

MILLIGAN

Student Handbook

2017-2018

Student Development Staff

| <u>POSITION</u> | <u>NAME</u> | <u>OFFICE LOCATION</u> | <u>PHONE</u> |
|--|--------------------|--|---------------------|
| Vice President of Athletics and Student Development | Mark Fox | Fieldhouse | 8784 |
| Dean of Students | Tony Jones | Student Center | 8981 |
| Admin. Asst. to Student Development | Donna Godsey | Student Center | 8760 |
| Campus Minister | Brad Wallace | Student Center | 8748 |
| Director of Campus Activities | Jason Onks | Student Center | 8335 |
| Director of Intramurals | Ryan Reynolds | Wellness Center | 8487 |
| Resident Directors | Erin Raines | Hart Hall | |
| | Matt Eden | Milligan Village/ Williams/Kegley/ Quillen | |
| | Corri Richardson | Sutton Hall | |
| | Branden Jones | Webb Hall | |
| Director of Disability Services | Heather Jackson | Student Center | 3088 |
| Director of Student Success | Heather Jackson | Student Center | 3088 |
| Health Clinic Nurse | Vicki Carroll | Wellness Center | 8667 |
| Director of Athletic Facilities | Ray Smith | Fieldhouse | 8990 |
| Baseball Coach | Nathan Meade | Fieldhouse | 8722 |
| Women's Basketball Coach | Rich Aubrey | Fieldhouse | 8029 |
| Men's Basketball Coach | William Robinson | Fieldhouse | 8332 |
| Cross Country Coach | Chris Layne | Fieldhouse | 8992 |
| Men's and Women's Golf Coach | Tony Wallingford | Fieldhouse | 8783 |
| Women's Soccer Coach | Lisa Buckley | Fieldhouse | 8993 |

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|---------------------------------------|----------------|-----------------|------|
| Men's Soccer Coach | Adam Laney | Fieldhouse | 8469 |
| Softball Coach | Wes Holly | Fieldhouse | 8951 |
| Swimming Coach | Kelly Chism | Fieldhouse | 8489 |
| Women's and Men's Tennis Coach | Ryan Reynolds | Wellness Center | 8487 |
| Cycling Coach | Zack Nave | Fieldhouse | 8471 |
| Track & Field Coach | Chris Layne | Fieldhouse | 8992 |
| Volleyball Coach | Doneva Bays | Fieldhouse | 8724 |
| Cheerleading and Dance Coach | Rhonda Paulson | Fieldhouse | 8479 |

**MILLIGAN COLLEGE ACADEMIC CALENDAR
2017-2018**

FALL SEMESTER, 2017

| | |
|---|----------------------|
| Faculty Worship Service, Faculty Workshop..... | 8:30 a.m., August 11 |
| Residence Halls Open to New Students..... | August 12 |
| Conference for Families of New Students | August 12 |
| Matriculation of New Students..... | Evening of August 12 |
| New Student Orientation..... | August 12-15 |
| Residence Halls Open to Returning Students | August 13 |
| *Advising, Mentoring, and Registration | August 14-15 |
| Classes Begin..... | August 16 |
| Last day to add a class..... | August 22 |
| Last day to drop with class removed from record | August 29 |
| Registration purge date..... | August 39 |
| Labor Day (Offices closed, no classes)..... | September 4 |
| Mid-term..... | October 4 |
| Fall Break..... | October 5 - 6 |
| Mid-term grades due | October 10 |
| Board meeting..... | October 26 - 27 |
| Last day to drop with guaranteed grade of "W" | October 25 |
| Thanksgiving Holidays..... | November 22 - 24 |
| **Classes resume at 4:00 p.m., November 27. | |
| Last Day of Classes | December 1 |
| Final Examinations | December 4 - 7 |
| Commencement..... | December 8 |

SPRING SEMESTER, 2018

January Term

Classes begin; classes endJanuary 1 - 6

Spring Term

Residence Halls Open to New Students and Returning Students...January 7

New Student OrientationJanuary 8

*Advising, Mentoring, and RegistrationJanuary 8 - 9

Classes BeginJanuary 10

Martin Luther King, Jr., Day.....January 15

Last day to add a class.....January 17

Last day to drop with class removed from recordJanuary 24

Registration purge date.....January 24

Mid-term.....March 2

Spring BreakMarch 5 – 9

Mid-term grades due.....March 13

Last day to drop with guaranteed grade of “W”March 27

Easter Break.....March 30 – April 2

Awards ConvocationApril 26

Board meeting.....April 26 - 27

Last Day of ClassesApril 27

Final ExaminationsApril 30 – May 3

Commencement.....May 5

May Term

Classes begin; classes end May 7 - 25

SUMMER SESSION, 2018

First Term Classes..... May 28 – June 22

Second Term Classes.....June 25 -July 20

*All students must come to registration.

**Classes meeting once a week on Monday and beginning no earlier than 4:00 p.m.

The *Student Handbook* is published for the Milligan College community by the Student Development Office and is available online. The information described in this book is subject to change by the college at any time. All changes, corrections, or additions should be reported to the Student Development Office for the following year’s handbook.

Founded in 1866, Milligan College is a four-year Christian liberal arts college. Our Christian community values the dignity and worth of all persons. We do not discriminate on the basis of race, ethnic origin, sex, age, or disability.

SNOW SCHEDULE

In case of inclement weather, announcements of schedule changes will be on the following radio and television stations: WCYB-TV, WJHL-TV, WKPT-TV, WKOS (FM 104.9), WKIN (1320 AM), WAEZ (FM 94.9), WXBQ (FM 96.9) (AM 980), WKPT (AM 1400), WTFM (FM 98.5), WBEJ (AM 1240), WEMB (AM 1420)/WXIS (FM 92.3 & 103.9), WPJO (FM 99.3), WQUT (FM 101.5), WJCW (AM 910), WGOE (AM 640), WCQR (FM 88.3), WRZK (FM 95.9), WPJO (FM 99.3), and WFHG (FM 92.7)

If a snow schedule is announced, classes will begin at 10:00 a.m. and follow the following meeting times below. For classes that meet at times other than the normal MWF or TR meeting times, select the normal meeting time that more closely matches the meeting time of your class.

| Period | MWF | Period | TR |
|-----------|---------------|-----------|---------------|
| 1 (8:00) | 10:00 - 10:35 | 1 (8:00) | 10:00 - 10:50 |
| 2 (9:05) | 10:45 - 11:20 | 2 (9:30) | 11:00 - 11:50 |
| 3 (10:10) | 11:30 - 12:05 | Chapel | 12:00 - 12:30 |
| Lunch | 12:15 - 12:45 | Lunch | 12:40 - 1:10 |
| 4 (11:15) | 12:55 - 1:30 | 4 (12:40) | 1:20 - 2:10 |
| 5 (1:00) | 1:40 - 2:15 | 5 (2:10) | 2:20 - 3:10 |
| 6 (2:05) | 2:25 - 3:00 | 6 (3:40) | 3:20 - 4:10 |
| 7 (3:10) | 3:10 - 3:45 | 7 (5:10) | 4:20 - 5:10 |
| 8 (4:15) | 3:55 - 4:30 | | |

CAMPUS HOURS

| | | | |
|------------------|------------------|--|---|
| Bookstore | M,W,F | 8:00 a.m. - 5:00 p.m. | |
| | T,Th | 8:00 a.m. - 6:30 p.m. | |
| Cafeteria | Mon. - Fri. | Continuous Service 7 a.m. - 7 p.m. Full Service Breakfast 7a.m.- 9:00a.m. Full Service Lunch 11 a.m. - 2 p.m. Full Service Dinner 5 p.m. - 7 p.m. | |
| | Saturday Brunch | 10:30 - 1:00 p.m. | |
| | Saturday Dinner | 6 p.m. - 7 p.m. | |
| | Sunday Breakfast | 8:00 - 9:00 a.m. (continental) | |
| | Sunday Lunch | 11:45 a.m. - 1:45 p.m. | |
| | Sunday Dinner | 6 p.m. - 7 p.m. | |
| | The Grill | Mon. - Fri. | 7:30 a.m. - 12:00 a.m. (hot Grill food ending at 10:00pm) |
| | | Sat. & Sun. | 7:00 p.m. - 12:00 a.m. (hot Grill food ending at 10:00pm) |

| | | |
|---|--------------------|----------------------------|
| Curriculum Center | Mon.-Fri. | 7:30 a.m. – 4:30 p.m. |
| Derthick Hall | Mon.-Thurs. | 7:30 a.m. - 11:00 p.m. |
| | Fri. | 7:30 a.m. - 6:00 p.m. |
| | Sat.-Sun. | 6:00 p.m. - 11:00 p.m. |
| | Mon.-Fri. | 8:00 a.m. - 5:00 p.m. |
| Faculty Office Bldg. | Mon.-Thurs. | 7:00 - 11:00 p.m. |
| | Fri.-Sun. | 7:00 - 10:00 p.m. |
| | Sat.-Sun. | 2:00 - 5:00 p.m. |
| Health Clinic | Mon.-Fri. | 9:00 - 2:00 p.m. |
| | Mon.-Fri. | 8:00 a.m. - 5:00p.m. |
| IT Department | Evenings/Weekends: | Student/Staff on call |
| | Mon.-Thurs. | 8:00 a.m. - midnight |
| Library | Friday | 8:00 a.m. - 5:00 p.m. |
| | Saturday | 11:00 a.m. - 5:00 p.m. |
| | Sunday | 2:00 p.m. - midnight |
| | TBA | Posted Poolside |
| U.S. Post Office-Desk (Closed daily for lunch 1:00 p.m. – 1:30 p.m.) | Mon.-Fri. | 10:00 a.m. - 4:30 p.m. |
| | Saturday | 9:00 a.m. - 11:00 a.m. |
| Box hours | Mon.-Sun. | 24 hours a day |
| Residence Halls | Sun.-Thurs. | 6:00 a.m. - 12:00 midnight |
| | Fri.-Sat. | 6:00 a.m. - 1:00 a.m. |
| Student Union Bldg. | Sun.-Sat | 7:30 a.m. - 2:00 a.m. |

MISSION STATEMENT

As a Christian liberal arts college, Milligan College seeks to honor God by educating men and women to be servant-leaders. Milligan College offers programs of study leading to undergraduate or graduate degrees. These programs have as their objectives the following:

A Positive, Personal Christian Faith That Jesus is Lord and Savior

The expression “Jesus is Lord and Savior” is to be understood in its historical, biblical significance. Jesus, the Man of Nazareth, is God’s Son, therefore, both Savior and Lord of Life. The attainment of positive, personal Christian faith means the commitment of one’s life to this Jesus.

A Commitment to Follow the Teachings of the Christian Scripture in One’s Personal and Social Ethics

This commitment involves recognition of the norms of human conduct that derive their sanction from the Christian faith.

The Capacity to Recognize and Assume Responsibility in Society

The main functions of education are to arouse within the individual an awareness of indebtedness to one’s fellow human beings, to foster in each a desire to assume personal responsibility, and to prepare the individual to fulfill his or her obligation to society.

The Knowledge, Meaning, and Application of Sound Scholarship

The student is led to develop a respect and enthusiasm for sound scholarship and to seek it with diligence and perseverance

Preparation for Securing an Enriched Quality of Life for Self and Family

Courses of study and campus life are designed to develop the quality of aesthetic appreciation, to provide a background in the liberal arts, and to lead to the selection of a field of interest which will provide opportunities for a fulfilling life.

Participation in the Activities of a Healthy Lifestyle

This may be accomplished through intramural and intercollegiate sports, residence hall living, campus fellowship, and other student activities.

COMMITMENT TO NON-DISCRIMINATION

College Notice of Nondiscrimination/Commitment to all People

As members of the Milligan College community and in faithfulness to the teaching of Scripture, we commit ourselves to honoring and broadening the diversity of our community and to treating every person with respect, dignity, and love. By reflecting the diversity of God's kingdom, the college bears witness to that kingdom and equips students to serve in a diverse and interdependent world. In accordance with the Age Discrimination Act, Title IX, and Section 504 of the Rehabilitation Act, Milligan College admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at Milligan. Milligan does not discriminate on the basis of race, color, national and ethnic origin, sex, age, or disability in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

Concerns relating to sex discrimination should be addressed to the college's Title IX Coordinator:

Brent Nipper, Director of Property and Risk Management
Director of Security/Title IX Coordinator
PO Box 750
Little Hartland Welcome Center
Milligan College, TN 37682
423.461.8740
wbnipper@milligan.edu
TitleIXCoordinator@milligan.edu

Questions about disability services and ADA compliance issues should be addressed to:

Heather Jackson, Director of Disability Services
P.O. Box 500
Milligan College, TN 37682
hjackson@milligan.edu
423.794.3088

COMMUNITY LIFE

MCMAHAN STUDENT CENTER

The McMahan Student Center, dedicated in 1987, provides a focal point of campus fellowship and includes the grill, SUB 7 room, bookstore, conference room, the LINC Volunteer Services office and offices for the Student Government Association. In addition, this is also where you will find various members of the Student Development staff, including the Dean of Students. If you are interested in getting involved on campus, contact the Director of Campus Activities at 423-461-8335.

STUDENT GOVERNMENT

The Student Government Association (SGA) exists to formulate and execute a Christian student government whose duties are to stimulate communication and cooperation among students, faculty, and administration. It also helps to coordinate student activities, to participate in the determination of College procedures, to labor in the interest of improving academic standards and to develop a greater spirit of progressive citizenship. SGA holds open meetings and anyone can come and voice concern. Voting membership consists of class presidents and representatives, a commuter representative and the executive council. Non-voting members are the chairs of committees.

CAMPUS ACTIVITIES

The Mission of Campus Activities is to enhance the student educational experience through challenge and support in mentor relationships, active-learning opportunities and purposeful programming. Follow this link to various opportunities for involvement on campus: www.milligan.edu/student-life.

STUDENT ORGANIZATIONS

Professional, Social, and Recreational All professional and social organizations of Milligan College are designed to aid the students in fulfilling themselves and reaching their full potential religiously, academically, socially, and creatively. The following organizations located here: <http://www.milligan.edu/student-life/#student-activities> were originated by students and have received the sanction of the College. Additional professional or social organizations may be added to this list upon the initiative of several students who present a charter to the College, select a faculty or staff adviser, and demonstrate that the proposed organization is in keeping with the purposes and philosophy of Milligan College. To be a recognized student organization, approval must be obtained from the Campus Activities Office and a faculty/staff adviser must be selected by the organization. All college-sponsored activities must be scheduled and approved through the Campus Activities office. Fundraising projects must be approved by the Dean of Students.

CAMPUS MINISTRY ORGANIZATIONS

(FCA) Fellowship of Christian Athletes provides a place where student-athletes can connect around God's Word, prayer, and mutual encouragement in their pursuit of Christ. Bible studies, service projects, and other FCA programs are open to the campus community.

Vespers is an informal student-led worship service with a long history at Milligan. This service, held on Sunday nights in Lower Seeger, provides a time of passionate corporate worship, Scriptural teaching from the Milligan community, and a deep sense of belonging which leads many students to find their spiritual home in this place.

Apostolos exists to connect students to God's redemptive work locally and around the world through mission trips, special speakers, conferences and other events.

(IJM) International Justice Mission exists to help raise awareness of the issue of human trafficking and mobilizes students to join the battle against modern day slavery.

MUSIC GROUPS

Heard Mentality a male a cappella group performing a variety of musical styles from barbershop to Christian to pop and performs for both on and off campus events.

Heritage a small a cappella ensemble, is an auditioned group of six to eight men and women performing on and off-campus for churches and service clubs.

Brass Choir is an instrumental ensemble composed of brass instruments devoted to the study and performance of literature written specifically for brass.

Civic Band provides students a performance opportunity with the Johnson City Civic Community Band.

Concert Choir is an auditioned mixed chorus with varied repertoire of classics, spirituals, hymn arrangements and musical theatre. The Choir tours annually and performs on numerous other occasions. Open to all students.

Orchestra provides students an opportunity to perform with the Johnson City Symphony Orchestra.

Johnson City Symphony Orchestra provides students an opportunity to perform with this local orchestra.

Milligan College Orchestra is an auditioned orchestra which performs representative literature for on and off campus performances. This ensemble is open to elective students, as well as music majors and minors.

Milligan Women's Chorale is a women's ensemble singing various styles of music and performing on and off campus.

String Quartet is a chamber ensemble for string players which perform for on and off campus events.

SCHEDULING EVENTS

All planned events by any Milligan student organization or club should be placed on the master calendar in the Campus Activities Office. The Director of Campus Activities will assist in reserving rooms and equipment and will give checklists to follow to ensure success of both annual and new events.

PUBLICATIONS

The Phoenix is an art and literary publication by and for the Milligan community. Any short story, poem, or artwork is welcomed and wanted for the magazine. One issue is published each year.

The Stampede is the Milligan student-run newspaper published both in print and online, to provide news and information about the college community as well as serve as an open forum. Students from all disciplines are welcome to contribute or to join the staff. The Stampede includes a weekly "bulletin board" of events and announcements. Send items for the bulletin board to thestampede@milligan.edu.

RAFFLES AND GAMBLING

In accordance with Tennessee Law, students are forbidden to engage in any form of organized raffles or gambling.

SOLICITATION

No one, including faculty, staff members, as well as outsiders, is permitted to sell, solicit, or conduct any business operation or distribute literature in the residence halls or on campus without written permission from the Student Development Office.

MCCORMICK DINING CENTER

The goal of the dining service is to meet the needs of students by offering a nutritionally well-balanced meal through multiple food selections, served in a comfortable atmosphere, as expedient as possible while allowing time for fellowship and meeting schedule requirements. To further meet the needs of schedules and meal choices, Meal Transfers will allow board students to take 25 meals per semester at the Grill. Application for meal plan exemptions should be made in the Student Development office before the drop/add period ends. To enter the dining center, boarding students must present their student ID to be scanned by computers at the door. Board plan information is recorded using bar codes on each ID, thus it is critical to have your ID to enter. Those with lost/misplaced ID's must pay per meal to enter until they have an ID. A refund of meals paid for will be made upon the presentation of the ID. The board plan program is designed for "all you can eat" per meal while in the dining center. No food or beverages are permitted to be taken out of the dining center other than those that have been approved (sack lunches, sack lunches, etc.) Please do not remove any dining center serviceware. Dishes and silverware are to remain in the dining room. Each person must wear shoes and a shirt while in the dining room for health and sanitary reasons.

SNACKBAR ACCOUNT

Students may also use the option of the SnackBar Plus Account to provide a *credit line* at the Student Union Grill. Plus account may be purchased at registration or at any time throughout the semester from the SnackBar manager. Commuters or non-board students living in the MSA Suites may also purchase SnackBar Plus accounts in increments of \$25, entitling a student to a 10% bonus credit to eat at the McCormick Dining Center as well as the Grill. Any unused Plus Account balance remaining at the end of the Fall Semester *will be* transferred to the Spring Semester. Any unused balance remaining at the end of the Spring Semester *will not* be transferable and will be forfeited if not used by the last day of classes for the Spring Semester.

TRADITIONAL-AGED STUDENTS

Students who are 24 years old and younger are considered traditional-aged. Policies for this student population are applicable to both residential and commuter students, regardless of their academic program enrollment.

NON-TRADITIONAL-AGED STUDENTS

Students who are 25 years old and older are considered non-traditional-aged, regardless of their academic program enrollment.

SPIRITUAL LIFE

CHURCH INVOLVEMENT

Milligan College strongly encourages students to get involved in a local congregation. Finding a church home is an important component of spiritual growth as it opens up opportunities for service, worship, and intergenerational connection beyond campus. Area congregations consistently welcome Milligan students and appreciate the contribution they make to the life of the church. Need help connecting with a local church? Contact the Church Relations Office for assistance 423-461-8708.

CAMPUS MINISTRY

Spiritual formation – the development of personal faith, Christ-like character, and a vision of God’s Kingdom in the world – lies at the heart of the Milligan experience. The process of Christian spiritual formation happens as we intentionally exercise, in community, those practices that the church has long identified as nurturing to faith: prayer, corporate worship, reflection on Scripture, cross-cultural engagement, and service to others. These disciplines feed the life of the Spirit in the growing disciple, forming in him or her the character of Jesus, and the result is a life increasingly marked by servant-leadership.

Creating opportunities for students to experience and grow in spiritually forming practices is the responsibility of the Campus Ministry. Working with various extensions of the Campus Ministry Team (Vespers, Fellowship of Christian Athletes, SGA Spiritual Life Branch, Chapel Planning Team), the Campus Minister oversees programs aimed at faith development and provides pastoral care to the campus community.

SPIRITUAL FORMATION PROGRAM

In support of its mission of educating men and women to become servant-leaders, Milligan College requires undergraduate students under age 23 to participate in its Spiritual Formation Program. Students are required to accumulate 150 Spiritual Formation Program (SFP) credits in order to graduate. SFP credits are earned by participating in Chapel and Convocation services, approved community service projects, and other events geared toward spiritual formation. A calendar of qualifying SFP events is published at the beginning of each semester and maintained on the College website. *Only activities listed on the SFP calendar, or additional events approved by the Campus Ministry Office, will qualify for SFP credit.*

CHAPEL AND CONVOCATION

Chapel has been a central feature of life at Milligan from its very beginning. Chapel and Convocation provide the opportunity to come together to worship, pray, learn, and share our stories. Chapel services (Thursdays at 11:00am) typically consist of times of corporate worship and teaching, and aim to be inclusive by reflecting the diversity and giftedness of the entire campus community. Convocation services (Tuesdays at 11:00am) follow a different format, focusing on the integration of faith and learning. Convo services may include such elements as panel discussions, arts/cultural presentations, guest lectures, films, concerts, and community-building events.

Chapel/Convo is a time for the campus community to come together in worship and learning. To honor God and allow His Spirit to form us, each of us must do our part. Students should bring open hearts and minds, a willingness to engage with the service, and a respectful attitude for both those around them and those leading the service. Portable electronic devices, homework, and other distractions should be set aside during Chapel in order to allow you and those around you to focus and participate.

CAMPUS MINISTRY PROGRAMS

In addition to Chapel and Convo, other Campus Ministry programs can qualify for SFP credit. These include Diversity Forums, Campus Conversations, devotional breakfasts, select FCA events, and programming during special emphases such as Justice Week or Spiritual Renewal Week. Local service opportunities through LINC may qualify for credit as well as certain community events approved by the Campus Ministry Office.

EXEMPTION

Exemption from SFP attendance is not granted for:

- Athletes with schedule conflicts due to team events and responsibilities
- Commuters without classes on Tuesday & Thursday
- Schedule conflicts due to job or internship responsibilities
- Schedule conflicts due to classes at other educational institutions (e.g. ETSU, ECS)
- Academic major field experience (e.g. nursing clinicals, student teaching, required internships, study abroad programs).

CCCU Semester Abroad Study Programs and the **Mountain Christian Church Semester In Ministry** program can qualify for 10 SFP, pending pre-approval by the Campus Minister and completion of a two-page reflection paper.

All traditional undergraduate students are required to accumulate 150 SFP credits in order to graduate. Students anticipating a semester during which Chapel attendance will be difficult need to plan ahead in order to stay on track with the SFP requirement. As the SFP requirement applies only to students under age 23, students falling outside this guideline can apply for SFP Exemption By Age. There are two types of exemption by age: Full Exemption and Partial Exemption.

FULL EXEMPTION BY AGE

Students who have already reached age 23 by the start of their first semester at Milligan, or who have previously completed a bachelor's degree, can qualify for Full Exempt status. Full Exempt status means that the student is not required to participate in SFP. Students seeking Full Exempt status must fill out a form in the Campus Ministry Office and be approved by the Dean of Students.

PARTIAL EXEMPTION (REDUCED REQUIREMENT) BY AGE

Students who turn 23 while enrolled at Milligan can qualify for Partial Exempt status. Partial Exempt status operates differently from Full Exemption, in that Partial Exemption does not mean that the student is no longer required to participate in SFP. Instead, Partial Exemption *reduces the number of SFP credits required in order to graduate*. The student qualifying for Partial Exempt status is still responsible for fulfilling this reduced requirement, which is calculated on the basis of how many full-time semesters the student has completed before qualifying for Partial Exempt status. For example, a student who completes three years of school and then turns 23 during the summer before the start of his senior year may qualify for Partial Exemption. Partial Exempt status would apply *from that point forward*, so his SFP requirement would be reduced by one year's worth (38 SFP), from 150 credits to 112. He would therefore be required to accumulate 112 credits in order to graduate, and may complete these during the senior year if necessary.

NOTE: Students who have completed 8 full-time semesters of college before reaching age 23, whether at Milligan or in combination with attendance at another institution, will not be granted Partial Exempt status. Students in this scenario will be responsible for the full 4-year requirement of 150 SFP.

Partial Exemption by Age operates on a full academic year basis. Students may apply for Partial Exempt status at the start of the first fall semester following their 23rd birthday. Students turning 23 during the school year must wait until the following fall semester to apply.

Students seeking Partial Exempt status must fill out an application through the Campus Ministry Office, meet with the Campus Minister, and be approved by the Dean of Students. *A student is not considered exempt until this process is complete and his/her application is approved by the Dean of Students.*

PRORATING

First year and transfer students who bring at least 13 credit hours in to Milligan will be prorated SFP credits according to their class standing (see chart below).

| Class standing | Semester | Qualifying credit hours | Prorated SFP credits |
|---------------------------------------|--------------------------|-------------------------|----------------------|
| Freshman | 1 st semester | 0-12 | (0) |
| | 2 nd semester | 13-25 | 19 |
| Sophomore (26 credit hours) | 1 st semester | 26-41 | 38 |
| | 2 nd semester | 42-57 | 56 |
| Junior (58 credit hours) | 1 st semester | 58-74 | 75 |
| | 2 nd semester | 75-91 | 94 |
| Senior (92 credit hours) | 1 st semester | 92-109 | 113 |
| | 2 nd semester | 110-128 | 131 |

Students who begin at Milligan, transfer to another institution, and are then readmitted to Milligan will receive prorated credits for semesters enrolled elsewhere. These will be added to the actual credits accumulated during their previous semesters at Milligan.

POINTS TO REMEMBER

- The calendar of approved SFP events is available online at www.milligan.edu/student-life/faith-worship. As additional events are added through the semester, they are publicized through campus email and at www.infoday.milligan.edu.
- Students need to earn an average of 19 SFP credits per semester in order to reach the graduation requirement of 150. A detailed record of your SFP account including credits earned is available online at www.infoday.milligan.edu.
- Milligan College does not grant degrees to students who fail to satisfy the SFP graduation requirement. Students who complete their coursework but do not reach 150 SFP before graduation may be allowed to return the following semester to earn the needed credits. Seniors who are deficient in SFP will not be offered alternative means of earning credits.
- Attendance at Chapel/Convo and most other SFP events is tracked by scanning student ID cards. In order to receive credit you must present your ID to be scanned by an authorized person – “no card, no credit” (email or visual verification is not sufficient to document your attendance). Your card must be scanned no later than 10 minutes after the start of the event, and you must remain until the conclusion of the event. *If you scan in, you must remain for the duration of the event order to receive credit.*
- Students who scan in and then leave prior to the conclusion of an SFP event are assumed to be falsifying their attendance. *Students caught falsifying SFP attendance or assisting others in falsification (scanning another student’s card) will lose all credits earned during the semester and forfeit the right to earn additional credits for the remainder of that semester.*

Questions regarding SFP should be directed to the Campus Ministry Office.

ACADEMIC LIFE

ACADEMIC POLICIES & PROCEDURES

Academic Probation - A semester or cumulative GPA of less than 2.0 is the criterion for being placed on Academic Probation. Participation in extracurricular activities is restricted and must first be approved by the Academic Dean's Office. Volunteer tutors are available to offer assistance in various classes. A list of tutors may be obtained from the Director of Student Success or the Student Development Office.

Academic Grievance Procedure - The college takes very seriously its obligation to evaluate students' learning in ways that contribute to its academic mission and that support students in their educational goals. The goals of student evaluation are 1) to promote student learning by giving individual students clear indications regarding their degree of mastery of course material, and 2) to provide a basis of comparison across the curriculum for determining whether the College as a whole is achieving its academic mission. Faculty have charge over the means of evaluating student learning within the parameters set by the College's mission and the learning outcomes of each individual course. Faculty assign grades to students only after careful measurement of students' individual academic performance against the stated learning outcomes of the course. They are obligated to develop grading policies that are clear, reasonable, attainable, and yet academically challenging to students. Faculty are obligated furthermore to pursue these policies consistently with the goal of facilitating learning among all students in a class, to abide by them, and be willing to accept the consequences of failing to abide by them.

This academic grievance policy does *not* supersede established College policies regarding disabilities accommodations. Nor does it apply to student appeals regarding admission to or continued enrollment at the College. Nor does it apply to appeals regarding admission to or retention in specialized academic programs such as Nursing or Teacher Education. Students considering appeals in any of those situations should consult relevant policies within the College Catalog or Student Handbook. This policy applies only to appeals regarding academic evaluations given to students within the parameters of an individual class.

Informal Consultations Regarding Grades

A student may discuss the grading policies and procedures of any class with his or her instructor. The student is also free to seek clarification regarding the justification for a particular grade received in a class. Faculty should be receptive to these inquiries, as they provide occasion for further learning by the student as well as for increased understanding of the student by the instructor. The College strongly encourages a student who has questions about an assignment or course grade to take the matter up informally and immediately with his or her instructor. Such meetings should take place in person wherever possible. In most cases, this sort of open communication between instructor and student will result in a resolution of the student's concerns in a way both will find satisfactory.

Formal Academic Grievance Policy

In those rare cases where no satisfactory resolution is found through informal consultation between instructor and student, the College has adopted a formal academic grievance policy to assist the student in achieving this resolution. The formal academic grievance policy is designed for situations in which there has been a genuine academic irregularity that has resulted in an unjustified academic penalty for a student. An example of such an irregularity would be a professor's alleged failure to follow the grading procedures outlined in the course syllabus, along with the allegation that such failure harmed the student in some significant way. The academic grievance process is not to serve merely as an outlet for student frustration over an undesirable grade. Since the formal academic grievance policy is primarily a way to redress a perceived failure to follow established guidelines for grading within a course, it is important that everyone involved undertake

the grievance process with special care. Further, all parties 1) show respect for both faculty and students, and, 2) supports the College's educational mission.

Students who desire to pursue an academic grievance against a grade in a class must first have exhausted the option of informal consultation with the instructor as indicated above before pursuing the following steps:

1. The student should submit a written appeal to the instructor and to the Area Chair to whom the instructor reports detailing the nature of the grievance and requesting a specific remedy to the grievance. Should the Area Chair determine that the grievance still has the potential to be resolved between the student and the instructor, the Chair will reply in writing to the student indicating that more needs to be done informally prior to pursuing a formal grievance procedure. Should the Area Chair deem the grievance to warrant further inquiry, the Area Chair will indicate to the student in writing that he or she has decided to hear the student's appeal. In this case, the Area Chair will call and preside over a meeting with the faculty member and the student in attendance in an attempt to mediate the grievance and achieve a satisfactory resolution. At the conclusion of this meeting, the Area Chair will issue a written decision regarding the grievance to the student and faculty member.
2. The student has the option of appealing the Area Chair's written decision regarding an academic grievance to the Vice President for Academic Affairs (VPAA). The student making such an appeal should submit it in writing to the office of the VPAA no later than two calendar weeks after receipt of the written decision from the Area Chair. Should the VPAA determine that the grievance warrants further consideration, the VPAA will schedule individual meetings with the student, the faculty member, the Area Chair, and the VPAA. Alternately, the VPAA may choose to hold a group meeting with all four parties present. In these meetings, the VPAA will ask all parties to present to provide their perspectives on the matter and may ask questions of all parties for purposes of clarification. At the conclusion of these meetings, the VPAA will render a written decision regarding the appeal and distribute it to the student, the faculty member, and the Area Chair.

ACADEMIC INTEGRITY

A violation of academic integrity occurs when a student misrepresents the origin of his or her work and/or fails to acknowledge the contributions of others to his or her own scholarship. A violation of academic integrity is a serious offense which undermines the bonds of trust and honesty between members of the college community and defrauds those who may eventually depend upon our knowledge and integrity.

Since violations of academic integrity are related to a student's class work, the appropriate response is vested in the professor or academic administrator, as follows:

Depending upon the nature and extent of the offense, the student may receive a failing grade on the individual assignment or a failing grade in the course. In all cases, the professor will notify the student, in writing, of the offense and the sanction. A copy of the notification will be provided to the Vice President for Academic Affairs and Dean, who may then refer the matter to the College Discipline Committee and may inform the Vice President for Athletics and Student Development. Upon a second and flagrant violation of academic integrity by the same student, the Vice President of Academic Affairs must refer the case to the Discipline Committee for review and for possible dismissal of the student from the College. With the exception of cases referred to the Discipline Committee, the student may request further hearing via the Academic Grievance Procedure.

ADVISING

All freshmen entering Milligan College are assigned a faculty mentor who will function as the academic adviser for that year. All other students will be assigned an adviser, usually from within the discipline in which the student is majoring. Milligan College requires regular meetings between students and their academic mentors or advisers – four meetings for the first

semester freshman, two meetings for second semester freshmen, and one per semester for all other students. Failure to meet with academic advisers will result in not being able to pre-register for classes.

Students are especially encouraged to consult with advisers on a regular basis. While a student's satisfactory progress toward graduation is the responsibility of the student, regular contact with one's adviser can help ensure timely progress toward graduation.

INTELLECTUAL PROPERTY

Intellectual properties are items that one has created that are unique and that could potentially provide an economic benefit. This includes, but is not limited to, inventions, creations, web designs, original works of authorships, trade secrets, processes, procedures, forms, spreadsheets, photography, checklists, etc. Whenever intellectual property is created as a result of funds specially provided by or secured by Milligan College (including all forms of work study) that intellectual property and profits shall remain the property of Milligan College. All property produced from an Appalachian College Association (ACA) grant, including multi-institutional grants, will remain the property of Milligan College and/or the ACA. The Milligan College Business Office shall maintain copyrights and other indications of ownership of intellectual property produced as described above.

PHOTOGRAPH RELEASE

From time to time our students and employees may be identified or photographed for publication, broadcast, transmission and/or electronic display by the news media or college public relations officials. Unless a written statement to the contrary is filed with the Office of Student Development at the beginning of the semester, students and employees of Milligan College waive their model rights to be photographed for the college's print and online publications without prior notice.

RELEASE OF INFORMATION

The College makes every effort to keep student records in line with federal regulations. The Family Educational Rights and Privacy Act stipulates the guidelines by which the College makes decisions in regard to the release and use of student records. A copy of this Act may be obtained in the Student Development Office. Milligan follows the Family Educational Rights and Privacy Act in releasing any information. Only directory information, such as name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most previous educational agency or institution attended by the student is released without the student's consent. Students may file a form in the Registrar's Office if they wish to be excluded from the directory. The directory is for use within the College. Anyone outside the College who desires student information is directed to the Registrar.

STUDENT SERVICES

HEALTH SERVICES

HEALTH CLINIC

Health services include health and physical assessment, health teaching, health counseling, treatment of minor injuries and problems, and referral to local physicians or other appropriate health care providers. Every case of illness, accident or other medical emergency should be reported at once to the Health Clinic located in Wellness Center (ph# 8667).

Students requiring special diets may contact the Food Services Director for the necessary arrangements.

An official policy regarding students diagnosed as being infected with Acquired Immune Deficiency Syndrome is on file in the Registrar's Office.

All students are required to maintain health insurance coverage on themselves at their own expense. However, the college does provide information on health insurance coverage that can be purchased individually. This information can be obtained through the Student development office, and the campus nurse,

ASSISTANCE WITH EMOTIONAL DIFFICULTIES

Assessment and referral services for students who are having difficulties which are emotional in nature are available on campus. Students who are feeling overwhelmed by issues which prevent them from fully functioning in an academic or social way should seek direction from the counseling service. Appointments with the counseling service can be arranged through the health clinic. The number to the health clinic is 461-8667 or simply dial ext. 8667 if on campus. The counseling service is able to assess, make recommendations, and provide short-term counseling for interpersonal and personal issues. Referral services for more serious issues are provided as well. Referral services include assisting students in making contact with a local clinician and an appointment, if a student wishes to do so. Students may also contact local mental health providers directly. These services may be obtained in the Frontier Health system which provides counseling and evaluation in the Charlotte Taylor Center in Elizabethton (547-5950), the Watauga Mental Health Center in Johnson City (232-2600) or the Fairview Associates Center in Johnson City (232-2670). In each center is a multi-disciplinary team able to provide counseling and other services. Numerous professionals in the medical, psychiatric, psychological and spiritual realms also might be consulted for help with emotional issues. Contact information is available in the phone book yellow pages under one of the following headings: Counselors, Physicians-Psychiatry, Psychologists, or Social Workers.

SUICIDE THREATS/ATTEMPTS

In cases in which a student is a threat to self or others, to harm or kill self or others, the College will respond in a way which is significant and immediate, in a way designed to be quick and ensuring reduction of the risk to everyone involved and threatened. The College has limited resources to provide care to an individual displaying threatening behavior, so resources are obtained from other agencies and the threatening student is removed from the campus until an assessment of the severity of risk can be ascertained.

An attempt or threat to harm will result in action which includes emergency personnel from Emergency Medical Services and law enforcement being called to the campus to transport the student to an emergency room or to a psychiatric facility in which quick appropriate action might be provided. The student will be hospitalized to the extent which is considered necessary by medical personnel. This intervention might be inpatient medical/psychiatric care or outpatient therapy. The College will rely on the clinical staff to determine the extent and duration of treatment and the course of after-care following discharge. At the time of admission, the student will be required to provide to the college staff access to the medical team and the student's medical records to ensure that a full and smooth transition is made back to the academic and residential setting following hospitalization. The College, through the Dean of Students, the Director of Student Success and the Residence Hall Director and others with a direct responsibility for/to the student, will determine the advisability of the student's return to the academic and residence hall setting. If the decision is that the student's enrollment should be terminated, an administrative withdrawal will be imposed and the student must leave the campus within 24 hours. Refunds of tuition, room and board costs and fees will/will not be made in accordance with the policy as stated in the College Catalog. If counseling is required as a part of the long-term adjustment, this service is to be obtained by the student and paid for by the student, the student's family or insurance carrier. The College assumes no financial obligation for any expenses for medical or continuing care related to these types of emergencies and care.

To return to or continue in school after hospitalization for a suicide attempt or threat, a dependent child must have a written statement of parent/guardian acknowledging awareness of the incident and indicating a desire for the student to continue enrollment.

When evidence such as:

- a student's changed, unusual, uncharacteristic or inappropriate behavior,
- a student's subtle but damaging influences on others,
- other students being emotionally drained or overwhelmed by an individual,
- other students providing support or reinforcement for emotionally dependent, needy, attention-seeking, behavior, is observed or reported, the College will act in a manner along a continuum which **could** include:
 1. guidance or direction to community help providers,
 2. disciplinary action,
 3. termination of enrollment,

4. parental involvement, and/or
5. medical intervention.

The College has an agreement with Frontier Health's Mobile Crisis Response Team. This group responds to emergencies as requested. Its members can be on campus to respond to crises and to determine the need for emergency assessment and referral to mental health and community outreach. The Mobile Crisis Response Team can provide a seamless transition from College personnel to mental health and medical staff when needed.

Disability Services

Individuals with disabilities who require assistance should contact the Director of Disability Services.

Heather Jackson, Director of Disability Services

P.O. Box 500

McMahan Student Center

Milligan College, TN 37682

423.794.3088

hjackson@milligan.edu

Notification of Disabilities

It is the responsibility of the student to notify the school of his or her disability and to follow the process for requesting appropriate auxiliary services and academic adjustments.

1. Entering students should submit a written request for auxiliary aids to the DDS prior to matriculation at Milligan College. A current student who discovers the need for accommodations may submit a request at any point during his or her academic career.
2. Along with the written request, the student must provide documentation of the disability. This documentation must be prepared by a medical doctor, psychologist, or other qualified diagnostician as appropriate.
3. Complete documentation should include a diagnosis of the current disability, the date of this diagnosis, how the diagnosis was reached, the credentials of the diagnosing professional, how this diagnosis affects a major life activity, and how the disability affects the student's academic performance.
4. If available, the student should submit other documentation such as an Individualized Educational Program (IEP) or a section 504 plan from high school. Milligan prefers these plans to be dated within the three years prior to submission.

General Considerations

1. Upon receipt of requests for auxiliary aids, the DDS will procure recommendations from a professional counselor or occupational therapist as appropriate.
2. In all cases, the age of the student, thoroughness of the documentation, and adjustments being requested will assist in determining whether the evidence submitted is sufficient for eligibility. If more documentation is required, the student will be informed.
3. Based on the documentation and evaluation, the DDS will notify faculty members each semester of specific auxiliary aids and/or academic adjustments that are to be granted.
4. When a student's documentation is lacking or insufficient or is considered outdated, it may be necessary to secure a new evaluation. The need for such an evaluation will be established by the college professional reviewing the request. In such cases, the student will be referred to a local physician or psychologist for evaluation. It shall be the student's responsibility to secure the needed evaluation by sufficiently trained physicians or psychologists. Without the completion of this step, the college will assume no responsibility for providing requested academic adjustments.

5. Students will be notified of their status (eligible, ineligible, deferred) after the college professionals have reviewed the documentation. If the student is ineligible or deferred, the notification letter will explain what is missing. **If a student is determined eligible, it is the student's responsibility to make an appointment with the DDS to discuss reasonable adjustments. Adjustments will not be initiated prior to this meeting (i.e. priority registration, extended time on tests, etc.).**

Establishment of Academic Experiences for Students Seeking Accommodations and Determining Essentialness

Essential academic experiences are those learning activities that the College has determined are fundamental for achievement of prescribed learning outcomes in a course or academic program. Essential academic experiences in all curricula are determined by the College's Academic Committee through regular and systematic review of course and program requirements. In cases where requested academic accommodations may affect the achievement of essential academic experiences, a review of academic accommodations by the Director of Disability Services (DDS) will consider both the student's disability and possible alternative means of meeting the academic requirements.

Below is the procedure by which the College will determine the essentialness of specific academic requirements that will be affected by requested academic accommodations.

1. Upon receipt of a student's request for accommodations, such as auxiliary aids and/or academic adjustments, the DDS will consult with academic advisors in the program field as well as with professionals in medical or occupational areas (either within or outside of the College community). Such a review will take into account the extent of the student's disability, prior use of auxiliary aids, as well as the nature of the program content and alternative options.
2. Based on the foregoing documentation and evaluation, the DDS will notify faculty members each semester of specific auxiliary aids and/or academic adjustments that are to be granted.
3. When a student's documentation is lacking or insufficient or is considered outdated, the student will be required to secure a new evaluation. The need for such an evaluation will be established by the college professional reviewing the request. In such cases, the student will be referred to a local physician or psychologist for evaluation. It shall be the student's responsibility to secure the needed evaluation by sufficiently trained physicians or psychologists. Without the completion of this step, the College will assume no responsibility for providing requested academic adjustments.
4. Students will be notified of their status (eligible, ineligible, deferred) after the College personnel (and if necessary, any outside parties consulted) have reviewed the documentation. If the student is ineligible or deferred, the notification letter will explain what is missing. If a student is determined eligible, then it is the student's responsibility to make an appointment with the DDS to discuss reasonable adjustments. Adjustments will not be initiated prior to this meeting (i.e. priority registration, extended time on tests, etc.).
5. Students or faculty who wish to appeal the College's decisions regarding the essentialness of specific academic requirements should follow the procedures found in the College Catalog and the Student Handbook.

Appeal and Formal Grievance Procedure for Individuals with Disabilities

Milligan College strives to maintain the highest standards of integrity of upholding the rights of persons with disabilities provided by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (amended 2008). Milligan has adopted internal appeal and grievance procedures to provide for the expeditious and equitable resolution of complaints of discrimination, including but not limited to, the provision of accommodations to students or applicants for admission and complaints by employees who believe they have been subject to discrimination.

The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies such as the filing of a 504/ADA complaint with the responsible federal department or

agency. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies, although it is strongly suggested that this procedure be used first.

Formal Grievance Procedure

The Formal Grievance Procedure is available for any individual (student or employee) who feels subject to discrimination due to a disability. The formal grievance procedure is as follows:

- 1) The complainant/grievant should obtain a GRIEVANCE FORM from the Director of Disability Services (DDS). The complainant/grievant must submit a completed GRIEVANCE FORM electronically to the Director of Disability Services (DDS). Should the complaint be against the Director of Disability Services, the form may be submitted to the Chair of the ADA Committee (Dr. Christy Fellers, Associate Professor of Occupational Therapy, McGlothlin-Street Center for Occupational Therapy, Hardin Hall, cmfellers@milligan.edu, 423-461-8653).
- 2) A complaint must be submitted within 90 calendar days of the occurrence of the alleged violation.
- 3) An investigation conducted by the DDS, or other designee as may be appropriate, shall follow the filing of a complaint. The investigation shall be informal, but thorough, and it should afford all interested persons and their representatives, if any, an opportunity to submit evidence relevant to the complaint.
- 4) A written determination as to the findings of the investigation of the complainant and the description of the resolution, if any, shall be forwarded to the ADA Committee within 45 calendar days of the Complaint's filing, who shall review the information and rule on the case. A final determination will be released by the Chair of the ADA Committee no more than 15 days after the Committee's receipt of the initial finding.
- 5) If the decision of the ADA Committee is unacceptable to the complainant, he/she may request a formal hearing with the ADA Committee within 15 business days of the receipt of the determination of the Committee. A meeting will include the complainant and, at a separate time, any other party involved for review of the incident. Within 15 business days of this meeting, the Committee will forward its recommendation to the College vice-president(s) overseeing that portion of College operations to which the complaint relates. Within 15 business days of the receipt of this recommendation, the appropriate vice-president(s) will make a final ruling on the grievance and will forward that ruling in writing to the complainant.
- 6) If the grievance is substantiated and the College is found to be in violation of disability mandates, a copy of the decision letter will be forwarded to the College President. The President will assemble a committee of appropriate parties to determine options for a fair and expeditious remedy to the violation as well appropriate policy and procedure revisions to prevent a recurrence of the violation.
- 7) If the grievance is not substantiated, the complainant may appeal the decision of the ADA Committee to the College President within 15 days of the determination in 5) above.
- 8) All decisions of the Office of Student Disability Services stand until such time as the grievance process is completed.

This foregoing formal grievance procedure is applicable to both students and employees.

The DDS shall maintain the files and records relating to the complaints for a period of 3 years.

THE CENTER FOR CALLING AND CAREER EXPLORATION

GETTING STARTED

Career development and planning, a key function at most colleges and universities, gets a special twist at Milligan, where it's about vocational and career exploration. The emphasis is not just on making a living, but making a life. A comprehensive approach that spans the entire student experience, the **Center for Calling and Career Exploration** is a place where students can seek answers to questions of vocation and find opportunities to work and serve.

Listed below are services the Center for Calling and Career offers to our students. Our goal is to personalize our support to each and every individual student.

DROP-IN COUNSELING

Drop-In Counseling is a brief consultation with a Career Services professional on any career-related concern such as:

| | |
|------------------------|--|
| Major/career decisions | Full-time job |
| Occupation information | Graduate school |
| Salary statistics | Resume |
| Networking | Cover letters |
| Job shadowing | Interviewing |
| Internship | Negotiating salaries/evaluating job offers |
| Summer job | |

The Career Services professional may be able to answer your question(s) in the 10 to 15 minute session and/or refer you to our other services to address your concern.

SCHEDULED APPOINTMENTS

One hour appointments are available Monday through Friday from 9:00am to 4:00pm and need to be scheduled one day in advance. To schedule an appointment, please telephone Beth Anderson at 461-8316 or email banderson@milligan.edu.

INDIVIDUALIZED CAREER ASSESSMENTS

Individualized career assessments can greatly aid participants by giving them personal information as they consider potential careers. Students may make an appointment to complete specialized career assessments, including the Myers Briggs Type Indicator (MBTI) and the Strong's Interest Inventory (SSI).

The MBTI will inform students about the correspondence between their personality types and particular careers. It also informs students of popular professions for their personality types. The SSI informs students of career choices that match their interests, as well. Students generally complete these assessments during MLGN 200, College and Career, but assessments are available to individuals who have not completed them previously.

To complete either or both of these assessments, contact Beth Anderson by email or by phone at 423.461.8316 for an appointment.

COLLEGE CENTRAL NETWORK (CCN)

College Central Network is Milligan College's on-line resource for all things related to your job search. On www.milligan.edu/career, click on the CCN logo at the top of the page and register using the same sign-on information you use for Canvas. On this site you will find job listings, resume templates, cover letter guidance and information on how to develop a job-related portfolio.

LOST AND FOUND

All articles found on the campus are to be turned in at the Registrar's Office.

INFORMATION TECHNOLOGY

Milligan College provides a local area computer network that links residence halls, classrooms, and faculty and staff offices in addition to providing access to the internet, applications, and library services.

Milligan students may connect personal computing devices in their residence hall rooms to the network for access to the internet and other Milligan resources. Wireless network access is available in all dorms, as well as the Student Union Building, Library, Cafeteria and Academic Areas. To connect to the network you must be an active Student with an established Milligan ID obtained from the Office of Information Technology.

Milligan has established a network for gaming console use. The configuration on the gaming network has been designed to provide access to the required ports for specific systems/games to function.

For official communication, including any communication from Milligan offices or Milligan faculty to students, the email address issued by Milligan College will be the only email address used. Notices sent by official Milligan email will be considered adequate and appropriate communication. It is incumbent on students to check their official Milligan email regularly.

The Milligan College Computer Use Policy outlines expected behavior when using the computer network. Students are expected to conform to provisions outlined in the policy, a copy of which is available on the Milligan College Information Technology Web site here: IT.milligan.edu.

For further information or answers to questions, contact the Information Technology Help Desk by calling 423.461.8704, emailing HelpDesk@milligan.edu or visiting the Milligan College Information Technology website, IT.milligan.edu.

MILLIGAN'S NETWORK IN THE RESIDENCE HALL ROOMS

Each residence hall room has a network connection for each bed to provide access from the students' own computers to the campus network. Wireless access is also available in the residence halls. Students are responsible for installation of network adapters and protocols on their personal devices, however, students are not permitted to install or use any unauthorized network device.

The Information Technology Department will furnish the necessary infrastructure and network access to provide a robust end-user experience. Unauthorized or 'rogue' wireless network devices can hinder the overall network performance for all users, and are therefore prohibited.

For the recommended minimum computer configuration for connecting to the network, call 423.461.8704 or visit the Milligan College Information Technology website at IT.milligan.edu.

COMPUTER LABS

A variety of networked computer labs and accessories (letter-quality printers, scanners, etc.) are located on campus, some exclusively for public student use and some for specific instructional purposes. In addition, there is a mixture of fixed and mobile units, which enable both instructors and students to address a variety of educational configurations. The central teaching building, Derthick Hall, has 1) a teaching lab with 28 PCs, a printer, and a scanner; 2) an open lab with 6 PCs and a printer, 3) a non-production lab on the 3rd floor dedicated to the CIS department; and 4) a single-terminal computer kiosk and printer on the 2nd floor. Paxson Communication Center contains a Macintosh lab with 19 computers, a printer, an optical scanner, and a high quality printer with large carriage; the Macintosh lab is used primarily for communications courses. In Hardin Hall, there are 20 PCs with a printer; this equipment is prioritized for Nursing and M.S.O.T. students. Hardin Hall also has an M.S.O.T. lab with 5 PCs and a printer. Wilson Auditorium has 50 mobile units for use specifically in Wilson Lecture Hall. The Seeger Chapel lab has 10 PCs connected to piano keyboards, plus a printer and is used by music students. The Clark Education Center contains 3 computers and 11 mobile units, plus a printer; this equipment is prioritized for education students. In the Science Building, there are 3 PCs and a printer, as well as 2 PCs connected to analytical equipment used by science students. Finally, the P.H. Welshimer Library has 11 PCs, 15 laptops, and 3 networked printers (one per floor). Assistance from the IT Help Desk is available by calling 423.461.8704 or emailing HelpDesk@milligan.edu.

WEBSITE

The Milligan College web site is located at www.milligan.edu.

CABLE TV IN THE RESIDENCE HALL ROOMS

Milligan College provides access to over 60 cable TV channels, including some that are operated by the Milligan College Communications Department. Each residence hall room has one cable TV outlet. For more information about the cable TV network, contact the Information Technology department at 423.461.8704 or HelpDesk@milligan.edu.

COMPUTER USE POLICY

Introduction

Access to computer systems and networks owned or operated by Milligan College imposes certain responsibilities and obligations and is granted subject to college policies, and local, state, and federal laws. Acceptable use always is ethical, reflects academic honesty, and shows restraint in the consumption of shared resources. It demonstrates respect for intellectual property, ownership of data, system security mechanisms, and individuals' rights to privacy and to freedom from intimidation, harassment, and unwanted solicitations.

Milligan College is a guest on the Internet, and use of the Internet through Milligan College facilities reflects upon the College. Accordingly, each user is expected to behave in a manner that reflects our commitment to be a premier Christian liberal arts college where Jesus Christ is exalted and excellence is the standard.

The computing facilities at Milligan College are provided for the students, faculty, and staff of the College and all such individuals are expected to abide by this policy whether they are considered full-time or part-time. In special circumstances, guests of Milligan College may be afforded the use of the technology resources and are expected to abide by this policy.

Use of the network and computing facilities at Milligan College implies consent to abide by this policy and other relevant policies and regulations relating to the use of these facilities.

Guidelines

In making acceptable use of resources, you should follow the guidelines:

1. Access only files and data and resources that you own, that are publicly available, or to which you have been given authorized access. You should not use another person's system, user ID, password, files, or data without permission.
2. Take all reasonable precautions to safeguard your password. You are responsible for all activities on your user ID or that originate from your system.
3. Use only legal versions of copyrighted material in compliance with vendor license requirements.
4. Be considerate in your use of shared resources. You should refrain from monopolizing systems, overloading networks with excessive data, degrading services, or wasting computer time, disk space, printer paper, or other resources.
5. Improper use of the Internet and campus network will be dealt with on an individual basis.
6. Comply to Public Online Information and the Milligan College Code of Conduct.

Students should note that any file put on the network may be routinely checked for compliance to the Milligan College Code of Conduct. Additionally, any public online material in a violation of the Milligan College Code of Conduct or college policies may be subject to disciplinary action.

Expressly forbidden are:

1. Attempting to use computer programs or other means to decode passwords or access control information.
2. Attempting to circumvent or subvert system or network security measures, including creating and/or running programs that are designed to identify security loopholes and/or decrypt intentionally secure data.
3. Connecting unauthorized equipment to the campus network, including routers and switches.
4. Engaging in any activity that might be purposefully harmful to systems or to any information stored thereon, such as creating or propagating viruses, worms, or "Trojan horse" programs; disrupting services; damaging files; or making unauthorized modifications to College data.
5. Making or using illegal copies of copyrighted materials or software, store such copies on College systems, or transmit them over the College network.

6. Using mail or messaging services to harass, offend, or intimidate another person, for example, by broadcasting unsolicited messages, by repeatedly sending unwanted mail, or by using someone else's name or User ID.
7. Wasting computing resources or network resources, for example, by intentionally placing a program in an endless loop, printing excessive amounts of paper, or by sending chain letters or unsolicited mass mailings. Multiple copies of printouts should be made on copy machines rather than on computer printers.
8. Removing supplies provided in computer laboratories for use on personal computers in dormitories. Students are responsible for providing for their own supplies for in-room use.
9. Using the College's systems or networks for commercial purposes; for example, by selling access to your User ID or to College systems or networks, or by performing work for profit with College resources in a manner not authorized by the College.
10. Storing games and other large non-academic related files (e.g., mp3, video) on shared computing facilities (e.g., lab computers and personal network directories).
11. Peer-to-peer sharing of copyrighted materials, movies, music files, etc.
12. Engaging in any other activity that does not comply with the General Principles presented above.

Safety Tips for On-line Information

The internet is considered public domain; therefore, revealing a large amount of personal information on-line can have harmful consequences. Posting information online, such as phone numbers and home and school addresses could lead to identity theft, unwanted personal contact, and even stalking. Additionally, future employment can also be affected by profiles and blogs. Safety should be your first priority; use common sense. Do not list personal information and disregard emails from unknown senders. Remember, the information provided on your profile can project an unintended bad image about you, your family, and Milligan College as well as present a bad first impression to future employers.

Just as you can browse other online profiles, your personal information can be accessed by anyone, and you do not know who is looking at your profile. Therefore, edit, restrict and protect your private information. Here are some general guidelines to follow:

- **Be aware of the scope of the web.** Even secure sites can be hacked, so your information may be open to the public.
- **Create passwords that others can't easily figure out.** Use complex alphanumeric passwords, unrelated to any of the information you have already posted (e.g., not your birthday).
- **Consider posting only information already available in the public domain.** Just because there is a field on the site does not mean you have to fill it in. True "friends" can always email you to ask for more contact information.
- **Post general rather than specific information.** For example:
Birthday – Sept. 19 (leave out the year).
Address – Johnson City, Tennessee (leave off name of residence hall or address).
Don't post information such as phone number, address, social security number, or schedule of activities.
- **Consider the impact of what you post.** Be aware of the image your profile and information projects about you, your family, and Milligan College, as well as the image it may send to future employers.
- **Change privacy settings to keep your identity safe.**
- **Know what you're agreeing to:** Review online terms to understand what you are agreeing to when you log on.

When you do not restrict and edit information, wrong and unintended individuals can gain access to your private information exposing you to any number of cyber stalking venues: identity theft, obscene phone calls and voicemails, threatening emails, and mysterious online messages.

Privacy

As a matter of general policy, the College respects a user's right to privacy. All user files and directories stored on shared computing systems are considered to be private and confidential. Only files which a user has explicitly made public (e.g., by placing in a "public" directory or made available as a shared public resource) should be considered open for general access.

Users should not assume that email messages are private since most are transmitted unencrypted.

It is the policy of the College not to monitor individual usage of any general facility. However, the College reserves the right to monitor and record the usage of all facilities if it has reason to believe that activities are taking place that are contrary to this policy or state or federal law or regulation and as necessary to evaluate and maintain system efficiency. The College has the right to use information gained in this way in disciplinary or criminal proceedings.

Hosting Web Pages and/or Discussion Lists Members of the College community may post personal web pages on the College's web site provided they follow general College guidelines concerning such postings and reflect positively upon the College.

Milligan College will consider requests for hosting web pages or discussion lists (listservs) for off-campus non-commercial professional organizations for a fee. Such organizations must have current active participation by a Milligan employee (faculty or staff) or student organization. National student organizations seeking such services must have a current active affiliate chapter on campus.

The Milligan College employee (faculty or staff) or student organization faculty advisor will assume the responsibility and accountability of maintaining and monitoring changes in web pages and ongoing discussions. Therefore, maintenance of these services is a privilege contingent upon Milligan College employee involvement.

All web site pages must be developed and submitted in advance for approval to the Milligan Technology Applications Committee. All web pages will conform to the Milligan College standards. Milligan reserves the right to terminate web page or discussion list services at any time.

Network User Storage

Milligan College provides a personal folder on the network server for storage of user files. A limit on the amount of storage used by an individual will be enforced. Milligan College reserves the right to discontinue providing this privilege for any reason including disciplinary action or limited resources.

The College maintains a backup schedule of most user areas, however Milligan College disclaims any and all liability resulting from any and all situations in which we are unable to recover data in user storage areas for reasons such as, but not limited to, system crashes and technical failures of any type. Users are cautioned to keep a copy of any data posted in user storage areas. Milligan College assumes no liability for data and loss of data in any and all areas.

Enforcement

It is the policy of Milligan College that all members of its community act in accordance with these responsibilities, relevant laws and contractual obligations, and the highest standards of ethics. The College considers any violation of acceptable use principles or guidelines to be a serious offense and reserves the right to copy and examine any files or information resident on College systems allegedly related to unacceptable use, and to protect its network from systems and events that threaten or degrade operations. All users of the College's computing facilities are responsible for understanding the principles set forth above.

Failure to comply with the guidelines above may result in suspension of privilege, or civil or criminal action under state or federal law. Students discovered to be in violation of these principles will be referred to the College's judicial system; faculty and staff discovered to be in violation of these principles will be referred to the appropriate Vice President for hearing and possible disciplinary action, which may involve having system privileges revoked.

The intent of these guidelines is to ensure a productive and economical computing environment for all users, while abiding by laws governing copyrights and computer access. The examples do not constitute a complete list but are intended to convey the intent of the code. Questions and suggestions regarding these policies should be directed to the Director of Information Technology.

Termination of Services

Upon ceasing enrollment or employment at Milligan College, a student or employee will no longer have access to Milligan College network accounts. Milligan email will be available as long as it is being utilized. Your my.milligan.edu email account will be deleted after 6 months of inactivity.

STUDENT FINANCIAL SERVICES

Student Financial Services assists students with all aspects of financing their education. As you apply for financial aid, register for classes, and receive your student account statement, your financial services counselor can guide you through all the processes necessary to pay for your education.

In order to attend classes, you must make financial arrangements for payment of your bill prior to registration. Milligan College accepts MasterCard, Visa, American Express, and Discover. Credit card payments and e-check payments may be made online at www.milligan.edu/sfs. We also offer a tuition payment plan for students and families to finance a portion of their education expenses over several months. The tuition payment plan is interest free with an annual enrollment fee of \$75.

Student Financial Services considers any financial aid you are receiving as a payment toward your bill, as well as your enrollment deposit and any amount you finance through the tuition payment plan. If financial aid and the payment plan will not cover your entire bill for the academic year, you and your student financial services counselor may also consider additional loans such as the Parent Loan for Undergraduate Students (PLUS) and graduate students or an alternative loan.

Milligan College has a priority deadline of March 1 for receipt of your FAFSA and your Milligan College Financial Aid/Scholarship Application, as well as any other documentation necessary to complete your file for awarding. You may apply for federal financial aid at www.fafsa.ed.gov by completing the Free Application for Federal Student Aid (FAFSA). You must have a pin number before you can sign the FAFSA electronically. You may apply for your pin number at the same website. Please remember to use the Milligan College school code of **003511** to ensure that the electronic result of your FAFSA will be electronically transmitted to Milligan College.

If you have questions regarding your financial aid award or your student account, please contact Student Financial Services for assistance. You may visit us in McCown Cottage or on our website at www.milligan.edu/sfs, or contact our office by phone or email if you have questions. We can be reached by phone at 800-447-4880 or 423-461-8949, and our email address is sfs@milligan.edu.

POSTAL MAILING ADDRESS POLICY

All students are responsible for keeping their permanent home mailing address and current local postal mailing address up to date with the college. Students must go to the Registrar's Office to notify the college if their address changes.

To receive mail on-campus, each individual student must rent a PO Box online. Boxes may not be shared by multiple students. Any mail sent to students at any college address other than a post office box rented by the student will not be delivered. Student mail is not delivered to residence halls or any other locations on campus. All mail sent through the US Postal Service should be addressed to:

Student's Name
PO Box # (for the post office box rented by the student)
Milligan College, TN 37682

Packages sent U.P.S. or other ground service should be addressed to:

Student's Name, C/O Milligan College Physical Plant
Student's Residence Hall and Room Number,
130 Richardson Road,
Milligan College, TN 37682.

As mentioned above, this address is for the delivery of packages only. Any regular student mail such as letters, cards, magazines, bills, etc. received at this or any other Milligan address will not be delivered.

CAMPUS SECURITY

Note: The information following is provided in accordance with the Tennessee “College and University Security Information Act” of 1989, and the Federal “Student Right to Know and Campus Security Act” of 1990. Statistics on campus crimes are available from the campus security office located in the physical plant.

Campus security is everyone’s responsibility, and it is necessary to maintain sound and sensible precautions. It is therefore important for members of the College community to report any and all questionable incidents. Crimes which occur on campus are to be reported immediately to the campus security office (423-461-8911) located in the physical plant. Persons who may assist in reporting criminal actions include members of the Campus Security force, Residence Hall Staff, or the Student Development Office. Victims or witnesses of criminal activities are directed to complete an Incident Report which details the facts surrounding the crime. Report forms are available from the offices named above. In cases involving violation of local, state, or federal laws, the Elizabethton City Police are notified for appropriate follow up. The College cooperates fully with any investigations conducted by proper authorities. In the event of a threat to campus, regardless of the nature, a variety of measures will be used to advise the community. Measures used may include email, campus emergency warning system, telephone calls, and the college’s emergency notification system.

Milligan College contracts with a professional guard service to provide after-hours security. Between 8:00 a.m. and 5:00 p.m. weekdays, the Director of Campus Security and/or designated employees are on duty to assist with campus law enforcement. Between 5:00 p.m. and 8:00 a.m. daily, at least one security officer is on duty (423-461-8911). These individuals conduct inspections of campus buildings and patrol the campus throughout the night. Security personnel have authority to enforce campus traffic policies, to request identification of any person on campus and to escort unauthorized persons from campus if necessary, to detain persons in violation of the law, and to fulfill such other responsibilities as may be appropriate in the performance of their duties. Campus security officers are equipped with cellular telephones to provide direct access by the community during the hours on duty. During new student orientation, Crime prevention is addressed through review of precautions necessary to provide for one’s personal safety and well-being. Information is available on the college website regarding ways to protect one’s self and his or her belongings. Residence hall programs also cover the topic of crime prevention as it relates to campus housing and safety procedures.

The residence halls and other campus buildings have an announced closing hour during the year. Any exceptions to these times must be approved by either the Student Development Office or Academic Affairs Office in advance of a scheduled event. Students living on campus are given personal key access to the main door of their residence hall. They may also contact Campus Security to be admitted to the hall. Proper identification is required.

The college requires that all residential students report to their Resident Assistant (RA) or Resident Director (RD) whenever they are to be away from their housing unit overnight. This report must include their destination and expected time of return. The purpose is to help assure the safety of students by having knowledge of their whereabouts. In case of a missing person or potential missing person, the college will make every effort to contact the person directly. If the college is unable to contact the person and no other individuals on campus have knowledge or communication with the person then the college will contact the parents/guardian/family of the suspected missing person within 24 hours of the college’s determination that the student is deemed missing. The college will then work directly with the family and/or local authorities in efforts to locate the student. In cases of sexual assault victims are encouraged to report the incident to the following campus authorities: the Dean of Students, Director of Security/Title IX Coordinator, or Residence Life Staff. Reporting to these authorities is encouraged but victims have the option to decline to report to any of the above. Reports to campus authorities will result in an investigation in accordance with the campus Sexual Misconduct Policy, including disciplinary proceedings. Campus authorities will also assist victims in reporting to local law enforcement, if the victims choose to report. Victims are encouraged to seek medical attention at a local hospital to identify any injuries and/or health concerns and to preserve evidence, which may assist in the investigation of the incident and/or the obtaining of an order of protection. Counseling services for victims are available at the college counseling center (423-461-8500) and/or the campus minister (423-461-8760). Advocacy services are also available through Safe Passage (24-hour hotline 423-926-7233). More information about sexual misconduct policies, procedures

and prevention efforts is available from the Title IX Coordinator (423-461-8740).

When it is determined a sexual assault has occurred, the person or persons responsible will face campus disciplinary proceedings in accordance with the College Disciplinary Guidelines and appropriate sanctions will be imposed upon a finding of guilt. Possible sanctions include mandatory treatment and suspension or expulsion. The College will cooperate fully with law enforcement agencies in any investigation and prosecution of offenders who will be subject to all applicable legal sanctions under local, state, or federal laws. Counseling support services will be extended to the victim. Information relative to the outcome of the case will be provided to the accused and the accuser. The College will also offer assistance in making necessary changes in classes, housing, or such other arrangements as may be appropriate to enable the student to continue in school in cases of an alleged assault.

In regard to campus security, each student has certain individual responsibilities which lend themselves to an orderly campus environment. These responsibilities include the following:

1. Students are prohibited from entering rooms, buildings, and other restricted areas of the campus after their normal closing hours.
2. No student shall fail to comply with a reasonable and lawful request or direction by members of the faculty, administrative staff members, residence hall staff, or other College employees acting in the performance of their duties. Students must be prepared to provide proper identification upon request of a College official.
3. No student shall intentionally provide false information to a College faculty member or staff member acting in the performance of his/her duties.
4. It is against the law for adults to wear masks in public. Therefore, students are prohibited from wearing masks on campus or otherwise concealing their identity. The only exception to this is when officially sanctioned College activities call for the participants to come in costume.
5. Guests are welcome on campus and are expected to abide by the College's security procedures.

In case of severe disruptive or threatening behavior on campus or where the security of any campus personnel or the well-being of College property is potentially in danger, the Dean of Students (or an official representative acting for the administration) is authorized to immediately remove a student from the campus to provide necessary campus security. Obviously, the student in such a situation will be informed of the reason for his removal which is subject to review.

MILLIGAN COLLEGE STUDENT COMPLAINT POLICY

On Campus Authorities

After students have exhausted appropriate appeals processes by communicating with faculty and staff directly involved in the issue at hand, students may lodge formal complaints, in writing, using the Student Complaint Form available on the website and in the Student Development Office.

Student Affairs Issues (e.g. housing, food service, student activities, athletics, intramurals, spiritual life, parking): Complaints should be directed to the Vice President for Student Development and Athletics.

Academic Affairs Issues (e.g., faculty, courses, schedules, transcripts, information technology, registration): Complaints should be directed to the Vice President for Academic Affairs.

Business Affairs Issues (e.g. financial aid, student accounts complaints, work-study, bookstore, physical facilities, house-keeping or landscaping/grounds): Complaints should be directed to the Vice President for Business and Finance.

The Vice President will respond to complaints within a reasonable time.

Should the response be unsatisfactory, or should a complaint arise for an area not listed above, a formal written complaint may be submitted to the Office of the President.

Off Campus Authorities

Complaints relating to quality of education or accreditation requirements shall be referred to the Southern Association of Colleges and Secondary Schools (SACS), (www.sacscoc.org/pdf/081705/complaintpolicy.pdf)

Complaints related to the application of state laws or rules related to approval to operate or licensure of a particular professional program within a postsecondary institution shall be referred to the appropriate State Board (i.e., State Boards of Health, State Board of Education, and so on) within the Tennessee State Government and shall be reviewed and handled by that licensing board (www.tn.gov, and then search for the appropriate division)

Complaints related to state consumer protection laws (e.g., laws related to fraud or false advertising) shall be referred to the Tennessee Division of Consumer Affairs and shall be reviewed and handled by that Unit (www.tn.gov/consumer/).

STUDENT GUIDELINES

EXPECTATIONS & RESPONSIBILITIES FOR STUDENT LIFESTYLE

Membership in an academic community of Christians carries with it certain responsibilities. Because Milligan College seeks to provide a quality education in an appropriate Christian setting, it is assumed that a member is both committed to Christ and willing to grow and develop not only academically, but also socially and spiritually. Therefore, by virtue of their enrollment, students agree to accept the responsibilities of membership in the Milligan community.

Historically, individuals, groups and communities have developed rules as a guide toward their goals. Rules also help us to put into practice our basic moral and social principles. They help us provide order and structure in relationships with others in the community. What basis is there for Milligan rules?

We at Milligan adopt specific rules on the basis of our belief that God's Word, as final rule of faith and practice, speaks specifically on many matters. Behavior that conflicts with Scripture is unacceptable at Milligan.

Included are specific acts such as drunkenness, stealing, the use of slanderous or profane language, all forms of dishonesty including cheating, occult practices, and sexual sins.

In addition, Scripture condemns such attitudes as greed, jealousy, pride, lust, bitterness, needless anger, an unforgiving spirit and harmful discrimination. The Milligan community is obliged to renounce these behaviors and attitudes and seek God's forgiveness and help so that we may grow in grace and righteousness.

Other rules are based on civil law. As Christians, we do not normally disobey the government, except in rare instances where obedience to civil authorities would conflict with Scriptural teachings. Even then each individual would submit to the consequences of such behavior. Members of the Milligan community are expected to uphold the laws of the local community, the state of Tennessee and the nation. Some examples of these are illegal entry, theft, vandalism, assault, possession or use of alcohol by minors, and illegal drugs.

Appropriate life-styles involve concern for the influence of our behavior on our College community, and the city and larger society of which we are a part. Many of these rules reflect our concern of not giving unnecessary offense to others who find some things spiritually and morally questionable. This spirit is reflected in the individual's personal and academic integrity; respect for the dignity, rights, and property of others; discouragement of bigotry while learning from differences in people and their ideas; and demonstrations of caring and concern for others. Members of the Milligan community are expected to subject themselves to the self-discipline necessary to conform to these standards.

The College requires members of the community to refrain from: possession and use of alcoholic beverages, hallucinogenic substances (including Marijuana) or narcotics not prescribed by a physician; pornography; profanity, expletives, obscenities, and demeaning gestures; threats of violence; damage to property; and immodest dress. Music which is profane, obscene, or socially offensive is not acceptable. Furthermore, members of the community are expected to exercise discretion in extra-curricular and off-campus activities.

In addition, members of the community are expected to use the Lord's Day to give primary attention to worship, rest, fellowship, and Christian service. Likewise, regular attendance at Chapel is expected.

These rules apply to students while they are under the jurisdiction of the College, that is, while enrolled in a College program or residing in College-approved housing; and are expected to exercise restraint in these matters even when not under College jurisdiction.

We do not pretend that our rules are perfect. Neither do we expect everyone to agree about all our rules. We do ask an understanding of why we have rules, integrity in keeping them, a positive attitude, and the use of proper procedures in improving them.

Our rules, then, are not to be viewed as legalistic degrading impositions, but an attempt to do what is Biblically and morally right, to act out of love, to consider the effects of what we do on ourselves and the community, and to pursue our goals in an orderly structured fashion.

Those who for some reason refuse to accept these responsibilities forfeit their privilege of membership in the Milligan community.

Those who accept the challenge of community living here at Milligan will not only realize academic growth, but satisfying personal relationships with others, and continuing spiritual growth and development.

STUDENT CONDUCT GUIDELINES

- 1. Milligan students are expected to select clothing which is suitable for the various activities of the College.** Faculty has the prerogative to determine appropriate attire for their classes and dismiss from class students who are not appropriately attired.
- 2. A Christian community is built upon respect for truth, for others, and for their personal property. Lying, cheating, stealing and plagiarism are not consistent with the standards of a Christian institution and are therefore unacceptable at Milligan College.** Academic dishonesty (the intentional misrepresentation of all or part of one's work to deceive for personal gain, or assisting another to do the same) is a serious offense which undermines the bonds of trust and honesty between members of the college community and defrauds those who may eventually depend upon our knowledge and integrity. Since academic dishonesty is related to a student's class work, the appropriate response is vested in the professor or academic administrator, as follows. Depending upon the nature and extent of the offense, the student may receive a failing grade on the work in progress, or a failing grade in the course. Incidents of flagrant academic dishonesty may be referred to the College Discipline Committee for resolution. In all cases, the professor will notify the student, in writing, of the offense and the sanction. A copy of the notification will be provided to the Vice President for Academic Affairs, who will inform the Dean of Students. With the exception of cases referred to the Discipline Committee, the student may request further hearing via the Academic Grievance Procedure.
- 3. In accordance with the college's "[Statement Concerning Human Sexuality](#)," any form of sexual immorality is prohibited. Milligan College expects and challenges all members of its community to fulfill God's intention for appropriate sexual expression. The College provides appropriate guidance and support in encouraging persons to achieve this ideal, considering all circumstances relevant to a particular situation and responding in a manner that is most consistent with its mission as a Christian institution.**
- 4. All on and off campus social dancing functions must be pre-approved by the Campus Activities office.** All functions must be sponsored by an existing, recognized campus organization. All functions must be scheduled through the Campus Activities office and coordinated with the master calendar. All functions must have a minimum of 2 staff members present to supervise activities. All set-up and clean-up functions are the responsibility of the sponsoring organization with supervision from the campus activities office.
- 5. Students tempted to engage in pranks are urged to consider carefully such possible implications as property damage, disruption of individual rights and privacy, infringement of an orderly campus environment, unusual hardship to the College maintenance staff, and interruption of the normal functioning of the campus schedule.**
- 6. Tampering with fire equipment on campus constitutes a serious threat to the safety and welfare of the community and is sufficient grounds for expulsion. Fire regulations require that passageways and fire exits remain clear at all times. During a fire or fire drill, no student shall knowingly refuse to evacuate a building. No student shall set off a false alarm.**

7. The possession and/or use of weapons is strictly prohibited on property, facilities or vehicles owned, leased, rented, or used by Milligan College, or otherwise under the control of Milligan College.

A weapon is defined as an instrument, substance, or object which is or may be used to threaten or cause actual bodily harm, and includes but is not limited to the following: firearm, ammunition, explosives, explosive weapon, slingshot, switchblade knife, blackjack, knuckles, martial arts equipment, stun guns, paintball guns, BB guns, air rifles, crossbows, bows and arrows, knives with a blade length exceeding 4 inches, items manufactured, altered, or used as a weapon or which cause another item to become a weapon, or any instrument, substance or object which might reasonably under the circumstances be used or perceived as a weapon. This is not meant to include accessories, tools, and objects normally used solely for preparation of food, instruction, personal grooming, and maintenance. The carrying of, possession, or use of a weapon is a violation of the rules, regulations, and policy of Milligan College, and will result in campus discipline. The offender also may be referred to local law enforcement for criminal charges.

Nothing in this section shall apply to law enforcement officers or to security officers approved by Milligan College in compliance with state and federal law. This Weapons Policy DOES apply to weapons used for educational purposes unless the weapon used for educational purpose has been approved by either the Dean of Students or the Vice President for Academic Affairs.

- 8. Milligan College prohibits the use, possession and influence of alcohol or illegal drugs on campus and at any college functions on or off campus.** Traditional-aged students may not use or have in their possession any alcoholic beverages at any time. Violations will result in disciplinary options outlined below. In the event of a non-traditional-aged Milligan student socializing with or in the company of a traditional-aged Milligan student, both parties will be subject to the alcohol policy for traditional-aged students ([See definition of traditional and non-traditional-aged students in the Student Handbook](#)). The student may choose which option listed under the disciplinary sanctions he/she prefers for a first offense. If a second offense occurs, the student will be dismissed for the remainder of the semester and possibly the following semester. In compliance with the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226), the College prohibits the unlawful possession, use or distribution of drugs and alcohol by students on College property or as any part of College activities. Possession, use and/or distribution of any illegal drug are serious offenses. Consequently, any offender is subject to immediate dismissal. Sanctions imposed for violation of these guidelines shall be consistent with local, state, and federal law and may include expulsion from the College. Incidents will be reported to proper legal authorities for prosecution by government officials.
- 9. If a student is convicted of any criminal offense(s) other than minor traffic violations subsequent to admission, the student is required within three (3) days after such conviction to report to the Dean of Students the date and nature of the conviction and the court location. The Dean of Students, in consultation with college counsel, will determine whether disciplinary action is warranted, possibly including dismissal from the college. Students who fail to report a new criminal conviction may be dismissed.**
- 10. Harassment, threats, or intimidation, whether verbal or physical, of any member of the College community is considered a very serious offense and will be dealt with accordingly.** Bullying of students is an unacceptable activity and will result in strict disciplinary action. Bullying is defined as repeated inappropriate behavior, direct or indirect and by one or more persons which undermines an individual's rights to dignity. Hazing of students is an unacceptable activity and will result in strict disciplinary action. Hazing is defined as any action taken or situation created on or off campus which causes or is likely to cause mental or physical danger or harm. Any activity which can be termed unsanitary, dangerous, or degrading, or potentially so is unacceptable.
- 11. Sexual harassment and racial harassment have been held to constitute a form of discrimination prohibited by Title VII of the Civil Rights Act of 1964, as amended and Title IX of the Educational Amendments of 1972.** Sexual harassment may be defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when one of the following criteria is met:
- Submission to such conduct is made either explicitly or implicitly a term or condition of the individual's employment or of the individual's status in a program, course or activity.

- b. Submission to or rejection of such conduct by an individual is used as a basis for employment decisions, a criterion for evaluation, or a basis for academic or other decisions affecting such individual.
- c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or educational experience or creating an intimidating, hostile or offensive work or educational environment.

Racial harassment is defined as any person's conduct which unreasonably interferes with an employee's or student's status or performance by creating an intimidating, hostile, or offensive working or educational environment.

- a. Harassment on the basis of race, color, or national origin, includes offensive or demeaning treatment of an individual, where such treatment is based typically on prejudiced stereotypes of a group to which that individual may belong.
- b. It includes, but is not limited to, objectionable epithets, threatened or actual physical harm or abuse, or other intimidating or insulting conduct directed against the individual because of his/her race, color, or national origin.

Victims of harassment in any form are advised to inform the appropriate administrative officer and to provide a written statement of the allegations including the circumstances and dates of the alleged occurrences. An investigation will be conducted to determine appropriate disciplinary action when warranted.

12. Smoking or the use of tobacco in any form is not permitted on the campus of Milligan College.

DISCIPLINARY GUIDELINES

Disciplinary action at Milligan College is viewed as a means of guiding students toward developing Christian responsibility and maturity. This disciplinary action is effected at the discretion of the Dean of Students subject to the Disciplinary Committee, if appealed.

The College reserves the right to refuse, suspend, or dismiss any student without assignment of reasons, if such action is deemed to be in the interest of the College. Public disclosure of reasons shall be at the discretion of the President.

Notification of disciplinary charges, or any ensuing correspondence, may be sent to the parents/guardians of any financially dependent student. Persons on Social Probation may have specific restrictions or sanctions imposed.

I. THE DISCIPLINE COMMITTEE

A. Composition

The Discipline Committee shall consist of seven (7) members composed of three (3) students, three (3) faculty members and a voting Chairman who shall be a member of the faculty. The Committee members shall be appointed by the President of the College as early as possible following nominations submitted to him within the first ten (10) days of the Fall Semester. The President of the student body, with the advice and consent of the Student Government Association, shall nominate the three (3) student members. The Dean of Students, in consultation with the Academic Dean, shall nominate two (2) faculty members and the Academic Dean, in consultation with the Dean of Students, shall nominate one (1) faculty member. The Chairman shall be nominated and appointed by the President of the College. Additional nominations shall be made as aforesaid if any nomination is rejected by the President of the College.

B. Term of Service

The faculty members, including the Chairman, shall serve for two (2) years, which term shall conclude at the end of Summer session of the second academic year. The student members shall serve for one (1) year unless a student member will not be attending both Summer School sessions, in which case, his or her service will end with the close of the Spring Semester. Summer Session student member (s) will be nominated by the President of the student body, elected in the Spring Semester with the advice and consent of the Student Government Association and shall be appointed by the President of the College for the Summer Sessions.

C. Vacancies

Vacancies, for any unexpired term, shall be filled by the President of the College following the nomination procedures above. Vacancies shall be filled as soon as possible following notice to the President of the College of such vacancy and upon submission of nominations, such notice being made by the Chairman of the Discipline Committee. The members of the Discipline Committee may be reappointed for additional terms.

D. Quorum

A quorum shall consist of five (5) members to always include the Chairman, two (2) faculty members.

II. PROCEDURES

A. Notice of Charge

The Dean of Students (in matters of student conduct) or the Academic Dean (in academic matters) shall cause a written charge to be made setting forth the person charged, the specific nature of the alleged offense, the time of the alleged offense, if known. The student may choose to accept the disciplinary action recommended by the Dean of Students or the Academic Dean.

B. Hearing

Should the accused student desire a hearing regarding the charge, he/she shall request such hearing in writing to the chairman within three (3) business days to the receipt of the charge. The accused student shall, if he or she desires to be supported by someone from the Milligan College community, designate such one (1) person in the written request for a hearing. The Chairman, upon receipt of a written hearing request, shall set a hearing date within three (3) business days following such hearing request, providing at least twelve (12) hours' notice of the time of the hearing to the accused student and the members of the Discipline Committee.

C. Conduct of Hearing

The Dean of Students or his or her designee shall first present such evidence as desired to support or prove the charge. Thereafter, the accused student may present any evidence in defense, mitigating evidence, or plea deemed necessary by said student. The accused student may be supported by anyone from the Milligan College community, including a fellow student, faculty member, staff, administrator, or parent. The Chairman may limit the number of witnesses giving repetitious evidence or the number of character witnesses. The Discipline Committee Chairman may reschedule such hearing, from time to time, to receive any additional evidence. The hearing shall be recorded electronically by the College unless the Discipline Committee determines that there are extraordinary reasons why such recording should not be made. Such recording shall be retained by the Committee for a period of one (1) year, unless order by legal process to retain same for a longer period.

The Chairman shall rule on the admissibility of all evidence. The accused student shall not be required to give evidence against himself but if the accused student does testify he/she may be required to answer any question touching on the inquiry and the refusal to respond may be considered by the Discipline Committee.

The Chairman shall permit the presentation of all relevant testimony by the accused student, subject to the restriction set forth above.

D. Decision

The Discipline Committee shall adjourn to Executive Session to make its decision, which shall be made by a majority vote. The Executive Session shall be closed to the public. The Discipline Committee, in Executive Session, may call the Dean of Students and/or the accused student into the Executive Session for any purpose. The Discipline Committee shall render its written decision within twenty-four (24) hours of the close of the testimony and transmit same forthwith to the accused student, the student's faculty advisor, Dean of Students, Academic Dean, and the President of the College, together with its recommended disciplinary action, which action may be that proposed by the Dean of Students or any other Disciplinary Sanction it deems appropriate, if any.

E. Appeal

Should the accused student or the Dean of Students desire to appeal the decision, or recommended disciplinary action of the Discipline Committee, the appeal shall be made in writing to the President within forty-eight (48) hours of the receipt of the decision of the Discipline Committee by the appealing party. Said appeal shall set forth, specifically, the reason the appealing party believes the decision is erroneous, what witnesses or evidence is believed to support the appealing party, and shall be signed by the appealing party. Copies of said appeal shall be delivered to the Chairman of the Discipline Committee, the Academic Dean (if appropriate), the Dean of Students, or the accused student (if appropriate) and the President. The Chairman of the Discipline Committee, upon receipt of an appeal, shall deliver the signed appeal, the record of the hearing (if any) together with any other evidence to the President.

F. Appeal to the President

The President of the College may decide the appeal on the record developed in the Discipline Committee hearing or

may request a further hearing or private conference with the accused student and/or the Dean of Students. Any further hearing by the President need not be recorded, unless requested by the President or the accused student.

The President shall render a decision on the appeal within a reasonable time following receipt of same. The President may affirm the Discipline Committee's decision, reverse the decision, modify the same, including the disciplinary action, or may send the matter back to the Discipline Committee for further hearing and/or decision.

III. DISCIPLINARY SANCTIONS

The student receiving one or more of the following sanctions shall be considered to be on social probation. The Dean of Students shall enforce all sanctions and keep all other affected offices and persons informed.

The following sanctions may be imposed:

A. General

The student may be compelled to either do or avoid doing action specified which shall be commensurate with the offense(s).

B. Warning

Notice in writing may go to the student warning that continuation and/or repetition of this conduct will be cause for more serious disciplinary action. This warning shall expire in a specified length of time (no more than the length of one semester).

C. Counseling

The student may be required to submit to prescribed counseling, including those of a social, redemptive, or educative nature. Any related costs will be borne by the student.

D. Reprimand

A written reprimand for violation of any specified disciplinary rule may be sent to the student. The reprimand will inform the student that continued violation of this rule or citation of this student to the Dean of Students for any other rule infraction, will be the cause for more serious action. The written reprimand will remain in the student's file during his tenure at the College, and will be removed at his departure in good standing from the College.

E. Campusing

The student may be directed to stay within the confines of the student's dorm room from 7:00 p.m. to 7:00 a.m. for a period of time to be specified by the Discipline Committee, the Dean of Students, or the President of the College up to a maximum of three (3) weeks. The student is limited to class, study activities and meals in the cafeteria on campus during the normal class day. When not scheduled to participate in classes and lab activities, eating in the cafeteria during normal serving hours or studying in the library the student will be in the residence hall. From 7 PM to 7 AM, the student is confined to his or her suite. This will be monitored by the residence hall staff, the RAs under the supervision of the RD.

F. Work on Campus

The type and duration of work to be performed and the person to supervise the work may be specified in writing by the Disciplinary Committee or the Dean of Students within two (2) working days. A deadline for completion of the work will be assigned. It will be the responsibility of the person performing the work to contact the designated supervisor, gather the necessary materials and perform to all specifications. Completion of the assigned work will be reported by the supervisor to the Dean of Students' office. Failure to complete the assignment will result in further disciplinary action by the Dean of Students.

G. Restitution/Apology

The student may be directed to make restitution and/or appropriate apologies to the affected parties under the supervision of the Dean of Students.

H. Exclusion from Extra-Curricular Activities

The student may be prohibited for a designated period of time from participation in extra-curricular activities or organizations which represent the student body of the College.

I. Options for Alcohol Infractions

The student may choose which option he/she prefers for first offense. If a second offense occurs, the student will be automatically dismissed for the remainder of the semester and possibly the following semester.

| OPTION ONE | OPTION TWO *Residential Students Only* | OPTION THREE *Commuter Students only* |
|---|---|---|
| \$100 fine | \$100 fine | \$100 fine |
| 7 day suspension from campus | Campused for 14 days | Can only be on campus for class purposes for 14 days |
| 7 day suspension from all academic work and classes, no extra-curricular activities | No extra-curricular activities for 14 days | No campus extra-curricular activities for 14 days |
| Complete 20 hours pre-approved community service during 7 day suspension | Complete 40 hours pre-approved community service during 14 day period | Complete 50 hours pre-approved community service during 14 day period |
| Possible counseling if circumstances warrant | Possible counseling if circumstances warrant | Possible counseling if circumstances warrant |

J. Suspension

The student may be suspended from the College for a specified period of time. At the end of this time, student status would resume under conditions determined by the Dean of Students, or the President of the College, with any unexpired sanctions remaining in effect.

K. Expulsion

The Dean of Students may recommend to the President of the College that the student be expelled from the College for a specified period of time. Readmission would be considered, upon a Petition for Readmission filed by the accused student with the President of the College and the conditions for readmission shall be determined by the President of the College at the time of Petition for the readmission.

L. Interim Suspension

If, in the opinion of the Dean of Students **and/or** the President of the College, the presence of a student, pending a hearing, poses a serious threat to either the students, faculty, staff, administration, property, or the integrity of the College, the Dean of Students may recommend to the President or the President may affect an immediate suspension. In such a situation, a hearing shall be held at the earliest reasonable time.

The College, through the Dean of Students, reserves the right to publish data pertaining to disciplinary hearings.

IV. MISCELLANEOUS

A. Intent of Disciplinary Procedures

It is the intent of these procedures to afford the accused student a fair and adequate hearing while, at the same time, protecting the College community from conduct which may be inappropriate or unacceptable as set forth in the Catalog and/or Student Handbook.

B. Waiver of Time Requirements

Nothing, herein, shall prevent the President of the College or the Discipline Committee from waiving any of the time requirements imposed upon any accused student.

C. Modification of Rules

The College may, from time to time, modify these procedures and shall publish such modifications or procedures in

writing. The College shall seek input and involvement from the faculty, students, and administration in the modification process.

D. Confidentiality

The confidentiality of the evidence, hearing, and procedures taken, other than the decision, shall be maintained. Members of the Discipline committee who fail to keep such matters confidential shall be subject to removal from the Discipline Committee by the President of the College.

E. Informal Resolution

Nothing, herein, shall prevent the informal resolution of disciplinary action through conference by the Dean of Students, and/or the Residence Hall Director, and/or Resident Assistant with the accused student. If informal resolution cannot be effected, the disciplinary sanctions, other than interim suspension, will be imposed only following a formal disciplinary hearing.

F. Offenses

Disciplinary action may be taken regarding, but not limited to, any offense set forth in the current catalog and/or Student Handbook.

G. Guests of Students

Guests of students who have permission to stay in student housing shall be subject to these disciplinary procedures as part of such permission being granted. Guests of students who do not have permission to stay in student housing shall not be entitled to the protection of any of these procedures.

H. Delegation of Authority

Nothing, herein, shall prevent the President of the College from designating a Vice President of the College to act in his stead and to carry out the duties incumbent hereunder on behalf of the College.

I. Service of Committee Personnel

The members of the Discipline Committee shall serve at the discretion of the President.

J. Confidential Disclosures

Information disclosed during counseling session shall be privileged and may not be admitted for consideration unless American Psychological Association Standards require such disclosure or the accused student has given permission.

K. Referral to Committee

The Dean of Students may refer disciplinary matters directly to the Discipline Committee to review the charges against the accused student and to determine appropriate disciplinary action, if any.

MILLIGAN COLLEGE VEHICLE REGISTRATION/PARKING GUIDELINES

Parking spaces on the Milligan campus are limited, and it is necessary to limit parking privileges to the parking lots appropriate to the driver's needs (residential student, commuter student, faculty/staff etc.). Vehicles parked in a lot other than that designated by the parking sticker displayed in the window of the vehicle will be ticketed. This policy is not intended to inconvenience members of the campus community, but rather to provide adequate parking nearest each residence hall and building for those who live or work there.

Vehicle Registration:

- All students, faculty, and staff must register **each motorized vehicle** to be driven and parked on campus.
- Vehicles brought to campus at any time during the year must be registered immediately, including new, borrowed, temporary, or rental vehicles.
- A color-coded parking sticker will be issued by the Student Development Office for each vehicle.
- The parking sticker or a temporary pass must be displayed in each vehicle at all times.

- For each vehicle registered, the following information must be provided: the vehicle's license plate number and the make, model, year, and color of the vehicle.

Temporary Parking Passes:

- Temporary passes are available in the student development office for individuals registering a rental car or requiring access to handicapped spaces or spaces closer to buildings due to injuries or other medical conditions.
- To obtain a temporary pass for an injury or other medical condition, a signed statement from the attending doctor noting the problem and length of time he or she recommends a parking pass be issued must be provided to the Student Development Office.

Parking Tickets:

- Fines for parking violations range from \$20 to \$100.
- \$100 fines will be issued for unregistered vehicles OR for vehicles not appropriately displaying a current parking sticker.
- Parking tickets are written beginning on the first day of classes. No warning tickets will be issued.
- If a parking lot is full or a driver is unsure of where to park, open parking is available in the "canyon" parking lot at the Physical Plant.
- Tickets will be paid in the McCown Cottage Business Office or online.
- Appeals may be made in the Student Development Office (upper SUB).
- Receiving more than ten tickets in one semester will result in the loss of driving privileges and/or referral to the Dean of Students office for disciplinary action.

Parking Sticker Placement:

- The parking sticker must be placed on the outside, upper driver's side of the back window.
- To avoid receiving a parking ticket, a current, appropriately displayed parking sticker must be displayed at all times.
- The parking sticker must be displayed immediately after a vehicle is registered and may not be moved from one vehicle to another. Parking stickers for additional vehicles are provided at no charge.

Update of Information:

- The Student Development Office must be informed of any changes to license plate numbers, and if a different vehicle is to be used on campus; even if the second vehicle is only used for a short time.
- Any changes in housing status (from residential to commuter, or vice versa) must also be reported so the appropriate parking sticker can be provided for each vehicle.
- Updates to parking information should be provided to Donna Godsey at 461-8760 or DCgodsey@milligan.edu.

Tips for avoiding parking tickets:

- Register your vehicle(s).
- Only park in the lot designated for the color of your parking sticker or open parking areas (canyon lot at the physical plant and academic/business side of campus after 3:00 pm each day.)

- Do not park in handicap spaces, fire lanes, yellow marked areas, visitor spaces, bus spaces, service vehicle spaces, or RD spaces at any time.
- Do not park on or along any campus roads, including Richardson Road from the physical plant to post office, in front of the steps at Hopwood Church, along Derthick Loop Road behind Derthick and the Science Building, the road around the Mathes Tennis Center, areas in front of residence halls, and the center of the upper parking lot at Steve Lacy Fieldhouse.
- Do not park in loading zones, including the white marked loading zone in front of Hart Hall, for more than 15 minutes, and only when loading or unloading from your vehicle.
- Do not drive to the cafeteria for meals. Any vehicle parked in the Hart/Sutton parking lot not displaying the appropriate sticker or parked in the Hart loading zone at meal times will be ticketed.
- Do not park in the Gilliam Wellness Center parking lot unless you have a commuter (orange) or faculty/staff parking sticker AND are using the wellness facilities. This lot is not for residence hall parking.

Traffic Safety:

- The use of a vehicle on campus is a privilege extended to the college community and may be revoked for operating a vehicle in an unsafe manner or excessive violation of the college parking policy.
- The speed limit on campus is 20 miles per hour.
- Pedestrians and persons on bicycles have the right-of-way.
- Vehicles must be operated in a safe and cautious manner at all times, avoiding excessive speed.
- Operators of vehicles on campus are expected to learn and follow the driving/parking policies.
- Violators of the above will immediately lose all driving privileges on campus and/or face disciplinary action.

Assignment of Liability:

- Milligan College will not be responsible for any personal or public liability resulting from use or possession of a vehicle on or off campus.
- Students, faculty, staff, and visitors should be aware that in the event of an auto accident involving their personal vehicles, the personal auto insurance for the vehicle is responsible for any claims that might arise, even when driving to college activities and events.
- Any liability that may arise as a result of having a passenger(s) in the vehicle will also be covered by the personal auto insurance for the vehicle. As is often stated in the insurance industry - a vehicle's insurance follows the vehicle.
- Milligan College reserves the right to have towed any vehicle blocking access to, preventing the use of, or inhibiting the operation of a facility, structure, or activity; any vehicle causing damage or presenting a safety hazard; any vehicle that is inoperable, derelict, or abandoned; and any vehicle not in compliance with local parking regulations and/or the college parking policy.
- Milligan College assumes no responsibility for damage or loss to a vehicle or its contents while parked on or towed from campus.

Parking Lot Designations:

- **YELLOW STICKERS:** Parking is allowed in residence hall lots (Hart, Sutton, Williams, and Milligan Village only) and the Milligan married/grad apartments parking area. Overflow parking is available in the canyon lot at the physical plant.

- **BLUE STICKERS:** Parking is allowed in residence hall parking lots (Webb, Kegley and Quillen only) and the parking lots across from the McMahan Student Center (upper level) and along the Pardee Wall (the brick wall to the left of Kegley). Overflow parking is available in the canyon lot at the physical plant.
- **ORANGE STICKERS:** Off-campus commuter students not residing on Milligan’s campus can park behind the McMahan Student Center, at the Baker Faculty Office Building, along the right side of Hopwood Church, in the lot behind the church at Anglin Field, and in the canyon lot at the physical plant. The parking area on the west (li-brary) side of the B.D. Phillips Building.
- **GREEN STICKERS:** Parking for Emmanuel Village residents is allowed in the parking areas around the Emmanuel Village cottages and in all Commuter lots (please see Orange Stickers above). Parking is not allowed in the Thomp-son Center parking area.
- **FACULTY/STAFF STICKERS:** Faculty/Staff parking is available in the Lower Hardin, Upper Hardin, McCown Cottage, Hopwood Church, Welshimer Library, Seeger Chapel, Hyder House, Science Building, Baker Faculty Office Building (FOB), Clark Education Center, Lacy Fieldhouse, and physical plant parking lots. Parking is also available in the parking lot behind the McMahan Student Center, and certain other designated spots.

Parking maps are available at registration and in the Student Development Office.

DIRECTORY

WHERE TO GET HELP

| Question | Who | Where | Phone Ext. |
|-------------------|----------------------------|-----------------|------------|
| Academic Dean | Dr. Garland Young | Derthick 107 | 8720 |
| Admissions | Kristin Wright | Little Hartland | 8736 |
| Alumni Relations | Theresa Garbe | Hyder House | 8718 |
| Athletics | Mark Fox | Fieldhouse | 8784 |
| Audio Visual | Tara Dugger | Derthick 107 | 8720 |
| Automobiles | Donna Godsey | Student Center | 8760 |
| Bills | Student Financial Services | McCown Cottage | 8949 |
| Bookstore | Jack Presnell | Student Center | 8733 |
| Campus Activities | Jason Onks | Student Center | 8335 |
| Campus Minister | Brad Wallace | Student Center | 8748 |
| Career Services | Beth Anderson | Student Center | 8316 |
| Church Relations | Kit Dotson | Hyder House | 8021 |
| Counseling | Bert Allen | Derthick 306b | 8759 |
| Dean of Students | Tony Jones | Student Center | 8760 |

| Question | Who | Where | Phone Ext. |
|-------------------------|----------------------------|---|-------------------|
| Disability Services | Heather Jackson | Student Center | 3088 |
| Diversity Services | Rachel Owen | Student Center | 8492 |
| Drop/Add | Registrar's Office | Derthick 103 | 8788 |
| Education Department | Karen Hill | Education Building | 8927 |
| Ensembles | Music Office | Seeger | 8723 |
| Faculty Office Building | Karen Hill | F.O.B. | 8927 |
| Fieldhouse Secretary | Sheri Shoemaker | Fieldhouse | 8783 |
| Financial Aid | Student Financial Services | McCown Cottage | 8949 |
| Food Service | Mark Henry | Cafeteria | 8742 |
| Helpdesk | IT | Student Center | 8704 |
| Housekeeping | Theresa McCrary | Physical Plant | 8765 |
| Intramurals | Ryan Reynolds | Wellness Center | 8487 |
| Library | Gary Daught | Library | 8703 |
| Maintenance | Ken Broyles | Physical Plant | 8734 |
| Nurse | Vicki Carroll | Wellness Center | 8667 |
| Parking Regulations | Donna Godsey | Student Center | 8760 |
| President | Dr. Bill Greer | Little Hartland | 8710 |
| Public Relations | Chandrea Shell | P.R. and Marketing | 8756 |
| Registrar | Sue Skidmore | Derthick 103 | 8788 |
| | | | |
| Resident Directors | Erin Rains | Hart | |
| | Matt Eden | Milligan Village/Kegley/ Quillen/Williams | |
| | Corri Richardson | Sutton Hall | |
| | Branden Jones | Webb Hall | |
| Security (Daytime) | | | 8911 |
| Security (Evening) | | | 8911 |
| Stampede | Jim Dahlman | Paxson | 8994 |

| Question | Who | Where | Phone Ext. |
|-----------------------------|--------------------------|-------------------------|------------|
| Student Government | Gabriel Logan | Student Center | 8335 |
| Testing | Registrar's Office | Derthick 103 | 8415 |
| Transcripts | Registrar's Office | Derthick 103 | 8788 |
| Tutoring | Heather Jackson | Student Center | 3088 |
| LINC Office | Student Volunteers | Student Center | 8711 |
| VP for Business and Finance | Jacqui Steadman | McCown Cottage | 8686 |
| Withdrawals | Heather Jackson | Student Center | 3088 |
| Wellness Center | Wellness Center Helpdesk | Gilliam Wellness Center | 8443 |
| Workstudy | Tracy Brinn | McCown Cottage | 8712 |

RESIDENCE LIFE

RESIDENCE LIFE MISSION

The goal of the residence staff at Milligan College is to provide the physical environment and professional services to help students have an effective educational living/learning experience which will contribute to every aspect of student life - spiritual, social, academic, and physical. Interaction and cooperation are essential to personal growth in the residence hall. To this end, students and staff work together to communicate clearly, to encourage one another, and to uphold fairly the standards of communal living.

Membership in an academic community of Christians carries with it certain responsibilities. Residents are expected to abide to Student Guidelines of Lifestyle and Conduct and conform to all rules of the College, as well as local, state and federal laws. The Milligan community is obliged to renounce behaviors and attitudes that do not follow these guidelines and seek God's forgiveness and help so that we may grow in grace and righteousness.

The College affirms the right of each student to a degree of privacy. Rooms and furnishings are the property of the College, and the College has the obligation to prevent the use of the College rooms for purposes that are either illegal or in violation of campus regulations. Therefore, the College administration (or its authorized personnel) reserves the right to enter rooms at any time for inspection and search purposes. Any such room inspections or searches will be conducted with valid reasons and discretion. Inspections and searches may be conducted without the presence of the resident. All rooms are subject to spot checks by the Resident Director who is required to approve the use and condition of each room. Students agree to take care of rooms and furnishings in a satisfactory manner and pay for damages (beyond normal wear) which occur while they are assigned to that room.

RESIDENCE LIFE STAFF AND STUDENT LEADERSHIP

DEAN OF STUDENTS

The Dean of Students oversees all aspects of the residence life program and works with other College staff on special programs and projects such as student leadership development and other areas of service to students.

RESIDENT DIRECTORS

Resident Directors (RD's) are members of the student development staff. Each Resident Director is responsible for administering and operating a residence hall and supervising resident assistants to ensure the general welfare of residents and the College. Resident Directors and their staff are officials of the college and they operate under the jurisdiction of the College administration. Each RD resides in their respective Residence Halls.

RESIDENT ASSISTANTS

Resident Assistants (RA's) are students who assist the Resident Director in the supervision, counsel, and direction of life and activities in the residence hall. They are resource people, liaisons, and informal counselors. By close contact with their peers, RAs challenge students to make the most of their College experience.

RESIDENCE HALL COMMUNITY GUIDELINES AND SAFETY POLICIES

ALCOHOL/ILLEGAL DRUGS

The illegal purchase, possession, use, or distribution of drugs, drug paraphernalia, or any substance of abuse is prohibited and any violation is grounds for immediate dismissal. A substance of abuse is any substance of which the illegal possession, use and/or distribution is considered a crime, including but not limited to any form of narcotics, amphetamines, hallucinogenic, sports enhancement, "street drug" or any substance which is legal but is used in an illegal fashion. Milligan College prohibits the use, possession, distribution and influence of alcohol on campus and at any college functions on or off campus. Traditional-aged students may not use or have in their possession any alcoholic beverages at any time. Violations will result in disciplinary options outlined in the Student Guidelines section. In the event of a non-traditional-aged Milligan student socializing with or in the company of a traditional-aged Milligan student, both parties will be subject to the alcohol policy for traditional-aged students (See definition of traditional and non-traditional-aged students in the Community Life section of the Student Handbook). The College does not permit the use, possession or distribution of illegal drugs or narcotics as defined by federal law. Substances and/or paraphernalia so prohibited will be confiscated and disposed of by College staff members. See Student Guidelines section of Student Handbook for disciplinary sanctions given for violation of this policy.

ALCOHOL ADVERTISEMENTS

Advertisements advocating the use of beer, liquor and wine as well as paraphernalia showing the trademarks or slogans of these beverages are not permitted on College property.

BICYCLES

To comply with State Fire Codes, bicycles may not be parked in walkways, hallways, stairways or entrances. Residents must store bicycles in their rooms or designated areas.

CANDLES, LANTERNS, POTPOURRI, INCENSE

Candles, Lanterns, Potpourri Candles, Simmering Potpourri, Plug-In Deodorizers, or other flammable items are strictly forbidden in the residence halls. Violation can result in fines and disciplinary sanctions.

COMMUNITY AREAS, STUDY ROOMS, LOBBIES AND LOUNGE AREAS

The Residence Hall staff will discuss the management of areas shared by students in your hall. Although community areas are cleaned several times each week by the housekeeping staff, residents are expected to participate in keeping their residence hall a clean and livable environment. Community furnishings are not to be removed. For a group activity, residents may reserve their floor lounge or dorm lobby through their RA or RD.

DAMAGES

Conduct within the residence halls that deprives the rights of others or damages College property is subject to disciplinary action.

DISCIPLINARY GUIDELINES

If residents violate the Milligan College code of conduct or college policies, they face the possibility of disciplinary action. Disciplinary action in the residence halls and at Milligan College is viewed as a means of guiding students toward developing Christian responsibility and maturity. See the College's full Disciplinary Guidelines in this Student Handbook.

FINES

All fines handed out are charged to the student's account within two weeks. A verification of the account posting is given to the student by the Dean of Students. All disciplinary fine money is put back into the residence hall account for use in programming for all residents of the hall. Disciplinary fines are separate from making restitution for direct damages (see below in Room/Hall Damage Charges).

FIRE SAFETY

If you find or suspect a fire and don't hear an alarm, activate a fire alarm immediately.

- If smoke is present in your room, keep close to the floor and move to the door. If the door is hot, do not open it. Seal the cracks with available cloth and call 911 and campus security at 423-461-8911 to report your location. If the phone

isn't working, open the window and hang a sheet or other material out of the window to attract attention.

In case of fire:

- Close your windows and open the draperies; turn on all lights.
- Take a coat or blanket and a towel with you; wear shoes.
- Unlock and close your door when you leave.
- Go to the nearest exit.
- Walk rapidly, but do not run; keep to the right; go quietly, PREVENT PANIC.
- Stay with the group and away from the building until a signal is given to re-enter the hall.
- Never re-enter the building during a fire. Your personal belongings are not worth your life.

If you hear an alarm and your door is not hot, close the windows, open the curtains/blinds, turn the lights on, leave the room and close the door leaving it unlocked. Proceed to the nearest exit, checking to see if the rooms next to you are empty. (Each dorm/apartment building has posted evacuation routes which are designed to eliminate confusion.) Proceed to the nearest evacuation location. Do not return to the building until you receive approval from the residence hall staff, the Physical Plant Director or the Fire Department.

Students who knowingly refuse to vacate a hall during a fire or fire drill will be fined \$100 and are subject to disciplinary action.

Do not tamper with smoke alarms. Any tampering with fire equipment is a \$100 fine by the College and may be prosecuted by the State Fire Marshal as a misdemeanor. Individually starting false alarms will be prosecuted by the Fire Marshal.

The Tennessee Code Annotated section pertaining to false fire alarms reads as follows:

“39-2215 FALSE FIRE ALARM PENALTY - Any person who willfully and maliciously gives or causes to be given, by any means, a false alarm of fire, shall be guilty of a misdemeanor, and upon conviction thereof, shall be fined not less than ten dollars (\$10) nor more than five hundred dollars (\$500), or imprisoned in the county jail or workhouse for a period of not more than six months (6) or both.”

HALL MEETINGS

Meetings are held throughout the semester to inform you of college policy and events and to receive feedback from residents on how the living environment may be improved. Each resident is required to attend mandatory meetings.

HALLWAYS

Hallways should remain clear at all times. No personal items such as trash, drying racks, furniture, shoes, etc. are permitted in the hallways at any time.

HARASSMENT AND OTHER INAPPROPRIATE ACTIVITIES

Such activities are defined as any individual or group activity that results in the disturbance or distress of others. Acts that fall under harassment include verbal acts and name-calling; bullying, repeated inappropriate behavior, direct or indirect and by one or more persons which undermines an individual's rights to dignity; graphic and written statements, which may include use of cell phones or the Internet; or other conduct that may be physically threatening, harmful, or humiliating. Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Harassment creates a hostile environment when the conduct is sufficiently severe, pervasive, or persistent so as to interfere with or limit a student's ability to participate in or benefit from the services, activities, or opportunities offered by the school. When such harassment is based on race, color, national origin, sex, or disability, it violates the civil rights laws that the Office of Civil Rights enforces.

Sexual Harassment: Sexual harassment is unwelcome conduct of a sexual nature, which can include unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal, or physical conduct of a sexual nature. Any cases of sexual harassment will result in strict disciplinary action.

Hazing: Hazing of students is an unacceptable activity and will result in strict disciplinary action. Hazing is defined as any action which causes or is likely to cause mental or physical damage, danger or harm. Any activity which can be termed unsanitary, dangerous, or degrading, or potentially so is unacceptable.

Fighting: Both physical and verbal fighting is considered serious and disturbing to a healthy community environment. If students have disagreements, each student is encouraged to handle them in a healthy manner, involving Residence Life Staff if necessary. In some cases students involved may be required to participate in an anger assessment or formal mediation processes.

LOFTS

The college has a limited number of lofts available for students. These lofts will be placed randomly throughout Webb, Sutton, and Hart. No outside lofts, either bought or made are allowed to be utilized in the residence halls.

MEDICATION

Any resident who is required to take special medication should make this known to the Resident Director by way of the Emergency Contact Sheet filled out at the beginning of the year and to the College nurse.

OBSCENE LANGUAGE/PICTURES

Obscene language, literature, or pictures are not tolerated in and around the residence hall. The College reserves the right to remove questionable posters or material.

OPEN HALL HOURS

Specific open hall days are outlined in the Student Handbook Planner and Milligan Today, please check to make sure of the dates, the hours are posted below... Students may open their rooms and guests of the opposite sex may come to visit. This tradition provides excellent fellowship and encourages students to take greater pride in their living areas. The door to the room must remain completely open with a light source on at all times visitors are present.

- Hart, Sutton, Webb:
 - Wednesday: 7p-11p
 - Friday: 7p-12a
 - Saturday: 7p-12a
- Kegley, Quillen, Williams
 - Wednesday: 7p-11p
 - Thursday: 7p-11p
 - Friday: 7p-12a
 - Saturday: 7p-12a
- The Milligan Village
 - Wednesday: 7p-11p
 - Thursday: 7p-11p
 - Friday: 5p-12a
 - Saturday: 5p-12a
 - Sunday: 1p-7p

OVERNIGHT GUEST POLICY

No overnight guest of the opposite gender is permitted at any time in student housing. All guests should be the student's peers. Parents and others are not to be invited to stay in College housing. Guests are limited to a three-day visit and must be registered with the Resident Assistant. Milligan College commuter students and guests are prohibited from being routine overnight guests in College housing. Exceptions must be cleared with the Resident Director, or the Dean of Students. The Student Development Office has information regarding nearby hotels and rooms for rent.

PETS

Pets are strictly forbidden. Residents may have one 25 gallon (max.) aquarium for fish only. Any other animals or pets in the residence halls should be reported immediately to an RA or RD. The first violation will result in a \$50.00 fine.

PRANKS

Everyone enjoys a good prank every now and then. However, any individual or group activity that causes damage, destruction or defacement of property is strictly prohibited and subject to disciplinary action. Activities such as soccer, basketball, roller-blading, wearing of cleats, wall climbing, Frisbees, paint guns, water fights, etc. are not permitted in the residence halls.

PROHIBITED ITEMS

The possession and/or use of weapons is strictly prohibited on property, facilities or vehicles owned, leased, rented, or used by Milligan College, or otherwise under the control of Milligan College.

A weapon is defined as an instrument, substance, or object which is or may be used to threaten or cause actual bodily harm, and includes but is not limited to the following: firearm, ammunition, explosives, explosive weapon, slingshot, switchblade knife, blackjack, knuckles, martial arts equipment, stun guns, paintball guns, BB guns, air rifles, crossbows, bows and arrows, knives with a blade length exceeding 4 inches, items manufactured, altered, or used as a weapon or which cause another item to become a weapon, or any instrument, substance or object which might reasonably under the circumstances be used or perceived as a weapon. This is not meant to include accessories, tools, and objects normally used solely for preparation of food, instruction, personal grooming, and maintenance.

The carrying of, possession, or use of a weapon is a violation of the rules, regulations, and policy of Milligan College, and will result in campus discipline. The offender also may be referred to local law enforcement for criminal charges.

Nothing in this section shall apply to law enforcement officers or to security officers approved by Milligan College in compliance with state and federal law. This Weapons Policy DOES apply to weapons used for educational purposes unless the weapon used for educational purpose has been approved by either the Dean of Students or the Vice President for Academic Affairs.

QUIET HOURS

Respect should be paid to all other residence hall students. Reasonable quiet levels should be maintained in the residence hall at all times and a study time will be from 9:00 p.m. to 9:00 a.m. Residence Halls may decide on their own to alter quiet times, however a minimum of 11p.m. to 8:00a.m. is required. Instruments, radios, stereos, TV sets, etc. must be played on low volume in order not to disturb other students, staff or neighbors and to help create a good study environment.

RESIDENCE HALL HOURS

Guests may be entertained in the lobby of the residence hall from 9:00 a.m. until closing time (1a.m. Friday and Saturday nights, 12a.m. all other nights.) Both men and women visiting other residence halls should always use the main entrance. Members of the opposite sex are not permitted beyond the main lobby except during specified Open Hall Nights.

Students are expected to be away from the campus during designated all-school holidays. Students should be out of their residence hall at the time set by the Residence Life and Housing Office and should not return more than 24 hours prior to the beginning of classes. Any student finding it an absolute necessity to remain after official holiday closing must receive permission to stay from the Residence Life and Housing Office three days before the holiday begins. (See *Holiday/Break Housing Policy*)

Residents are requested to inform their Resident Assistant when leaving campus overnight so they may be contacted in case of emergency. A location and phone number where they are staying is recommended. When leaving the campus due to an emergency and the Resident Assistant is not available, contact the Resident Director.

The Residence Halls are locked at all times except for during open hall hours (Sutton Hall doors are open during cafeteria

hours, but doors to the residential floors are locked at all times other than open dorm hours). Your room key will open the doors of your residence hall. Carry your key with you whenever you leave your room and keep your room locked at all times. Keys will be returned at the end of each semester at check-out.

Keys will be issued at the completion of check-in both in fall and spring. Students must promptly return the keys to the Residence Hall Staff at check-out (for both withdrawal from housing and room change during the year). Students changing rooms or withdrawing must return the key directly to the Residence Hall Staff. Room keys may not be duplicated or given to other students. Anyone who illegally possesses, uses or duplicates a College key will be subject to a fine and/or judicial action. A resident may not be let into someone else's room without that person's consent.

Lost Keys: Any resident who loses a key to his or her room will have 24 hours to notify the Residence Hall Staff that the key is lost. After this 24-hour period, the Residence Hall Staff will turn in a Maintenance Request Form to have the lock changed and the student will be billed for the cost of the lock change and labor.

Lock Outs: If a resident is locked out, he/she should find an RA. Appropriate college ID may be requested before entry to a residence hall room. Resident may be charged if occurs frequently.

SMOKING/TOBACCO

Attempting to maintain high standards of health, Milligan College serves as a tobacco free environment. As a result, the possession or use of any tobacco or tobacco related products OR products which simulate the use of tobacco (i.e. mechanical/electronic cigarettes/cigars) is prohibited on the campus of Milligan College. Violation of this policy will result in: 1st Offense: Warning; 2nd Offense: \$25 fine; 3rd Offense: Referral to Dean of Students.

TRASH

All residents are responsible for the cleanliness of their own room and bathroom. All trash must be taken out weekly and deposited in a college trash dumpster. **Residents may not deposit personal trash in lobby trash cans or place trash in the hallway.** Room inspections are held monthly by the Residence Hall Staff to ensure proper health, cleanliness and safety standards are being maintained throughout the residence halls.

VISITATION POLICY

Men and women may visit each other's residence hall rooms only during specified hours for Open House. Any visitors of the opposite sex at any other time is deemed as a Visitation Violation and is subject to disciplinary action. All incidents of sexual misconduct are automatically referred to the Dean of Students. Please note: All visitation violations will have an adverse effect on the entire Residence Hall which may lead to the loss of all visitation rights for all the residents. Your behavior directly affects the privileges of all.

WATER GAMES

Use of water balloons, water guns, etc. is forbidden inside buildings.

RECREATIONAL TRANSPORTATION

No biking, roller-blading, skateboarding, etc. inside of the buildings. No hoverboards permitted on campus property

WINDOWS, ROOF, STAIRWELLS, BALCONIES

No objects or substances may be dropped, thrown or poured from a stairwell, out of a window, or off a balcony or roof. Climbing on the outside of any building is prohibited and no student shall be allowed on any roof or balcony at any time. Such acts are extremely dangerous and will be considered a discipline matter in addition to being subjected to a fine.

RESIDENCE HALL FINES

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| Trash in Hall | \$10 - per person in room/suite |
| Inappropriate Items in Room (posters, candles, open coil, etc) | \$20 - per item |

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| Quiet Hours | 1st offense - Warning, 2nd - \$10, 3rd - \$15 |
| Failed Room Inspection | \$20 per person |
| Tampering with Fire Equipment | \$100 |
| Cable TV Tampering, Network Tampering | \$50 |
| Fireworks, explosives, weapons, firearms, knives, etc. | \$50 & will be referred to Dean of Students. |
| Failure to Evacuate during Fire Drill | \$100 |
| Failure to check-out of room and changing rooms without permission | \$40 |
| Refusal to leave residence hall during official holidays/breaks | \$50 with additional \$20 for each night stay |
| Inappropriate Behavior in Common Areas | 1st offense - Warning 2nd - \$20 (all parties involved will be fined and removed) |
| Refusal to Comply with Open Dorm Policies of Doors open and some lighting source being on | 1st offense - Warning 2nd - \$20 and referred to the Dean of Students |
| Tobacco use/possessions | 1st offense - Warning 2nd - \$25 3rd - Dean of Students |
| Alcohol/Drug Use/Possession | See Student Guidelines section of Student Handbook for discipline sanctions. Will be referred to Dean of Students |
| Visitation Violation | 1st offense - \$50 2nd - \$100 fine and will be referred to Dean of Students |
| Lost Room Key | \$100 |
| Missing Mandatory Meeting | \$10 |

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|---------------------------------|--|
| Unapproved Room Air Conditioner | 1 st offense - \$20/day 2 nd offense - \$50/day 3 rd offense – Referred to Dean of Students |
| Animals in Buildings | 1 st offence - \$50.00 2 nd offence - \$100.00 |

**Fines can be paid at the business office or online through self-service.

HOUSING POLICIES AND PROCEDURES

Milligan College has traditionally been a residential college and continues to support the concept that community living as part of College life complements the academic experience and contributes to holistic development of the student. Consequently, all students are expected to take room and board on campus. Exceptions to this policy are:

- 1.) Any student who is married
- 2.) Any student who is living with a member of his/her own immediate family (parents, grandparents, married brother or sister)
- 3.) Any student who has completed 128 semester hours or eight semesters of full-time academic work
- 4.) Any student whose total load for a given semester is less than 9 hours
- 5.) Any student who is a veteran of more than one year
- 6.) Any student who will be 23 years or older in the fall semester

APPLIANCES AND ELECTRONICS

The electrical service in the rooms will allow for small appliances, such as hairdryers, electric razors, computers, stereos, TVs and radios. Room air conditioners (110 volt max per room) are not permitted without a physician completed medical necessity form and subsequent approval by the Dean of Students. In these cases, the student must provide their own room air conditioner and an additional charge of \$100 per semester will be added to the account of the requesting student. Medical necessity and approval must be obtained each year by the student. . You are permitted to have a small dorm-size refrigerator (4 cu ft.) and small microwave oven (700 watts max.) in your room, with a limit of one each per room (2 total in Kegley/Quillen/Williams.) Such appliances must be connected to a power strip with a self-contained circuit breaker. Residents may wish to consider personal insurance for their belongings. The College carries no insurance on student property and accepts no responsibility or liability for its security. No open coil heating units, hot plates, indoor grills, toasters or ovens. Students are not permitted to affix antennas to the building or to attach leads to College antennas or existing cables. There is a \$50 fine for attaching leads to the TV cables. Infractions will also be dealt with by the local cable company.

CHECK-OUT PROCEDURES

Fall

When you are ready to leave for the semester, you must follow this procedure in order to be sure you are not assessed damage or cleaning charges for which you are not responsible. Failure to check out before leaving campus results in a \$40 charge for each infraction to your student account.

1. Sign-Up for a designated check-out time with your RA.
2. **Thoroughly** clean your room and bathroom. Defrost your refrigerator and remove all perishables from the room. Unplug all items.
3. Do not leave trash in the hallway **at any time**. It must be taken to the **outside** location for collection.
4. With a Residence Hall staff member, review the condition of your room and confirm the room is ready for the Holiday

Break.

5. Lock windows and door, including bathroom suite doors.

If you leave without following the above procedure, you accept full liability for damages as assessed by the residence hall staff. All residents must be completely moved out by 5:00 p.m. of the day following the last day of final exams. Students participating in graduation may remain until 2pm the following day. There is \$25 per day charge to any exception which must first be approved by the Residence Life and Housing Office.

Spring and Final

When you are ready to leave for the year, you must follow this procedure in order to be sure you are not assessed damage or cleaning charges for which you are not responsible. Failure to check out or return your key before leaving campus results in a \$40 charge to your student account for each infraction.

1. Sign-Up for a check-out time as directed by Residence Life. Consult the instructions provided on how to check-out of your room.
2. Remove ALL personal items from room.
3. **Thoroughly** clean your room and bathroom. If one person accepts a responsibility and leaves without completing it, the charge is assessed to all occupants equally. Sweep all the floors and dust every surface.
4. Do not leave trash in the hallway **at any time**. It must be taken to the **outside** location for collection.
5. With a Residence Life staff member, review the condition of your room using the Inventory Sheet which was filled out when you moved in this year. It is on file with Residence Life. Sign the inventory sheet and the damage/cleaning memorandum.
6. Return your room key to the Residence Life Staff member.

While Resident Assistants do an initial walk through with students checking out, a final assessment of the room is done by the Resident Director and Dean of Students. If damages have occurred or the room was not sufficiently cleaned a fine will be assessed to both residents that occupy the space. It is not the responsibility of the RA to assess fines, however they will help guide students to what issues need attention and could result in check out fines.

If you leave without following the above procedure, you accept full liability for damages as assessed by the Residence Life staff. All residents must be completely moved out by 5 p.m. of the day following the last day of final exams. Students participating in graduation may remain until 2pm the following day. Students that are moving into summer housing will inform their current RA of their summer room. Summer residents will move into the summer room the day after graduates are required to be out or as instructed by Housekeeping. There is \$25 per day charge to individuals staying late. Any exception must first be approved by the Residence Life and Housing Office.

When leaving school at the end of each semester, the student must check out with Residence Life (see check out procedure). Any damage or cleaning charges will be assessed to the student's account. **Keys will be returned at the end of each year.**

COLLEGE FURNITURE

College furniture, including lounge and study room furnishings, signs, and decor must not be taken to student rooms, shifted from one room to another, or taken from the buildings for any purpose. Furniture will remain in the student room in which it has been placed unless written permission has been given by the Director of Residence Life and Housing. Waterbeds are not allowed. Dismantling or reconstructing beds or other furniture provided in the room is prohibited unless authorized by the Director of Residence Life and Housing.. This includes the unbolting of brackets, standing of beds on end, stacking of furniture, etc.

HOLIDAY/BREAK HOUSING POLICY

With the exception of Fall Break and Easter Break all residence halls and Undergraduate Honors suites will be closed during all-school holidays. Students are expected to be away from campus during the all-school holidays and should be out of their residence hall or suite at the time set by the Residence Life and Housing Office. A student finding it necessary to remain in his/her residence hall or suite after official holiday closing times must receive permission from the Residence Life and Housing office and will be charged a fee of \$25 per night. Permission must be given and the fee must be paid three days prior to the start of the break. This fee can be paid in the form of cash, check or charged to the student's account. No students will be allowed to remain in the residence halls or suites during Christmas Break. A student who has a pre-approved, school related

commitment that requires him/her to remain in the residence hall/suite will not be expected to pay. However, he/she will need to notify the Residence Life and Housing Office 1) what nights he/she will be in the residence hall/suite and 2) what school commitment he/she will be involved in. Students who have not been given permission to stay are to return to campus no earlier than 24 hours before classes begin. If a student not approved to stay is found in the residence hall/suite, he/she will be charged \$25 for each night he/she stayed in the residence hall/suite and fined an additional \$50.

INSPECTIONS

Regular room inspections are held monthly as outlined by Residence Life Staff to assure the health, cleanliness and safety conditions of student occupied rooms. Refusal to comply with requests to clean a room may result in a fine assessed, and required passing of room inspection within 24 hours of violation, or the fine doubles and is submitted to the Dean of Students. Unannounced room inspections are held at minimum one time per semester.

Room Entry - The entry by College officials into an occupied room in order to ascertain the general welfare of students, to determine health and safety conditions in the room, to check the physical condition of the room to make repairs on facilities, or to perform cleaning and janitorial operations. Inspection is not necessarily conducted in the presence of the room occupant.

Search - The entry by College officials into an occupied room for the purpose of (1) investigating suspected violations of campus regulations and/or city, state or federal law and (2) investigating circumstances which require immediate attention. In order to enforce College policies, College officials upon "reasonable cause to believe" may enter an individual room, make a search and seizure of illegal or otherwise forbidden items which may be used as evidence in any subsequent disciplinary proceedings. Searches may be in the presence of the student concerned. Searches are not necessarily conducted in the presence of the room occupant. Searches will be conducted by a College official, accompanied by at least one other person. Searches conducted by local, state or federal police without a College official's request to do so will require a valid search warrant or consent of the party whose person or property is to be searched.

Emergency - The entry by College authorities into an occupied room when there is imminent danger to persons, properties or buildings. Emergency entry is not necessarily conducted in the presence of the room occupant.

Entrance policy for staff members includes knocking on the door, stating who they are and why they are entering the room, and allowing approximately 30 seconds for a response before keying into the room/apartment.

OFF-CAMPUS HOUSING REQUEST

Students must meet the housing exemptions outlined under Housing Policies and Procedures and inform the Student Development Office if planning to live off campus. Off-Campus forms are available in the Student Development Office and should be completed before room sign-ups. Any student living off campus without the Dean of Student's prior knowledge and approval will be at risk of dismissal.

ROOM CHANGES

Guidelines for room change may be obtained from your RA. Approval must be received from both your present and future RA and RD **before** any change can be made. Upon approval, students **must** complete all required paperwork prior to moving and complete a room check-out with your RA (see Room Check-out Procedure below). Students who move to another room without permission may incur a fine and may be required to return to the originally assigned space. Room changes will be made during the first week of each semester, at the discretion of the RD. Room changes for Spring Semester must be requested prior to Fall Finals Week and all room changes must be completed the last day students are required to leave for Christmas Break. Your RA and RD will provide guidelines for this transition time.

ROOM CHARGES

Room charges are made according to the number of occupants per room and will vary depending upon the residence hall in which the student resides. Occasionally due to an early withdrawal or a "no show", students have a single room that was not anticipated. Persons who do not desire to pay for a single room will be assigned a roommate during the room change week at the first of each semester. It is left to the parties involved to arrive at a mutual agreement regarding which room they will occupy. If a decision cannot be reached in the matter, it will be determined by the Residence Hall Director. All single rooms (including those in Kegley, Quillen, Williams and the Suites) will pay the single room rate regardless of circumstances. Final charges are made in the Business Office.

Students living in housing without central air may request consideration for a room air conditioner. In order to be considered

the student must have their physician complete a medical necessity form (obtained from the Student Development Office) and then have the request approved by the Dean of Students. Students must get these approvals each school year and are responsible for providing their own room air conditioner. The student receiving the approval will be charged an additional \$100/semester. Residents in rooms with unapproved units will be subject to disciplinary action and fines.

ROOM CONSOLIDATION AND ROOMMATE PLACEMENTS

Residents who do not have a roommate may be assigned one at any time during the semester given a 24-hour notice. Students who have a vacant space in their rooms when the residence halls close for break must prepare their room before they leave in the anticipation of a new roommate. If a student does not sign up with a roommate during spring room sign-ups, one will be assigned to them by the Residence Hall Staff by May 1 or sometime during the summer. This is for the purpose of consolidating for new student room assignments made in the summer. All single rooms (including those in Kegley, Quillen, Williams and the Suites) will pay the single room rate regardless of circumstances. It is the resident's responsibility to notify the Residence Life Staff if they do not want a single.

ROOM CONTRACT

The contract period is for the Fall and Spring Semesters. Priority for College housing is given to students enrolled for nine credits or more each semester. Students enrolled part-time may request housing as space permits. A student contracts for a space on campus, but not for a specific residence hall, room/apartment or roommate assignment. The College reserves the right to:

- 1.) Assign roommates unilaterally
- 2.) Reassign students who are without roommates
- 3.) Use a room when it is not occupied
- 4.) Assign single rooms
- 5.) Reassign students to different rooms or residence halls in the event such reassignments are determined necessary.

Upon signing the Room Contract, the student (and his or her parents or legal guardian, as the case may be) agree to accept responsibility and the legal obligation to pay all room and meal plan charges and other fees incurred. Although the student's parents or legal guardian may serve as co-signer, the student remains primarily responsible and legally obligated to Milligan College.

ROOM PERSONALIZATION GUIDELINES

Residence Hall rooms may not be painted.

Tacks, drilling, staples, and nails are not permitted in walls, wood trim, furniture, or doors. Contact paper, tape, wallpaper, stenciling or paneling is not permitted. The use of white plasti-tak and removable adhesive is permitted.

ROOM SIGN-UPS

In the spring, returning students may reserve a room for the upcoming academic year (Fall and Spring Semester) during specified Room Sign-Up Days as communicated by the Student Development office. All returning students must sign up for a room at that time unless they have received prior permission for off-campus housing from the Dean of Students. All residents must sign up with a roommate. No singles are permitted at the time of room sign-ups (see 'Single Rooms'). Room sign-ups are done through a lottery process based on seniority. Students who reserve a room and then decide to cancel their reservation must notify the Residence Life and Housing Office as soon as possible.

SINGLE ROOMS

Due to space limitations, single rooms are granted on an availability basis and are usually not available for the Fall Semester. As single rooms become available, priority is given to those who have seniority by classification number of credits earned and who placed their name on the Single Room Waiting List during room sign-ups held in the spring. Ranking within class will be done by G.P.A. No single rooms will be guaranteed. **All single rooms will be charged the single-room rate regardless of circumstance.** Students signing up for a single should sign up with a roommate for the fall.

ROOM/HALL DAMAGE CHARGES

Below is a listing of the charges for various damages to the residence hall room and its furnishings. Complete your check-in form fully so you will not be charged for the damages caused by another student. Students are responsible for the damages in their room and will share the cost of repairs with their roommate.

Doors

1. Repair: \$100 for parts and labor
2. Replacement: \$350 (This includes doors kicked in or damaged from abuse.)
3. If lock, door knob, hardware, etc., must be replaced: \$100
4. Damaged door frame: \$15

Walls

1. Holes, nails darts, etc.
 - a. 5 or less: \$75 with painting
 - b. 6 or more: \$150 with painting
2. Cork and glue on walls. if four or more places: \$150 in room; \$50 in bathroom.
3. Repainting due to unacceptable painting done by students, \$200 in room; \$75 in bathroom

Furniture

1. If damage to furniture can be repaired: 80% of replacement will be charged.
2. Handles broken off, loose legs, etc. are considered normal wear and tear.

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| New chair: \$125 | New desk: \$300 |
| New chair seat: \$45 | New desk top: \$100 |
| New chair back: \$45 | New desk drawer: \$65 |
| New bed frame: \$150 | New chest: \$200 |
| Broken window: \$55 | Broken Smoke Detector: \$20 |
| Broken light fixture covers: \$30 | Broken mirror: \$30 |
| Furniture left in storage rooms: \$50 | Lost/damaged screen: \$70 |
| Broken bathroom hangers, soap dish, etc: \$50 | |
| Broken fixture in toilet or sink: \$50 | Broken fixture in commode:\$150 |
| Damage to floor sufficient to require more than stripping & waxing: \$100 | |

Room Cleaning Charge

Assessed at checkout if not acceptable: \$50. Milligan reserves the right to assess final room damages/cleaning charges if room is deemed unacceptable after time of check-out.

RESIDENTIAL SERVICES

CAMPUS SECURITY

Security is available on campus as outlined in this Student Handbook.

Thefts - Any crimes and/or thefts should be reported immediately to Security and your RA or RD and a report will be taken. If desired, the student may notify the police department. The College makes a reasonable effort to protect the personal property of residents, however the college will not be liable for articles that are lost, stolen, or damaged by fire, water, heat, and/or natural disasters. Students are strongly encouraged to lock room doors and car doors. Students are also strongly encouraged to purchase insurance to cover loss or damage to personal property or extend parents' insurance for this purpose. Please follow the security guidelines as outlined in this handbook.

Suspicious Persons/Activity - Any suspicious persons/activity should be reported immediately to Security and your RA or RD and a report will be taken. The residence halls are private property and therefore are not open to businessmen, solicitors or other outside persons.

HEALTH SERVICES

The Health Clinic is located in the Gilliam Wellness Center (ph# 8667). Health services include health and physical assessment, treatment of minor injuries and problems, and referral to local physicians or other appropriate health care providers. The College recommends all students have basic insurance protection for medical expenses. **Every case of illness, accident or other medical emergency** should be reported to the RA or RD immediately and stay with the person until otherwise instructed. **If the medical emergency is imminent call 911 immediately.** If you are ill and confined to your room, your RA may bring you a meal from the

cafeteria. You must send your campus ID card with your RA in order to receive a meal. Residence Hall Staff cannot get you excused from any classes or academic requirements, but can relay your illness and resulting absence to your professors. The College is not responsible for providing emergency medical transport. The local rescue squad will be notified and the student may be transported via their medic units or by private ambulance, depending on the circumstances. In less critical situations, students may opt to be transported by friends or family in a private car.

LAUNDRY

Laundry facilities are located on the lower levels of Hart, Sutton, Webb and Williams Halls. All washers and dryers (\$1.25 each) use both coins and special debit cards that may be purchased from the Wash Card machines in Sutton and Webb laundry rooms. Value may also be added to the cards at these machines. If a machine malfunctions, put an out-of-order sign on it and notify the Physical Plant (461-8734) of the machine location and nature of problem.

MAINTENANCE REQUESTS

All maintenance requests from individual students are to be directed to the Physical Plant Department through a Resident Assistant or the Resident Director.

MARRIED STUDENT APARTMENTS

A limited number of college-owned apartments are available for married students. Additional information and application forms may be obtained from Donna Godsey in the Student Development Office.

STORAGE

Sutton and Hart Halls are the only Residence Halls with storage space available. Residents may utilize the limited residence hall storage rooms during the academic year and summer on a space-available basis in designated areas only. Contact your RA or RD for gaining access into storage. Any item stored must be boxed and have the student's name, home address, phone number and the date it was stored. Students placing items in storage at the College do so at their own risk. Carpets, lofts and furniture may not be stored on campus.

Your RA will post specific dates and times for cleaning. Items must be removed at those times, and may be returned to storage the following weekend. Unclaimed items will be given away or thrown out.

Graduating seniors and non-returning students will not be allowed to use residence hall facilities for personal storage. Residents who have stored items and do not return are responsible for making arrangements to remove his/her belongings from the residence hall before the next school semester begins or the items will be thrown out.

TELEPHONE SERVICES

Milligan College maintains its own phone network. Each room has its own private phone connection with voice mail. Phones, however, are not provided. For more information about phone service, contact the Information Technology department at 423.461.8704 or HelpDesk@milligan.edu.