committee. Sanctions can vary depending on the level of the offense and are at the discretion of the Disciplinary Committee. Depending on the severity of the offense, suspension or expulsion is possible.

Fireworks: Possession and or use of fireworks or explosives on campus is prohibited. Sanction: All fireworks offenses are to be heard by the Disciplinary Committee. Sanctions can vary depending on the level of the offense and are at the discretion of the Disciplinary Committee. Depending on the severity of the offense, suspension or expulsion is possible. The student will be responsible for the cost of repairing any damages.

Trespassing: Unauthorized entry into a college building or motor vehicle is prohibited. Sanction: All trespassing offenses are to be heard by the Disciplinary Committee. Sanctions can vary depending on the level of the offense and are at the discretion of the Disciplinary Committee. Depending on the severity of the offense, suspension or expulsion is possible.

Forgery, Alteration, or Misuse: Forgery or alteration of Martin Methodist College documents or records is prohibited. Sanction: Suspension or expulsion.

Disorderly Conduct: Conduct of a disorderly nature to include (but not limited to) screaming at, cursing at, threatening another person or disregarding the rules set forth in the Student Life Honor Code is prohibited.
Sanction: All disorderly conduct offenses are to be heard by the Disciplinary Committee. Sanctions can vary depending on the level of the offense and are at the discretion of the Disciplinary Committee. Depending on the severity of the offense, suspension or expulsion is possible.

**Smoking, Tobacco Products:** Martin Methodist College is a tobacco-free campus. Smoking or using tobacco products (such as chewing tobacco) is prohibited.

Sanction:
- **First Offense:** 5 hours of community service.
- **Subsequent Offenses:** 10 hours of community service for each offense.

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

Sanction: Suspension for the remainder of the semester.

**Compliance with 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 Dean of Campus Life a temporary sanction, including suspension. Such temporary sanctions may exist and be enforced only until such time as the properly constituted authority has made final disposition of the case. If the student is convicted and put on probation, the student will be suspended for the duration of the probation.

**Disrespect:** Showing rudeness and disrespect towards faculty and staff (including Residential Life Staff) is prohibited. If a college employee feels a student has been disrespectful, the student may be turned in to the Dean of Campus Life.

Sanction: All offenses of disrespect are to be heard by the Disciplinary Committee. Sanctions can vary depending on the level of the offense and are at the discretion of the Disciplinary Committee. Depending on the severity of the offense, suspension or expulsion is possible.

**Personal Conduct:** Indecent exposure, nakedness, showing pornographic films in public view, unlawful assembly, and offensive language or behavior is prohibited.
Sanction: All personal conduct offenses are to be heard by the Disciplinary Committee. Sanctions can vary depending on the level of the offense and are at the discretion of the Disciplinary Committee. Depending on the severity of the offense, suspension or expulsion is possible.

**Identification:** No student shall fail to identify himself or herself to any properly identified administrator, faculty, or staff person while that person is in the performance of official duties.
Sanction: All identification offenses are to be heard by the Disciplinary Committee. Sanctions can vary depending on the level of the offense and are at the discretion of the Disciplinary Committee. Depending on the severity of the offense, suspension or expulsion is possible.

**Computing Conduct:** 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.
Sanction: Range from a warning to restrictions, suspension, and notification of the legal authorities. All code of computing practice offenses are to be heard by the Disciplinary Committee. Sanctions can vary depending on the level of the offense and are at the discretion of the Disciplinary Committee. Depending on the severity of the offense, suspension or expulsion is possible.

**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.

**Campus Housing Regulations:**
The possession of and burning of candles and incense is prohibited in campus housing due to the threat of fire. Any open flame is strictly prohibited.

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

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

No pets are allowed in campus housing, or any other college facility.

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

No playing sports in campus housing.

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

Screens are not to be removed from the windows.
Follow the regulations given by Assistant Director of Residential Life regarding what you are allowed to have in your room or apartment.

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

Sanction:
First Offense: $50 fine and removal of contraband if applicable.
Second Offense: $75 fine and removal of contraband if applicable.
Third Offense: $100 fine and removal of contraband if applicable, and probation for the remainder of the semester.

Check Out Procedures: All students are expected to move out of campus housing 24 hours after their final exams unless they are involved in the graduation ceremony or official college functions. Students in campus housing after closing may face additional fines.
Sanction: Failure to follow the prescribed check out procedures will result in the loss of your security deposit and possible fines. An additional $50 fine will be assessed for improperly checking out. Each student who is present or who has constructive possession of a room without authorization will additionally be charged $50 for each day.

Health and Safety Inspection: 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 Dean of Campus Life.

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.
Sanction: $25 fine and if at any time the Resident Director or a Resident Assistant asks a student to quiet down and the student refuses, the case will be turned over to the Dean of Campus Life.
**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.

**Sanction:** After the third assist, a fee of $25 will be charged to the student.

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

**Room Visitation Policy:** Students who reside in Criswell and Upperman may have guests in their rooms from 12 noon until 12 midnight. Students who reside in the Student Apartments and Honor housing may have guests from 12 noon to 2:00 am. Guests must be admitted to the residence hall by their host or hostess and sign the logbook upon admittance. Students are responsible for their guest’s conduct and adherence to the campus regulations.

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

Sanction per academic year:
- **First Offense** - the students involved will receive a warning.
- **Second Offense** - $100 fine for each student involved.
- **Third Offense** - $100 fine, 30 hours of community service, loss of visitation privileges, and must appear in front of the Disciplinary Committee.
- **Fourth Offense** – To be determined by the Disciplinary Committee.

**Note:** Students will not receive a warning during their second year as a residential student.

**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 24 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. If a student fails to obtain permission for a guest to stay overnight, a $50.00 fine will be levied. Overnight guests are expected to abide by the campus housing rules.

**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.

**Residential Hall Lobby Hours:** Visitors are allowed in the Lobby/Lounge of the Apartments (B203), Criswell Hall (front lobby) and Upperman Hall (lobby & lounge) 24/7. Visitors must sign the logbook upon admittance and students
are responsible for their guest(s) conduct and adherence to the campus regulations.

**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.
IX. RESIDENCE HALL INFORMATION

The college operates Criswell Hall, Upperman Hall and two apartment housing buildings. While Criswell is an all female facility, Upperman and the apartment are Coed facilities. All single students under 21 years of age are required to live in the college housing or with their family within a 50 mile radius.

Upon notification of acceptance to the college the resident student must complete the housing application and pay the $75.00 application fee.

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 the Director or Residential Life and Student Activities at the end of each academic year.

For a complete list of all of the Residential Life polices and guidelines, visit the Residential Life section of the MMC website.

ROOM ASSIGNMENTS

Students who reside in a room have precedence over others in signing up for that same room the following year. The Director or Residential Life and Student Activities assign students who do not submit housing or roommate preferences via the housing application. Room and roommate preferences are granted when possible.

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

See the Financial Information section for residence hall and apartment charges.

Students who wish to move from the Resident Halls to the Student Apartments or Oakwood Honors Apartments (depending on availability) will be ranked using the following criteria:
1. Requests must be submitted each year via the Housing Application by the posted deadline.
2. Priority will be given to upperclassmen.
3. Priority will be given to students who have lived the longest in Criswell/Upperman (number by semesters).
4. Priority will be given to students with no Academic or Student Life Honor Code infractions.
5. For Oakwood Apartments, a student must also have a cumulative MMC Grade Point Average of 3.3 or higher.

All students currently in the apartments must the Housing Application to reserve their place for the following academic year.

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

SAFETY

Students 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 the Criswell and Upperman students should gather at the gazebo to await instructions from the fire department or the Director of Residential Life. Apartment students should gather in the south parking lot (furthest away from the apartments) of the Christian Life Center (CLC). Oakwood students should gather in the Johnston Center parking lot.
V. 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 Campus Life. 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. Specific procedures for student complaints are detailed below. Specific procedures for faculty complaints are detailed in the Faculty Handbook. Anyone else wishing to file a formal complaint and to generate a response from the College should submit the complaint in writing, dated, in person, by U.S. mail, or by fax. Complaints may not be submitted by email. A written complaint should name the specific nature of the complaint, cite relevant facts, and propose a solution that would be satisfactory to the party. Complaints regarding academic issues should be addressed to the Provost and Vice President for Academic Affairs; complaints regarding all other issues should be addressed to the Dean of Campus Life.

**STUDENT GRIEVANCES**

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, after all other means are exhausted, there is an official grievance procedure. The Dean of Campus Life is the college
official responsible for assisting in this process. In certain areas there are standing committees that handle appeals e.g. Admissions and Financial Aid Appeals Committee.

A student grievance is any registered dissatisfaction, complaint, or injustice a person may perceive while affiliated with Martin Methodist College, either as a prospective student, currently enrolled, or recently graduated student. MMC provides a procedure to assist faculty and students in resolving student concerns about academic integrity, policy, and grades issued. The teaching faculty is responsible for issuing grades; however, students who believe a faculty member has violated their academic rights may seek recourse through the grievance procedure. This procedure also is followed if students believe they have been subjected to discrimination or harassment, their basic civil rights have been violated or their privacy has been invaded, in which case the Dean of Campus Life would be the point of contact. 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 and Vice President for 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 then appeal in writing to the Provost and Vice President for Academic Affairs within seven calendar days after the conference with the appropriate division chairperson and/or Provost. The Provost and 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 written student grievances will be confidential and will be maintained by the Office of the Dean of Campus Life or Provost and Vice President of Academic Affairs, depending on the nature of the grievance. 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 Student Handbook, under “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 on-line 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 safety authority under whom they are working: i.e. Professor, Resident Director, 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 police and fire departments if necessary.

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

The Executive Vice President and Chief Operating Officer monitors the issue of all keys to campus buildings and rooms.

C. Campus law enforcement:

Martin Methodist College does not have its own law enforcement agency. The Campus Security Office is located in the Campus Life House. The Director of Campus Safety and Security, the Campus Security Supervisor, MMC Security Guards, Resident Directors and officers of the college contact local law enforcement officers when a crime is committed or suspected.

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

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

- Safe-keeping of money and other valuables
- Personal safety and
- Proper locking of campus housing and vehicles

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

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

Every student and every employee of the college receives a publication entitled "Campus Safety and Security Guidelines". All new employees go through a Sexual Harassment Training. All CSAs and Responsible Employees are trained each year as well.
F. Statistics concerning the occurrence on campus for the past four years (July 1, 2014 - June 30, 2018) of the following criminal offenses reported to campus security authorities or local police agencies:

1. murder (0)
2. sex offenses (forcible) (0)
3. rape and fondling (0)
4. sex offenses (non-forcible) (0)
5. incest statutory rape (0)
6. robbery (0)
7. aggravated assault (4)
8. burglary (10)
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, 2014 - June 30, 2018:

1. liquor law violations (6)
2. drug abuse violations (7)
3. weapons possessions (3)
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). Students are governed by the College’s Title IX Policy and the Student Life Honor Code. This Policy also applies whenever an employee or faculty member is representing the College which includes regular work hours, College sponsored trips, training, conferences, sports events, social events and meetings.

Incidents of sexual discrimination involving faculty or staff may be governed either by Title IX (and through the Title IX Coordinator for gender based discrimination) or under Title VII of the Civil Rights Act of 1964, as amended, and through the Assistant Vice President of Human Resources.

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 Assistant Vice-President of Human Resources and Operations. The Assistant Vice-President of Human Resources will notify the Title IX Coordinator of all complaints concerning members of the faculty and staff. 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 Assistant Vice-President of Human Resources and Operations. Identities will be revealed only on a need-to-know basis.

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 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, kretteks), 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 participates in the NAIA, Division I and field’s six men’s teams and seven women’s teams and two co-ed teams for the academic year of 2016-17.

<table>
<thead>
<tr>
<th>Athletic Teams</th>
<th>Men Participants</th>
<th>Women Participants</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baseball</td>
<td>28</td>
<td></td>
</tr>
<tr>
<td>Basketball</td>
<td>15</td>
<td>14</td>
</tr>
<tr>
<td>Bowling</td>
<td>7</td>
<td>9</td>
</tr>
<tr>
<td>Cheer</td>
<td>6</td>
<td>12</td>
</tr>
<tr>
<td>Clay Target</td>
<td>9</td>
<td>5</td>
</tr>
<tr>
<td>Golf</td>
<td>11</td>
<td>6</td>
</tr>
<tr>
<td>Soccer</td>
<td>22</td>
<td>23</td>
</tr>
<tr>
<td>Softball</td>
<td>7</td>
<td>20</td>
</tr>
<tr>
<td>Tennis</td>
<td></td>
<td>7</td>
</tr>
<tr>
<td>Volleyball</td>
<td></td>
<td>15</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>105</strong></td>
<td><strong>115</strong></td>
</tr>
</tbody>
</table>

The total expenses for all teams for the year ending June 30, 2017, was $4,641,092 with $2,183,768 funding the male teams and $2,237,299 funding female teams, and $220,025 expenses not attributable to a particular sport or sports. Total revenue from athletics was $4,641,790 with $2,189,205 raised from men’s sports and $2,239,583 from women’s sports, and $213,002 revenues not attributable to a particular sport or sports. Athletically related student aid was $3,056,741 with $1,552,420 awarded to men’s teams and $1,504,321 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

Graduation Rates

Graduation rate information is available on request from the Office of Academic Affairs. See the Director for Institutional Research, Dr. Chris Mattingly.

Martin Methodist College reports graduation data to the U.S. Department of Education using the Integrated Postsecondary Education Data Systems (IPEDS) Web-based Data Collection System’s Graduation Rate Survey (GRS). The
graduation rate of those entering the college in 2011 and graduating with a bachelor’s degree by 2017 is 33%.

The total number of students enrolled for the Fall 2017 semester was 988. Of these students, 840 were full time and 335 were residential. There were 334 new incoming students. Of these, 246 were freshman and 88 were transfer students. The degrees conferred at the 2017 graduation are as follows:

<table>
<thead>
<tr>
<th>A.A. Degrees</th>
<th>Brynn Wade, 424-7374</th>
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<tbody>
<tr>
<td>Baseball, Mitch Hill East Campus</td>
<td>424-2045</td>
</tr>
<tr>
<td>Bowling, Coach Bob Learn, Jr, CLC</td>
<td>424-2051</td>
</tr>
<tr>
<td>Cheerleading, Coaches Micah and Monica Hartsfield, CLC</td>
<td>424-7383</td>
</tr>
<tr>
<td>Golf, Coach Tim King, CLC</td>
<td>363-9881</td>
</tr>
<tr>
<td>Men’s Basketball, Dugan Lyne, Coach, CLC</td>
<td>363-9826</td>
</tr>
<tr>
<td>Men’s Soccer, Coach Chris Leonardi, CLC</td>
<td>424-2014</td>
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<tr>
<td>Softball, Coach Brandi Paul, CLC</td>
<td>363-9879</td>
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<tr>
<td>Sports Information, Wade Neely, CLC</td>
<td>363-9883</td>
</tr>
<tr>
<td>Sports Medicine, Grant Fairchild, CLC</td>
<td>363-9874</td>
</tr>
<tr>
<td>Tennis, Tavis Rieger, CLC</td>
<td>363-9885</td>
</tr>
<tr>
<td>Volleyball, Coach Alison Williams, CLC</td>
<td>363-9878</td>
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<tr>
<td>Women’s Basketball, Coach Kyle Bent, CLC</td>
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<tr>
<td>Women’s Soccer, Coach Will Austin, CLC</td>
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<tr>
<td>Men &amp; Women Cross Country, Max Straneva, CLC</td>
<td>424-7387</td>
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<tr>
<td>Men &amp; Women Clay Target, Chad Whittenburg, CLC</td>
<td>424-2023</td>
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<tr>
<td>Aquatic Center, Geoff Jackson CLC</td>
<td>424-2007</td>
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Bookstore Counter, Flower St. 424-4053
Bookstore Manager, Margaret Jackson, Flower St. 363-9836
Business Office, Rhonda Clinard, Colonial Hall 363-9820
Campus Services Director, Jess Dicus, SRC 424-7356
Center for Church Leadership, Allen Stanton, CCL House 363-9834
Changes in major, Academic Office, Colonial Hall 363-9810
Christian Life Center, Brynn Wade, CLC 424-7374
Class Absence, Course Instructor
Clinic, Ms. Kim Porterfield, W. Madison house by the Apts. 424-7338
Consumer Information, Emma Hlubb, Colonial Hall 424-7366
Counseling Services MMC Clinic, Colonial Hall 424-7338
Criswell Hall Resident Director, Keilyn Jones 309-1023
Dean of Campus Life, Dr. Daniel McMasters, Campus Life House 424-7334
Faculty Secretary, Mandy Springer, Johnston Center 424-4061
Financial Aid, Emma Hlubb, Colonial Hall 424-7366
First Aid, Mr. Grant Fairchild, CLC 363-9874
Food Service, Pedro Reyes, Dining Hall 424-4064
First-Year Experience, Pat Ford, Johnson Center 363-9808
Laura Morefield 363-9860
Graduation, Dr. Judy B. Cheatham, Colonial Hall 363-9823
Grievance Procedures, Dr. Daniel McMasters, Campus Life House 363-9890
Oakwood Apartment Bldg. Resident Director, Dr. Stanton Belford 309-0939
Human Resources, Jamie Hlubb, Colonial Hall 424-7379
ID Cards, Brynn Wade, CLC 424-7374
Institutional Advancement, Edna Luna, Reveille House 363-9824
International Students, Robin Lynn Hood, Colonial Hall 363-9868
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<tr>
<th>Service</th>
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<tr>
<td>Library</td>
<td>Richard Madden</td>
<td>Johnston Center</td>
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<td>Maintenance</td>
<td>Melvin Earls</td>
<td>Colonial Hall</td>
<td>424-7337</td>
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<td>Medical Emergencies</td>
<td>Grant Fairchild, CLC</td>
<td>CLC</td>
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<td>Payment of Fees</td>
<td>Hector Lora</td>
<td>Colonial Hall</td>
<td>363-9817</td>
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<td>Public Relations</td>
<td>Sissy Garner</td>
<td>Colonial Hall</td>
<td>363-9815</td>
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<td>Registrar</td>
<td>Dr. Chris Mattingly</td>
<td>Colonial Hall</td>
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<td>Religious Life Office</td>
<td>Rev. Laura K. McMasters</td>
<td>CCL House</td>
<td>363-9825</td>
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<td>Residential Life</td>
<td>Bradley Wolfe</td>
<td>Campus Life House</td>
<td>424-7363</td>
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<td>Safety and Security</td>
<td>Josie Brown</td>
<td>Campus Life House</td>
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<td>Campus Patrol</td>
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<td>309-7502</td>
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<td>Student Activities</td>
<td>Trevy Trevarthen</td>
<td>Campus Life House</td>
<td>424-7377</td>
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<td>Student Mailboxes</td>
<td>Jess Dicus</td>
<td>SRC</td>
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<td>Student Teaching</td>
<td>Dr. Grace Meier</td>
<td>Johnston Center</td>
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<td>Student Resource Assistant</td>
<td>Barry Rich</td>
<td>SUB</td>
<td>363-9863</td>
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<td>Student Resource Counselor</td>
<td>Julie Shelton</td>
<td>Colonial Hall</td>
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<td>Summer Programs</td>
<td>Crissy Jordan</td>
<td>Reveille House</td>
<td>363-9882</td>
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<td>Technology (IT)</td>
<td>Cedrick Nkulu</td>
<td>Martin Hall</td>
<td>424-4058</td>
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<td>Upperman Hall Resident Director</td>
<td>Trevy Trevarthen</td>
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<td>Veterans’ Certification</td>
<td>Emma Hlubb</td>
<td>Colonial Hall</td>
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<td>Work-Study Jobs</td>
<td>Tyler Cox</td>
<td>Colonial Hall</td>
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1. Commuter Parking Lot
2. Residential Parking
3. Clinic
4. Curry Christian Life Center
5. Student Apartments
6. Center for Church Leadership
7. Criswell Hall
8. Student Union Building
9. Abernathy House
10. Upperman Hall
11. Colonial Hall
12. Academic Affairs
13. Barton Entrance Gates
14. Oakwood Apartments
15. Warden Memorial Library
16. Johnston Center
17. Gault Fine Arts Center
18. Andrews Science Building
19. Martin Hall
21. Grissom Gazebo
22. Revielle House
23. President's House
24. Maintenance House
25. RedHawk Book Nook

PARKING
Green = Apartments
Yellow = Faculty/Staff
Purple = Overflow**
Red = Criswell/Upperman
Blue = Commuter
Black = Fitness Club***
Orange = Oakwood
Pink = Amnesty*

*Anyone can park in pink colored Amnesty lot.
**Only valid MMC permits may park in the purple colored Overflow lot.
***The Fitness Club lot is reserved for Community Fitness Club Members.