

TABLE OF CONTENTS

Academic Honor Code Preamble	1
Academic Integrity	2
Cheating	2
Plagiarism.....	3
Academic Misrepresentation	4
Multiple submissions of work	4
Failure to cooperate with the Honor Council.....	4
Electronic Device Policy	4
Guidelines for Consequences for Above Actions	5
Cheating and/or Blatant Plagiarism	5
Incidental Plagiarism	5
Failure to Comply with the Honor Code or	6
Honor Council	6
Procedure for Handling Academic Infractions	6
Procedure for Appealing Academic Infractions.....	8
Honor Council	8
Appeals Board	9
Supreme Council	10
Student Life Honor Code Preamble.....	12
Student Social Code.....	13
Student Rights	13
Student Obligations	15
Disciplinary Hearings	15
Disciplinary Appeals Board.....	18
Disciplinary Supreme Council.....	18
Alcoholic Beverages.....	19
Drugs:	20
Drug Paraphernalia:.....	21
Sexual Harassment	21

Electronic Device Policy	22
Defamation of Character:	23
Weapons	23
Arson	23
Theft	23
Safety and Security Violations	24
Destruction of Property	24
Physical Abuse	25
Fireworks.....	25
Trespassing:.....	25
Forgery, Alteration, or Misuse:.....	25
Disorderly Conduct	26
Smoking, Tobacco Products	26
Unlawful Assembly	26
Compliance with Laws	27
Disrespect	27
Personal Conduct.....	28
Identification	28
Computing Conduct.....	28
Financial Obligations.....	29
Campus Housing Regulations.....	29
Check Out Procedures	30
Health and Safety Inspection	31
Quiet Hours	31
Lock Out.....	32
Lost Key	32
Room Visitation Policy	32
Entry into Housing	32
Overnight Guests	33
Residential Hall Lobby Hours	34

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.

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, and the overall conduct code for all students, and consequences for failure to comply with the Honor Code.

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 confidentiality 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 or 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.

Under no circumstances are there to be visitors who are under the age of 17. Failure to notify the Resident Director will result in a \$50 fine.

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.