



## Student Handbook

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2025-26

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### **Mission Statement**

As a Christian liberal arts university, Milligan University seeks to honor God by educating men and women to be servant-leaders.

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# Introduction

## Welcome to Milligan University

We are happy to welcome you to Milligan University. Our mission, as a Christian liberal arts university, is to seek to honor God by educating men and women to be servant-leaders. As a student at Milligan, you are on a transformative journey of academic exploration, personal and spiritual growth, and lifelong friendships. At Milligan, we believe that education extends far beyond the classroom. Our dedicated faculty and staff are committed to providing you with a comprehensive and holistic learning experience. Whether you are pursuing a degree in one of our esteemed academic programs or engaging in co-curricular activities, we are here to support your intellectual curiosity and help you thrive. As a Milligan student, you will have access to many facilities and resources that will enhance your learning and enrich your college experience.

At Milligan, we are driven by the desire for our community to reflect the fullness of the kingdom of God. As such, we seek to foster an environment that values the uniqueness and contributions of every individual. We encourage you to embrace new perspectives, engage in meaningful conversations, and challenge your own assumptions as you navigate your educational journey. As a student at Milligan, you will have many opportunities to get involved in various student organizations, clubs, and campus events. These extracurricular activities will not only allow you to pursue your passions and interests but also develop valuable leadership skills and create lifelong connections with fellow students.

## Handbook: Purpose and Student Responsibility

### *HANDBOOK: PURPOSE*

The Milligan Student Handbook serves as a valuable resource throughout your time here. It provides you with essential information about university policies, campus services, academic requirements, and student life. We encourage you to familiarize yourself with the handbook and refer to it whenever you have questions or need guidance. We are excited to have you join our community and embark on this incredible journey of learning, discovery, and growth. Milligan University is dedicated to helping you become a servant-leader, an engaged citizen, and a critical thinker.

The Student Handbook is maintained for the Milligan University community by the Student Development Office and is available online at [www.milligan.edu/student-handbook/](http://www.milligan.edu/student-handbook/). The information provided in this document is subject to change by the university at any time. All changes, corrections, or additions should be reported to the Student Development Office for the following year's handbook.

The information in this Handbook applies to all students – both undergraduate and graduate – of Milligan University. Graduate, Professional Studies, and Seminary students should also refer to any program specific handbooks provided by the faculty.

### *HANDBOOK: STUDENT RESPONSIBILITY*

A student's matriculation and enrollment at Milligan University is their pledge to uphold the policies and expectations outlined in the Student Handbook and Catalog.

# Section 1: Policies and Expectations

## Academic Policies

### CATALOG

The [Milligan University Catalog](https://www.milligan.edu/catalog/) serves as the official source for academic policies, information about the university and its academic programs, and provides guidance on academic infractions and the appeal process. It may be viewed at [www.milligan.edu/catalog/](https://www.milligan.edu/catalog/).

## General Information and Policies

### ACADEMIC CALENDAR

The academic calendar for the current year and other academic calendars and schedules can be viewed at <https://www.milligan.edu/academics/calendar-schedule/>.

### ALCOHOL AND DRUG POLICY

#### Expected Standards of Conduct

In compliance with the ***Drug-Free Schools and Communities Act Amendments of 1989*** (Public Law 101-226) Milligan University prohibits the unlawful possession, use or distribution of alcohol, illegal drugs (and any other drugs prohibited by the university) by students and employees on university property or as any part of university activities.

Students may **not** possess alcoholic beverages or empty alcohol containers on campus, on university property, in personal vehicles on university property, when participating in school sponsored functions/activities, or in on-campus student living areas. Students present in a residence hall room or in an on-campus apartment where alcohol is present and/or being consumed may face disciplinary action for complicity with an alcohol violation.

Milligan students who are 21 or older and who decide to consume alcohol off campus are expected to do so responsibly and to honor the biblical expectations of moderation. Milligan students are expected to observe scriptural instructions which caution against intoxication. Intoxication can occur when consuming alcoholic beverages and also with a variety of other intoxicants, some of which are legal and some of which are not. Students whose drinking creates a risk of danger to the health and safety of themselves, or others are subject to disciplinary action.

If a student is convicted of any [criminal offense\(s\)](#) other than minor traffic violations subsequent to admission, including criminal offenses related to alcohol or drugs, 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 university counsel, will determine whether disciplinary action is warranted, including dismissal from the university. Students who fail to report a new criminal conviction may be dismissed."

Students, regardless of age, present in an off-campus setting where alcohol is consumed by an underage student may face disciplinary action for complicity with an alcohol violation. Students who host off campus gatherings are responsible for ensuring the safety, well-being, and conduct of their guests, whether the guests are invited or uninvited. Hosts are responsible to ensure that all guests who choose to consume alcohol do so according to the biblical standard of moderation, university policy, and local, state, and federal law.

## 1. APPLICABLE LEGAL STANDARDS

Various federal, state, and local statutes make it unlawful to manufacture, distribute, dispense, deliver, sell, or possess with intent to manufacture, distribute, dispense, deliver, or sell, controlled substances. The penalty imposed depends upon many factors which include the type and amount of controlled substance involved, the number of prior offenses, if any, whether death or serious bodily injury resulted from the use of such substance, and whether any other crimes were committed in connection with the use of the controlled substance. Possible maximum penalties for a first-time violation include:

- imprisonment for any period of time up to a term of life imprisonment
- a fine of up to \$4,000,000 if an individual
- supervised release
- any combination of the above; or all three

These sanctions are doubled when the offense involves either:

1. distribution or possession at or near a school or college campus or
2. distribution to persons under 21 years of age

Repeat offenders may be punished to a greater extent as provided by statute. Further, a civil penalty of up to \$10,000 may be assessed for simple possession of “personal use amounts” of certain specified substances under federal law. Under state law, the offense of possession or casual exchange is punishable as a Class A misdemeanor; if there is an exchange between a minor and an adult at least two years the minor’s senior, and the adult knew that the person was a minor, the offense is classified a felony as provided in T.C.A. 39-17-417. (21 U.S.C. 801, et. seq.; T.C.A. 39-17-417)

It is unlawful for any person under the age of twenty-one (21) to buy, possess, transport, (unless in the course of his/her employment), or consume alcoholic beverages, wine, or beer. Such offenses are classified as Class A misdemeanors punishable by:

- imprisonment for not more than 11 months, 29 days
- or a fine of not more than \$2,500
- or both. (T.C.A. 1-3-113, 57-5-301)

It is further an offense to provide alcoholic beverages to any person under the age of twenty-one (21), such offense being classified as a Class A misdemeanor (T.C.A. 39-15-404).

The offense of public intoxication is a Class C misdemeanor punishable by:

- imprisonment of not more than 30 days
- or a fine of not more than \$50,
- or both. (T.C.A. 39-17-310)

## 2. HEALTH RISKS ASSOCIATED WITH THE ABUSE OF ALCOHOL OR USE OF ILLICIT DRUGS

There are many health risks associated use of illicit drugs and the abuse of alcohol including:

- organic damage
- impairment of brain activity
- digestion
- blood circulation
- impairment of physiological processes and mental functioning
- physical and psychological dependence

- Such use during pregnancy may cause spontaneous abortion, various birth defects, or fetal alcohol syndrome.
- Additionally, the illicit use of drugs increases the risk of contracting hepatitis, AIDS, and other infections.
- If used excessively, the use of alcohol or drugs singularly or in certain combinations may cause death.

Alcohol misuse inhibits students' development and is negatively correlated with academic success and personal safety. The vitality of the academic community relies on each member taking personal responsibility for his or her actions, including the use of alcohol and for safeguarding the well-being of others. Therefore, Milligan University expects students to observe state laws regarding alcohol use, particularly those that address underage drinking, and the university holds students accountable for their choices regarding alcohol.

Resources for more information concerning the health risks of alcohol and drugs:

- <https://nida.nih.gov/research-topics/drugs-a-to-z>
- <https://nida.nih.gov/sites/default/files/cadchart.pdf>
- <https://www.niaaa.nih.gov/alcohols-effects-health>

Milligan is committed to the intellectual and personal development and Christian discipleship of all students and seeks to emphasize education about the choices, risks, and personal responsibility regarding the use of alcohol.

### 3. DRUG AND ALCOHOL PROGRAMS AVAILABLE TO EMPLOYEES AND STUDENTS

Seek help if you are struggling with drugs and/or alcohol and encourage others who may be to do the same. Help is available from:

- [Milligan Counseling Center](#) 423-461-8500
- [Frontier Health](#) 855-336-9327
- [Alcoholics Anonymous](#)
- <https://www.findtreatment.gov/>

### 4. PROHIBITED CONDUCT AND DISCIPLINARY SANCTIONS

#### *PROHIBITED CONDUCT (Alcohol)*

- Possession of alcohol or empty alcohol containers on campus
- Underage possession and/or consumption of alcohol
- Complicity in an alcohol violation:  
Definition: A student who is present and fails to intervene in a situation where another student(s) violate(s) the Milligan University drug or alcohol policy.
- Under the influence of alcoholic beverages/intoxication
- Misuse of alcohol: rapid consumption of alcohol, binge drinking, or actions that may endanger the well-being of self or others
- Provision and/or distribution of alcohol to students under 21 years of age
- Irresponsible hosting of event at which alcohol is present
- Alcohol-related vehicular violations

### PROHIBITED CONDUCT (Drugs)

- Milligan University prohibits the use, possession, and/or distribution, of all illegal drugs (including drugs that are illegal under federal law but may be lawful under state law)

**\*NOTE: Marijuana is ILLEGAL in Tennessee**

- Milligan University also **prohibits**:
  - All cannabis-derived products
  - All hemp-derived products - ***\*Even if they are legal in TN, they are NOT PERMITTED at Milligan University***
  - Non-prescribed controlled substances
  - Prescription medication not prescribed to the student by a licensed medical physician
  - The abuse or distribution of medication prescribed to the student by a licensed medical physician.
  - Possession, use, and/or distribution of drug paraphernalia (TCA § 39-17-425)
  - Nicotine and nicotine delivery systems/devices
  - Tobacco and Tobacco related products (See [Smoking and Tobacco](#))

Possession, use and/or distribution of any illegal drug are serious offenses. Consequently, any offender is subject to immediate dismissal or other Disciplinary Sanctions listed below. Sanctions imposed for violation of these guidelines shall be consistent with local, state, and federal law and may include dismissal from the university. Incidents may be reported to proper legal authorities for prosecution by government officials.

### DISCIPLINARY SANCTIONS FOR ALCOHOL AND DRUG VIOLATIONS

- Milligan University may impose a range of Disciplinary Sanctions with respect to violations of the Alcohol and Drug Policy and the expected standards of conduct regarding the use, possession, and/or distribution of alcohol, illegal drugs, and other drugs prohibited by Milligan University. Possible disciplinary actions and sanctions for violations of the Alcohol and Drug Policy may include any combination of, but are not limited to, the following:

- |  |                       |
|--|-----------------------|
| • Campusing                                  | • Reprimand           |
| • Community Service                          | • Restitution/Apology |
| • Dismissal                                  | • Suspension          |
| • Exclusion from Extra Curricular Activities | • Warning             |
| • Fines                                      |                       |

\*For more information on these Disciplinary Sanctions and Actions, please see [Disciplinary Sanctions and Fees](#)

***Students violating the alcohol and drug policy may also be subject to [Supportive Measures](#) that are non-disciplinary and non-punitive in nature. Supportive measures for alcohol and drug policy violations include but are not limited to [Counseling](#) and [educational courses/assignments](#).***

- Violations of the Alcohol and Drug Policy
  - **First Offense-** Disciplinary actions may include any combination of, but are not limited to, the above Disciplinary Sanctions and Actions with Suspension or Dismissal reserved for violations deemed to be extreme in severity. Supportive Measures may also be issued.
  - **Second Offense-** Disciplinary actions may include any combination of, but are not limited to, the above Disciplinary Sanctions and Actions and **will increase in severity** from those imposed for a first offense. If a second offense occurs, the student may face Suspension or Dismissal regardless of the severity of the violation. Supportive Measures may also be issued.
  - **Third Offense-** A third violation of the Alcohol and Drug Policy will result in the Dean of Students recommending the student be dismissed. In such a situation, a Discipline Committee hearing shall be held at the earliest reasonable time.

### CAMPUS HOURS

Unless otherwise indicated, most main campus offices are open Monday through Friday, 8 am to 5 p.m.

### CENTER FOR CALLING & CAREER DEVELOPMENT

A comprehensive approach that spans the entire student experience, the Center for Calling and Career Development is a place where students can seek answers to questions of vocation and find opportunities to work and serve. Career services are available to all undergraduate and graduate students. You may make an appointment for individualized services or visit their offices located on the top level of the McMahan Student Center (SUB). Learn more at [www.milligan.edu/career/](http://www.milligan.edu/career/).

### DISABILITY SERVICES

Information about disability services can be viewed in the [Catalog](#) or at <https://www.milligan.edu/life/student-services/disability-services/>. This includes the Process of Establishing Accommodations, the Establishment of Academic Experiences for Students Seeking Accommodations and Determining Essentialness and the Appeal and Formal Grievance Procedure for Individuals with Disabilities.

### FERPA

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law which affords students certain rights with respect to their education records. Students can authorize access for their parent(s) to their education records and allow oral and written communication with university personnel by completing an authorization form and submitting it to the Registrar's Office. View full information about FERPA in the [Catalog](#) or at [www.milligan.edu/FERPA](http://www.milligan.edu/FERPA).

### HAZING POLICY

In compliance with the **Stop Campus Hazing Act** (Public Law No: 118-173), hazing is strictly prohibited at Milligan University. It is unacceptable in all forms and has no place in the Milligan community.

Hazing is defined as an intentional, knowing, or reckless act committed by a person, whether individually or in concert with other persons, against a student, regardless of that student's willingness to participate, that:



- Was committed in connection with an initiation into, an affiliation with, or the maintenance of membership in, an organization (such as a club, society, association, athletic team, fraternity, sorority, or student government)
- Causes, or is likely to contribute to a substantial risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical training necessary for participation in an athletic team), of physical injury or psychological injury including:
  - o Whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body, or similar activity
  - o Causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity
  - o Causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances
  - o Causing, coercing, or otherwise inducing another person to perform sexual acts
  - o Any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct
  - o Any activity against another person that includes a criminal violation of local, state, tribal, or federal law; and
  - o Any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, state, tribal, or federal law.

For the purposes of identifying hazing, a student organization is an organization at an institution of higher education (such as a club, society, association, varsity or junior varsity athletic team, club sports team, fraternity, sorority, band, or student government) in which two or more of the members are students enrolled at the institution of higher education, whether or not the organization is established or recognized by the institution.

All Milligan students, faculty, staff and other members of the campus community who believe that they have witnessed, experienced, or are aware of conduct that constitutes hazing in violation of this policy are encouraged to report the violation to the Dean of Students, Director of Security, Director of Athletics, area vice presidents, or work supervisors. Reports of hazing will be investigated and resolved using the disciplinary procedures found in the student, faculty, and personnel handbooks.

University educational programs relating to the hazing information above and hazing prevention strategies include dissemination of information pertaining to crime prevention via campus email and printed literature, displays and information at college events, programs for students, faculty and staff including residence hall programs and faculty and staff meetings, joint activities with student activities organizations and staff, and other opportunities throughout each school year. New students, faculty, and staff are provided with information and/or training regarding hazing as part of annual orientation activities. Prevention strategies include information intended to stop hazing before hazing occurs, and may include skill building for bystander intervention, information about ethical leadership, and the promotion of strategies for building group cohesion without hazing.

Tennessee state law relevant to hazing in higher education institutions is listed below:

49-7-123. Hazing prohibited.

(a) As used in this section, unless the context otherwise requires:

(1) "Hazing" means any intentional or reckless act in Tennessee on or off the property of any higher education institution by one (1) student acting alone or with others which is directed against any other student, that endangers the mental or physical health or safety of that student, or which induces or coerces a student to endanger such student's mental or physical health or safety. "Hazing" does not include customary athletic events or similar contests or competitions, and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization; and

(2) "Higher education institution" means a public or private college, community college, or university.

(b) Each higher education institution shall adopt a written policy prohibiting hazing by any student or organization operating under the sanction of the institution. The policy shall be distributed or made available to each student at the beginning of each school year. Time shall be set aside during orientation to specifically discuss the policy and its ramifications as a criminal offense and the institutional penalties that may be imposed by the higher education institution. [Acts 1995, ch. 500, § 1.]

### **INCLEMENT WEATHER SCHEDULE**

Changes in daily schedule due to weather-related or other unforeseen circumstances will be sent out via the RAVE alert system as well as campus email. The inclement weather schedule is available [here](#).

### **LOST AND FOUND**

All articles found on the campus are to be turned in to the Registrar's Office located on the first floor of Derthick Hall.

### **LEISURE TIME SAFETY AND RESPONSIBILITY**

The University recognizes that certain activities voluntarily engaged in by students, such as informal athletics contests, jogging, running, sledding, walking in the woods, and other activities, have some measure of risk involved for the participants. Students and guests who engage in such activities assume the risk of any injury or property damage which may result. Only students and guests who consent to the activity shall participate in the activity. No activity shall violate the Code of Conduct or school expectations. The university is not responsible or liable for injuries or property damage incurred by students or their guests participating in these and similar activities.

### **MEDIA RELEASE**

Milligan reserves the right to use photographs, audio, and video recordings of students and employees for the purpose of publicity, marketing and advancement materials, education, and student recruitment. From time to time, university public relations officials, the news media, or third-party vendors contracted by the university may collect photos and video/audio recordings for publication, broadcast, transmission, and/or electronic display.

Unless a written statement to the contrary is filed with the Office of Student Development, students and employees of Milligan University waive their model rights to be photographed or recorded for the university's promotional materials as well as print, digital, and online publications and for use on various media platforms. Any individual who has opted out in writing is encouraged to inform the camera operator where filming, photography, and/or recording is taking place of his or her opt-out status. Failure to take this preventive measure may result in the individual's inclusion in a photograph or recording used by the university or the media for the purposes listed above. If this individual is inadvertently included in materials indicated above, the impacted individual should contact the [Office of Public Relations](#) immediately.

### 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 university. Students must go to the Registrar's Office to notify the university if their address changes.

To receive mail on-campus, each individual student would need to [rent a PO Box](#) online. Boxes may not be shared by multiple students. Any mail sent to students at any university 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 student mail/packages should be addressed to:

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

Deliveries of packages and items that cannot be delivered to the post office such as medicines, flowers or refrigerated items should be delivered to:

Student's Name, C/O Milligan University Physical Plant  
130 Richardson Road  
Milligan, TN 37682

**\*NOTE:** As mentioned above, the 130 Richardson Road address (physical plant) 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.

### NOTICE OF NONDISCRIMINATION

In accordance with the Americans with Disabilities Act of 1990 (ADA), Title IX of the Education Amendments of 1972 (Title IX), the Uniformed Services Employment and Reemployment Rights Act, and Section 504 of the Rehabilitation Act of 1973, including all amendments, Milligan University 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 University does not discriminate on the basis of race, color, national and ethnic origin, sex, age, disability, or veteran status 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 University's Title IX Coordinator:

Brent Nipper, Director of Property and Risk Management  
PO Box 750  
Little Hartland Welcome Center  
Milligan, TN 37682  
423.461.8740  
[wbnipper@milligan.edu](mailto:wbnipper@milligan.edu)  
[TitleIXCoordinator@milligan.edu](mailto:TitleIXCoordinator@milligan.edu)

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

Director of Student Success and Disability Services  
P.O. Box 500  
McMahan Student Center  
Milligan, TN 37682  
423.794.3088  
[DisabilityServices@milligan.edu](mailto:DisabilityServices@milligan.edu)

For known or suspected instances of racial or ethnic discriminatory misconduct, contact the following:  
Student: Dean of Students- [KDotson@milligan.edu](mailto:KDotson@milligan.edu)  
Faculty: Vice President of Academic Affairs and Dean- [RAubrey@milligan.edu](mailto:RAubrey@milligan.edu)  
Staff: Director of Human Resources- [LABean@milligan.edu](mailto:LABean@milligan.edu)

### **RESIDENCE HALL POLICIES**

Please see all Residence Hall Policies in the Student Handbook section entitled, [“Residence Life Community Guidelines and Policies”](#)

### **SEXUAL MISCONDUCT POLICY**

Sexual misconduct, including **sexual harassment, sexual assault, dating and domestic violence, and stalking** as [defined](#) in the [Milligan University Title IX Sexual Misconduct Policy](#) are strictly prohibited. Other unwelcome conduct of a sexual nature, including but not limited to sexually exploitative behavior in which an individual taking non-consensual or abusive sexual advantage of another for their own benefit or the benefit of anyone other than the person being exploited such as unauthorized recording, photographing or sharing of sexually related content, acts of voyeurism and indecent exposure are also prohibited.

Written documentation about the rights and options of victims of sexual misconduct can be found [here](#), including information about:

- What to do if one experiences an incident of sexual misconduct
- The confidentiality that will be provided to victims and other necessary parties
- Existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the institution and in the community
- Accessing protective and supportive measures
- Procedures used to investigate and adjudicate cases involving allegations of sexual misconduct

Reports of sexual misconduct will be addressed through the University’s Title IX Sexual Misconduct Policy when applicable and/or the Disciplinary Guidelines in this handbook. The University Title IX Sexual Misconduct Policy is available [here](#).

Unwelcome conduct of a sexual nature often results from a lack of understanding and/or consideration of the consent of all parties. **Consent is defined** in the Milligan University Title IX/Sexual Misconduct Policy as the agreement to engage in sexual activity, which is:

- Voluntary (consent is not possible when coercion, force, or threat is present)
- Aware (consent is not possible when incapacitation occurs, for any reason)
- Clear (silence or absence of resistance does not imply consent)
- Immediate (past consent does not imply future consent)

- Continuous (consent can be withdrawn at any time)
- Specific (consent with one person does not imply consent with others)

All members of the university community are encouraged to always consider and follow the willing consent of all parties in all interactions with fellow students, faculty, and staff members.

Other key factors in the prevention of sexual misconduct include risk reduction and bystander intervention. **Risk reduction** is defined as options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence. **Bystander intervention** is defined as safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of sexual misconduct occurring and includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and safely taking actions to intervene. More information about risk reduction and bystander intervention can be found on **pages 29-32** of the [Milligan University Title IX/Sexual Misconduct Policy](#).

### STAFF DIRECTORY

The staff directory provides information to connect to Milligan faculty and staff. Phone numbers, emails, and job title information are found in the online directory at <https://www.milligan.edu/academics/directory/>.

### STATEMENT CONCERNING HUMAN SEXUALITY

As a Christian institution, Milligan University believes that all persons are created in the image of God and therefore possess equal intrinsic value. As such, we seek to be a loving community showing Christ-like compassion, mutual respect, humility, forgiveness, and grace where all students are welcome to learn in a safe and supportive environment. Though our Stone-Campbell tradition subscribes to no particular creed, we recognize that Christian individuals, denominations, churches, and traditions have come to various conclusions on human sexuality. Embracing the Bible as our sole authority, Milligan believes that God designed sex to be enjoyed within a marriage covenant between one man and one woman that is characterized by the sacrificial love of Jesus Christ.

For more information on Milligan's Statement of Human Sexuality, please see [www.milligan.edu/human-sexuality/](http://www.milligan.edu/human-sexuality/).

## Student Conduct Policies & Expectations

### EXPECTATIONS & RESPONSIBILITIES FOR STUDENTS

Membership in an academic community of Christians carries with it certain responsibilities. A student's matriculation and enrollment at Milligan University is their pledge to uphold the policies and expectations outlined in the Student Handbook and Catalog. Students should consult the [Student Conduct Guidelines](#) in this Handbook for further guidance regarding acceptable conduct while enrolled at Milligan University.

Students are expected and responsible to abide by the Milligan University Student Conduct Guidelines below, which exist to help create a God-honoring, safe environment for student growth and success. Milligan University's standards, guidelines, and policies are based on:

- Clear and obvious scriptural principles of Christian living that are Christlike, God-honoring, and indicative of Christian community
- Honoring one another in the Milligan Community- Policies and expectations that bring order and harmony to our university environment exist for the good of the community and the purpose of our existence.
- Honoring our local communities surrounding Milligan and the larger society of which we are a part- We desire to be a positive influence for Christ beyond our campus borders.
- Safety- As a whole, our conduct policies and expectations are intended to create a safe environment for student life, growth, and learning.
- Policies mandated by local, state, and federal law.

The policies of Milligan University are not necessarily to be equated with “what it means to be a Christian.” We do not pretend that our rules are perfect. Neither do we expect everyone to agree with all our rules. We **do expect**:

- an understanding of why we have rules and policies
- integrity in keeping them
- a positive attitude
- the use of proper procedures in improving them.

The university reserves the right to change or modify existing policies or add new guidelines as needed. These conduct policies and expectations apply to students while they are under the jurisdiction of Milligan University, that is, while enrolled in a Milligan University program or residing in Milligan University-approved housing; Students are expected to always adhere to these policies on and off campus.

### **RANGE OF DISCIPLINARY ACTIONS AND SANCTIONS**

Milligan University may impose a range of disciplinary actions and sanctions with respect to any misconduct for which a student has been determined to be responsible. Possible disciplinary actions and sanctions may include any combination of, but are not limited to, the following:

- |  |                       |
|--|-----------------------|
| • Campusing                                  | • Reprimand           |
| • Community Service                          | • Restitution/Apology |
| • Dismissal                                  | • Suspension          |
| • Exclusion from Extra-Curricular Activities | • Warning             |
| • Fines                                      |                       |

*\*See [Definitions of Disciplinary Sanctions and Actions](#) for more information on each of these possible disciplinary actions and sanctions.*

### **MILLIGAN UNIVERSITY STUDENT CONDUCT GUIDELINES**

Student Conduct Guidelines include but are not limited to:

#### **ACADEMIC INTEGRITY**

Students are expected to demonstrate academic integrity, which the Milligan University Catalog describes as meaning “...that when any person submits work or assignments in his/her name, that person has either a) produced the work without any help from any other person and has appropriately cited sources which support that work, or b) received explicit instructions from the instructor or

convenor that the work may be completed collaboratively.” Within that framework, actions including plagiarism, cheating, aiding others in cheating, and other violations of academic integrity will be responded to by the appropriate academic administrator(s). For more information on Academic Integrity and the process by which violations are addressed, please refer to page 28 of the [2025-26 Milligan University Catalog](#). The Milligan University Catalog may also be found at: <https://www.milligan.edu/academics/resources/registrar/catalog/>.

#### ALCOHOL AND DRUG POLICY

- See FULL [Alcohol and Drug Policy](#) under General Information and Policies.
- See [Expected Standards of Conduct](#) from Alcohol and Drug Policy
- See [Applicable Legal Standards](#) from Alcohol and Drug Policy
- See [Health Risks Associated with the Abuse of Alcohol or Use of Illicit Drugs](#) from Alcohol and Drug Policy
- See [Drug and Alcohol Programs Available to Employees and Students](#) from Alcohol and Drug Policy
- See [Prohibited Conduct and Disciplinary Sanctions](#) from Alcohol and Drug Policy
- See [Disciplinary Sanctions for Alcohol and Drug Violations](#) from Alcohol and Drug Policy

#### BUSINESSES AND LITERATURE

No one, including faculty, staff members, students, or anyone from outside the Milligan University community, 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.

#### CLOTHING STANDARDS

Milligan students are expected to select clothing which is suitable for the various activities of the university. We ask that you clothe yourselves in a way that communicates dignity, respect, self-awareness, and that is considerate of others in the Milligan community. Faculty have the prerogative to determine appropriate attire for their classes and dismiss students from class who are not appropriately attired.

#### CRIMINAL OFFENSES

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 university counsel, will determine whether disciplinary action is warranted, including dismissal from the university. Students who fail to report a new criminal conviction may be dismissed.

#### DANCE FUNCTIONS

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 one (1) staff member 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.



### DEMONSTRATIONS

All demonstrations must register through the Office of Student Development and also follow the guidelines in the [Demonstration Policy](#) listed later in this handbook.

### FAILURE TO COMPLY

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 university employees acting in the performance of their duties. Students must be prepared to provide proper identification upon the request of a university official.

### FIRE SAFETY

Tampering with fire equipment on campus constitutes a serious threat to the safety and welfare of the community and may be sufficient grounds for dismissal. 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.

### GAMBLING

In accordance with Tennessee Law, students will not engage in any form of organized raffles or gambling.

### HARASSMENT, THREATS, INTIMIDATION AND RETALIATION

Harassment, threats, or intimidation, whether verbal or physical, of any member of the University community including, but not limited to, such actions based on race, religion, gender, disability, age, economic status, ethnicity, national origin, or sexual orientation is considered a very serious offense and will be dealt with accordingly. 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, the Internet/social media
- 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. Bullying is an **unacceptable behavior** 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. Any activity which can be termed unsanitary, dangerous, or degrading, or potentially so is unacceptable.

Retaliation against individuals who report misconduct is strictly prohibited. It is also prohibited to retaliate against any student leader fulfilling their role.

### HAZING

Please see the [Hazing Policy](#) under General Information and Policies.

### PRANKS

Students tempted to engage in pranks are urged to carefully consider such possible implications as property damage, disruption of individual rights and privacy, infringement of an orderly campus



environment, unusual hardship to the university maintenance staff, and interruption of the normal functioning of the campus schedule. Actions leading to any of the above will result in disciplinary action.

## RESIDENCE HALLS

The following are basic guidelines for our Residence halls. For complete Residence Halls Guidelines, visit [Residence Life Community Guidelines and Policies](#)

### *HALL MEETINGS*

Each resident is required to attend mandatory meetings.

### *RESIDENCE HALL GUIDELINES*

#### *Men's and Women's Dorms*

- All the Residence Halls at Milligan University are either men's dorms or women's dorms. We **do not** have any co-ed dorms. As such, there are specific times and policies in place when students may be in the dorm of the opposite sex. Failure to abide by these policies will result in disciplinary action.
- A student may only be in the dorm of the opposite sex in the following situations:
  - Lobbies
    - Students may be in the main lobby of residence halls of the opposite sex during lobby hours.
    - Main lobbies residence halls are open to visitors at the following times:
      - Sunday-Thursday: 9:00 am to 12:00 am
      - Friday-Saturday: 9:00 am to 1:00 am
    - Students should always enter and leave the lobby through the main entry of the residence hall.
    - Members of the opposite sex are not permitted beyond the main lobby except during specified Open Dorm Visitation (see below)

#### *Open Dorm Visitation*

- This tradition provides excellent fellowship and encourages students to take greater pride in their living areas.
- Guidelines and Expectations
  - While visitors are present, bedroom doors **must remain open** a minimum of 12 inches with a light source (lamp, overhead lights, string lights, etc.) on at all times (TV does not count as a light source).
  - Under no circumstances should a student be with another person with whom they are romantically involved without having the door open.
  - Students/visitors must comply with any reasonable requests from Resident Life staff.
- Open Dorm Hours:
  - **Hart, Sutton, Webb**
    - Wednesday: 7:00 p.m.-11:00 p.m.
    - Friday: 7:00 p.m.-12:00 a.m.
    - Saturday: 7:00 p.m.-12:00 a.m.
  - **Kegley, Quillen, Williams, and Undergraduates Living in MSA**
    - Wednesday: 7:00 p.m.-11:00 p.m.
    - Thursday: 7:00 p.m.-11:00 p.m.
    - Friday: 7:00 p.m.-12:00 a.m.
    - Saturday: 7:00 p.m.-12:00 a.m.

- **The Milligan Village & Thompson Center**

- Wednesday: 7:00 p.m.-11:00 p.m.
- Thursday: 7:00 p.m.-11:00 p.m.
- Friday: 5:00 p.m.-12:00 a.m.
- Saturday: 5:00 p.m.-12:00 a.m.
- Sunday: 1:00 p.m.-7:00 p.m.

### *Visitation Violation*

The presence of visitors of the opposite sex in a dorm at any other times or situations will be considered a Visitation Violation and is subject to disciplinary action. Visitation violations carry at least a fine with compounding factors based on time of infraction, state of attire, and not being forthright with the residence life staff. All incidents of sexual misconduct are automatically referred to the Dean of Students.

### *Overnight Guests*

- No overnight guests of the opposite sex are permitted at any time in student housing.
- See full [Overnight Guest Policy](#) for more information.

### *Quiet Hours*

- Required quiet hours are 11:00 pm to 8:00 am.
- Please respect your fellow students and keep all your volumes low during this time.
- See [Quiet Hours](#) for more information.

For complete Residence Halls Guidelines, visit [Residence Life Community Guidelines and Policies](#).

### RESPECT FOR TRUTH

An important characteristic of Christian community is a respect for truth and a respect for others. Lying, cheating, stealing, and the [aforementioned violations of academic integrity](#) are not consistent with the standards of a Christian community and are therefore unacceptable at Milligan University.

### SEXUAL CONDUCT

Milligan University expects and challenges all members of its community to make all things subject to Christ, including issues of sexual morality. Embracing the Bible as our sole authority, Milligan believes that God designed sex to be enjoyed within a marriage covenant between one man and one woman that is characterized by the sacrificial love of Jesus Christ. Therefore, it is the expectation of the university that students engage in healthy, encouraging relationships while refraining from sexual activity outside of marriage.

Additionally, we expect and challenge all members of the Milligan University community to understand that pornography is inappropriate sexual conduct which distorts the scriptural intent of sex as mentioned above, fuels lust and objectifies those portrayed in pornographic material. As such, the university prohibits all pornographic material (magazines, books, posters, photos, videos, CDs/DVDs, computer games, websites, apps, etc.). We recognize that many people struggle with a variety of sexual temptations, and we are committed to coming alongside students to help and encourage lives of purity in response to God.

### SEXUAL MISCONDUCT

Sexual misconduct, including sexual harassment, sexual assault, dating and domestic violence, and stalking as [defined](#) in the [Milligan University Title IX Sexual Misconduct Policy](#) are strictly prohibited.

Other unwelcome conduct of a sexual nature, including but not limited to sexually exploitative behavior in which an individual taking non-consensual or abusive sexual advantage of another for their own benefit or the benefit of anyone other than the person being exploited such as unauthorized recording, photographing or sharing of sexually related content, acts of voyeurism and indecent exposure are also prohibited.

Written documentation about the rights and options of victims of sexual misconduct can be found [here](#), including information about:

- What to do if one experiences an incident of sexual misconduct
- The confidentiality that will be provided to victims and other necessary parties
- Existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the institution and in the community
- Accessing protective and supportive measures
- Procedures used to investigate and adjudicate cases involving allegations of sexual misconduct

Reports of sexual misconduct will be addressed through the University's IX Sexual Misconduct Policy when applicable and/or the Disciplinary Guidelines in this handbook. The University Title IX Sexual Misconduct Policy is available [here](#).

Unwelcome conduct of a sexual nature often results from a lack of understanding and/or consideration of the consent of all parties. **Consent is defined** in the Milligan University Title IX/Sexual Misconduct Policy as the agreement to engage in sexual activity, which is:

- Voluntary (consent is not possible when coercion, force, or threat is present)
- Aware (consent is impossible when incapacitation occurs, for any reason)
- Clear (silence or absence of resistance does not imply consent)
- Immediate (past consent does not imply future consent)
- Continuous (consent can be withdrawn at any time)
- Specific (consent with one person does not imply consent with others)

All members of the university community are encouraged to always consider and follow the willing consent of all parties in all interactions with fellow students, faculty, and staff members.

Other key factors in the prevention of sexual misconduct include risk reduction and bystander intervention. **Risk reduction** is defined as options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence. **Bystander intervention** is defined as safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of sexual misconduct occurring and includes recognizing situations of potential harm understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and safely taking actions to intervene. More information about risk reduction and bystander intervention can be found on **pages 29-32** of the [Milligan University Title IX/Sexual Misconduct Policy](#).

### SMOKING AND TOBACCO

Milligan University is a tobacco-free campus. With the realization that the use of tobacco is harmful to the health of the individual as well as to others exposed to secondhand smoke, smoking and/or the use of tobacco or tobacco related products in any form OR products which simulate the use of tobacco (i.e., mechanical/electronic cigarettes/nicotine delivery systems/cigars) is prohibited on the campus of Milligan University or any campus-sponsored events.

### WEAPONS

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

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: firearms, 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, possession, or use of a weapon is a violation of the rules, regulations, and policy of Milligan University, 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 University in compliance with state and federal law. This Weapons Policy DOES apply to weapons used for educational or ceremonial purposes unless the weapon used for educational purpose has been approved by the Dean of Students, the Vice President for Academic Affairs and Dean, or the Director of Property and Risk Management.

## Section 2: Disciplinary Guidelines

### Disciplinary Sanctions and Fees

The Dean of Students shall enforce all sanctions and keep all other affected offices and persons informed. The student may be compelled to either do or avoid doing specified action which shall be commensurate with the offense(s).

Milligan University may impose a range of disciplinary actions and sanctions with respect to any misconduct for which a student has been determined to be responsible. Possible disciplinary actions and sanctions include any combination of, but are not limited to, the following:

- Campusing
- Community Service
- Dismissal
- Exclusion from Extra-Curricular Activities
- Fines
- Reprimand
- Restitution/Apology
- Suspension
- Warning

## Definitions of Disciplinary Sanctions and Actions

### CAMPUSING (7 TO 7)

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 Dean of Students up to a maximum of three (3) weeks. Any extra-curricular activity including but not limited to practice, games, social events, performances not associated with a grade, off-campus events, etc., that prevent the campused student from being in his/her dorm room from 7:00 pm to 7:00 am during the prescribed camping dates are prohibited.

\*Exceptions would only include academic requirements- classes, labs, required presentations that are scheduled to occur only within a time frame that would cause a student to return to his/her room after 7:00 pm. In the event a student has a class, lab, or required presentation whose schedule will prevent them from being in their room by 7:00 pm, it is the student's responsibility to communicate those academic requirements, dates, and times to the Dean of Students so that RAs and RDs can be adequately informed.

If the student is not in his/her room from 7:00 pm- 7:00 am, the student will be subject to further disciplinary action as specified by the Dean of Students, including additional days of camping.

### COMMUNITY SERVICE 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 Dean of Students. 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 all specifications. Completion of the assigned work will be reported by the supervisor to the Dean of Students' office. Failure to complete the assignment by the assigned deadline will result in further disciplinary action by the Dean of Students.

### DISMISSAL

Dismissal is the most severe disciplinary sanction and results in the loss of status as a student. The Dean of Students may recommend the dismissal of a student to the Discipline Committee at which point a Discipline Committee hearing shall be held at the earliest reasonable time. Depending on the severity of the violation(s), the Dean of Students may issue a suspension that would remove the student from campus until the Discipline Committee hearing takes place.

#### IF DISMISSED:

- **Status:** The dismissed student would no longer be considered a student at Milligan University and therefore:
  - The dismissed student would be required to completely leave campus (including moving out of the dorm).
  - The dismissed student would be restricted from participating in all university functions (academic and extracurricular activities, including athletics).
- **Grades:**
  - Dismissals during the first 10 weeks of the semester (or the equivalent proportion of an academic term when the term length is other than 15 weeks) will receive a grade of "W" in all classes, unless failing grades are also a part of the penalty.
  - Social dismissals after the tenth week will be recorded with "WP" or "WF" at the discretion of the instructor.

- **Readmission:**
  - The dismissed student must apply for readmission **no less than 30 days prior** to the start of the next semester in which they would like to return.
  - The process to apply for readmission can be found on page 40 of the [Milligan University Catalog](#) under “Returning Students.”

### **EXCLUSION FROM EXTRA-CURRICULAR ACTIVITIES**

The student may be prohibited for a designated period of time from participating in extra-curricular activities or organizations which represent the student body of the university. Extra-curricular activities include but are not limited to:

- Participation in practices and games (athletes)
- Participation in practices (theater, music, worship team, or any other kind of extra-curricular practice)
- Participation in performances that are not associated with an academic grade
- Participation in clubs or organizations to which a student may belong, including any club or organization events/activities that may occur during the designated sanction time.
- Participation in campus events (CAB events, Residence Life events, SGA events, attending athletic events, etc.).

By definition, extra-curricular activities are anything not directly associated with normal academic courses of study. Students would still be expected to attend all academic activities.

Students would **not** be excluded from activities that provide Spiritual Formation Program (SFP) credits since completing 150 SFP credits is a graduation requirement.

### **FINES**

The student may be assessed a fine:

- as a disciplinary action
- or as restitution for direct damages to university property
- or both

### **FINES AS DISCIPLINARY ACTION INCLUDE, BUT ARE NOT LIMITED TO:**

Animals in buildings	1st offense - \$50 fine 2nd - \$100 fine
Cable TV/Network tampering	\$50 fine
Changing rooms without permission	\$50 fine
Failed room inspection	\$50 fine per person
Failure to evacuate during fire drill	1st offense - \$50 fine 2nd offense - \$100 fine
Fireworks, explosives, weapons, firearms, knives, etc.	\$100 fine and a referral to the Dean of Students for potential further disciplinary action
Inappropriate behavior in common areas	1st offense - Warning 2nd - \$50 fine per person and a referral to a Residence Life staff member for potential further disciplinary action
Improper check-out	\$50 fine

Inappropriate items in room (posters, candles, open coil, etc.)	1 <sup>st</sup> offense – Warning & Removal of item(s) 2 <sup>nd</sup> offense - \$20 fine per item
Lost room key	\$100 fine
Missing mandatory meeting	\$50 fine
<b>Open Dorms Violation:</b> Refusal to comply with open dorm policies of doors open and a lighting source being on. Staying beyond Open Dorm hours	1st offense - Warning 2 <sup>nd</sup> - \$50 fine and a referral to the Dean of Students for potential further disciplinary action 3 <sup>rd</sup> - \$100 fine and definite disciplinary action from the Dean of students
Parking Violations	Fines for parking violations range from \$20 to \$150
Propping exterior doors	1st offense - Warning 2nd - \$20 fine 3rd - \$50 fine and a referral to the Dean of Students for potential further disciplinary action
Quiet hours	1st offense - Warning, 2nd - \$20 fine, 3rd - \$50 fine
Refusal to leave residence hall during official breaks when dorms are closed	\$35 per night, and a referral to the Dean of Students for potential further disciplinary action.
Room Cleaning Charge	\$100 fine
Tampering with fire/access control equipment	\$100 fine
Tobacco use/possession	1st offense-Warning & removal of tobacco products from campus 2nd - \$50 fine and confiscation 3rd - Meeting with the Dean of Students for potential further disciplinary action
Trash in hall	\$10 fine per person in room/suite
Unapproved room air conditioner	1st offense - \$20 fine per day 2nd - \$50 fine per day 3rd - Referral to the Dean of Students for potential further disciplinary action
Violations of the Alcohol and Drug Policy	See <a href="#">Alcohol and Drug Policy</a> for possible Discipline Sanctions. Fines are included in the range of possible disciplinary actions. Referral to the Dean of Students for potential further disciplinary action
Visitation violation	1st offense - \$50 fine 2nd - \$100 fine and a referral to the Dean of Students for potential further disciplinary action

***FINES IMPOSED AS RESTITUTION FOR DIRECT DAMAGE TO UNIVERSITY PROPERTY:***

Please see [Room/Hall Damage Charges](#) in the [Residence Life Community Guidelines and Policies](#) Section of the Student Handbook.

### 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 university and will be removed at his departure in good standing from the university.

### 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.

### SUSPENSION

Disciplinary Suspension is a severe sanction that results in the student being required to leave the university for a specified period of time. The student will not return to campus until the specified period of time has ended. To return to campus for any reason during the time of suspension, permission must be obtained in writing from the Dean of Students. During the suspension, the student's absences from classes will not be excused. During the suspension, the student cannot represent Milligan in any official capacity and is ineligible to participate in any extra-curricular activities (including athletics, performances, etc.). Suspension is the second most severe disciplinary sanction behind only Dismissal.

### WARNING

An official warning is a notice in writing that may go to the student warning that continuation and/or repetition of this conduct will be cause for more serious disciplinary action. In some cases, a Warning is the initial step of the disciplinary process for a first offense with subsequent offenses carrying more severe disciplinary action. An example of when the official warning is the first step of the disciplinary process may be the process in place for [Open Dorm Violations](#).

## Supportive Measures

Supportive Measures are **non-disciplinary, non-punitive** individualized services which are offered as appropriate, as reasonably available, and without fee or charge to the student. In certain situations, the Dean of Students or another University official may at their discretion provide supportive or educational measures to help guide or assist students in situations where conduct related concerns have been raised but no investigation is conducted or finding of responsibility for a conduct code violation is made. These measures may include, but are not limited to counseling, educational courses and assignments, non-disciplinary notices, and No Contact Orders between students when deemed beneficial to student success. Supportive Measure may include but are not limited to:

### COUNSELING

The student may be required to attend counseling, including counseling of a social, redemptive, or educational nature. Required counseling would be conducted through the Milligan University Counseling Center, which is free for students.

### EDUCATIONAL COURSES AND ASSIGNMENTS

The student may be required to complete an educational course with a passing grade and/or submit educational assignments (essays, etc.) related to the specific violation.



### NO CONTACT ORDER

The Dean of Students may issue a “No Contact Order” that prohibits contact between two or more student members of the campus community and serves as a way to prevent unwanted contact, harassment, and disruptions to the learning environment, or to help mitigate any other concerns for personal, physical, or psychological safety due to contact with another student. A No Contact Order is a mutually enforced directive between the parties involved. No Contact Orders are non-disciplinary, non-punitive orders used as supportive measures to put healthy boundaries in place so that both parties involved have the opportunity to be successful in their educational and extracurricular activities and their participation in the Milligan community.

Where applicable, university authorities, including the Title IX Coordinator, will issue mutual no-contact orders to students reported to be involved in incidents of sexual misconduct.

While No Contact Orders are not disciplinary or punitive in nature, violations of a No Contact Order may lead to disciplinary action.

### NON-DISCIPLINARY NOTICE

A non-disciplinary notice is a formal communication to a student regarding a behavior that is inconsistent with university rules or expectations, but which does not currently warrant formal disciplinary action. It may employ other supportive measures and may indicate that the continuance of the behavior will lead to disciplinary action.

## Disciplinary Procedures

Disciplinary action at Milligan University is viewed as a means of providing a God-honoring, safe environment for student growth and success as well as a means of guiding students toward developing Christian responsibility and maturity. This disciplinary action is affected at the discretion of the Dean of Students subject to the Discipline Committee if a formal hearing is requested. We are committed to fair and appropriate disciplinary actions that are administered impartially, redemptively, and with concern and compassion for all involved.

The university reserves the right to refuse, suspend, or dismiss any student, based on an aggregation of conduct matters, if such action is deemed to be in the interest of the university.

Incidents of sexual harassment including sexual assault, domestic violence, dating violence and stalking will be addressed through the [University's Sexual Misconduct Policy](#), when applicable.

Notification of disciplinary charges, or any ensuing correspondence, may be sent to the parents/guardians of any financially dependent student.

### NOTICE OF CHARGE

**Non-academic Violations of the Student Code of Conduct:** Upon receiving notification of a potential nonacademic violation of the Student Code of Conduct, the Dean of Students shall conduct an investigation and, when warranted, 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, and the disciplinary action recommended by the Dean of Students. The student may choose to accept the disciplinary action recommended by the Dean of Students or may choose to request a hearing with the Discipline Committee (see Discipline Committee below).

**Violations of the Academic Integrity Policy:** Violations of the Academic Integrity Policy are addressed by the Vice President for Academic Affairs and Dean instead of the Dean of students. For more information on the Academic Integrity Policy and the process by which violations are addressed, please refer to page 28 of the [2025-26 Milligan University Catalog](#). The Milligan University Catalog may also be found at: <https://www.milligan.edu/academics/resources/registrar/catalog/>.

### **DISCIPLINE COMMITTEE**

The Discipline Committee consists of five faculty members appointed by the Vice President for Academic Affairs and Dean. The Discipline Committee has the discretion to appoint students as ad hoc members of the Discipline Committee depending on the nature of the hearing.

**Non-academic Violations of the Student Code of Conduct:** Should the accused student desire to appeal the decision and disciplinary action recommended by the Dean of Students, they may request a hearing with the Discipline Committee. He/she shall request such hearing in writing to the Chairperson of the Discipline Committee within three (3) business days of receipt of the charge. The Chairperson, 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 and shall provide the student with necessary instructions regarding the hearing.

If the Dean of Students recommends that a student be dismissed from the university, the recommendation will be made to the Discipline Committee, and a Discipline Committee hearing shall be held at the earliest reasonable time.

**Violations of the Academic Integrity Policy:** The Vice President for Academic Affairs and Dean may refer violations of the Academic Integrity Policy to the Discipline Committee and may inform the Dean of Students and/or the Director of Athletics. Upon a second and flagrant violation of academic integrity by the same student, the Vice President for Academic Affairs and Dean **must** refer the case to the Discipline Committee for review and for possible dismissal of the student from the University. With the exception of cases referred to the Discipline Committee, the student may request further hearing via the Academic Grievance Policy found on **pages 36-37** of the [Milligan University Catalog](#).

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

## **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 university website at <https://www.milligan.edu/about/consumer-info/student-complaint-form/>.

**Student Affairs Issues** (e.g., housing, food service, student activities, intramurals, spiritual life, parking): Complaints should be directed to the Dean of Students.

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

**Athletic Affairs Issues** (e.g., athletics and summer camps and conferences): Complaints should be directed to the Director of Athletics.

**Business Affairs Issues** (e.g., financial aid, work study, student accounts, bookstore, physical facilities, and grounds): Complaints should be directed to the Senior Vice President for Business and Finance.

The cabinet member (student development, academic affairs, athletics, business, and finance) will respond to complaints within a reasonable time. Should the response be unsatisfactory, a formal written complaint may be submitted to the Office of the President.

### **COMPLAINT RESOLUTION POLICIES AND PROCEDURES FOR NON-TENNESSEE RESIDENT STUDENTS IN STATE AUTHORIZATION RECIPROCITY AGREEMENT STATES, COMMONLY KNOWN AS SARA.**

Student complaints relating to consumer protection laws that involve distance learning education offered under the terms and conditions of the State Authorization Reciprocity Agreement (SARA), must first be filed with the institution to seek resolution.

Complainants not satisfied with the outcome of the institution's internal process may appeal, within two years of the incident about which the complaint is made, to the Tennessee Higher Education Commission ( <https://www.tn.gov/thec/for-institutions/postsecondary-state-authorization/request-for-complaint-review.html> )

For purposes of the process, a complaint shall be defined as a formal assertion in writing that the terms of SARA or the laws, standards or regulations incorporated by the SARA Policies and Standards (<https://www.nc-sara.org/resources/guides>) have been violated by the institution operating under the terms of SARA.

For a list of SARA member States and institutions, please visit the NC-SARA website (<https://nc-sara.org/directory/>). Students residing in non-SARA states should consult their respective State of residence for further instruction for filing a complaint.

### **OFF CAMPUS AUTHORITIES**

Complaints relating to quality of education or accreditation requirements shall be referred to the Southern Association of Universities and Secondary Schools (SACS), (<https://sacscoc.org/app/uploads/2020/01/ComplaintPolicy-1.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. For more information visit <https://www.tn.gov/>

# Section 3: Life at Milligan

## Community Life

### CLUBS & ORGANIZATIONS

The Milligan Campus Activities Board (CAB) is committed to enriching the student experience by offering a wide range of co-curricular opportunities. Its formal mission statement is to enhance students' educational experience through opportunities. CAB works to achieve this mission by their thoughtfulness and intent behind each event and program. In addition to CAB, Milligan offers a variety of social, service, honorary, and professional clubs and organizations on campus. Student clubs and organizations promote spiritual and personal growth, build a sense of community, and develop lasting leadership and relationship skills. To learn more about opportunities for campus involvement, including student organizations, clubs, and campus ministries, visit <https://www.milligan.edu/life/get-involved/>.

### FOOD SERVICE

#### 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 expediently as possible while allowing time for fellowship and meeting schedule requirements. To further meet the needs of schedules and meal choices, exchange meals will allow board students to take 25 meals per semester at the Grill. These exchange meals do not carry over from semester to semester. 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 IDs 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 (sick trays, sack lunches, Green on the Go containers, etc.) Please do not remove any dining center service ware. 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.

The Green on the Go program reduces waste and the excessive use of Styrofoam in the cafeteria, while still providing students on the meal plan who need a meal to-go the option to pack a meal in a recycled container. Students, faculty, or staff can pick up a Green on the Go container at the cafeteria check-in station, pay a small deposit fee of \$5.00 and fill the container for carryout. Upon return, the container and silverware are washed and returned to the student for future meals.

#### SNACKBAR ACCOUNT

Students may also use the option of the SnackBar Plus Account to provide a credit line at the Student Union Grill. Plus Accounts may be purchased at registration or at any time throughout the semester from the Snack Bar manager. Commuters or non-board students living in the MSA Suites may also purchase SnackBar Plus accounts, 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 Fall and Spring semesters will be transferable as long as a student is still enrolled at Milligan University. Any balance remaining after a student is no longer enrolled will be forfeited.

### MCMAHAN STUDENT CENTER

The McMahan Student Center, dedicated in 1987, provides a focal point of campus fellowship and includes the SUB, bookstore, and open common space. In addition, this is also where the offices of various members of the Student Development staff, including the Dean of Students, are located. If students are interested in getting involved on campus, contact the Director of Campus Activities at 423-461-8748.

### PUBLICATIONS

*The Stampede* is the Milligan student-run news service, which can be found online, in print, and by podcast. *The Stampede* offers regular news, features and information about the university community and serves as a forum for opinions and reviews. *The Stampede* publishes writing, photography, video and audio, and students from all disciplines are welcome to join the staff or contribute. Contact faculty adviser Jim Dahlman ([sjdahlman@milligan.edu](mailto:sjdahlman@milligan.edu)) to learn more. Send news, tips, information, comments, and questions to [mcstampede@my.milligan.edu](mailto:mcstampede@my.milligan.edu).

### SCHEDULING EVENTS

All planned events by any Milligan student club or organization should be placed on the master calendar in the Campus Activities Office. The Director of Campus Activities assists with reserving rooms and equipment, as well as providing helpful information to ensure the success of both reoccurring and new events. For a schedule of activities and events, visit <https://www.milligan.edu/life/events/>.

### STUDENT GOVERNMENT

The purpose of the Milligan University Student Government Association is to build strong community by encouraging and uplifting the student body. Through communication, representing the student body, and campus involvement, the Student Government seeks to serve God and foster a Christ-centered environment, so we leave behind a lasting legacy. To learn more about how to get involved, visit <https://www.milligan.edu/life/get-involved/sga/>

## Residence Life

### RESIDENCE LIFE MISSION

The goal of the residence staff at Milligan University 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 by the Milligan University Student Conduct Guidelines and conform to all rules of the university, 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 university affirms the right of each student to a degree of privacy. Rooms, apartments, and furnishings are the property of the university, and the university has the obligation to prevent the use of the university rooms for purposes that are either illegal or in violation of campus regulations. Therefore, the university administration (or its authorized personnel) reserves the right to enter rooms and units 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 and units are subject to health and safety inspections by the Residence Life staff. Students agree to take care of rooms and furnishings in a satisfactory manner and to pay for damages (beyond normal wear) which occur while they are assigned to that room.

### ***RESIDENCE LIFE STAFF & STUDENT LEADERSHIP***

#### **DEAN OF STUDENTS**

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

#### **DIRECTOR OF RESIDENCE LIFE**

The Director of Residence Life facilitates housing sign-ups, room changes, singles requests, roommate switches, and lost keys.

#### **RESIDENT DIRECTORS**

Resident Directors (RDs) 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 university. Resident Directors and their staff are officials of the university, and they operate under the jurisdiction of the university administration. RDs reside in their respective residence halls.

#### **RESIDENT ASSISTANTS**

Resident Assistants (RAs) 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 university experience.

### ***UNDERGRADUATE HOUSING***

Community is a central focus at Milligan, and we believe that living in close proximity to friends and classmates is a big part of what it means to join the Milligan family. Therefore, we require that all traditional students at Milligan live on campus (see Housing Policy below) in one of 11 residence halls. At times, MSA apartments may be utilized to house undergraduate students, and residents will be selected by the Student Development staff. Information about each residence hall can be found online at <https://www.milligan.edu/life/housing-dining/>.

### ***GRADUATE HOUSING***

#### **MILLIGAN STUDENT APARTMENTS (MSA)**

A limited number of university-owned apartments are available for married, exempted/graduate, and/or select students. All residents of Milligan Student Apartments must follow the guidelines outlined in their lease contract. Additional information and application forms may be obtained from the Student Development Office.

#### **EMMANUEL VILLAGE**

Apartments at the Emmanuel Village are reserved with priority for seminary students and graduate students. Space is limited, so students must apply early. All residents of the Emmanuel Village must follow the guidelines outlined in their lease contract.

Members of the Emmanuel Village may display flags from their country of origin. Other national flags may be displayed with permission from the apartment manager.

## HOUSING POLICY

### ON-CAMPUS HOUSING REQUIRED FOR UNDERGRADUATES

Milligan University has traditionally been a residential university and continues to support the concept that community living as part of university life complements the academic experience and contributes to holistic development of the student. Consequently, all traditional undergraduate students are expected to take room and board on campus. To be approved to live off campus, a student must meet one or more of the following exceptions:

1. Any student who is married
2. Any student who is living with a member of his/her own immediate family (parents, grandparents, adult sibling at least 23 years of age)
3. Any student who has completed 100 credit hours.
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 **prior to** the start of the fall semester

### OFF-CAMPUS HOUSING REQUEST: COMMUTERS

Students must meet the housing exemptions outlined under “Housing Policy” and request off-campus approval from the Student Development Office if planning to live off campus. Off-Campus forms are available at <https://www.milligan.edu/life/housing-dining/off-campus-living-request/> or in the Student Development Office and should be completed before room sign-ups each spring. Any student living off campus without the Dean of Student’s prior knowledge and approval will be at risk of dismissal.

**\*Do not sign a lease off campus until you have approval from the Student Development Office to live off campus.**

### HOUSING CONTRACT / LEASE AGREEMENT

All residential students must complete a Housing Contract during the check-in process. The contract period is for the fall and spring semesters. Priority for university housing is given to undergraduate 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 University 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 Housing Contract, students (and their parent/legal guardian) 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-signers, the student remains primarily responsible and legally obligated to Milligan University.

## HOUSING ASSIGNMENTS

### ROOM SIGN-UPS

Each spring semester, returning students may choose housing assignments for the upcoming academic



year. Students requesting to live in the Milligan Village, Kegley, Quillen, or Williams must complete an application. Suites are determined by seniority of the applicants.

Students applying for Kegley, Quillen, Williams or MSA must have earned a minimum of 38 SFP Credits prior to the semester they would be living in one of these buildings. Students applying for the Milligan Village must have earned a minimum of 85 SFP Credits prior to the semester they would be living in one of these buildings.

Students requesting to live in Hart, Sutton, or Webb may either request to keep their same room, or they may attend the housing lottery to sign up for a different room. All students must sign up with a roommate.

Due to space limitations, the university's ability to fulfill single housing requests can vary by semester. For more housing information, contact the Director of Housing.

#### SINGLE ROOMS AND ROOM CONSOLIDATION

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. Occasionally due to an early withdrawal or a "no show," students may have a single room that was not anticipated. If space allows, residents may be given the option of paying the single room charge to keep their single room. Students who do not desire to pay for a single room will be given the opportunity to room with another student who also does not have a roommate. 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, it will be determined by the Director of Housing. If the student does not choose a roommate, a roommate may be assigned by the Director of Housing. Students occupying single rooms will pay the single room rate regardless of circumstances. Final charges are made in the Business Office.

#### ROOM CHANGES

Guidelines for room change may be obtained from your RA. Approval must be received from both your RD and Director of Housing through communication from your RA. Upon approval, students must complete all required paperwork prior to moving and complete a room check-out with the RA. (See "Room Check-out Procedures.") 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 the spring semester at the direction of the Housing Director. These changes may occur at the end of the fall semester or the beginning of the spring semester depending on all the residents involved as relayed by the Housing Director. Room changes for spring semester must be requested prior to Fall Finals Week, and all room changes must be completed by the last day students are required to leave for Christmas Break. The Residence Life staff will provide guidelines for this transition time.

#### CHECK IN/OUT PROCEDURES

Students should follow check-in procedures as communicated by the University. Students are not permitted to check in to the residence halls prior to the time nor check out of the residence halls after the time articulated by the Student Development Office. No students will be allowed to remain in the residence halls during Christmas Break. Students who have not been given permission to stay beyond the time of checkouts are to return to campus no earlier than 24 hours before classes begin. Students not approved to remain in the residence halls will be fined and charged for each night they stay beyond the time of checkouts.



Residents must complete the end-of-semester (following fall semester) and end-of-year (following spring semester) check-out procedures to ensure they are not assessed damage or cleaning charges for which they are not responsible. Though all students hold responsibility for the cleanliness of their room, the last resident to checkout is responsible for the final cleaning and may be charged for any infraction listed below. Failure to properly check out before leaving campus may result in a charge for each infraction listed below. At the end of each semester, each residential student will be given instructions on what constitutes a proper checkout and expected levels of cleanliness.

Students who leave without following the above procedure will accept full liability for damages as assessed by the Residence Life staff. All residents must be completely checked out by 5:00 p.m. on the day following the last day of final exams. Students participating in graduation may remain until 2:00 p.m. the day following graduation. Students who have a pre-approved, school-related commitment that requires them to remain in the residence hall beyond end-of-year checkout must receive approval from the Director of Housing. Students moving into summer housing will move to their new room the day following graduation or as instructed by the Director of Housing. Students who have not been given permission to stay beyond the time of checkouts will be fined and charged for each night they stay beyond the time of checkouts.

While Resident Assistants conduct an initial walk through with students who are checking out, a final assessment of the room is completed by the Resident Director and Dean of Students. If damages occurred or the room was not sufficiently cleaned, a fine will be assessed to all residents who occupied the space. It is not the responsibility of the RAs to assess fines; however, they may help guide residents toward issues that could result in check-out fines.

#### KEYS AND KEY CARDS

Keys will be issued at the completion of room check-ins. Students must promptly return the keys to the Residence Life staff at the time of check-out. Students changing rooms or withdrawing must return the key directly to the Residence Life staff. Room keys may not be duplicated. Under no circumstance should residents allow someone else to use their key. Anyone who illegally possesses, uses, or duplicates a university 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:** Residents who lose their key or key card will have 24 hours to notify the Residence Life staff that the key or key card is lost. After this 24-hour period, the student will be charged for the lost key or key card and given a replacement.

**Lock Outs:** Residents who are locked out should contact an RA. Appropriate Milligan University ID may be requested before entry to a residence hall room. Residents may be charged if lockouts occur frequently.

**Access Control Malfunction:** In the event that a university issued key card stops working or is lost, the student should immediately contact the [IT Help Desk](#) for assistance.

#### ***RESIDENCE LIFE COMMUNITY GUIDELINES AND POLICIES***

##### APPLIANCES AND ELECTRONICS

The electrical service in the rooms will allow for small appliances, such as hairdryers, electric razors, computers, stereos, TVs, and radios. Students are permitted to have a small dorm-size refrigerator (up to 4.3 cu ft.) and small microwave oven (700 watts max.) in residence hall rooms, with a limit of one

each per room (2 total in each Kegley/Quillen/Williams suite). Such appliances must be connected to a power strip with a self-contained circuit breaker.

### 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. This guideline is also applicable to all resident and academic buildings.

### COMMUNITY AREAS, STUDY ROOMS, LOBBIES, AND LOUNGE AREAS

The Residence Hall staff will discuss the management of areas shared by students in each 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 the lounge of their dorm lobby through the Director of Campus Activities.

### DISCIPLINARY GUIDELINES

If residents violate the Milligan University Student Conduct Guideline or university policies, they face the possibility of disciplinary action. Disciplinary action in the residence halls and at Milligan University is viewed as a means of guiding students toward developing Christian responsibility and maturity. See the university's full [Milligan University Student Conduct Guidelines](#) in this Student Handbook.

### FINES

All fines are charged to the student's account within two weeks. Disciplinary fines are separate from making restitution for direct damages (see below in "Room/Hall Damage Charges"). Fines can be paid at the Business Office or online through Self-Service. All fines must be paid to register for a future semester. All prohibited items will be removed from campus.

#### *Disciplinary Fines*

For a list of Disciplinary Fines, please see [Fines](#) in the Discipline Guidelines section of the Student Handbook.

#### *FINES FOR Damages*

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

- **Room/Hall Damages Charges.**

Charges for damage to residence hall, residence hall room, and resident hall room furnishings include but are not limited to the list of charges below. 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. The rates listed below are the minimum charges; anyone living in newer residence halls can anticipate higher charges. 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 to their room and will share the cost of repairs with their roommate (when applicable).

- **Doors**

- Repair: \$100 for parts and labor
- Replacement: \$350 (This includes doors kicked in or damaged from abuse.)
- If lock, doorknob, hardware, etc., must be replaced: \$100
- Damaged door frame: \$50

- **Furniture**

If damage to furniture cannot be repaired, 80% of replacement will be charged. Broken handles, loose legs, etc. are considered normal wear and tear.

- Broken bathroom hangers, soap dish, etc.: \$50 each
- Broken fixture in commode: \$150
- Broken fixture in toilet or sink: \$50
- Broken light fixture covers: \$30
- Broken mirror: \$30
- Broken smoke detector: \$50
- Broken window: \$100
- Damage to floor sufficient to require more than stripping & waxing: \$150
- Furniture left in storage rooms: \$50
- Lost/damaged screen: \$100
- New bed frame: \$200
- New chair: \$150
- New chair seat: \$50
- New chair back: \$50
- New chest: \$200
- New desk: \$300
- New desktop: \$100
- New desk drawer: \$80

- **Walls**

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

### HALLWAYS AND COMMON AREAS

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. No personal belongings should be kept, hung, or displayed outside the room, including the door unless otherwise articulated by the Resident Director.

### INSPECTIONS

Regular room inspections are held monthly as scheduled by Residence Life staff to assure the health, cleanliness, and safety conditions of student-occupied rooms. Students violating these conditions may either be fined or asked to clean their room for a second room inspection within the following 24 hours. Students who refuse to comply with such requests may be fined an additional charge and may receive a referral to the Dean of Students. Unannounced room inspections can be held at any time.

#### *Room Entry*

The entry by university officials into an occupied room to ascertain the general welfare of students, to determine health and safety conditions in the room, to check the physical condition of the room between breaks and holidays spanning multiple days, 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 university 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. To enforce university policies, university officials upon reasonable cause to believe may enter an individual room to 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 conducted in the presence of the student concerned providing the student is not disruptive to the search. Residents of the room may be asked to vacate the room. Searches will be conducted by a university official, accompanied by at least one other person. Due to the thoroughness of the searches, it is likely that not every belonging will be returned to its original location. Searches conducted by local, state, or federal police without a university 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*

Entry by university 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 followed by a brief pause before keying into the room/apartment.

## INSURANCE

Residents may wish to consider personal insurance for their belongings. The university carries no insurance on student property and accepts no responsibility or liability for its security.

## LOFTS

The university has a limited number of lofts available for students in Webb, Sutton, and Hart. No outside lofts, either bought or made, are allowed to be utilized in the residence halls. Students can sign up to request a loft with the Residence Life staff during move-in weekend, and lofts will be distributed throughout the first week of the semester. One loft is permitted per room.

## PROHIBITED ITEMS AND ACTIVITIES

### *UNPERMITTED ACTIVITIES*

Activities such as biking, soccer, basketball, rollerblading, skateboarding, wearing cleats, wall climbing, Frisbees, paint guns, water fights, etc. are not permitted in the residence halls or apartments. No hoverboards are permitted on campus property. Also review the institutional policy on pranks.

### *AIR CONDITIONERS*

Room air conditioners (110-volt max per room) are not permitted without submitting an AC Request Form completed by the student's physician and subsequent approval by the Director of Housing. Students living in housing without central air may request consideration for a room air conditioner. In these cases, students 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. Residents in rooms with unapproved units will be subject to disciplinary action and fines.

#### *ALCOHOL/DRUG ADVERTISEMENTS*

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

#### *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.

#### *HEATING APPLIANCES*

Open coil heating units, hot plates, electronic/hot pots, indoor grills, toasters, or ovens are not permitted in the residence halls.

#### *OBSCENE LANGUAGE/PICTURES*

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

#### *PETS*

Pets are strictly forbidden. Residents may have one 2-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.

#### 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. Members of each residence hall may decide on their own to alter quiet times; however, a minimum of 11:00 p.m. to 8:00 a.m. is required. Instruments, radios, stereos, TV sets, etc. must be played at low volume to not disturb other students, staff, or neighbors and to help create a productive study environment.

#### RESIDENCE HALL HOURS

Guests may be entertained in the lobby of the residence hall from 9:00 a.m. until closing time (12:00 a.m. Sunday-Thursday; 1:00 a.m. Friday-Saturday). Visitors should always enter the main entry of the residence hall. Members of the opposite sex are not permitted beyond the main lobby except during specified Open Dorm Visitation.

Residence halls are closed during all-school holidays, and students should be out of their residence hall at the time set by the Student Development Office. Students should not return more than 24 hours prior to the beginning of classes.

Residents are requested to inform their Resident Assistant when leaving campus overnight so they may be contacted in case of emergency. The location and phone number where they are staying is recommended.

The residence halls are locked at all times. Sutton Hall doors are open during cafeteria hours, but doors to the residential floors are locked at all times. Students should lock their rooms at all times and carry

their keys whenever they leave their room. Students will return keys during the check-out process (whether at the end of the semester, during room changes, or when withdrawing).

#### RESIDENCE HALL MEETINGS

Meetings are held throughout the semester to inform students of university 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.

#### ROOM CLEANING CHARGE

Assessed at checkout if not acceptable: \$100. Milligan reserves the right to assess final room damages/cleaning charges if room is deemed unacceptable after time of check-out.

#### ROOM PERSONALIZATION GUIDELINES

Students are not permitted to paint their rooms or units.

Tacks, drilling, staples, and nails are not permitted in walls, wood trim, furniture, or doors. Contact paper, tape, wallpaper, stenciling, paneling, and LED adhesive lights are not permitted. The use of white plasti-tak and removable adhesive is permitted. 3M command strips are permitted but must be left behind for housekeeping staff to remove.

All personal decorations must remain inside the student's room or apartment and must not be displayed in the hallways or windows, except for plants in a single-color planter.

#### 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 university 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.

#### UNIVERSITY FURNITURE

University 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 Dean of Students. Waterbeds are not allowed. Dismantling or reconstructing beds or other furniture provided in the room is prohibited unless authorized by the Director of Housing. This includes the unbolting of brackets, standing of beds on end, stacking of furniture, etc.

#### VISITATION POLICIES

Men and women may visit each other's residence hall rooms only during specified hours for open dorm visitation. The presence of visitors of the opposite sex in a dorm room at any other times will be considered a Visitation Violation and is subject to disciplinary action. Visitation violations carry at least a fine with compounding factors based on time of infraction, state of attire, and not being forthright with the residence life staff. All incidents of sexual misconduct are automatically referred to the Dean of Students.

##### *Open Dorm Visitation Policy*

Specific open dorm visitation days will be communicated via campus-wide email. This tradition provides excellent fellowship and encourages students to take greater pride in their living areas. While visitors are present, bedroom doors **must remain open a minimum** of 12 inches with a

light source (lamp, overhead lights, string lights, etc.) on at all times (TV does not count as a light source).

Under no circumstances should a student be with another person with whom they are romantically involved without having the door open.

Students and visitors must comply with any reasonable requests from Resident Life staff.

#### *Open dorm visitation Hours*

##### **Hart, Sutton, Webb**

- Wednesday: 7:00 p.m.-11:00 p.m.
- Friday: 7:00 p.m.-12:00 a.m.
- Saturday: 7:00 p.m.-12:00 a.m.

##### **Kegley, Quillen, Williams, and Undergraduates Living in MSA**

- Wednesday: 7:00 p.m.-11:00 p.m.
- Thursday: 7:00 p.m.-11:00 p.m.
- Friday: 7:00 p.m.-12:00 a.m.
- Saturday: 7:00 p.m.-12:00 a.m.

##### **The Milligan Village & Thompson Center**

- Wednesday: 7:00 p.m.-11:00 p.m.
- Thursday: 7:00 p.m.-11:00 p.m.
- Friday: 5:00 p.m.-12:00 a.m.
- Saturday: 5:00 p.m.-12:00 a.m.
- Sunday: 1:00 p.m.-7:00 p.m.

#### *OVERNIGHT GUEST POLICY*

No overnight guest of the opposite sex is permitted at any time in student housing. All guests should be the student's peers. Parents and those who are not peers are not to be invited to stay in university housing. Residents should confer with their roommate prior to having guests stay overnight. Milligan University commuter students and guests are prohibited from being routine overnight guests in university housing. Under no circumstance should residents allow someone else to use their key, and residents must be present for any external/internal door to be unlocked and opened. Exceptions must be cleared with the Dean of Students. The Student Development Office has information regarding nearby hotels and rooms for rent.

#### WINDOWS, ROOFS, 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. No personal items are to be displayed in windows.



## Spiritual Life

### CAMPUS MINISTRY

Spiritual formation – the development of personal faith, Christ-like character, and a vision of God’s Kingdom in the world – is central to the Milligan experience. This formation takes place as we intentionally engage in time-honored practices the Church has long recognized as nurturing to faith. Campus Ministry seeks to create these opportunities through its framework: **Honor. Connect. Serve.** Within this structure, students are invited into practices such as prayer, corporate worship, reflection on Scripture, cross-cultural engagement, and service to others. These disciplines nourish the life of the Spirit within a growing disciple, forming the character of Jesus in him or her, and resulting in a life increasingly marked by servant-leadership.

### CAMPUS MINISTRY PROGRAMS

Working with various extensions of the Campus Ministry team (Apostolos, Delight Ministries, Fellowship of Christian Athletes, International Justice Mission, MU Prayer, Vespers, Chapel Planning Team, and SGA Student Life Committee), the Campus Minister provides pastoral care to the campus community, and oversees numerous programs each semester, in addition to chapel and convocation, each semester aimed at faith development. These include small groups, service opportunities, and varying club events.

### CHAPEL

Every Thursday at 11AM, campus closes to come together for chapel – a time of corporate worship and teaching. Chapel provides an opportunity to come together to worship, pray, learn, and share our stories. These services aim to be inclusive by reflecting the diversity and giftedness of the entire campus community. Portable electronic devices, homework, and other distractions should be set aside during chapel to allow you and those around you to focus and participate.

### CHURCH INVOLVEMENT

Milligan University encourages students to get involved in a local congregation. Finding a church home is a key component of spiritual growth as it creates 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. For help connecting with a local church, students may contact the Church Relations Office for assistance at 423-461-8708.

### CONVOCATION

Every other Tuesday at 11AM, campus comes together for convocation. Convocation serves to be a place of community where our academic interests and our spiritual interests can intersect intentionally; a coming together of scholarship & community. These services may include such elements as panel discussions, arts/cultural presentations, guest lectures, films, concerts, and community-building events. Portable electronic devices, homework, and other distractions should be set aside during convocation to allow you and those around you to focus and participate.

### SPIRITUAL FORMATION PROGRAM (SFP)

Milligan University requires all undergraduate students under the age of 23 to participate in its Spiritual Formation Program (SFP). As a graduation requirement, students are required to accumulate 150 SFP credits during their time as a student. Credits are accumulated by attending Campus Ministry events with listed SFP credit, such as chapel, convocation, My2Words, select club events, approved community service projects, and other events as advertised. A calendar listing both SFP-credit events and non-credit Campus Ministry opportunities is published at the start of each semester and maintained on the University website. Students **must download** the iAttended app to scan in at events, track their earned



SFP credits, and view an additional calendar of upcoming opportunities. Only events listed on the SFP calendar, or those pre-approved by the Campus Minister, qualify for SFP credit. The SFP calendar is available at <https://www.milligan.edu/life/faith-service/>

#### SFP REQUIREMENTS FOR GRADUATION

All traditional undergraduate students are required to accumulate 150 SFP credits to graduate. Students anticipating a semester during which chapel attendance will be difficult need to plan ahead 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 (see below)

#### SFP EXEMPTION

Exemption from SFP attendance will **not be granted**. This includes but is not limited to:

- 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 19 SFP, pending pre-approval by the Campus Minister and completion of required assignments.

#### SFP 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.

#### SFP 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 to graduate. The student qualifying for partial exempt status is still responsible for fulfilling this reduced requirement, which is calculated based on 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 their senior year may qualify for partial exemption. Partial exempt status would apply from that point forward, so the student's SFP requirement would be reduced by one year's worth (38 SFP), from 150 credits to 112. The student would therefore be required to accumulate 112 credits to graduate and may complete these during the senior year if necessary.

**NOTE:** Students who have completed 8 full-time semesters of university 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 and meet with the Campus Minister. A student is not considered exempt until this process is complete and the application is approved by the Campus Minister.

#### SFP PRORATED CREDITS

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

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

#### SFP POINTS TO REMEMBER

- The schedule of approved SFP events is available online at <https://www.milligan.edu/life/faith-service/> . As additional events are added through the semester, they are publicized through campus email and at <https://www.milligan.edu/life/events/> .
- Students need to earn an average of 19 SFP credits per semester to reach the graduation requirement of 150. A detailed record of students' SFP accounts including credits earned is available online at <https://portal.milligan.edu/sfpcheck/>.
- Milligan University **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.
- If a student enters their last semester at Milligan and the Campus Minister determines the student unable to complete all remaining SFP prior to graduation, the student may work out a service plan with the Campus Minister to complete up to 5 additional SFPs to contribute

toward their overall SFP count. Beyond this, seniors who are deficient in SFP may not be offered alternative means of earning credits.

- Attendance at Chapel/Convo and most other SFP events is tracked by scanning with [iAttended](#). To receive credit, students must scan with an authorized person. Attendance is taken up to 5 minutes after the start of the event, and students must remain until the conclusion of the event. Students who scan in must remain for the duration of the event 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 in for another student) 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.

## Section 4: Services and Resources

### 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 Services Clinic](#).

- Location: Inside the Gilliam Wellness Center
- Hours:
  - Monday-Friday: 9:00 am – 2:00 pm
  - Saturday-Sunday: Closed
- Phone:
  - Extension 8667
  - 623-461-8667
- Email: [healthservices@milligan.edu](mailto:healthservices@milligan.edu)
- The campus nurse is available for minor emergencies, minor illnesses and injuries, and health consultations as well as referral to outside physicians and medical facilities if needed.
- If the medical emergency is imminent, call 911 immediately. The University 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.

#### SPECIAL DIETS

Students requiring special diets may contact the Food Services Director at **423-461-8439** for the necessary arrangements.

## HEALTH INSURANCE

All students are encouraged to maintain health insurance coverage on themselves at their own expense. The university does provide information on health insurance coverage that can be purchased individually. This information can be obtained through the Student Development Office.

## ASSISTANCE WITH EMOTIONAL TRAUMA

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 Milligan University Counseling Center.

### MILLIGAN UNIVERSITY COUNSELING CENTER

- Appointments with the [Milligan University Counseling Center](#) can be scheduled by calling 423-461-8500 or by emailing [counselingcenter@milligan.edu](mailto:counselingcenter@milligan.edu).
- The Counseling Center staff are able to assess, make recommendations, and provide counseling for interpersonal and personal issues; they may also assist students in obtaining off-campus counseling if preferred or needed.
- Mental Health Crisis response is available through the Counseling Center during open hours. The Counseling Director is available for consultation for mental health crisis during center hours (423.461.8500).
- Crisis response services may also be accessed by using the nation-wide 988 Suicide and Crisis Lifeline
  - This service operates 24 hours a day, 7 days a week, 365 days a year.
  - You can
    - Dial 988
    - Text 988
    - Or visit the website <https://988lifeline.org/> to chat or get more information.

### SUICIDE THREATS/ATTEMPTS AND IDEATION

In cases in which a student is or is perceived as a threat to self or others, the university will respond in a way which is significant and immediate and in a way designed to be quick and ensure reduction of the risk to everyone involved and threatened. The university has limited resources to provide care to an individual displaying threatening behavior, so resources are obtained from other agencies or licensed providers, and the threatening student is removed from the campus based on the assessment of severity.

Any member of the Milligan University community who is concerned that another community member may be considering suicide, either through that person's language or behaviors, should immediately notify a staff member from one of the following areas: the Milligan Counseling Center, Student Development Staff, and/or Residence Life Staff. If an emergency is identified (e.g., the student presents suicidal, with or without immediate intent, or as a potential risk to others), we will follow an established escalation procedure, including the involvement of any institution protocols (e.g., contact campus police or security) and/or local first response organizations, as required. The notified staff member(s) will make a determination about the next step needed. Possible next steps include, but are not limited to:

- A safety assessment completed by a mental health professional for help in making the determination of next steps

- Transportation to an off-campus Crisis Stabilization Unit or appropriate facility for crisis care
- A short-term stay at a Crisis Stabilization Unit
- Admission to the local hospital or psychiatric hospital

The University will rely on clinical staff to determine the extent and duration of treatment and the course of after-care following discharge.

In the event of admission to a local medical facility, medical clearance to resume academic activity must be provided to the Director of Student Care before the student may resume class attendance and stay in the residence halls.

The university, through the Dean of Students, the Director Student Care, 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. Following a mental health crisis, students returning to Milligan are required to submit a comprehensive care plan, which should also be provided in subsequent semesters. If the decision is that the student's enrollment should be discontinued due to safety reasons, 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 stated in the University 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 University assumes no financial obligation for any expenses for medical or continuing care related to these types of medical emergencies.

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.

#### CONCERNING BEHAVIOR

- 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

In this instance the University will act, or for any of the previous bullets, 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
5. medical intervention

# Information Technology

## GENERAL INFORMATION

Milligan University 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.

For official communication, including any communication from Milligan offices or Milligan faculty to students, the email address issued by Milligan University 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 University 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 University Information Technology Web site here: [IT.milligan.edu](http://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](mailto:HelpDesk@milligan.edu) or visiting the Milligan University Information Technology website, [IT.milligan.edu](http://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. Assistance from the IT Help Desk is available by calling 423.461.8704 or emailing [HelpDesk@milligan.edu](mailto:HelpDesk@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 University Information Technology website at [IT.milligan.edu](http://IT.milligan.edu).

## **CABLE TV IN THE RESIDENCE HALL ROOMS**

Milligan University provides access to over 100 cable TV channels, delivered through a streaming service and available on any mobile device. Access is provided to all students living on campus and your Milligan username/password connects you to SpectrumU for live and on-demand programming. To learn more about connecting to SpectrumU, visit the IT website at [IT.milligan.edu](http://IT.milligan.edu).

## **COMPUTER USE POLICY**

### **Introduction**

Access to computer systems and networks owned or operated by Milligan University imposes certain responsibilities and obligations and is granted subject to university policies, and local, state, and federal laws. Acceptable use is always 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 University is a guest on the Internet, and use of the Internet through Milligan University facilities reflects upon the university. Accordingly, each user is expected to behave in a manner that reflects our commitment to be a premier Christian liberal arts university where Jesus Christ is exalted, and excellence is the standard.

The computing facilities at Milligan University are provided for the students, faculty, and staff of the University 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 University 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 University 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, 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 with Public Online Information and the Milligan University Student Conduct Guidelines.
  - a) Students should note that any file put on the network may be routinely checked for compliance with the Milligan University Student Conduct Guidelines. Additionally, any public online material in violation of the Milligan University Student Conduct Guidelines or university 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 university data.
- 5) Making or using illegal copies of copyrighted materials or software, storing such copies on university systems, or transmitting them over the university 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 their own supplies for in-room use.
- 9) Using the University’s systems or networks for commercial purposes; for example, by selling access to your User ID or to university systems or networks, or by performing work for profit with university resources in a manner not authorized by the university.
- 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 Online Information*

The internet is considered public domain; therefore, revealing a large amount of personal information online 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 University 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 cannot 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).
  - Do not 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 University, as well as the image it may send to future employers.
- Change privacy settings to keep your identity safe.
- Know what you are 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 university 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 university not to monitor individual usage of any general facility. However, the university 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 university 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 university community may post personal web pages on the university’s web site provided they follow general university guidelines concerning such postings and reflect positively upon the university.

Milligan University 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 University 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 University 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 University standards. Milligan reserves the right to terminate web page or discussion list services at any time.

### *Enforcement*

It is the policy of Milligan University that all members of its community act in accordance with these responsibilities, relevant laws, and contractual obligations, and the highest standards of ethics. The University 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 university systems allegedly related to unacceptable use, and to protect its network from systems and events that threaten or degrade operations. All users of the University'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 University'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 University, a student or employee will no longer have access to Milligan University network accounts. Milligan gmail access is currently available as long as it is being utilized, though this is subject to change. A person's my.milligan.edu email account will be deleted after 6 months of inactivity. Milligan recommends that student email be used for educational purposes only.

## **Safety & Security**

### *GENERAL INFORMATION*

The Milligan University campus is a very safe campus and maintaining a secure campus environment is a university priority. The campus security phone number is extension 8911 (423-461-8911). After hours, this number will be forwarded directly to the campus security cell phone, which can also be contacted by dialing 423-791-4292. It is important to note that the 8911 extension is for the campus security office-not Carter County 911 emergency services, which can be accessed by simply dialing 911.

Campus security is everyone's responsibility, and it is necessary to maintain sound and sensible precautions. It is therefore important for members of the university community to report any and all questionable incidents. Crimes which constitute an emergency situation and/or severe danger to the campus should be reported to local authorities by dialing 911. Whenever possible, campus security should be notified immediately after dialing 911.

All other crimes, persons behaving suspiciously, or security concerns which occur on campus should be reported immediately to Campus Security. Student Development, Residence Hall, and Physical Plant staff can provide assistance to those wishing to make reports.

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 intentionally provide false information to a university faculty member or staff member acting in the performance of his/her duties.
3. Students are prohibited from wearing masks on campus or otherwise to conceal their identity. The only exception to this is when officially sanctioned university activities call for the participants to come in costume, or for those wearing masks for medical reasons.
4. Guests are welcome on campus and are expected to abide by the university's security procedures.

In case of severe disruptive or threatening behavior on campus or where the security of any campus personnel or the wellbeing of university 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.

In accordance with the Tennessee University and University Security Information Act of 1989, the Jeanne Clery Disclosure of Campus Security Policy, and Campus Crime Statistics Act (Clery Act), and the Federal Drug-Free Schools and Communities Act, the university each year produces an Annual Security Report (ASR). The ASR contains important information related to security policies and procedures and specific statistics for criminal incidents, arrests, and disciplinary referrals occurring on campus, on public property adjacent to the campus, and at non-campus locations controlled by the university. The ASR also includes the Annual Fire Safety Report. The ASR is available on the Health and Safety page of the university website. A printed copy of the report can be requested from the director of security at 423-461-8740 and at <https://www.milligan.edu/wp-content/uploads/2024-ASR-Final1.pdf>

### **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. This guideline is also applicable to all resident and academic buildings.

### **CRIME PREVENTION**

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 university 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.

All residential students should report to their Resident Assistant (RA) or Resident Director (RD) whenever they are to be away from their housing unit overnight. This report should include their destination and expected time of return. The purpose of these reports is to help ensure the safety of students by having knowledge of their whereabouts.

In the case of a missing person or potential missing person, the university will make every effort to contact the person directly. If the university is unable to contact the person and no other individuals on campus have knowledge or communication with the person, then the university will contact the emergency contact of the suspected missing person and the appropriate authorities within 24 hours of the university's determination that the student is deemed missing.

### **DEMONSTRATION POLICY**

To ensure an atmosphere conducive to open expression without disrupting the academic mission or the daily functions of the university, this policy shall govern all forms of public expression on Milligan University property. The following policies are related to non-educational activities on university property. All demonstrations must register through the Office of Student Development and must also follow these guidelines:

- All demonstrations must be peaceful, orderly, and respectful of others.
- Only current Milligan University on-campus community members may organize, lead, or participate in demonstrations on campus.
- Demonstrators may not impede the freedom of movement of the University community.

Students who register through the Dean of Students Office will be provided with additional information.

### **DRONE POLICY**

Anyone wishing to fly a drone on university property or school sanctioned trips must hold an active FAA Part 107 license and receive prior permission from the Student Development Office.

### **EMERGENCY PREPAREDNESS**

Signs with basic information about procedures that should be followed in the event of various types of emergency situations (fire, severe weather etc.) are posted in the main academic, residential, and student activities facilities on campus. These signs can be found inside the front entrance of each building, in most cases near fire alarm pull stations. A PDF version of the emergency procedures sign can be found [here](#).

In the event of an emergency determined to be a threat to the campus community, a variety of measures will be used to provide information to the campus community, including the emergency alert system, email messages and other appropriate media. All Milligan faculty, staff and students are encouraged to register for the RAVE emergency alert system. RAVE is used to text and email alerts about emergency and crisis situations, including weather-related schedule changes. You can register for RAVE emergency alerts online at <https://www.getrave.com/login/milligan>.

### **FIRE SAFETY**

If you find or suspect a fire and do not hear an alarm, activate a fire alarm immediately.

- If smoke is present in the room you are in, 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 is not 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 University 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.”

### INCIDENT REPORTS

Victims or witnesses of potentially criminal activities should complete an Incident Report which details the facts surrounding the incident. Report forms are available from the offices named above and at <https://www.milligan.edu/life/student-services/campus-safety/>. University security personnel will review the incident report and recommend further action. In cases involving violation of local, state, or federal laws, the Elizabethton Police Department will be notified for the appropriate follow up. The university cooperates fully with any investigations conducted by the appropriate law enforcement authorities.

### SECURITY SERVICE

The university contracts with a professional guard service to provide after-hours security. Between 8:00 am and 5:00 pm weekdays, the Director of Campus Security and designated employees are on duty to assist with campus security issues. Between 5:00 pm and 8:00 am weekdays, and 24 hours per day on weekends at least one security officer is on duty. Campus security officers patrol the campus, respond to reported incidents on campus, conduct inspections of campus buildings, enforce campus traffic policies, contact law enforcement and university authorities about incidents when necessary, and identify and remove unauthorized persons from campus. Officers or other campus officials are authorized to request identification from anyone acting in a suspicious manner to determine if they have a legitimate reason to be on campus. All students and university personnel are required to provide identification upon request. Individuals acting in a suspicious manner determined not to have a legitimate reason to be on campus will be asked to leave and may be removed from campus.

## SEXUAL HARASSMENT/ASSAULT

Sexual Harassment (including sexual assault, domestic violence, dating violence and stalking)

In cases of sexual harassment including sexual assault, domestic violence, dating violence and stalking, 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 University officials is encouraged but victims have the option to decline to report to any of the above. When one of these University officials receives a report of sexual harassment including sexual assault, domestic violence, dating violence and stalking, The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint. Incidents of sexual harassment including sexual assault, domestic violence, dating violence and stalking will be addressed through the University's Title IX Sexual Misconduct Policy, when applicable and/or the student conduct policy. 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 Frontier Health Safe House (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) and at <https://www.milligan.edu/life/student-services/campus-safety/>

Information about the reporting process for incidents of sexual harassment is available [here](#). Information about the rights and options of victims of sexual harassment is available [here](#). The University's Title IX/Sexual Misconduct Policy is linked [here](#).

## WATER GAMES

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

## Student Financial Services

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

In order to attend classes, students must have all financial processes completed and have their account balance paid or enrolled in the payment plan by 5pm the Wednesday prior to the first day of class. Milligan University accepts MasterCard, Visa, American Express, and Discover. Credit card payments and e-check payments may be made online at <https://selfservice.milligan.edu>. Milligan Student Financial Services also offers a tuition payment plan for students and families to finance a portion of their education expenses over several months.

Students are responsible for all financial policies and procedures outlined in the [Catalog](#).

If students have questions regarding their financial aid award or student account, please contact Student Financial Services for assistance. Students may visit Student Financial Services in McCown Cottage, on Milligan's website at [www.milligan.edu/sfs](http://www.milligan.edu/sfs), or contact their office by phone or email if students have questions. Student Financial Services can be reached by phone at 800-447-4880 or 423-461-8949, or by email at [sfs@milligan.edu](mailto:sfs@milligan.edu).

## Section 5: Vehicle Registration and Parking Guidelines

Parking spaces on 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 near each residence hall and building for those who live or work there. Student vehicles larger than traditional sized passenger vehicles (sedans, sports cars, pickup trucks, SUV's) may not be parked on campus. This includes buses, campers, RVs, trucks other than traditional sized pickup trucks, and other large vehicles.

### VEHICLE REGISTRATION

All students, faculty, and staff must register for 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 always be displayed on each vehicle. 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. Students must obtain and display a new sticker each academic year.

### 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 brief 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 Nicole Misterly at 423-461-8760 or [nnmisterly@milligan.edu](mailto:nnmisterly@milligan.edu).

### PARKING STICKER PLACEMENT

Parking stickers must be placed on the outside, on the upper driver's side of the back window. To avoid receiving a parking ticket, a current, appropriately displayed parking sticker must always be displayed. Parking stickers 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.

### 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. All student, faculty, and staff vehicles parked in marked handicapped parking spaces on campus must display a university issued hang tag in the vehicles, regardless of whether the vehicles have handicapped placards, license plates or other similar designations. To obtain a temporary pass for



an injury or other medical condition, a signed statement from the attending doctor or trainer 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 \$150. A \$100 fine will be issued for unregistered vehicles OR for vehicles not appropriately displaying a current parking sticker. Parking tickets are written beginning 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 for in the McCown Cottage Business Office or online through Self-Service. Appeals may be made in the Student Development Office (lower SUB). When making an appeal, the duration of time parked in an incorrect area will NOT be considered in the appeal. Receiving more than ten tickets in one semester may result in the loss of driving privileges and/or referral to the Dean of Students office for disciplinary action.

### **TRAFFIC SAFETY**

The use of a vehicle on campus is a privilege extended to the university community and may be revoked for operating a vehicle in an unsafe manner or excessive violation of the university parking policy. The speed limit on campus is 20 miles per hour. Pedestrians and people on bicycles have the right-of-way. Vehicles must always be operated in a safe and cautious manner, avoiding excessive speed. Operators of vehicles on campus are expected to learn and follow driving/parking policies. Violators of the above may immediately lose all driving privileges on campus and/or face disciplinary action. Oversized vehicles (large trucks, large SUVs, etc.) with or without mounted exterior racks or other equipment must fit within the painted lines of the space or will need to park in the canyon.

**PARKING LOT DESIGNATIONS** (parking maps are available at registration and in the Student Development Office):

- **YELLOW STICKERS:** Parking is allowed in residence hall lots (Hart and Sutton only). Overflow parking is available in the canyon lot at the physical plant and in the Milligan Village parking lot.
- **PURPLE STICKERS:** Parking is allowed at the MSA apartments and behind Williams. Overflow parking is available in the canyon lot at the physical plant and in the blue lots.
- **GRAY STICKERS:** Parking is allowed in the lots behind Milligan Village only. 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.
- **WHITE 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, in the canyon lot at the physical plant, and in the parking area on the west (library) side of the B.D. Phillips Building. The east (chapel) side parking area of the Phillips Building is designated for faculty and staff parking only.
- **GREEN STICKERS:** Parking for Emmanuel Village residents is allowed in the parking areas around the Emmanuel Village cottages. Parking is not allowed in the Thompson Center or Phillips Building parking areas. Parking on the main campus is only allowed in the commuter (white) lots.
- **ORANGE STICKERS (Faculty/Staff):** 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, Phillips Building, and Physical Plant parking lots. Parking is also available in the parking lot behind the McMahan Student Center and certain other designated spots.

- Students with blue, gray, purple, and yellow parking stickers may park in the Phillips Building student parking lots (library side of building) when attending classes in the building.
- Open parking hours on the academic/business side of campus (west of Blowers Blvd.) and the Phillips Building student parking areas (library side of building) are from 3:00 pm each day until 7:00 am the following morning and on weekends.

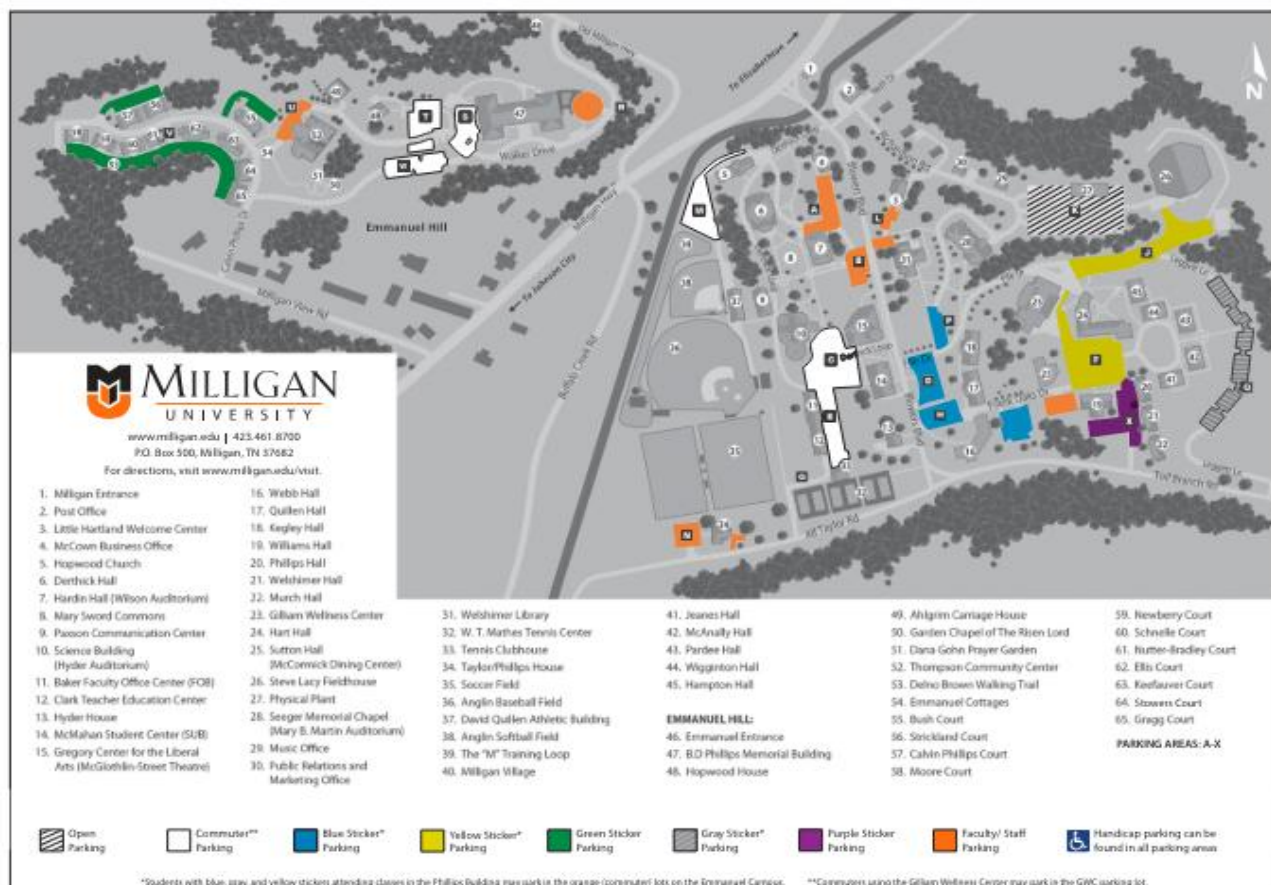
#### **TIPS FOR AVOIDING PARKING TICKETS:**

- Register your vehicle(s).
- Only park in the lot designated for the color of your parking sticker or open parking areas.
- Do not park in handicapped spaces, fire lanes, yellow marked areas, visitor spaces, bus spaces, service vehicle spaces, the Milligan Village loop, RD spaces, or in any area in parking lots not marked as parking 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, the flagpole side entrance of Sutton, and the center of the upper parking lot at Steve Lacy Fieldhouse, and Milligan Village loop **at any time**.
- 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 mealtimes will be ticketed.
- Do not park in the Gilliam Wellness Center parking lot unless you have a white, orange, or green sticker **AND** are using the wellness facilities. This lot is not for residence hall parking.
- **Do not park at the upper level of the fieldhouse at any time** unless you have a yellow or orange sticker. This includes athletes during practices and games.

#### **ASSIGNMENT OF LIABILITY**

Milligan University 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 university activities and events. Any liability that may arise because 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 University 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 University parking policy. Milligan University assumes no responsibility for damage or loss to a vehicle or its contents while parked on or towed from campus.

## Parking Map



## Forward Ever

We hope that this Student Handbook has provided you with essential information, policies, and resources to navigate your academic journey with confidence and integrity.

As you immerse yourself in the vibrant campus life, we encourage you to embrace the opportunities for growth, learning, and personal development that Milligan has to offer. Remember, the Student Handbook is a valuable tool that will guide you through your experience here, and it is your responsibility to familiarize yourself with its contents.

At Milligan University, we are committed to fostering an environment where all individuals are respected, supported, and challenged to reach their full potential. By upholding the policies and expectations outlined in this handbook, you contribute to the creation of a community characterized by mutual respect, academic excellence, and personal responsibility.