

# METHODIST COLLEGE

## Student Handbook

### 1991-92



TABLE OF CONTENTS

**Student Handbook**

**1991-92**

Welcome—President	1
Welcome—Vice President for Student Affairs	2
Welcome—President, Student Government Association	3
Academic Calendar	4
Where You Can Find Answers to Your Questions	6
Campus Offices	7
Hours of Campus Services	9
Campus Services	9
Clubs and Organizations	18
Student Publications	23
Athletics	23
Campus Recreation and Intramural Program	24
Residence Hall Living	25
Judicial Code	32
Student Rights and Responsibilities	41
Demonstration and Peaceful Assembly	45
The Methodist College Aids Policy	47
Smoking Policy	48
Judicial System	48
Honor Code	50
Academic Affairs	56
Educational Records Privacy Policy	58
Vehicle and Parking Regulations	62
Student Government Association Constitution	67
Non-Discrimination/Non-Harassment/Grievance Statements	68
Facts About Fayetteville	68
Index	71

**Front Cover:** Student volunteers gather at the Pauline Longest Nature Trail April 6, 1991, for Show You Care Day.

Methodist College does not discriminate on the basis of race, national or ethnic origin, age, sex, handicap, or religion in the administration of its admission and educational policies, scholarships, loan programs, athletics, or any other college-administered program.

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## TABLE OF CONTENTS

Welcome—President	1
Welcome—Vice President for Student Affairs	2
Welcome—President, Student Government Association	3
Academic Calendar	4
Where You Can Find Answers to Your Questions	6
Campus Offices	7
Hours of Campus Services	9
Campus Services	9
Clubs and Organizations	18
Student Publications	23
Athletics	23
Campus Recreation and Intramural Program	24
Residence Hall Living	25
Judicial Code	32
Student Rights and Responsibilities	41
Demonstration and Peaceful Assembly	45
The Methodist College Aids Policy	47
Smoking Policy	48
Judicial System	48
Honor Code	50
Academic Affairs	56
Educational Records Privacy Policy	58
Vehicle and Parking Regulations	63
Student Government Association Constitution	67
Non-Discrimination/Non-Harassment/Grievance Statements	68
Facts About Fayetteville	68
Index	71

Sincerely,

M. Elton Hendricks  
President

## TABLE OF CONTENTS

1	Index
2	Dear Students
3	It is always a pleasure to greet students entering or returning to Methodist College. This is a community of many people—students, faculty, staff, administrators—who live, study, and work together. This process of sharing our lives together offers the opportunity for each of us to be better, wiser, stronger, and more productive than we would be alone.
4	In order for the maximum benefit of our life together to be realized and for the truest sense of community to be achieved, there must be a commitment from all members to "make it work." We are committed to making Methodist College a good community for you. We need your help to make it a good place for everyone.
5	I look forward with pleasure to working, studying, and growing with you.
6	Sincerely,
7	M. Elton Hendricks
8	President
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Dear Students:

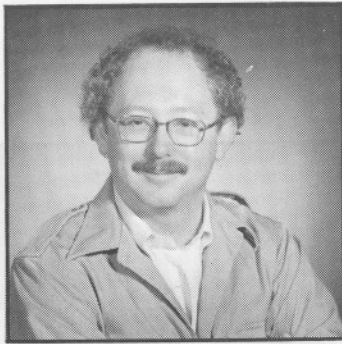
It is always a pleasure to greet students entering or returning to Methodist College. This is a community of many people—students, faculty, staff, administrators—who live, study, and work together. This process of sharing our lives together offers the opportunity for each of us to be better, wiser, stronger, and more productive than we would be alone.

In order for the maximum benefit of our life together to be realized and for the truest sense of community to be achieved, there must be a commitment from all members to "make it work." We are committed to making Methodist College a good community for you. We need your help to make it a good place for everyone.

I look forward with pleasure to working, studying, and growing with you.

Sincerely,

M. Elton Hendricks  
President



Dear Students:

It is with great enthusiasm that I offer you my sincerest welcome to the Methodist College Community, whether you are a new student or a student returning for another year.

I look forward to having the opportunity of meeting each of you. I'm confident that we will work together to create the best environment possible. I have found Methodist College to be a special and unique place in terms of its people and programs. It is my hope that, through the efforts of the staff and programs of the Student Affairs Office, you will find the same warmth and friendliness that I have found, as well as the challenges to grow and broaden your horizons. My greatest hope is that you will feel comfortable and a part of the community quickly and easily.

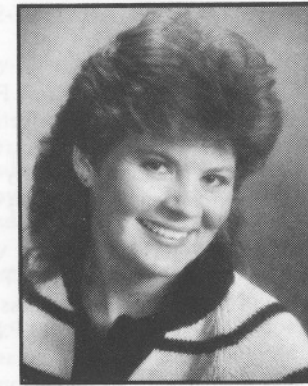
The purpose of the Student Affairs Office is to provide opportunities for you to develop as a whole person. This means that we work to complement the efforts of the faculty, staff, and administration to help you grow intellectually, socially, emotionally, and spiritually.

In order to accomplish this goal, the Student Affairs Office provides numerous programs. We also offer you opportunities to become prepared for the many situations that you will face in life.

Please do not hesitate to stop by my office for a visit or with any concern you may wish to share. You will always be welcome.

Joy and peace,

Michael W. Safley  
Vice President for Student Affairs/  
Dean of Students



Dear Fellow Students:

On behalf of the Student Government Association, I would like to extend a warm welcome to those students who are returning and to those who are attending Methodist College for the first time.

The Student Government Association exists to promote the needs and concerns of the student body and to protect their rights. We encourage all students to become actively involved in campus organizations and activities. But more important, we want to strongly encourage the utilization of the Student Government as an avenue through which your concerns and suggestions can be met.

I would like to also extend a personal invitation to everyone of you to stop by my office in the Student Union should you have any questions about SGA and the various committees or should you have any suggestions for improvements here at Methodist College. The Student Government Association looks forward to serving you this year.

I look forward to meeting you. May your experiences this year at Methodist College be outstanding and memorable. God Bless.

Sincerely,

Kim Ratliff  
President  
Student Government Association

## ACADEMIC CALENDAR 1991-92

<b>1991</b>			
<del>August</del>	14	Wednesday	Orientation for New Faculty at 8:30 A.M.
August	15	Thursday	General Faculty Meeting at 9:00 A.M.
August	17	Saturday	New resident students arrive
August	18-19	Sunday-Monday	Orientation & faculty advising (new students)
August	19	Monday	Residence halls open for returning students 2:00 P.M.
August	20	Tuesday	REGISTRATION
August	21	Wednesday	CLASSES BEGIN AT 8:00 A.M.
August	27	Tuesday	Last day to add a class
August	28	Wednesday	Graduation at 3:00 P.M.
September	3	Tuesday	Last day to drop a class without record
September	9	Monday	Opening Convocation at 1:00 P.M.
September	13	Friday	Last day to submit intent-to-graduate forms for December
October	7	Monday	Speech Competency Examination 6:30-8:30 P.M.
October	12	Saturday	Homecoming
October	21-22	Monday-Tuesday	Fall Break
October	23	Wednesday	Midterm Grades due to Registrar by 3:00 P.M.
October	28	Monday	Advisee group meeting at 1:00 P.M.
October	30-		
November	8	Monday-Friday	Individual advisee conferences
November	8	Friday	Pre-registration materials due to Registrar
November	21	Thursday	by noon
November	26	Tuesday	Residence halls close at 5:00 P.M.
November	27-		
December	1	Wednesday-Sunday	Thanksgiving Holiday
December	1	Sunday	Residence halls open at 2:00 P.M.
December	2	Monday	Classes resume at 8:00 A.M.
December	3	Tuesday	Last day to drop class with WP or WF
December	3	Tuesday	Last day of class
December	4	Wednesday	Reading day
December	5-12	Thursday-Thursday	FINAL EXAMINATIONS
December	10	Tuesday	Day senior grades due to Registrar by 10:00 A.M.
December	12	Thursday	Evening senior grades due to Registrar by 9:00 A.M.
December	13	Friday	Graduation at 2:00 P.M.
December	13	Friday	Residence halls close at 5:00 P.M.
December	16	Monday	All grades due to Registrar by 10:00 A.M.
December	30	Monday	Inter-term begins
January	17	Friday	Inter-term ends

<b>1992</b>			
January	19	Sunday	New resident students arrive 2:00 P.M.
January	20-21	Monday-Tuesday	Orientation and faculty advising for new students
January	20	Monday	Placement tests for new students
January	21	Tuesday	Continuing students arrive
January	22	Wednesday	REGISTRATION
January	23	Thursday	CLASSES BEGIN at 8:00 A.M.
January	29	Wednesday	Last day to add classes
February	3	Monday	Opening Convocation at 1:00 P.M.
February	5	Wednesday	Last day to drop a class without record
February	7	Friday	Last day to submit intent-to-graduate for May
March	9	Monday	Speech Competency Examination 6:30-8:30 P.M.
March	13	Friday	Midterm grades due to Registrar by 3:00 P.M.
March	13	Friday	Residence halls close at 5:00 P.M.
March	14-22	Saturday-Sunday	Spring vacation (no classes)
March	22	Sunday	Residence halls open at 2:00 P.M.
March	23	Monday	Classes resume at 8:00 A.M.
April	1	Wednesday	Advisee group meetings at 1:00 P.M.
April	2-10	Thursday-Friday	Individual advisee conferences
April	10	Friday	Pre-registration materials due to Registrar
April	17	Friday	Good Friday (no classes)
April	20	Monday	Classes resume at 8:00 A.M.
April	22	Wednesday	Awards Day
May	6	Wednesday	Last day to drop a class with WP or WF
May	6	Wednesday	Last day of classes
May	7-14	Thursday-Thursday	FINAL EXAMINATIONS
May	12	Tuesday	Senior grades due to Registrar by 9:00 A.M.
May	17	Sunday	Baccalaureate Service at 10:30 A.M.
May	17	Sunday	Graduation at 2:00 P.M.
May	17	Sunday	Residence halls close at 5:00 P.M.
May	18	Monday	All grades due to Registrar by 5:00 P.M.
June	10	Wednesday	Last day to submit intent to graduate forms for August
June	18	Thursday	Speech Competency Examination 6:30-8:30 P.M.

### SUMMER SCHOOL 1992

Term I—May 18-June 5, 1992  
 Term II—June 15-July 10, 1992 (July 4 Holiday)  
 Term III—July 13-August 7, 1992

### EVENING COLLEGE

Autumn Term I—August 5-October 4, 1991  
 Autumn Term II—October 15-December 13, 1991  
 Spring Term I—January 6-March 6, 1992  
 Spring Term II—March 16-May 15, 1992  
 Summer Term IV—May 26-July 24, 1992

## WHERE YOU CAN FIND ANSWERS TO YOUR QUESTIONS

1. Can I get a **tutor** and how? Page 11
2. Where can I go if I need to **talk**? Page 9
3. How do I use the **library**? Page 11
4. What if I need **something fixed** in my room? Page 12
5. How do I get my **mail**? Page 14
6. What if I am **sick**? Page 15
7. Can I cash a **check**? Page 17
8. How do I request a **private room**? Page 30
9. What's there to do in **Fayetteville**? Page 68
10. How do I sign-up to play **intramurals**? Page 24
11. Where do I park my **car**? Page 63
12. Where do I go for **Career Guidance**? Page 10
13. How do I reserve **campus facilities**? Page 11
14. I need to know more about **Financial Aid**? Page 16
15. How much am I charged for **damages**? Page 28
16. How long do I have to get a **refund** for dropped classes? Page 17
17. How do I **change my major**? Page 56
18. What happens if I get caught **cheating**? Page 50

## CAMPUS OFFICES

Following is a list of the offices of the major administrative officers of the college. The persons who hold these positions have responsibility for the supervision of the overall operation of the college and can be of great assistance to you as you go about your life here at the college. Please feel free to consult these persons if you have a need for their services.

**Office of the President—Dr. M. Elton Hendricks—**The President is the chief executive officer of the college. As such, he is responsible for the overall operation of the college and for the coordination and planning of all of the functions with which the college involves itself. The President is responsible to the Board of Trustees and the North Carolina Annual Conference of the United Methodist Church.

**Office of the Vice President for Academic Affairs and Dean of the College—Dr. Erik J. Bitterbaum—**The Vice President for Academic Affairs and Dean of the College is the chief academic officer of the college. He has responsibility for all of its academic operations, including the faculty, the Office of the Registrar, grants, and the Evening College.

**Office of the Vice President for Business Affairs—Mr. Gene Clayton—**The Vice President for Business Affairs, is the chief business officer of the college. He has responsibility for all of the business operations of the college, including the Office of the Comptroller, the Financial Aid Office, food services, the Snack Bar, the Student Store, maintenance, grounds and physical plant, purchasing, and budget development and management.

**Office of the Vice President for Church and Community Relations—Dr. William P. Lowdermilk—**The Vice President for Church and Community Relations is the chief public relations officer of the college. He is responsible for the News Bureau, the Office of the Campus Minister, the Mail Center, non-academic conferences, and administers programs, publications, and events that will enhance a positive relationship between the college and its various constituencies.

**Office of the Vice President for Development—Mr. Tom Williams**—The Vice President for Development is the chief administrative officer of the college in charge of development and fund-raising. He seeks to gain support from individual friends of the college, corporations, foundations, the Methodist Church, and various governmental agencies in order that the college may remain financially strong and provide programs of high quality to its student.

**Office of the Vice President for Student Affairs and Dean of Students—Mr. Michael W. Safley**—The Vice President for Student Affairs is the chief administrative officer of the college in charge of student services. He has responsibility for student-related non-academic operations of the college, including Residence Life, Student Activities, the Student Government Association, the campus judicial system, counseling, health services, guidance and placement, Intramurals, Campus recreation, security, and the operation of the Student Union.



## HOURS OF CAMPUS SERVICE

Student Center	8:00 A.M.-10:00 P.M.	Daily
Student Government Association	Will be posted on the office door	Monday-Friday
Student Affairs	8:00 A.M.-5:00 P.M.	Monday-Friday
Counseling, Guidance, and Placement	8:00 A.M.-5:00 P.M.	Monday-Friday
Cafeteria		
Breakfast	7:15 A.M.-8:15 A.M.	Monday-Friday
Continental Breakfast	8:15 A.M.-9:00 A.M.	Monday-Friday
Lunch	11:30 A.M.-1:15 P.M.	Monday-Friday
Dinner	5:30 P.M.-6:45 P.M.	Monday-Friday
Continental Breakfast	9:00 A.M.-10:00 A.M.	Weekends
Lunch	11:00 A.M.-1:00 P.M.	
Dinner	5:00 P.M.-5:45 P.M.	
Snack Bar	8:00 A.M.-9:00 P.M.	Monday-Friday
Library	7:45 A.M.-10:00 P.M.	Monday-Thursday
	7:45 A.M.-9:00 P.M.	Friday
	10:00 A.M.-5:30 P.M.	Saturday
	1:30 P.M.-9:00 P.M.	Sunday
Infirmary	8:00 A.M.-Noon	Monday-Friday
Riddle Center	8:00 A.M.-10:00 P.M.	Monday-Friday
	4:00 P.M.-10:00 P.M.	Saturday
	4:00 P.M.-10:00 P.M.	Sunday
Bookstore	8:00 A.M.-4:00 P.M.	Monday-Friday
Post Office	8:00 A.M.-3:45 P.M.	Monday-Friday
Intramural Office	9:00 A.M.-10:00 P.M.	Monday-Friday
	Noon-9:00 P.M.	Saturday
	2:00 P.M.-9:00 P.M.	Sunday

## CAMPUS SERVICES

### Office of Counseling and Placement

**Personal Counseling**—The Director of Counseling, the Campus Minister, and various members of the Student Affairs staff are available to provide personal counseling services to students as needed. The purpose of this service is to work with students on an individual basis in order to help them achieve their academic and personal goals. The Student Affairs Department and the Director of Counseling help identify students experiencing problems, work with them individually and in small groups, and promote support systems



on the campus to help students make satisfactory personal and academic adjustments to college life. Staff members also refer students to the Counseling Office to determine if professionals in the Fayetteville community are required for more intense or specialized services.

Methodist College has an established contract with the Cumberland County Mental Health Department for counseling and referral services at no cost to the students, faculty, and staff.

All personal counseling services are confidential. The limits of the confidentiality are extended only if the counselor believes that the student may physically harm himself/herself or cause harm to another individual.

**Placement**—The Counseling and Placement Office is located in the Student Union for all Methodist College students. Services available for students include CLEP and SAT testing, Interest Inventory testing, job placement aids, placement files on graduates, job fair opportunities, interview and resume writing workshops, listing of part-time and full-time job opportunities, small group activities in specific areas, personal counseling, career counseling, graduate school catalogs and counseling, and seminar-workshops on different social and academic problems.

As specific needs arise in students' lives, the Counseling Office will attempt to assist in these needs. Students may see the counselor on a walk-in basis.

All job information is located outside the Counseling Office in the Student Union Building. An up-to-date directory of current job opportunities are on file.

### **Graduate of Professional Training**

In addition to the career planning and placement services provided by the Office of Guidance and Placement, a special advisor assists students who wish post-baccalaureate education. Dr. Suzan K. Cheek advises students interested in the pursuit of graduate and professional training and counsels them as to the availability of appropriate scholarships and fellowships. She can be contacted at Extension 309 or in Room 217 of the Trustees' Building.

### **CLEP Testing**

CLEP tests are college level equivalency tests that students may take if they believe that they have the knowledge and ability to pass a certain class. CLEP tests are offered when students request the service. A student needs to contact the Counseling Office one week prior to the taking of a CLEP test for a testing appointment.

### **Library Services**

Davis Memorial Library, houses approximately 75,000 volumes, 570 periodical and newspaper subscriptions, a microform area with self-service reader/printers and over 7,000 volumes, and a music listening room with over 2600 recordings. Copying services, study rooms, and typewriters are also available. Interlibrary loan service and searches of computerized bibliographic databases in the humanities, sciences, and social sciences are available.

Library orientation and research assistance are available. A library handbook is distributed without charge. Students can take 1-s.h. course in library use.

The Teaching Materials Center, a branch of the main library, houses audio-visual materials and equipment, a children's literature collection, and teaching aids (including educational computer software) for the Teacher Education Program. It is located in the Trustees' Building.

A library card is required to check out books and to use equipment.

### **The Academic and Social Enrichment Program**

Methodist College has established an Academic Enrichment Program to assist all students. The primary focus of the program, however, is to identify and assist those incoming freshmen, perceived to be at risk. The program helps these students to adjust academically, emotionally, and socially to the college environment.

Peer Counselors/Tutors work with these students to help them achieve academic success while in college by providing individualized counseling and tutoring. Tutoring is also available, at no cost, to all other Methodist College students.

### **Campus Facilities**

The facilities of the college are used extensively by a wide variety of individuals from the campus community and outside agencies.

**Campus Calendar**—The campus calendar is kept in the office of the Special Assistant to the Vice President for Church and Community Relations. You must clear all proposed projects with the Student Affairs Office and the Office of the Vice-President for Academic Affairs to avoid schedule conflicts.

**Scheduling Campus Facilities**—Reservation forms for campus facilities are kept in the Student Affairs Office and the Office of the Vice President for Church and Community Relations. Facilities in the Student Union must be reserved through the Student Affairs Office. Academic facilities are reserved through the

**Registrar's Office.** Other facilities must be reserved through the office of the Special Assistant to the Vice President for Church and Community Relations. Forms must be completed for a facility to be reserved. If a public address system or special lighting is required, the form must be completed one week prior to the event.

**Chaperones**—All registered social events require one or more chaperones depending on the type of activity and the number in attendance. The Vice President for Student Affairs will determine the number of chaperones, and security that must be present at student activities or functions.

**Church and Civic Organizations**—The Methodist College campus is the site of many church and civic programs. A thousand visitors may be on campus on a given day and over 45,000 during the course of a year. Some groups use the college cafeteria. Student participation and cooperation are necessary for the college to provide this service.

**Methodist has made special arrangements with certain civic organizations to permit student attendance at no charge upon presentation of a college I.D.** Included are the Fayetteville Symphony, the Community Concert Series, the Dance Theatre of Fayetteville, the North Carolina Symphony, and the Cape Fear Regional Band. The dates and times of these events are listed in the bi-weekly calendar and in a calendar of all campus events. For questions about programs for which students must pay an admission charge, please the office of the Special Assistant to the Vice President for Church and Community Relations.

**Students can also receive credit for attendance by enrolling in the following Humanities courses:**

**Humanities 201-204 Humanities Enrichment Series**—1/2 s.h. each—Up to 2 s.h. of elective credit (1/2 hour of credit per semester). Must attend 12 events (approximately 1 per week), mainly Fine Arts programs but including lectures, seminars, and college events (e.g., convocations, the Iterations Series, the Southern Writers' Symposium, Student Government Association programs, speeches, award ceremonies). Grading-pass/fail. Attendance checked by tickets/programs turned in after events and by program evaluations. Monitored by the Vice-President of Student Affairs.

#### **Maintenance Services**

The Maintenance Department of Methodist College strives to work with students to make day-to-day activities as comfortable as possible. Cooperation by students is imperative. Prompt reporting

of maintenance needs to your R.A. or residence hall director will make an immediate response possible. Any problem of heating, air-conditioning, or lighting in you area of residence should be reported. Because of the pride we take in our campus buildings and grounds, your assistance is greatly appreciated.

#### **Student Information Services**

Methodist College makes a sincere effort to keep students' hometowns advised of any and all accomplishments students achieve while at Methodist College. Additionally, news of awards, achievements, elected offices, etc., is sent to regional papers and radio and television stations. In order for the News Bureau to provide accurate information on these releases to the media, each student must complete a Student Information Form and continue to update the form each semester. These forms are mailed to each incoming student, and additional forms are available from the News Bureau in the Mallett-Rogers House Annex. Once complete, forms are kept on file in the News Bureau but are available to students upon request.

**Poster and Flyer Policy**—All posters and flyers must be approved by the Assistant Dean of Students before posting. Before posting, students will be given a list of guidelines that must be followed when posting flyers and posters.

#### **Food Services**

**Cafeteria**—Coming to college proves to be a major change in most students' lives. One of the more significant changes is no longer having home cooking. This means no more raiding the refrigerator in the middle of the night and no more dinners at which you sit down with you family and discuss the days' events. No college cafeteria will ever rival Mom's peach cobbler. However, the food service system and its employees go to great lengths to provide students with an enjoyable meal and atmosphere. Special Steak Nights; theme nights such as Halloween, Christmas, and Homecoming; and other special events all serve to enhance meals at Methodist College. The college cafeteria also proves to be a great social center.

Board charges will not be refunded except in case of withdrawal by a student who has paid board in advance of the week of withdrawal.

Appropriate clothing (including street shoes) must be worn in the cafeteria at all times.

**All residence students are required to be on the meal plan.** Meals can be prepared for students with special dietary needs.

Food Service is glad to accommodate students who cannot attend a meal due to illness so long as a note of verification is secured from a member of the Student Affairs staff.

**Snack Bar**—The Snack Bar, located in the Student Union, is open throughout the day and into the evening Monday through Sunday. Hours of operation will be determined on student purchasing patterns and posted.

"A la carte" services are available in the Snack Bar. A full line of sandwiches is available, as are french fries, cold drinks, ice cream, candies, crackers, and other items.

Transfer meals are available in the snack bar. A transfer meal is for the student on the meal plan who has missed lunch or dinner in the cafeteria. A list of daily transfer meals is posted in the Snack Bar.

#### **Student Store Services**

The Student Store is located in the north end of the Student Union. Textbooks can be purchased by cash, check, or charge sale. All charge sales must be approved at the Business Office.

Available at the Student Store are school supplies, clothing, greeting cards, and various gift items.

The hours of operation are from 8:00 A.M. to 4:00 P.M. Monday through Friday.

#### **Postal Services**

United States Post Office (Methodist College Branch)

A postal service window, located in the Student Store, is open for operation Monday through Friday from 8:00 A.M. to 3:45 P.M.

Mail delivery to the Methodist College Branch is distributed and available in the individual mailboxes after 10:00 A.M.

All residence hall students are assigned a mailbox during the registration period. Mailboxes are not assigned to commuting students.

A mail drop is located at the Student Store.

Exterior collection boxes are located at the north end of the Student Union. Collection time is 4:00 P.M. Monday through Friday and noon Saturday.

Money Orders are available at the Post Office. However, due to postal reporting procedures, money orders cannot be issued after 3:00 P.M.

#### **Health Services**

Health services are provided to students by a registered nurse who works for the college during clinic hours and on an on-call basis. Medical and other health problems should be referred to the nurse during regular office hours whenever possible. Emergency medical needs should be brought to the attention of residence hall staff for assistance. In addition to the provision of clinical services, the nurse provides presentations to students on a variety of wellness issues in order to assist them to maintain a high level of health and well-being. Office hours are 8:00 A.M. to noon, Monday-Friday in the Health Center located in the Student Union. In addition to the services provided by the college, Fayetteville has available to students two hospitals, several clinics, and a number of private medical practitioners in a wide variety of specialties. Contact the nurse for further information.

1—Special Medications—Individuals who take special medications for allergies, diabetes, etc. must notify the nurse of the problem and the names of the special medications immediately upon their arrival at Methodist College.

2—Medical Information for Instructors—Medical notes from the Health Center can be obtained by the student to explain class absences to instructors.

3—Accident or Illness Away from college while on college Activities—Any boarding student involved in an accident or illness occurring away from the college while on college sponsored activities should report to the health center immediately upon return to campus to preserve student insurance rights.

4—Transporting Injured Students—Persons should not be transported to a doctor or hospital without the approval of the college nurse or another college official, except in emergencies. To do so may involve the student or students, as well as the college, in legal complications and may involve financial responsibility for the medical services. In the event of an emergency, notify immediately one of the following: the college nurse, Residential Coordinator, Resident Advisor, or the Student Affairs Office.

5—Special Diets—Special diets can be prepared to meet the needs of students under medical care but are limited to the resources of the cafeteria. Notify the nurse and cafeteria director of special needs.

6—Immunization Requirements—North Carolina Law requires that students bring an adequate immunization record to the college. This immunization record must clearly document that you have received the following minimum immunizations:

Rubeola (Red Measles Vaccination)—shot must have been received on or after your first birthday, required for all new students

born in 1957 or later.

**Rubella Vaccination (German Measles)**—required for all new students up through 49 years of age.

**Tetanus-Diphtheria (TD) Vaccination**—3 dose series—You probably received this as a DTP during infancy. One dose is required within the past ten years.

Your record of immunizations should be available from your physician, clinic, or former high school. Your parents should know where you received immunization as a child.

Medically verified records will be required, that is, your immunization record must contain the number of doses of vaccine, dates of administration (Month/Day/Year preferably), and must be signed or stamped by a health care provider. You have 30 calendar days from your date of registration to present us with your immunization record.

### **Financial Aid Services**

All students desiring financial aid must apply each year they intend to receive an award of financial aid. Application forms may be obtained at the Student Financial Aid Office. Methodist College will accept the results from any of the approved need analysis agencies (to include ACT, CCS, PHEAA and USA Funds). It is recommended that applications be submitted to the processor no later than May 1st of each year.

The financial need of the student is defined as the difference between the resources of the student and parents and the cost of attending Methodist College. The need analysis provides the basis upon which an applicant's need is determined. All information concerning the student's financial situation and the family's circumstances is held in complete confidence by the Financial Aid Office and is not a part of the student's general file with Methodist College.

Continuing or transfer students applying for financial assistance (institutional, state, or Title IV funds) are evaluated at the end of each academic year to determine if they have met the institution's Standards of Satisfactory Academic Progress for financial aid. These standards are published in the Financial Aid Information booklet, which is available upon request from the Financial Aid Office. All students expecting to receive financial assistance are encouraged to become familiar with these standards.

It is strongly recommended that students apply for aid as soon as income tax forms are completed in the spring for the following fall and spring semesters. Financial aid is awarded on a first-come basis.

### **Business Services**

**Check Cashing**—Personal checks (not exceeding \$25) can be cashed in the Business Office with approval of the Comptroller. Personal checks (for the amount of purchase only) can also be cashed in the Student Store. The Methodist College I.D. card must be shown prior to the check's being cashed.

Approximately three weeks before the end of any semester, personal checks will no longer be cashed (in order to allow all checks to clear the banks before the end of the semester).

A \$10 charge is assessed students writing a check with insufficient funds in their accounts. A second incident during one semester will result in the denial of check-cashing privileges.

**Fees, Tuition, Room and Board**—The cost of fees, tuition, room, and board is as shown in the catalogue. All such costs are due at the Business Office in advance of registration. All students are encouraged to make necessary financial arrangements prior to arriving for the first day of classes. Class cards will not be issued, nor will you be allowed in class until all financial matters are properly arranged.

**Reimbursements**—The college reserves the right to apply reimbursements against any unpaid balance currently due.

**Withdrawals**—If a student officially withdraws from Methodist College during the first fourteen(14) calendar days from the day classes are scheduled to begin in the fall and spring semesters, he/she will be eligible for a prorated refund as follows:

**Date of Withdrawal-Amount of Refund**—1-7 days, including first class day 75% tuition and fees; 8-14 days, including first class day 50% tuition and fees

After 14 days, no refunds will be made except in case of tuition paid in advance beyond the current semester or board (meals) paid in advance beyond the week in which withdrawal becomes effective. **No refunds will be made after the second scheduled day of classes in the summer program or after 11:30 A.M. Friday morning of the first week of classes in the evening program (Saturday classes excepted).**

### **Security Services**

Methodist College provides security officers who patrol the college twenty-four hours per day. These officers have as their main purpose the protection of the lives and property of Methodist College students and the physical property of the college. If you

need an escort after dark, then notify a security guard by dialing 630-7161. The college also receives service from the Fayetteville City Police Department and the North Carolina State Police. The security of the persons and property of individuals on the campus is everyone's responsibility. Lock your residence hall door when you leave the room, even just to go next door to visit a friend. Do not walk alone at night. Park your car in well-lighted areas. Report any suspicious activity to college officials.

## CLUBS AND ORGANIZATIONS

Methodist College offers a wide variety of clubs, organizations, and other activities for its students. The Student Affairs Office is interested in working with students to develop new organizations to meet perceived student needs. If you and fellow students wish to organize, please come by to talk with the Assistant Dean of Students. The Student Affairs Office will also work with currently existing organizations to strengthen their programs and provide training for group leaders. Clubs and organizations currently in existence on the campus are listed below. If you are interested in any of the groups, contact the Faculty Advisor listed.

Accounting Club	Mr. William Richardson
Alpha Chi (Academic Honorary)	Dr. Erik Bitterbaum
Alpha Psi Omega (Theatre Honorary)	Dr. Jack Peyrouse
Beta Beta Beta (Biological Society)	Dr. Margaret Folsom
Black Student Movement	Mr. Jessie Smith
Campus Ministry	Rev. Carrie Parrish
International Students	Mrs. Jane Cherry
	Dr. Arnal Guzman
Methodist College Chemical Society	Dr. Narendra Singh
Methodist College Chorus	Mr. Alan Porter
Monarch Playmakers (Theatre Club)	Dr. Jack Peyrouse
National Association of Teachers of Singing	Mr. Alan Porter
Omicron Delta Kappa (Leadership Honorary)	Mr. Parker Wilson
Phi Eta Sigma (Freshman Honorary)	Dr. Richard Walsh
Phi Sigma Iota (Foreign Language Honorary)	Mrs. Elaine Porter
Political Science and History Club	Dr. Suzan Check
Psi Chi (Psychology Honorary)	Dr. John Campbell
Psychology Club	Dr. John Campbell
Residence Hall Councils	Residential Coordinators
ROTC-Monarch Company	Capt. John Bucciarelli
Sigma Omega Chi (Sociology Honorary)	Dr. John Sill

Sociology and Social Work Club	Mrs. Emily Seamon
	Dr. John Sill
Student Activities Council (Program Board)	Mr. Chris Ryan
Student Education Association	Dr. Anthony DeLapa
Student Government Association	Mr. Mike Safley
Student Music Educators National Conference	Mr. Michael Rogers
Students in Free Enterprise	Dr. Donald Kline

### Clubs

**Accounting Club**—The Methodist College Accounting Club is the gathering of Accounting and non-accounting majors interested in accounting issues. The club invites speakers to visit the campus and talk to students about their accounting background, experience, and expertise. The club engages in fund raisers and also gets involved in Homecoming activities. It is a good resource of first-hand information about the accounting profession. The club is a student chapter of the National Association of Accountants and is involved in local activities with this organization.

**Alpha Chi**—Membership in Alpha Chi, the academic honorary, is by invitation only. This invitation is extended to seniors who are academically ranked in the top five percent of their class and to juniors who are ranked in the top three percent of their class. At graduation, members are distinguished by a sapphire blue and emerald green cord and tassel.

**Alpha Psi Omega**—Alpha Psi Omega is a national honor sorority dedicated to the advancement of educational theatre. A student does not need to be a theatre major to qualify for membership; however, belonging is limited to those individuals who have made outstanding contributions to college theatre, including both technical work and acting. At the end of the academic year, the Omicron Mu chapter presents an award to the student who has shown exemplary interest in theatre arts at Methodist College.

**Beta Beta Beta**—Tri Beta is a national honor and professional society for students in the biological sciences. Its objectives are to promote scholastic excellence and research in appointed areas of science. Anyone interested in the biological sciences may hold associate membership; however, full membership (the right to hold office) is limited to students who have completed three biology courses with a *B* average. The local chapter, Tau Zeta, was chartered in 1982. Its members participate in various service projects and sponsor speakers from wildlife centers and other colleges. Club members take field trips to the North Carolina Zoological Park, the Carolina Beach and Fort Fisher Marine Laboratories, and other places of interest. Students who enjoy any phase of the Biological Sciences are encouraged to join.

**The Black Student Movement**—The Black Student Movement (BSM) is an organization working for better campus relations. All students are welcome. Though BSM is an organization dealing with minority issues, the organization is helpful to all students who are having difficulties.

**Hall Council**—Each residence hall has a Hall Council made up of the President, Vice President, Secretary, Treasurer, Social Chairman, and Fire Marshal. These councils provide various services, including programs that allow the RA's and Hall Council to work together. The Hall Council also serves as a voice for the residents with Student Affairs. Though this is not an entertainment committee, programs and other activities are geared towards the interest of the residents.

**Monarch Playmakers**—The Methodist College Monarch Playmakers is an enjoyable organization that supports and promotes theatre and gains its membership from those who have participated in campus theatre. Masque-Keys support theatre on campus and in the community through charitable acts. It plans, organizes, and gives productions and an end-of-the-year picnic.

**History and Political Science Club**—The History and Political Science Club is open to anyone interested. It tries to increase awareness of and interest in either history or political science through several different means, e.g., field trips to historical sites and to the Dean Dome for the Debate of the Presidential Candidates, guest speakers explaining such areas as Central America and South Africa.

**The Methodist College Chemical Society**—The purpose of the Methodist College Chemical Society is to unite those students seeking a major or a minor in the field of chemistry, to discuss current events of areas of research that are of importance to the field of chemistry, and to provide information on employment opportunities for those seeking jobs in the area of chemistry. The Methodist College Chemical Society cultivates interest in the area of chemistry through the use of field trips and invitations to outside speakers and by attending area as well as national meetings of the American Chemical Society.

**Methodist College Chorus**—The Methodist College Chorus is a select group of individuals chosen for their personality, moral character, and leadership qualities, as well as for their exceptional talent in music. It is well known for its spirited rendition of many types of music. Past programs have included a country music medley with contemporary and popular selections, as well as standard classical repertoire. Frequent tours of the eastern seaboard have taken the members from Connecticut to Florida. Recently, the Chorus toured the Bahamas. It is in constant demand at churches, civic clubs, military installations, conferences, and rallies

throughout eastern North Carolina.

**International Student Association**—The International Student Association provides an environment for promoting the culture of international students and making the campus more aware of foreign cultures. Any member of the Methodist College Community who has an interest in foreign culture may join.

**Omicron Delta Kappa**—Omicron Delta Kappa is a national leadership society. To qualify for membership, juniors and seniors must demonstrate exemplary character, scholarship and intelligence, service and leadership in campus life, good citizenship within the community, and dedication to democratic deals. Membership is also based on a person's activities in five areas: scholarship, athletics, student government, fine arts, and religious life. Students selected for the society are also required to meet a minimum grade point average.

**Phi Sigma Iota**—Phi Sigma Iota honors juniors and undergraduate students of foreign languages who have at least a B average in their entire college work and in all foreign language courses, have completed at least one course at the third-year level, and rank in the highest thirty-five percent of their class in general scholarship. The purpose of this honor society is stated in the motto: "To understand others is to understand oneself, one's culture, and one's heritage." The goal is to foster the learning of foreign languages as a means of achieving a better understanding among individuals and nations. Phi Sigma Iota awards scholarships, fellowships, and grants to deserving, ambitious young undergraduate and graduate students, as well as faculty, to complete scholarly programs in foreign languages, literatures, and cultures.

**Psi Chi**—Psi Chi is the National Honor Society in Psychology. In order to be a member of Psi Chi, a student must be in the top 1/3 of their academic class and have a B average in their psychology course work. They must also have completed at least 6 semester hours of psychology classes and be enrolled in their third class before they will be considered.

**Student Activities Council (S.A.C.)**—The Student Activities Council (S.A.C.) is a branch of the S.G.A. that deals with the programming of special activities and events (e.g., comedians, magicians, concerts, mentalists) held on campus. Suggestions and participation are welcomed.

**Senate**—The Senate is a duly elected body designed to have an impact on student life at Methodist College. All groups of students are equally represented. The senate meets bi-weekly to debate issues and deal with legislation designed to improve student life at the college. Elections for senators are held each spring. S.G.A. encourages all students to get involved with the Senate.



**Student Government Association (S.G.A.)**—The S.G.A. is composed of all full- and part-time students at Methodist College. The association is governed by a constitution and directed by officers elected by the student body. The purpose of the S.G.A. is to represent the students to the college administration and design programs to meet the needs of the students. All students are encouraged to participate in the programs sponsored by the S.G.A. and to provide new ideas for implementation.

**Student Education Association**—The Student Education Association (S.E.A.) is the Methodist College chapter of the Student North Carolina Association of Educators (SNCAE) and the National Education Association (NEA), the professional organization for teachers and educators. The organization is open to freshmen, sophomores, juniors, and seniors planning to teach in any field or at any level; membership is affiliated with the state and national organizations, with access to all services (i.e., discounts). SEA provides programs of interest to students entering the teaching profession and opportunities for leadership and professional development.

## STUDENT PUBLICATIONS

Student Publications are governed by the Publications Committee.

*Small Talk* is the Methodist College campus newspaper, which is distributed monthly to students and faculty at no cost. It has won numerous awards in the last decade from the Associated Collegiate Press.

*Tapestry* is the creative arts/literary magazine published annually at Methodist College and distributed free in September. The best of student prose, poetry, graphics, and art work is selected for publication. Faculty and alumni also submit material.

*Carillon* is the yearbook published as an annual pictorial record of Methodist College student life and distributed to students free in October. Upon request, each student enrolled full-time both semesters is entitled to a yearbook at no charge. Any student who is enrolled full-time for only one semester must pay an additional cost of \$12.50 to purchase a yearbook. Any *Carillon* not picked up within thirty (30) days of the initial distribution becomes the property of Methodist College.

**Student Editors**—The editors of the three student publications are nominated by the Publications Committee, which oversees all student publications. Effective fall, 1989, student editors will receive a stipend for their work on these publications. Students wishing to join any publication staff are invited to apply with the appropriate student editor in the Publications Center.

## ATHLETICS

Many opportunities for participation in intercollegiate activities are available for men and women. Methodist College is a member of the Dixie Intercollegiate Athletic Conference (DIAC) and National Collegiate Athletic Association (NCAA) Division III. Both the conference and NCAA regulations prohibit athletic scholarships. The college fields the following intercollegiate sports for men:

Baseball  
Basketball  
Cross Country

Cheerleading  
Football  
Golf  
Soccer  
Tennis  
Track

Methodist College is also a member of the Women's Division of NCAA. The Lady Monarchs participate in the following intercollegiate sports:

Basketball  
Cheerleading  
Cross Country  
Fast Pitch Softball  
Golf  
Soccer  
Tennis  
Track  
Volleyball

## CAMPUS RECREATION AND INTRAMURAL PROGRAM

The Methodist College Campus Recreation and Intramural Program provides an opportunity for students to make constructive use of their leisure time. The program involves informal use of facilities and a comprehensive vigorous sports competition among the men and women of the college.

The intramural bulletin boards, located at the CRIMP Office, contain current information regarding sign-up procedures, upcoming events, schedules, team standing, etc.

The intramural schedules and notices are the backbone of the intramural communication system and are available at 1:00 P.M. on Friday of each week. The schedules on the bulletin board are to be used as a ready reference.

**First Aid and Accident Policy**—Methodist College assumes no responsibility for injuries received during intramural activities. Students, faculty and staff are reminded that intramural participation is completely voluntary. Provisions have been made with the Security Office for transportation to Urgent Care or the hospital when needed.

Each year a small number of injuries occur which require treatment at the local hospital. The nature of intramural activity and the number of Methodist college students, faculty and staff who participate, combine to make their occurrence inevitable. It is strongly recommended that all participants have a physical examination and secure and equate medical insurance prior to participation.

## RESIDENCE HALL LIVING

The residential experience has a great impact on college students, both during the time in college and afterwards. One of the major purposes of the Student Affairs Department is to aid you in making your time at Methodist a valuable and developmental experience. As a result, it is the policy of the college that all freshmen must live in college-operated residence facilities unless they are local residents. However, residence hall housing is offered to provide a common learning experience for as many Methodist College students as possible. All requests for waivers of this policy must be directed in writing to the Dean of Students.

**Residence Hall Staff**—We have Residential Coordinators and Resident Advisors in each residence hall. These persons are employed by the college and are available to provide information, counseling, and programming for residents. They have been trained to deal with emergencies, to protect individual and institutional rights through the enforcement of all college policies, and to assume the administrative responsibilities of a residence hall. Their goal is to develop living environments that promote close interpersonal relationships, individual growth and learning, and a strong sense of community responsibility and identity.

**Get involved**—You are encouraged to become an active and a contributing member of your residence hall "community" by helping your neighbors to develop a hall theme and motto; by joining a hall intramural team, by attending community meetings; by assisting in enforcing quiet hours; and by attending programs and activities sponsored by your hall government and residence hall staff members.

**While the student is a residence at the college, the occupancy of the residence hall room is considered as the use of a college facility.** This usage does not give the same latitude as does a lessee-lessor rental contract.



The residence halls, as well as the cafeteria, are closed during Thanksgiving, Christmas and Spring Holidays. All students should plan to be at home or have other accommodations during these holiday periods. Students must leave the campus within twenty-four hours after their last final examination at the end of each semester unless they are part of graduation exercises or are granted special permission by the Student Affairs Office.

Students unable to find accommodations during college vacations should contact the Student Affairs Office in advance for assistance.

**Housing of Out-of-State and International Students during Holidays**—The college does not assume any financial or supervisory responsibility for out-of-state or international students during periods when it is closed but will assist students in finding accommodations.

**Requirements for living in the Residence Halls are as follows:**

1. All students in the regular college program who register for twelve or more semester hours in any semester are considered to be full-time students. Students living in the residence halls must carry a minimum of twelve semester hours at all times.
2. In order to remain a resident student a student must pass a minimum of six semester hours during the previous semester.



## Residence Hall Services

The College offers a wide variety of services to its students who live in the residence facilities. The services are intended to assist students in their everyday activities and to help create a quiet, comfortable, and safe atmosphere for study, sleeping, and mature socialization.

**Telephone Services**—Methodist College provides local telephone service in each Residence Hall room through Carolina Telephone Company. The students must provide their own phone. Long distance service will be provided by U.S. Sprint. Each room will be assigned a phone number which will be in operation when students arrive in the Fall. Students may have their phone numbers unpublished in the Student Directory at their request. Those students using the long distance service will be assigned a seven digit number that can be used on any phone on campus.

**Cablevision Services**—Each room is cable equipped with basic cable channels provided free of charge. Any student can sign up with Cablevision of Fayetteville at the beginning of each semester for additional cable services. Installation and payment for additional cable services is the responsibility of the student. Once the cable has been hooked up in a room, the student cannot transfer it to another room.

**Fire Protection**—The college has installed fire alarm systems in each residence hall for the protection of residential students. Fire extinguishers and smoke alarms are also available on each floor. The college is served by the Fayetteville Fire Department, which has a station located on Rose Hill Road as well as in other locations around the city. It is a serious violation of college standards and state laws for students to tamper with fire protection equipment.

**Vending Machines**—Vending machines for soft drinks and snacks are available in each residence hall and in various other locations around the campus. For refunds of any money lost in vending machines, complete a vending machine form in the Student Affairs Office.

**Laundry Services**—Washing machines and dryers are available in each residence hall. These machines are owned, operated and maintained by a private company on behalf of the college. Washer service costs \$.75 per load; dryer service, \$.50 per load. For refunds on any money lost in these machines, complete a form in the Student Affairs Office.

**Office and Intercom Services**—Each residence hall has an office operated by hall staff and workers during various hours of the day. Office operating hours are posted in each hall. Each hall also has an intercom system, which can be used for paging individuals in certain circumstances, for making announcements for students, and

for emergencies. Vandalism to intercom speakers on hall is considered a serious offence.

**Residence Hall Housing Agreement**—Resident students sign a housing agreement form when they check in. Failure to comply with these regulations or to sign a housing agreement can result in revocation of housing privileges and/or disciplinary action. Methodist College reserves the right to change these guidelines with notice, at any time.

### Damage Deposits and Assessments

Methodist College requires that a damage deposit of \$50.00 be posted by every resident student of the college. This deposit is held in escrow to cover the costs charged for damage to the student's room or to public areas of the residence halls. A student who is billed for damages will have that amount deducted from the damage deposit and will also be required immediately to reimburse the deposit to the \$50.00 level in order to continue as a residential student. Students who are charged for damages or cleaning fees at the end of a semester as they check out of their rooms will also have these fees charged to the damage deposit. Reimbursement must be paid before the student will be allowed to enroll as a residential student for the following semester. Damage charges in excess of \$50.00 must be paid immediately as noted for other payments above.

The damage deposit noted above remains with the Business Office of the college throughout the student's career at Methodist. It is refunded only when a student permanently leaves the college (graduation, transfer, etc.) and the Student Affairs Office certifies that there are no damages to the room or other college property for which the student is responsible.

The college will not absorb the costs of damage and vandalism that occur in the residence halls during the academic year. Therefore, every student is responsible for his/her residence hall room. Damages to the room are charged to the occupants unless another person has been proven the cause. Students are also held responsible for the public areas of the halls in which they live. Damages to the halls, restrooms, lobbies, and other public areas are charged to the individual(s) responsible. **In cases in which the perpetrator cannot be identified, the costs for repair are prorated among the residents of the hall/building.**

You are required to conduct yourself as an adult and respect college property. College furniture must not be removed from the halls. If you damage or break anything, you will be charged for the cost of replacing the item.

The Maintenance Department of the college has developed a list of the cost of repairs typically necessary in residence halls. Damages not included on the list are billed at the estimated cost of the college for such repairs. Labor charges of \$10.00 per hour are also charged.

### Damage Assessments

Bed repair (minor)	\$20.00
Blind repair	16.00
Blind replacement	50.00
Ceiling repair	at cost
Chair repair	25.00
Chair replacement	50.00
Desk repair	20.00
Glass Door replacement	150.00
Door repair	40.00
Door replacement	150.00
Floor damage	at cost
Light fixture repair	15.00
Light fixture replacement	40.00
Lock repair	20.00
Lock replacement	40.00
Mattress replacement	120.00
Mattress cover replacement	25.00
Mirror replacement	30.00
Not replacing bed to original location	50.00
Room cleaning	25.00
Screen repair	20.00
Screen replacement	30.00
Wardrobe repair	at cost
Wardrobe replacement	at cost
Window glass replacement	50.00
Painting a room	100.00
Removal of furniture	50.00

**Keys**—Each student is issued one (1) room key and a mattress cover. A deposit totaling \$10.00 is required for both. The deposit remains with the Business Office throughout a student's career at Methodist College. When a student leaves the campus permanently without turning in the key, a charge of \$40.00 is rendered for replacement of the lock tumbler.

### Residence Hall Rules and Regulations

**Residence Hall Occupancy**—Room assignments are made by the Student Affairs Office on a one-semester basis. New students must pay a fee of \$50.00 by June 15 of the year in which they will enroll or within seven days after notification of acceptance

after July 1. Returning students must make reservations in the spring semester of each year for the following academic year. A \$50.00 deposit is required to make a reservation. A specific reservation plan and schedule are announced by the Student Affairs Office during the year. Reservation of rooms for the spring semester takes place during the fall semester for all students.

Students checking out of a residence hall during a semester or at the end of a semester must do so properly with the residence hall director. At that time, a staff member determines the condition of the room, assesses any damage or cleaning fees, and makes other arrangements for the student's withdrawal from the hall. Damage fees are reported to the Business Office. All room must be cleaned prior to checkout. A student will be fined if he/she does not follow correct check-out procedure.

**Room Change Procedure**—The student requesting a room change must first consult with the residential coordinator. The residential coordinator will give a complete explanation of the procedure that must be followed in order to complete an authorized room change. After the explanation of the procedure by the residential coordinator, the student must complete the necessary forms and return them to the residential coordinator. All room changes must be approved by a residential coordinator or the Student Affairs Office.

**Unauthorized or Illegal Room Changes**—Unauthorized or illegal room changes are defined as those room changes that occur without proper authorization from the residential coordinator. (NOTE: An illegal room change can occur during established room change periods if proper procedures are not followed by the student.) Students who make an unauthorized or illegal room change are assessed a \$25.00 fine and face judicial action. Furthermore, the student is responsible for any damages found in the room vacated. In the event of an illegal or unauthorized room change, the student(s) will move back into original assignments until proper authorization can be obtained.

**Private Rooms**—A student must state, in writing, their request for a private room during registration for housing. If a student does not request a private room but does not register with a roommate, the student will be assigned a roommate by the Assistant Dean of Student Affairs. If a student requests a private room while living in the residence hall, they need to contact their residential coordinator.

**Fire Evacuation Procedures**—Fire evacuation procedures are posted on each floor. In case of fire, please follow these procedures and the directions of residence hall and security staff. One or more fire drills are held in each residence hall during the year. These drills are announced in advance. Failure to evacuate the building or follow the directions of the staff during a fire drill will result in disciplinary action.

**Quiet Hours**—The enjoyment of a residence hall room and the opportunity to study there in peace and quiet are the minimum that students should be able to expect of a college. In order to provide this opportunity, the college has determined that a number of hours each day must be set aside as quiet hours for the residence halls. The following periods are observed as quiet hours, and during them no loud music or other disturbances are tolerated. Judicial action is taken against violators.

Monday-Thursday until twelve noon and after 7:30 P.M.

Friday and Saturday until twelve noon and after midnight.

Students are expected to maintain reasonable quiet at all times.

Quiet hours in the residence halls can be modified by a resident's petitioning the individual residence hall council for a vote. However, quiet hours cannot begin after midnight Sunday through Thursday of after 1:00 A.M. on Friday or Saturday and must extend through the night until 7:00 A.M.

**Appliances and Fire Hazards**—No electrical appliances other than refrigerators, radios, televisions, stereos, VCRs, hair dryers, fans, razors, and lamps may be attached to residence hall electrical outlets. Cooking equipment may be used only in designated areas of the halls. Extension cords or other temporary multiple receptacles or outlets are strictly prohibited. Any questions should be directed to the residence hall staff members.

**Pets**—For health reasons, no pets (except fish) are to be kept in the college residence halls. A student found in violation will be subject to judicial sanctions.

**Insurance**—College insurance does not cover the loss or damage of your personal property. The college assumes no liability for the security of your property and encourages students to secure their rooms at all times and to provide themselves with insurance to cover possible loss.

**Bicycles**—Bicycles may be stored only in designated areas within the residence halls. They should not be secured in hallways or stairs where they limit or prohibit entrance or exit of the halls.

**Furniture**—Hall or room furniture is not to be removed or disassembled. Furniture assigned to a specific room must remain there. Mattresses may not be removed from the beds except for cleaning purposes. Unauthorized use of college furniture (i.e., lobby furniture) is not permitted. Violation can result in judicial action.

**Methodist College Residence Hall Room Paint Policy**—Residential students at Methodist College may request to paint their rooms/suites during occupancy. Request to paint a room/suite must be made to the residential coordinator. At the time of approval, the student signs a contract issued by the residential coordinator. Paint requests forms can be picked up from the Student Affairs Office. No enamel paint may be used when painting a room/suite. Paint issued by the college: Biscane Blue, Ice Green, May Yellow and Antique White.

**Room Decorations**—Residence hall rooms may be decorated in ways that meet the guidelines available from the Student Affairs Office. They must not be decorated in a manner destructive of property, hazardous to the physical well-being of residential students of guests, or in violation of good taste as determined by residence hall staff. Students are not to nail, tack, or glue items to the walls or woodwork; masking tape may be used for this purpose. Nothing should be fixed or taped to the ceiling. Objects must not hinder access to or from the room or within the room.

**Room Inspections**—There will be regular inspections of residence hall rooms by the residence hall staff to insure safety and cleanliness. Students whose rooms fail to pass inspection are required to have them clean, orderly, and safe within twenty-four hours. Failure to do so is cause for judicial action. (See Student Rights and Responsibilities).

## JUDICIAL CODE

**Introduction**—Every society, from the beginning to the present, has set a code of standards for the behavior of its members. Sociologists tell us that this action is necessary for any society to succeed and prosper. This is no less true of a college community

than of a more complicated society such as that around us in the larger world. Recent history has shown us the problems that occur when members of a society fail to adhere to these basic concepts. The Methodist College community has developed a set of standards for its members and has designed a code of conduct that is the basis for the operational life of the community. The section that follows describes this code. Because the Methodist College community, like the world around it, is constantly evolving, this code is subject to change. Persons who feel that change is needed should involve themselves actively in the process of change through positive, informal, and formal changes. Disagreement with this code is not a reason for failing to abide by its restrictions. **By enrolling at Methodist College, you have agreed to a contract with the college, and adherence to this code is a part of the contract.** Methodist College reserves the right to interpret the code through the student judicial system and administrative action.

**The Dean of Students of Methodist College is authorized by the President and the Board of Trustees of Methodist College to propound and enforce by sanction reasonable modes of behavior that may not specifically be addressed in this handbook.**

**Accessory to the fact**—shall be defined as the possession of knowledge related to an act either before or after it is carried out. Any student convicted of being an accessory may be subject to the same penalties as the person charges with the offense.

**Aiding and abetting**—shall be defined as intentionally contributing, directly or indirectly, overtly or covertly, in the perpetration of an act. Any student convicted of aiding and abetting shall be subject to the same penalties as the person being charged with the offence.

**Alcohol Policy**—Methodist College affirms the position of the United Methodist Church as outlined in The Book of Discipline. The United Methodist Church recommends abstinence but also recognizes the right of each individual to make responsible decisions. The church also supports educational programs encouraging abstinence.

In order to fulfill the mandate of the church and the mission of Methodist College, the following alcohol policy is in effect:

- 1—Public consumption and possession on campus of any alcoholic beverage is not permitted.
- 2—In case of a disturbance, residence hall rooms of those involved will be searched for alcoholic beverages.
- 3—Possession of an alcoholic beverage container or disruptive

behavior resulting from alcohol consumption will result in a citation.

4—Possession shall be defined as having an alcoholic beverage container on a student's person or in his/her room.

5—Citations shall result in a \$25.00 fine for the first citation and a \$50.00 fine for the second and any further citations. Any student receiving a citation will be notified and required to attend an alcohol education program at a designated time determined by the Student Affairs Office. Students who fail to attend this program may be suspended for a minimum of two weeks. Additional sanctions may be imposed by the Dean of Students.

6—A third citation in any given academic year may result in suspension from the college.

7—Money collected from the citations will be placed in a separate account for special student affairs programs and activities, including alcohol education.

**Arson**—Tampering with fire alarm systems or intentionally lighting a fire in college buildings is prohibited and will be handled in accordance with the ordinances and penalties of the City of Fayetteville and the Code of North Carolina. Students in violation will also be subject to suspension or expulsion from the college.

**Assault**—Members of the Methodist College community believe that an assault of a fellow member of the college community or on anyone else present on the campus is a very serious violation of the law and the other person's rights. As a result, malicious assault, physical abuse, or verbal harassment of any person on the campus is prohibited. Such assaults may result in disciplinary probation, suspension, or expulsion from the college and may also include referral to law enforcement agencies. The minimum penalty for malicious physical assault is suspension for one semester. The minimum penalty for physical assault on a staff member of the college, including students in a supervisory capacity during the performance of their duties, is expulsion from the college.

**Breaking and Entering**—is defined as a forceful entry into an unauthorized facility or area. Any student convicted of breaking and entering will receive a minimum of suspension and may receive a maximum of expulsion.

**Contempt**—shall be defined as the willful act of showing disrespect for the authority or dignity of a hearing as by disobedience or unruliness or failure to answer a subpoena or indictment.

**Conviction in a Court of Law**—Students who are convicted of violations of local ordinances, North Carolina law, or federal law may be subject to disciplinary action by the college.

**Disorderly Conduct**—Methodist College students are expected to act in an orderly and a responsible manner. Therefore, students who are involved in such actions as physical restriction, coercion, or intimidation of any person on campus; participation in or encouragement of any effort to disrupt any class or other college function; or defiance of belligerence toward any college staff member, including students acting in a supervisory capacity, will be considered in violation of this standard. Such violations may result in penalties ranging from a written warning to suspension from the college depending upon the seriousness of the particular incident.

**Drugs**—The possession, use, or sale of illegal drugs, stimulants, hallucinogens, depressants, or any other illegal substance, as well as the improper use of prescription drugs, is prohibited. Violation may lead to suspension or expulsion from the college and may result in referral to local law enforcement agencies for action. The Methodist College definition of possession of drugs includes the presence of such substances on the student's person, among the property owned by the student, or among such college property as is being used by the student.

**Failure to comply with the direction of a college official**—shall be defined as the disobedience of or disregard for a reasonable request of a college official, acting in the performance of his/her duties. Any student convicted of failing to comply will receive a minimum of probation and may receive a maximum of expulsion.

**Fire Safety**—The college has installed fire alarm systems in each residence hall for the protection of resident students. Fire extinguishers and smoke alarms are also available on each hall. It is a serious violation of college standards and state laws for students to tamper with fire protection equipment. Any student convicted of such violations will be expelled from the college.

**Gambling**—Gambling is defined as the playing of games of chance or betting for money. Gambling is illegal in the state of North Carolina. Methodist College does not condone nor encourage gambling. Any student convicted of gambling shall be given a minimum of a verbal warning and may receive a maximum of expulsion.

**Keys**—Possession or use of an unauthorized college key is prohibited. Duplication of college keys is prohibited. Violations of these regulations will result in disciplinary action and may result in suspension from the college.

**Perjury**—shall be defined as the willful giving of false testimony in regard to a matter of things material to the issue or the point of inquiry with intent to deceive. Any student convicted of perjury shall be given a minimum of probation and may receive a maximum of suspension.

**Possession of weapons**—Possession or use of any firearms or explosives, including pellet guns, air guns, firecrackers, noise makers, and smoke devices, as well as the possession of any other dangerous weapon on the campus, is prohibited. Violation may result in disciplinary probation, suspension, or expulsion from the college.

**Responsibility for one's actions**—Every student is responsible for his/her actions at all times. Being under the influence of alcohol or other drugs is no excuse for improper action and, in fact, makes the violation more serious. Students are also responsible for the actions of their off-campus quests.

**Sexual Misconduct**—Unwelcome sexual advances, verbal or sexual abuse or relationship violence will not be tolerated. Engaging in non-consensual sexual intercourse by one person on another is defined as an invasion on a person through force or a threat of force when the person is conscious, unconscious or otherwise without capacity or consent.

A student found guilty of unwelcome sexual advances or verbal abuse will receive disciplinary probation, suspension or expulsion from the college as determined by the Vice President of Student Affairs. A student found guilty of non-consensual sexual intercourse or relationship violence will be expelled from the college and may face civil charges.

**Smoking and use of Tobacco Products**—The use of tobacco products is offensive to many persons, and much research has linked such use to a number of illness and medical conditions. As a result, students should exercise common courtesy to members of the college community when they choose to use such products. Improper disposal of the residue of such products will be considered vandalism and will subject the violator to disciplinary action.

**Theft**—Any person found guilty of theft of college or other private property on campus will be subject to suspension or expulsion from the college.

**Trespassing**—shall be defined as an unauthorized presence or entry into an area designated as restricted or off-limits. Any student convicted of being in a restricted area shall be given a minimum of a reprimand and may receive a maximum of suspension.

**Vandalism**—shall be defined as the willful destruction of property. Any student convicted of vandalism shall be given a minimum penalty of making full restitution and probation and may receive a maximum of full restitution and expulsion.

**Visitation Policy**—The Student Affairs Office believes that the Residence Hall students at Methodist College are adults. With adulthood comes different types of responsibility. The responsibility for visitation in the Residence Halls lies directly with the residents. The visitation policy at Methodist College encompasses the following guidelines:

A—The Residence Halls are open for visitation from noon to midnight Sunday through Thursday nights and noon to 1:00 A.M. Friday and Saturday nights. Each Residence Hall has the right to set its own visitation times within these hours. Residence Hall visitation hours are posted in the lobby of each Residence Hall.

B—No person can have more than two guests of the opposite sex at any one time. For special permission regarding family members, see the Residential Coordinator.

C—Students must sign in guests in the office of the Residence Hall. Guests leave their ID's when they sign in, are escorted to the host's room, and pick up their ID's when they leave.

D—A guest may visit only the person he/she has come to see, and has access only to the room being visited, not to the Residence Hall.

E—Lobbies of the Men's Residence Halls are open twenty-four hours.

F—It is the responsibility of the resident to make sure that his/her guest abides by all Residence Hall rules and rules of Residence Hall life established by Methodist College. Violations by guests are considered violations by the resident.

G—Consequences of visitation violations—Any person not signing in a visitor—\$25.00 fine; any student checking their guest(s) out ten to thirty minutes late after visiting hours—\$20.00; beyond thirty minutes late during non-visiting hours—\$50.00 fine; more than three visitation fines during the academic year, a student

will face the Student Community Court—minimum of disciplinary probation and a maximum of suspension from the residence halls.

**Violation of Sanction**—Any student found guilty of violating the conditions of a sanction shall be given a minimum of suspension and may receive a maximum of expulsion.

### Sanctions

The following are sanctions that may result when a finding of guilty for a violation of the code of conduct or residence hall guidelines has been made. **These penalties are not absolutes and may be amended to benefit students in particular situations.**

**Written warning**—shall be defined as a statement by the Student Community Court or the Dean of Students of the circumstances of the violation and an admonition that is made a part of the student's record in the Student Affairs Office.

**Social restriction**—shall be defined as a restriction of a student from one or more of the following activities for a period of time specified by the Student court or the Dean of Students:

- a—from all varsity sports
- b—from all intramural sports
- c—from participation in clubs
- d—from operating motorized vehicles on campus
- e—from participation in visitation in residence halls.

**Community Service Work**—The Community Court and/or the Dean of Students may assign a specific number of hours for community service. Community service work may be assigned on campus or in the Fayetteville community. This is a sanction imposed for the benefit of the student and the community. A person will be assigned to supervise the work and report when the hours are completed.

**Disciplinary Probation**—The student continues in attendance; however, the student is in danger of suspension from the college for any breach of good conduct during the period of probation. The student must meet with a member of the Student Affairs staff at least once per month or as designated during the time of the probation. Further, the student may not hold any general elective office while on disciplinary probation. A record of the disciplinary probation, circumstances, and sanctions is kept in the student's file in the Student Affairs Office.

**Psychological Evaluation**—The Dean of Students may require a student to be evaluated by a local mental health specialist. The evaluation is for the benefit of the student. Psychological evaluation will be held in the strictest confidence. Results of an evaluation will not be used in subsequent court hearings or in imposing disciplinary sanctions.

**Suspension**—The student is separated from the college both academically and socially for a stated period of time. The student may return at the end of the period of suspension. A petition for re-admission is required. A copy of the suspension letter is placed in the student's file. During the period of suspension, the student is not to return to campus without the prior written permission of the Dean of Students. The student forfeits all fees paid.

**Temporary Suspension**—If the Dean of Students or his/her designee determines that the behavior of an individual is dangerous to the welfare of persons and/or property in the college community and that immediate removal from the campus is necessary, a temporary suspension may be implemented. If temporary suspension is invoked, a student must leave the campus immediately and will not be allowed to return until the date and time of a scheduled hearing. The hearing will be scheduled within five business days after notification of temporary suspension. Students will be permitted to make up any work missed if a decision other than suspension or expulsion is reached.

**Expulsion**—The student is permanently separated from the college both academically and socially. A copy of the expulsion letter is placed in the student's file in both the Student Affairs Office and the Registrar's Office.

**Withdrawal**—A student may choose to withdraw from the college rather than face possible disciplinary action. If a student withdraws, he/she is eligible to re-apply for admission for the next academic semester. The application must be approved by the Dean of Students. A student must complete all appropriate withdrawal procedures, or he/she will lose all fees and be given grades of *F* in all classes.

**Fines**—Methodist College reserves the right to fine students for non-compliance with the Housing Agreement, Residence Hall Guidelines and the Judicial Code. Below is a listing of possible fines. This list is intended to be a guide for the Student Affairs Staff in assessing fines for violations of the *Student Handbook* and

college policy. It does not preclude the right of the institution to give greater or lesser fines for violations or for violations not listed (as appropriate).

The fines are due within thirty days and are payable in the Business Office. Further sanctions may be imposed on individuals not paying fines within thirty days. In addition, all fines not paid within thirty days will be added to the student's bill in the business office indicating the purpose of the charge.

The residential coordinator will receive a copy of all citations issued to resident students. If the resident student wishes to appeal the citation they must do so within seventy-two hours of receiving the citation. All citations will stand as issued if not appealed within seventy-two hours. Resident students appeal their citation to the residential coordinator and commuting students appeal their citation to the Assistant Dean of Students. If a further appeal is requested, the Assistant Dean of Students will set up an appeal hearing within forty-eight hours of the appeal request with the Student Community Court.

Amounts	Violation
\$25.00	Possession of alcohol 1st offense
\$50.00	Possession of alcohol 2nd offense and succeeding offenses
\$25.00	Illegal parking around residence halls or in handicapped space
\$25.00	Playing potentially dangerous athletic sports in and around residence halls, i.e., golf, baseball, hockey, soccer, football, etc.
\$25.00	Breaking quiet hours on any given day after receiving one verbal warning
\$50.00	Possession of an unauthorized pet in the residence hall
\$75.00	Scaling the outside walls of any residence hall
\$25.00	Visitation violation—not signing in a visitor
\$20.00	Visitation violation—not checking their guest(s) out ten to thirty minutes late after visiting hours
\$50.00	Visitation violation—beyond thirty minutes late after visiting hours
\$100.00	Possession of a weapon or explosive material as outlined in the Student Handbook
\$25.00	Not following proper check-out procedures from the residence halls

## STUDENT RIGHTS AND RESPONSIBILITIES

**Introduction**—The college has chosen, within the contractual setting in which it operates in relation to its students, to establish procedures intended to extend to students a number of rights and privileges. Along with these, however, goes a corresponding set of responsibilities. The college also recognizes that it too is bound by the provisions of this contractual relationship and that it has certain rights, privileges, and responsibilities. Many of the rights, privileges, and responsibilities for students and the college are described below. Other students rights and privileges are listed in the SGA Constitution, the College Catalogue, and other college publications. Students having questions should consult those documents and college officials for clarification.

### Room Entry and Search Procedure

**Definitions**—The following definitions pertain to students' residence hall rooms:

1—Room Entry—A room entry involves the physical presence of a person (other than the resident of the room) for reasons of official business of the college.

2—Room Inspection—An inspection involves a visual examination of furniture and other materials in plain view. Opening the closet, desk, or dresser drawers may be part of an inspection as long as the belongings in these areas are not disturbed. Any illegal items or items that violate the college Judicial Code or residence hall regulations may be confiscated and/or turned in to law enforcement officials.

3—Room Search—A search involves a close physical examination of all areas, materials and persons in the room and may involve going through an individual's personal belongings (i.e., suitcases, boxes, contents of desks and dressers, clothing, pockets, etc.). Any illegal items or items that violate the college Judicial Code or residence hall regulations may be confiscated and/or turned in to law enforcement officials.

**Room Inspections**—There are several reasons for room entry and/or inspections:

1—Periodic Check of Conditions of Furniture and Maintenance (Routine Room Inspection)



a—Methodist College reserves the right to make periodic entry into and inspection of any residence hall room for reasons of establishing that college property within the room has not been abused or destroyed and that clean, sanitary, and safe conditions exist in the room.

b—Such inspections will be announced at least twenty-four (24) hours in advance, and all room residents should be present if possible. If residents are not present, a passkey will be used to enter the room.

2—Residence Hall Closings—Each residence hall room is inspected by the residence hall staff at the beginning of every vacation period.

3—Emergency Situations—Room entry may be made when an emergency situation exists. Examples of emergency situations are evidence of a fire in the room, good reason to believe that a person is sick or injured in the room, or good reason to believe that a theft of unlawful entry is in progress. Other emergency situations may be determined by the residential coordinator or other appropriate college officials.

4—Violation of Civil Law or of College and Residence Hall Regulations—If there are reasonable grounds to believe that a violation of regulations or laws will take place, is taking place, or has taken place in the room, entry into and inspection of the room are acceptable.

a—If a staff member enters a room and makes a cursory inspection, thus obtaining reasonable cause for a search, he/she may 1) ask the occupants to leave the room and stay with a staff member while a warrant for search is being obtained and 2) seal the room to prevent destruction of evidence.

b—Except in instances of extreme emergency, the person entering the room will knock on the door, identify himself/herself, and enter the room with a passkey, as necessary, if the residents do not answer immediately.

**Room Search**—Methodist College reserves the right to search any student's room at any time for any purpose that is "a reasonable exercise of the college's duty to maintain discipline in an 'educational atmosphere'. However, the authority to conduct such a search may not be transferred to civil authorities. Civil authorities must conform to the standards of the Fourth Amendment".

1—Before a search takes place, the staff member must secure a warrant for search by stating his/her "reason to believe" that a

1—Before a search takes place, the staff member must secure a warrant for search by stating his/her "reason to believe" that a search is necessary to a residential coordinator or his/her supervisor, who may issue a warrant. The warrant should specify the place to be searched, the reason for the search, residents of the room, and materials for which the room is being searched.

2—There are several reasons for a search, including these:

a—Violation of Civil Law or of College and Residence Hall Regulations—In these cases, if a student or professional residence hall staff member has reasonable cause to believe that a violation of civil law or of college and residence hall regulations has taken place, he/she may seek authorization to search a residence hall room. Some examples of situations that may be deemed as reasonable cause are

i—If a staff member received information from a reliable source that illegal articles (i.e., guns, drugs, explosive devices, etc.) are present in a specific student's room

ii—If a staff member smells the odor of burned marijuana in the hall and a subsequent inspection reveals that the odor comes from a specific room

iii—If a staff member, upon entering the room for inspection or other purposes, sees illegal items in plain sight in the room

b—Emergencies—In cases that constitute an immediate threat to life or property (e.g., possible fire, theft, assault, explosive devices), a room search may take place. In cases in which this type of reasonable cause exists, a search warrant is not necessary.

c—Additional Reasons—There are always situations for which policy is not adequate. In these cases, permission for a room search will be at the discretion of a residential coordinator or other senior staff member of the Student Affairs Department. Reasonable and prudent judgement are the guidelines in these situations.

3—There must always be at least two staff members present during a room search. At least one of these should be a senior staff member.

4—When a search takes place, it should be as complete as possible and may include the physical search of room occupants. Staff members should be as courteous as possible and leave the room in the same condition as when the search began.

5—If occupants of the room give oral permission for a search, no warrant is necessary. Consent must be given by all room residents. A consent-to-search form will then be signed by the

residents.

6—Any illegal materials or other materials which violate college or residence hall regulations may be seized and used as evidence in a campus hearing even if they are not the materials for which the warrant was issued.

7—Residents of the room need not be present for a room search to take place. Efforts will be made, however, to insure that the residents are informed that a search has taken place and that the reasons for the search are stated in writing.

8—The above statements dealing with the search of a student's room are also applicable to student vehicles, and other areas used by the students, such as lockers or other storage areas. These statements are also true of areas such as offices used by student organizations.



## DEMONSTRATION AND PEACEFUL ASSEMBLY

Methodist College, as an educational institute believes that the right of expression and inquiry is essential to both the pursuit and dissemination of knowledge and truth and must be guarded, protected, and preserved. Members of the college community, both individually and collectively, are therefore encouraged to express their views through the normal channels of communication. The college also recognizes the right of the individual to express his/her views by demonstrating peacefully and constructively for concepts and beliefs he/she wishes to make known.

The College also has an obligation to protect the rights and freedom of individuals who do not wish to participate in a demonstration and do not wish to have their educational and employment pursuits interrupted. The college is also obligated to protect its property and to prevent interference with scheduled activities of students, faculty, and staff of the college, as well as of any person who may be a guest on the campus. Methodist College will also uphold local, state, and federal laws and will attempt to inform students, staff and faculty of such laws and other regulations.

To meet these obligations, the college has established the following regulations/definitions as reasonable guidelines for the public display of concerns and opinions:

Definitions—The following definitions apply to the policy stated below:

1—Demonstration or Peaceful Assembly—A demonstration or peaceful assembly is a public manifestation of welcome, approval, protest, or condemnation through a mass meeting, procession, or picketing. Exhibitions commonly associated with approved social or athletic events are not usually within the purview of this definition and the supporting regulation.

2—Unlawful Assembly—An unlawful assembly is the meeting together of three or more persons to the disturbance of the public peace with the intention of cooperating in the execution of some unlawful private enterprise.

**Regulations**—The following regulations govern the policy below:

1—The demonstration is to be registered with the Student Affairs Office at least forty-eight (48) hours in advance.

2—At the time of the registration, the registrant is informed regarding reasonable demonstration activities.

3—Demonstrations may not block vehicle or pedestrian traffic and should not occur in the vicinity of classes in session or of Davis Memorial Library or inside of any building except the gymnasium.

4—The number of pickets may be limited by reasonable consideration of space in the proposed demonstration areas.

5—The right of expression is not to be confused with license to incite violence or to use indecent language, since these are beyond legal and reasonable espousal of any cause for which demonstrations are conducted.

6—Individuals participating in an unauthorized demonstration, such as an assembly of students in a "sit-in" or "lie-in" in a restricted building or area, shall disband within the time stipulated when directed to do so by the Vice President for Student Affairs or his designee.

7—If a disturbance from observers begins to develop, the demonstrators are expected to refrain from altercations with them.

8—Observers are expected to maintain a reasonable distance between themselves and demonstrators at all times.

9—Observers may not obstruct legitimate demonstrations by physically blocking the path or other observers, throwing objects, or in any way acting to limit the right of free expression.

10—Both demonstrators and observers are expected to follow the directions of the security officers and other college officials and student staff members.

**Penalties**—Methodist College students or personnel involved in unregistered demonstration that become disruptive or are otherwise in violation of Methodist College policies will be asked by the Vice-President for Student Affairs or his designee to disperse and comply with policy within a specified time. Failure to respond positively to such a request may result in arrest and/or disciplinary action by the college up to and including dismissal.

## THE METHODIST COLLEGE AIDS POLICY

1—Methodist College shall conduct an ongoing educational program designed to provide students, faculty, and staff with basic information concerning Human Immunodeficiency Virus (HIV).

2—Persons infected with HIV shall not be excluded from enrollment or employment or restricted in their access to college facilities or services unless a medically based judgement in an individual case establishes that such exclusion or restriction is necessary to the welfare of the infected individual or the welfare of other members of the community.

3—Persons who know that they are infected are urged to share that information, on a confidential basis, with the nurse in the Student Health Center so that the college can respond appropriately to their health and educational needs.

4—Persons who know, or have reasonable basis for believing, that they are infected, are expected to seek expert advice about their health circumstances and are obligated, ethically and legally, to conduct themselves responsibly, in accordance with such knowledge, for the protection of others.

### Procedures

1—The President of the College shall charge the Office of Student Affairs with the responsibility of education about HIV and other serious infectious diseases. The Office of Student Affairs will work with other administrators to ensure that basic information is available to all faculty, staff, and students and that more detailed information and personal consultations are available upon request.

2—A case-by-case management approach will be utilized if HIV is detected on campus. The nurse will be the case manager. The nurse, in conjunction with a small group of key campus officials, shall make a case-by-case assessment to determine whether there is a medically based reason to exclude or restrict the individual from enrollment or employment. The confidentiality of medical information shall be respected.

## SMOKING POLICY

Revised 5-4-91

1—Smoking is prohibited in all classrooms, and laboratories.

2—All faculty, staff, and students who smoke are urged to do so outside whenever possible.

3—Smoking is prohibited in the the Trustees Building, Science Building, Reeves Auditorium, and the Library.

4—Smoking is allowed only in the lobby of the Horner Administration Building, the Snack Bar, faculty offices, and the residence halls.

## JUDICIAL SYSTEM

**Purpose**—The purpose of the Methodist College Judicial System is to maintain integrity and harmony in the Methodist College community and to deal with alleged violations of the judicial code in a fair and prompt manner.

**Structure**—The Campus Judicial System shall consist of three levels: the Student Community Court, the Dean of Students, and the Review Board.

The Judicial Code and Residential Guidelines shall serve as the parameters for conduct. Alleged violations of these standards shall be forwarded to the Assistant Dean of Student Affairs. Anyone may report a violation.

The student(s) involved will be given the opportunity to discuss the case with the Assistant Dean of Student Affairs and to read the report submitted.

The Assistant Dean of Student Affairs shall determine if the reported violation warrants a hearing; if it does, the Assistant Dean of Student Affairs shall determine whether the matter is to be heard by the Student Community Court or the Dean of Students. The student may have his/her violation heard by the Dean of Students instead of the Community Court upon request.

**Hearing Bodies**—Student Community Court (SCC)—The Student Community Court shall consist of a Chief Justice elected by the student body and six Associate Justices who are appointed by the Student Senate. Cases will be heard by a hearing body of at least three justices in addition to the Chief Justice. In the case of a tie, the Chief Justice shall vote. All sessions of the court shall be closed. In a finding of guilt, the Student Community Court may impose sanctions ranging from a written warning to removal from the residence halls. Decisions of the SCC may be appealed to the Dean of Students. In such cases, the Dean of Students is the final appeal. (See the section on Appeals.)

**Dean of Students**—Charges of violations of a more serious nature, including repeated violations, of residential guidelines, will be heard by the Dean of Students. Hearings before the Dean of Students are closed. The Dean of Students shall conduct such investigations and interviews as he/she deems appropriate.

The accused student shall have the opportunity to call witnesses and present evidence to the Dean of Students. The Dean of Students shall determine the innocence or guilt of the student(s). He/she may assign such sanctions as are deemed appropriate. Sanctions by the Dean of students may be appealed to the Review Board. (See the section on Appeals).

**Review Board**—The Review Board shall be appointed by the President of the college and shall consist of seven members: three administrators, two faculty members, and two student representatives nominated by the Student Government Association with no other ties to the judicial system, i.e., serving as a justice. The President of the college will appoint one of the administrators to serve as chairperson.

The Review Board shall be convened by the chairperson when notified by the Assistant Dean of Student Affairs that there is an appeal of a decision by the Dean of Students. [A minimum of four members of the Review Board are required for a review, with at least one member from each category (faculty, student, administrator, plus the chair) being present.] The chairperson shall vote only in cases of a tie.

**Appeals**—Appeals must be submitted, in writing, to the Assistant Dean of Students, within two business days after the date of the hearing. The Dean of Students or Review board, as appropriate, will act promptly on the appeal (normally within two business days). In the meantime, the sanctions of the hearing body shall be observed. In case of an appeal, the following three alternatives are available to the Dean of Students or the Review

Board, as appropriate:

- 1—to affirm the decision of the original hearing body
- 2—to negate or to alter the decision of the sanction of the original hearing body. The Review Board can increase or decrease the sanctions.
- 3—to rehear the case, render a new verdict, and impose a new sanction if appropriate.

If the decision is a re-hearing, it will be scheduled at the earliest opportunity. Twenty-four hours notice of the hearing will be given. Students filing an appeal should be prepared at the time of the appeal to present their case at a hearing.

The Assistant Dean of Students will present the case for the college in a rehearing. Students making an appeal before the Review Board may enlist the aid of any member of the Methodist College community including other students, faculty, or administrators.

The sessions of the Review Board are closed.

Rulings of the Review Board are final.

Outside counsel will be permitted only at the Review Board. Counsel may be present only to advise the student and is not allowed to speak for the defense.

**Guidelines For An Appeal**—In order for an appeal to be considered, it must be based on one of the following:

- 1—Information is available that was not available at the time of the decision.
- 2—The decision embodies a sanction that is inconsistent with the nature of the offense.
- 3—The facts were not sufficient to justify the findings.

## HONOR CODE

In the pursuit of academic studies at Methodist College, every student is responsible for obeying the Honor Code, which prohibits cheating (including plagiarism), theft, and academic misrepresentation. Violations of the code may be reported by any member of the Methodist College Community.

Academic endeavor is undermined by cheating, plagiarism, theft, or lying for academic advantage. The faculty has the duty to promote an atmosphere of honest learning through its own example as a community of scholars but also through the establishment and

support of a system by which students charged with academic wrongdoing can be fairly judged and punished. That system at Methodist College is founded on the following principles:

- 1—Student civil rights must be protected. Among these are the right to an orderly hearing following due process, the right to confront accusers, the right to avoid self-incrimination, and the right to present evidence and call witnesses.

- 2—Grading is the prerogative of the faculty member, even in cases in which cheating has occurred. In those cases, however, in which the student is dissatisfied with such a private settlement, fairness dictates that faculty members accept the recommendations of the college community resulting from a hearing process.

- 3—More severe penalties (suspension and expulsion) are the responsibility of the college as a whole, and decisions involving such penalties require the participation of the faculty, the students, and the administration.

- 4—A fair and an independent appeal process is vital to protect student rights and correct abuses.

- 5—The relationship between student and teacher is essentially a private one, and academic violations can and should be kept between two parties and resolved to their satisfaction. In cases in which matters cannot be resolved in this way, they may be appealed, by either party, to the Honor Board.

- 6—Consistency requires that a relatively small and fixed group hear and judge Honor Board cases.

- 7—The adversary system utilized in litigation is not used in Honor Board cases; rather, the procedure is more conversational in character.

**Jurisdiction**—Plagiarism and cheating in academic work, theft, and academic misrepresentation (lying) are offenses that fall under the jurisdiction of the Methodist College Honor Code. Students must understand what these offenses are and how to avoid them.

- 1—Cheating—Students must complete all tests and examinations without help from any other source. They may not look at another student's paper or at any opened textbook or notebook while taking tests. They may not use any kind of "crib" sheet, i.e., any papers or materials that have helpful information on them. Possession of a "crib" sheet while taking a test is considered evidence of intention to cheat. Students may not ask another student for information during a test or give another student information. Students may not talk to another student while a test is being given except with the explicit permission of the professor. These rules apply to take home examinations and to all others unless the

professor says otherwise. Students who find a misplaced test question sheet should return it as soon as possible to the professor whose test it is. Exceptions to these rules can be made only by the professor.

2—Plagiarism—Anything that is written in a paper, book report, or any other assignment must be in the student's own words or must properly and fully indicate the source(s). Anything that students copy word for word from another source is a direct quotation. All direct quotations must be shown as such and must be properly documented. Students must also rewrite paraphrased material in a style and language that are distinctively their own; merely rearranging the words found in a scholarly source is plagiarism. Material that is paraphrased must be documented. For methods of documentation and all other aspects of manuscript form, students should follow either current practices advocated by the Modern Language Association (MLA) or other reliable manuals recommended by individual departments and/or professors.

Students may not submit as their own or copy any part of their papers from another student's paper, a paper they have bought, or anything written by a friend or relative. Students may not use an outline written by somebody else. They may not knowingly permit another student to copy their papers. Within limits, students are allowed and even encouraged to get the help of other students on papers. They may get ideas or suggestions on source materials from other students and may have another student read the paper for clarity and correctness. However, once students start putting words on paper, they must be on their own, and every word written must be their own. Students should check with professors if they are not sure what can or cannot be done.

3—Academic Misrepresentation—Students may not lie to gain academic advantage. Cases of academic misrepresentation include, but are not limited to, presenting forged or false excuses for class absences and lying to teachers concerning class assignments.

4—Theft—The taking of property belonging to another without his/her consent, with intent to deprive the owner of the property and/or to appropriate the item(s) for academic gain, constitutes theft.

**Organization**—The Honor Board hears two types of cases. First, a student may appeal to the Honor Board if he/she considers a faculty member's settlement unfair. Second, any member of the college community may bring a case directly to the Honor Board. These cases are heard by an Honor Board panel with student participation and with the right to appeal to the Vice President for Academic Affairs. At the end of each academic year, the files are consigned to the care of the Registrar for permanent storage.

A six-member Honor Board is nominated and elected by the

faculty at the end of each academic year and is confirmed by the President. The Board chooses its own chairperson, who will from time to time constitute hearing panels of two faculty members and one student. The other four members serve on the hearing panels. The Student Government Association Executive Council nominates three representative student members to serve on the hearing panels, subject to confirmation by the President. Student vacancies are filled by the Honor Board subject to confirmation by the President. The Honor Board Chairperson keeps the files and records of the Honor Board and arranges the time, place, and personnel for the hearing panels.

**Process**—A faculty member who learns of a possible violation from personal observation, physical evidence, or the complaint of a student may wish to settle the matter privately with the offending student. The maximum penalty by a faculty member is an *F* in the course. The faculty member is obligated to inform the student of his/her decision and to report any infraction, the name of the student involved, and the decision on the matter to the Honor Board Chairperson for the permanent record. If the faculty member considers a more severe penalty appropriate, he/she may bring the case directly to the Honor Board, having first given the grade of *F* for the course.

The Honor Board handles the matter according to its initial case procedure. All written communications should be hand-delivered and not entrusted to campus mail.

### Appeal Procedure

a—The student contacts the Chair of the Academic Standards Committee to initiate an appeal and files the appeal in writing. The Academic Standards Chairperson arranges a panel of two faculty members from the Academic Standards Committee and one student member; the time, and the place for the hearing and notifies the parties involved.

b—The Academic Standards Chairperson also informs the student of the right to have any person from the college community attend as an advisor and a counsel. The hearing panel chooses one of its members to preside. The proceedings are tape-recorded.

c—The Faculty member involved briefly describes the alleged offense and the penalty imposed.

d—The student states the reason for his/her appeal.

e—The faculty member, in the presence of the accused student, presents the evidence for the alleged offense and the rationale for the penalty, using personal testimony, the testimony of others, and the

physical evidence of tests or papers, as appropriate. The panel members ask any questions needed to clarify the issue.

f—The student and the advisor presents evidence for the student's position in the presence of the faculty member, using personal testimony, the testimony of others, and interpretation of the physical evidence, as appropriate. The panel members ask any questions needed to clarify the issue, except that the student is not required to incriminate himself/herself. The faculty member is permitted fifteen minutes to rebut the testimony of the student.

g—The panel retires to consider its decision and reconvenes as soon as possible to announce it. Its deliberations in reaching a decision are not recorded. It decides penalties as follows: *F* on the assignment(s), *F* in the course, suspension, or expulsion. Panel decisions are by majority vote, and the complainant is obligated to accept the panel's decision.

h—If the panel upholds the decision of the faculty member or assigns another penalty, the leader of the panel informs the student of the right to appeal to the Vice President for Academic Affairs in writing within twenty-four hours or by the end of the next working day, whichever is later. No formal grounds for this appeal are necessary.

i—The leader of the panel is responsible for sending the Vice President for Academic Affairs a report on the Board's decision and the tape recording of its deliberations. The panel leader delivers a copy of this report to the Academic Standards chairperson for the permanent file.

j—The Vice President for Academic Affairs may use the tape recordings as the basis for a judgement on any appeal or may choose to speak to the parties involved and examine the physical evidence. The Vice President communicates the result of any appeal in writing to the student and to the Academic Standards Chairperson for the permanent file and states the reason for any change. The student remains in class pending resolution of the appeal.

k—A decision of the Vice President for Academic Affairs may be appealed to the President of the college. Such appeals must be in writing and must be submitted by the student within twenty-four hours or by the end of the next working day, whichever is later, after the receipt of the decision. No formal grounds for appeal are necessary. The President may make any decision which he/she deems fit.

### Penalties

1—Grade of *F*—The student is given a failing grade on the particular assignment(s) involved.

2—Grade of *F* in the course—The student is given a failing grade in the course. This course can be repeated.

3—Suspension—The student's enrollment at the college is terminated involuntarily. The student can apply for re-admission after a specified amount of time and can return if his/her application is approved by the Director of Admissions and the Vice President for Student Affairs.

4—Expulsion—The student is required to leave the college permanently and is not allowed to return. He/she forfeits all fees paid except board fees paid in advance. Notice of expulsion is placed on the student's official transcript.



## ACADEMIC AFFAIRS

**Registration**—The time for registration is designated in the academic calendar. Students are not permitted to attend any class until they have completed registration.

Students are not permitted to register after the date designated in the academic calendar as the last day to enter classes. A penalty of \$15.00 is imposed when fees are paid on or after the date designated "classes begin" in the academic calendar.

**Student Responsibility**—Every student at Methodist College is admitted to a degree program normally completed in four academic years. The college provides counseling resources, and every student has a faculty advisor to assist in planning his/her program. However, each student is responsible for all materials and information included in the catalogue of Methodist College and for the satisfaction of all college requirements. Students must consult their advisors before making changes in their academic program.

**Course Load**—The student's normal course load is twelve to eighteen semester hours. Those who make the Dean's List in the previous semester or have an overall GPA of 3.20 or higher can register for nineteen semester hours with the approval of their faculty advisor. All students must complete a petition for approval of the Assistant Dean of Academic Affairs for twenty or more semester hours. An additional fee per semester hour is charged for each academic semester hour over eighteen. Orientation 109 (1 s.h.) is free and can be taken as an overload. The maximum load for a summer day term is 9 s.h.; and for a given semester, 24 s.h. These limits cannot be waived. Students violating these rules will be dropped from the excess classes by the Registrar and will not be entitled to any refund or monies paid for these courses.

**Attendance Policy**—Instructors will determine their own attendance policies and provide them the first day of class on the syllabus of each class.

**Weather Conditions**—On days in which class attendance may be cancelled due to weather conditions, a decision will be made at 6:00 A.M. by the President of the college. If classes are

cancelled, appropriate announcements will be made on the local radio stations and in the residence halls.

**Transcripts**—A transcript is the official college record of your academic performance and credits earned. You must authorize the Registrar, in writing, to send out such reports. You need to go to the Office of the Registrar and fill out the required forms. The first copy of a transcript is sent out without charge. A fee of \$5.00 is charged for each subsequent copy of your record.

**Class Schedules**—Each semester the Registrar prepares a schedule of classes for the following semester. This schedule is distributed to students by their faculty advisors during pre-registration and is used by students in making out their individual schedules in consultation with their advisors.

**Convocations**—Convocations are a viable part of the college educational program. They emphasize (1) communication, (2) intellectual stimulation, (3) performance of student groups, (4) recognition of honors and achievements.

There are four convocations a semester. Additional ones are held if an appropriate subject is available and with the approval of the Convocations Committee. One convocation is given each month. The county and community are invited to attend all convocations.

The Convocation Committee encourages input from faculty, staff, students, and organizations.

Many other cultural events are held on campus during the year, including dance recitals, music recitals, drama productions, concerts, and lectures. All students are encouraged to enrich their college experience by attending as many of these cultural presentations as possible.

**Skills Development Courses**—Students needing special help in English and Mathematics, as determined by placement testing, take English 100 and/or Mathematics 95.

**Grade Appeals**—Appeals involving evaluation or credit in a course should be directed (**first**) to the faculty member who taught the course and the (**second**) to the Department Head and (**third**) Division Director of the faculty member. If the student feels that the problem has not been resolved, he/she can appeal (**fourth**) to the Academic Standards Committee of the college. The committee then makes a recommendation on the matter to the Vice President for Academic Affairs. The decision for the Vice President for Academic



Affairs can be appealed ultimately to the President of the college. Except in unusual circumstances, the student must appeal within six (6) weeks after notification of the grade.

## EDUCATIONAL RECORDS PRIVACY POLICY

Methodist College notifies both current students and their parents of their rights under Section 99.6 of the regulations implementing the Family Educational Rights and Privacy Act of 1974, as set forth in this policy, by the publication of the annual Student Handbook and catalogue.

For the purposes of this policy, Methodist College has used these definitions of terms:

**Student**—any person who attends or has attended classes at Methodist College

**Educational records**—any records (in handwriting, print, tapes, file, or other medium) maintained by Methodist College or its agent that are directly related to a student except

1—A personal record kept by a staff member if it is kept in the personal possession of the individual who made the record and information contained in the record has never been revealed or made available to any other person except the maker's temporary substitute.

2—An employment record of an individual whose employment is not contingent on the fact that he/she is a student, provided the record is used only in relation to the individual's employment

3—Records maintained by the Health Clinic if they are used only for treatment of a student and made available only to those persons providing the treatment

4—Alumni records that contain information about a student after he/she is no longer in attendance at the college and the records do not relate to the person as a student

**Directory Information**—Student name, address, telephone number, date, and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and most recent previous college attended.

**College Official**—A person employed by the college in an administrative, supervisory, academic or research, or support staff position; a person employed by or under contract to the college to perform a special task, such as an attorney or auditor.

All educational records maintained at Methodist College are subject to inspection and revision by the person to whom the records pertain and his/her parents, provided that the student was, at the time the records were generated, a dependant of those parents according to the definition at Section 152 of the Internal Revenue Code of 1954. Under no circumstances will educational records be released without written authorization from the person or qualifying parents except in the following cases:

1—Individual records will be released internally to the faculty and administrators of Methodist College when the Registrar determines that legitimate educational interest will be served by said release. Legitimate educational interests are considered served when staff members are, as part of their contractual duties with the college, provided with primary or secondary student data in order to engage in research for the purpose of enhancing or improving the general educational process.

2—Individual records will be released to comply with a judicial order or a lawfully issued subpoena.

3—Individual records will be released to certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with certain state or federally supported education programs.

4—Individual records will be released in connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount, or conditions of the financial aid or to enforce the terms and conditions of the aid.

5—Individual records will be released if required by the state disclosure law adopted before November 19, 1974.

6—Individual records will be released to organizations conducting certain studies for or on behalf of the college.

7—Individual Directory Information will be released without prior written consent unless Methodist College is notified in writing and in a timely manner by the party involved. This notification must be renewed annually.

8—Individual records will be released to accrediting organizations.

When written consent is given by the student or qualifying parents for the release of records, the consent must specify the exact nature of the records to be released and the party(ies) to whom they are to be released.

At such time as a request is made for disclosure of information from the appropriate college official, that official will make the needed arrangements for access to the records on the college premises during normal working hours as promptly as possible and notify the student of the time and place where the records may be

inspected. Access must be given in forty-five days or fewer from the receipt of the request.

Educational records of individual students are reviewed on an annual basis, and all non-essential information is discarded. Essential information that is retained as essential in perpetuity consists of the following:

- 1—A grade transcript
- 2—All transfer credit evaluations and the accompanying original foreign transcript (including CEEB, CLEP, and other academic credit scores)
- 3—All secondary school transcripts
- 4—Entrance and placement examination scores
- 5—Application for admission
- 6—Copies of all correspondence between the student and the college.

Records of all requests for and/or disclosure of information from a student's educational records will also be maintained. The record will indicate the name of the party making the request, any additional party to whom it may be redisclosed, and the legitimate interest the party has in requesting or obtaining the information.

Original grade rosters are also maintained in perpetuity by the Registrar.

All procedures involving changes of or to the records maintained by the Registrar must be performed by either designated individuals assigned to the Office of the Registrar or staff employees of the college. These actions include, but are not limited to, additions to and deletions from the contents of the permanent folder, annotation of transcripts or other records, and any other actions necessary to the proper development and maintenance of a student's permanent academic record.

Educational records are maintained at Methodist College in the following locations and are subject to the responsibility of the following persons:

- Cumulative Academic Records (including admissions records on accepted students)—Office of the Registrar—Registrar
- Financial Records (no more than five years old)—Financial Aid Office—Director of Financial Aid
- Placement Records—Office of the Counseling and Placement—Director of Counseling
- Disciplinary Records—Office of Student Affairs—Vice President for Student Affairs
- Medical Records—Health Clinic—Clinic Nurse
- Occasional Records—The appropriate official will collect such records, direct the student to their location, or otherwise make them available for inspection and review—the college staff person who

maintains such occasional records

Athletic and directory information—the Athletics Office—Director of Athletics.

Students or qualifying parents have the right to ask to have records corrected that they believe to be inaccurate, misleading, or in violation of their rights of privacy.

Following are the procedures for the correction of records:

1—A student must ask the appropriate official of Methodist College to amend a record. In so doing, the student should identify the part of the record he/she wants changed and specify why it is believed inaccurate, misleading or in violation of his/her privacy or other rights.

2—If it chooses not to comply with the request, Methodist College will notify the student of the decision and advise him/her of the right of a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's rights.

3—Upon request, Methodist College will arrange for a hearing and notify the student reasonably in advance, of the date, place, and time of the hearing.

4—The hearing will be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be an official of the institution. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's educational records. The student may be assisted by one or more individuals, including an attorney.

5—Methodist College will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.

6—If Methodist College decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, it will notify the student that he/she has a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.

7—The statement will be maintained as part of the student's educational records so long as the contested portion is maintained. If Methodist College discloses the contested portion of the record, it must also disclose the statement.

8—If Methodist College decides that the information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the student, in writing, that the record has been amended.



None of the provisions of either FERPA or MCSERPP should be construed in any way to affect the private relationship that exists between faculty member and student. Individual faculty members may inform individual students of grades awarded for coursework taken, so long as the information is shared in a private manner. Public posting of grades, even by student member, is forbidden. The United States Post Office is considered to be a private means of communication for purposes of this statement. Any person having reason to believe that his/her rights of privacy or due process have been violated by Methodist College has the right to file formal protest with the United States Department of Education. This policy statement supersedes the statement of July 1, 1988.

## VEHICLE AND PARKING REGULATIONS

It is a privilege and not a right for a person to keep or operate a motor vehicle on the campus of Methodist College. Each student, faculty and staff member must agree to comply with the rules and regulations set forth by Methodist College.

The college reserves the right to withdraw motor vehicle parking privileges from any person.

Parking facilities on campus are limited and on occasions there will not be sufficient parking spaces to accommodate all vehicles. Lack of space, ignorance of regulations, or inclement weather are not considered a valid excuse for violating any parking ordinance or regulation.

All of the provisions of the Chapter 20 of the General Statutes relating to motor vehicles laws and the college regulations are in effect on college property. These provisions apply to the operator of all vehicles, whether public or private, and are in force twenty-four hours a day, unless otherwise specified.

**College Responsibility**—Neither Methodist College nor its employees assume any responsibility for loss from theft or damage to vehicles parked in college parking areas or operated on the campus. The college urges automobile owners to acquire adequate insurance to cover such losses.

**Vehicle Registration and Parking Permits**—Staff/faculty and students who desire to operate and park self-propelled two and four wheel vehicles on campus, excluding mopeds, are required to register their vehicles. Students must purchase the decal in the Business Office and show proof of purchase to the Campus Security Department. A vehicle is not registered until a decal is displayed on the vehicle. The registration sticker should not be affixed on any other vehicle than the one which is registered. A valid state vehicle registration certificate for each vehicle concerned and the Methodist College yellow card or current I.D. must be presented at the time of registration. Students and faculty/staff must register within three days of entering campus.

**False Registration**—Any and all parties involved in false registration or an attempt at such may or shall be subject to administrative action.

**Newly Acquired Vehicles**—Newly acquired and/or replacement vehicles purchased after employment and/or academic registration must be registered on the first day that the vehicle is brought on campus.

**Temporary Permits**—Persons whose previously registered vehicle(s) are temporarily not available due to an accident, breakdown or other emergency condition, may obtain a temporary permit. Application for such a permit must be made prior to the first class the first day the vehicle is brought onto the campus. To obtain a permit, present description of replacement vehicle (license number, make, model, etc.) and college I.D. to the Campus Security Department.

**Handicapped Decals**—The college recognizes all state handicapped plates, but does not issue permanent handicapped decals or permit. Handicapped plates should be displayed on the driver's side, front dashboard of the registered vehicle. Temporary handicap permits may be issued to any student or employee who has a temporary infirmity which warrants use of handicapped parking privileges for a limited period of time. Temporary permits will be placed on the driver's side, front dashboard of the registered vehicle.

**Placement of Parking Permits**—Parking decals must be affixed to and displayed on the vehicle for which issued. The decal must be permanently affixed to the driver's side front windshield (top corner) or to the driver's side front bumper. The decal must be on the outside of the vehicle. Each decal must be clearly visible and legible to a person standing within six feet of the vehicle to which it is affixed.

**Student Parking Permit Fees**

Entire Academic Year	\$25.00
One Semester only	\$12.50
Summer Sessions (regardless of session)	\$ 6.25
Second car/Replacement Decal	\$ 5.00

**Expiration of Parking Permits**—Permits are valid for an entire academic year (Fall Semester of one calendar year until the beginning of the next Fall Semester of the next calendar year).

**Parking**—It is the responsibility of the motor vehicle operator to find a legal parking space. Lack of convenient spaces is not considered a valid reason or excuse for violation of regulations. Staff/faculty and students are not permitted to park in Visitor Parking spaces. Exception: One hour parking is permitted in the Visitor spaces in front of the Administration Building for persons conducting business in said building.

When parking at an angle to a street curb or median, vehicles shall park with the front end of the vehicle next to the curb or median. When parking is parallel to a curb or dividing median, vehicles shall be parked with the front end of the vehicle facing the direction of travel authorized for that side of the street or driveway.

Motor vehicle operators should park in designated spaces or parking lots that they are authorized to use.

Whenever any motor vehicle is found to be parked contrary to or in violation of the provisions of any parking violation prohibiting or regulating the parking of such vehicle, it shall be assumed that such vehicle was parked and left in violation of these regulations by the person in whose name it is registered with the college. If it is not registered with the college, the member of the college community with legal authority to use said vehicle will be responsible for any violation.

**Reserve and Restricted Parking**

1. "Reserved Spaces" are reserved for faculty and staff
2. The small lot at the south end of the Trustees' building, which is reserved for faculty/staff
3. The small parking lot between the Student Union and the Library, which is reserved for faculty/staff
4. The small parking lot at the lower level of the Science Building, which is reserved for faculty/staff
5. Loading areas should only be used for unloading
6. The street leading from the Student Union to the Physical Plant is a fire land and no parking is allowed
7. No parking is allowed in any area adjacent to or blocking a dumpster
8. No parking is allowed in front of any residence hall
9. No parking is allowed in any area marked "No Parking," painted in a manner to restrict parking, or park in a manner as to restrict traffic flow

**Parking Citations**—Parking will be strictly enforced. Violators of campus parking privileges who receive four or more citations in one semester will have their vehicles restricted from campus parking.

Moving violations that are potentially dangerous, such as speeding and reckless driving, are subject to disciplinary action in addition to any citation fines levied. In any case of suspension of driving privileges, the registration fee is not refunded.

All fines are to be paid to the Business Office. Violations for which traffic citations may be issued include but are not limited to:

1. Parking in area designated for "Handicap" or "Visitor"
2. Blocking any entryway or walkway
3. Parking in unauthorized area
4. Parking permits which have expired or mutilated
5. Current parking permits not displayed or not placed on vehicle as specified by college regulations
6. Backing into parking spaces
7. Parked in an area other than a marked parking space in a designated parking area, including areas or curbs that have been painted in such manner in lieu of signs
8. Parking in fire lanes, near fire hydrants, in traffic lanes, driveways, sidewalks, dumpster lanes, along access roads, on grass and in Tow-Away zones
9. Reckless driving, drag racing, "scratching-off" or "spinning wheels"
10. Speed limit violations (maximum speed limit on campus is 20 miles per hour)
11. Stop sign violation

**Report of Accidents**—All persons involved in motor vehicle accidents shall report such accidents to the Campus Security. By state law, all accidents involving vehicles in which bodily injury or damage to one or both vehicles appear to be \$500 or more shall be reported by the driver(s) involved to proper law enforcement agency. The Fayetteville Police Department has jurisdiction on college property.

**Towing**—Vehicles will be towed off campus at the owner's expense if they are found habitually improperly parked on campus, or in areas potentially dangerous to safety (such as fire lanes, near fire hydrants, in traffic lanes, driveways, sidewalks, dumpster areas, along access road, on grass and in Tow-Away zones). This also applies to abandoned vehicles.

**Appeals**—If a student wishes to appeal a parking/traffic citation, a student must contact the Director of Campus Security within seventy-two hours of issuance. If a student wants to further appeal the citation, he/she must contact the Vice President of Student Affairs within twenty-four hours of first appeal.

## STUDENT GOVERNMENT ASSOCIATION CONSTITUTION

Approved by the Twenty-Sixth Senate Constitution of the Student Government Association of Methodist College

### Preamble

We, the students of Methodist College, having faith in the ability of students to govern themselves in accordance with and subject to the policies of the Board of Trustees of Methodist College, do establish this constitution to promote and protect the general welfare of the student body and the college.

See the Students Affairs Office or the SGA Office to obtain a full copy of the Constitution.



## NON-DISCRIMINATION/NON-HARASSMENT/ GRIEVANCE STATEMENTS

The college policy on non-discrimination also applies to employment and admission of qualified handicapped individual is discriminated against on the basis of his/her handicap as covered under Section 504 of the Rehabilitation Act of 1973.

Any student, employee, or job applicant who has a complaint or grievance in regard to his/her rights under Title IX of the Educational Amendments of 1972 or Section 504 should contact the following person:

Dr. Bill Lowdermilk  
Vice President for Church/Community Relations  
(919) 630-7004

Sexual harassment is a serious breach of the ethical relationship that must exist between teachers and students and between all members of the college staff and students; it will not be tolerated. Violations should be reported to:

Dr. Erik J. Bitterbaum  
Vice President for Academic Affairs  
(919) 630-7032

## FACTS ABOUT FAYETTEVILLE

### Shopping in Fayetteville

Attractive shopping centers are conveniently located in and around Fayetteville: Cross Creek Mall, located at the intersection of 401 Bypass and Morganton Road; Eutaw Village and King Shopping Center, located on Bragg Boulevard; Tallywood Shopping Center and Fayetteville Mall, located on Raeford Road; Bordeaux Shopping Center, located at the intersection of Owen Drive and Village Drive; Cross Pointe Center on Morganton Road; and Westwood Shopping Center on South McPherson Church Road. Each shopping center offers many kinds of stores:

department stores, boutiques, shoe stores, banks, theaters, and restaurants, just to name a few.

In addition to these large shopping complexes, there are several smaller retail clusters scattered throughout the region.

### Climite

Mean annual temperature—61.5 Degrees

Mean monthly temperature—January: 42.9 degrees; July: 79.6 degrees

Mean annual rainfall—47 inches

### Religion

Over 200 places of worship representing most major faiths and denominations are available.

### Library

Cumberland County Public Library, has seven branches, a bookmobile, and more than 170,000 volumes.

### Recreation

Planned and supervised year-round programs for all ages are offered by both city and county recreation and parks departments, e.g., tennis, bowling, archery, boating, skating, golf, and miniature golf. There are fifty-three public and private golf courses within an hour's drive. Fayetteville has three public lakes. Diverse entertainment attractions and sports events are held at Cumberland County Civic Center. Over twenty theaters exist. The newest attraction to the Fayetteville area is the semi-pro baseball team, the Fayetteville Generals.

### Transportation

**Air:** Fayetteville Municipal Airport passenger and freight service by US Air, American, and Atlantic Southeast Airlines; charter and general aviation.

**Rail:** Amtrak passenger schedules to New York and Florida.

**Highway:** Interstate 95; U.S. routes 13, 301, and 401; state routes 24, 53, 59, 87, and 210.

**Bus:** Greyhound bus lines

### Health Care

Two general hospitals, Cape Fear Valley Medical Center and Highsmith-Rainey Hospital; Cumberland Hospital, a private psychiatric hospital; the Veterans' Administration Hospital; Womack Army Hospital for military personnel and their dependents; the Cumberland County Health Department; nursing and retirement

homes  
 Physicians and surgeons—200  
 Dentists—over 60 (including Veterans' Administration Hospital,  
 Fort Bragg, and Pope Air Force Base)

### Communications

**Newspaper:** one morning, *The Fayetteville-Observer Times*  
**Television:** local stations—Channel 40, Channel 62, cable  
 television (all major networks, one educational channel)  
**Radio:** several local stations, good reception of other area stations

### Culture and the Arts

Fayetteville Art Guild, Cape Fear Regional Theatre, Fayetteville  
 Art Museum, Fayetteville Symphony, Community Concert  
 Association, Cape Fear Regional Band, Friends of the Library;  
 various offerings at Methodist College, Fayetteville State  
 University, Fort Bragg, and Pope Air Force Base

### Economy

The economy is based on the military, manufacturing and  
 processing industries, distribution, government, and agriculture.

### Banks

Branch Banking and Trust Company	Ramsey Street	488-6895
East Coast Savings Bank	230 Green Street	485-5111
First Citizen's Bank and Trust Company	3604 Ramsey Street	488-9190
First Union National Bank	200 Green Street	483-8171
Highland Savings and Loans	3650 Ramsey Street	488-6677
North Carolina National Bank	3722 Ramsey Street	864-2020
New East Bank of Fayetteville	McPherson Church Road	484-8455
Peoples Bank and Trust Company	211 West Rowan Street	868-5141
Southern National Bank	300 Rowan Street	483-3131
State Bank	130 Grove Street	864-7811
United Carolina Bank	316 Gillespie Street	483-1131
United National Bank	137 Gillespie Street	483-1131
Wachovia Bank and Trust Company	225 Green Street	323-0510

## Index

Academic Affairs	56	Course Load	56
Accessory to the Fact	33	Damage Deposits and	
Accidents, Report of	66	Assessments	28
Accident Policy	24	Demonstration	45
Accounting Club	19	Disorderly Conduct	35
Aiding and Abetting	33	Drugs	35
Aids Policy	47	Educational Records	
Alcohol Policy	33	Privacy Policy	58
Alpha Chi	19	Enrichment Program	11
Alpha Psi Omega	19	Expulsion	39
Appeal Procedure, Honor		Facts About Fayetteville	68
Code	53	Fees	17
Appliances	31	Financial Aid Services	16
Arson	34	Fines	39
Assault	34	Fire Evacuation Procedures	31
Athletics	23	Fire Hazards	31
Attendance Policy	56	Fire Protection	27
Banks	70	Fire Safety	35
Beta Beta Beta	19	First Aid	24
Bicycles	31	Food Services	13
Black Student Movement	20	Furniture	32
Breaking and Entering	34	Gambling	35
Business Services	17	Grade Appeals	57
Cablevision Services	27	Graduate of Professional	
Cafeteria	13	Training	10
Calendar	4	Hall Council	20
Calendar—Evening College	5	Handicapped Decals	64
Calendar—Summer School	5	Health Services	15
Campus Calendar	11	History and Political	
Campus Facilities	11	Science Club	20
Campus Offices	7	Holidays	26
Campus Services	9	Honor Code	50
Chemical Society	20	Hours of Campus Services	9
Chaperones	12	Housing Agreement	28
Check Cashing	17	Housing During Holidays	26
Chorus	20	Humanities Enrichment	
Church and Civic		Series	12
Organizations	12	Illegal Room Change	30
Class Schedules	57	Insurance	31
CLEP Testing	10	International Student	
Clubs and Organizations	18	Association	21
Community Service Work	38	Intramural Program	24
Contempt	34		
Conviction in a Court of			
Law	35		
Convocations	57		

Judicial Code	32	Room Decorations	32
Judicial System	48	Room Entry and Search Procedure	41
Keys	29, 36	Room Inspections	32, 41
Laundry Services	27	Room Search	42
Library Services	11, 69	Rules and Regulations	29
Maintenance Services	12	Sanctions	38
Monarch Playmakers	20	Scheduling Campus Facilities	11
Non-Discrimination Statement	68	Security Services	17
Non-Harassment Statement	68	Senate	21
Occupancy of Rooms	29	Sexual Misconduct	36
Office and Intercom Services	27	Smoking	36, 48
Omicron Delta Kappa	21	Snack Bar	14
Paint Policy	32	Student Activities Council	21
Parking	63, 65	Student Education Association	22
Parking Citations	65	Student Government Association	22, 67
Parking Permits	63	Student Information Services	13
Perjury	36	Student Publications	23
Personal Counseling	9	Student Store Services	14
Pets	31	Student Rights and Responsibilities	41, 56
Phi Sigma Iota	21	Suspension	39
Placement	10	Telephone Services	27
Possession of Weapons	36	Temporary Parking Permits	64
Postal Services	14	Theft	37
Poster and Flyer Policy	13	Towing	66
Private Rooms	30	Transcripts	57
Probation	38	Transportation	69
Psi Chi	21	Trespassing	37
Quiet Hours	31	Tuition	17
Records Privacy Policy	58	Unauthorized Room Change	30
Refund, Date of Withdrawal	17	Vandalism	37
Registration	56	Vehicle and Parking Regulations	63
Reimbursements	17	Vending Machines	27
Residence Hall Living	25	Visitation Policy	37
Residence Hall Services	27	Weather Conditions	56
Room and Board	17	Withdrawals	17, 39
Room Change Procedure	30		