



# STUDENT HANDBOOK 2020-2021

 **METHODIST**  
UNIVERSITY

[ Engage. Enrich. Empower. ]

# 2020-2021 Student Handbook



## **METHODIST UNIVERSITY**

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[www.methodist.edu](http://www.methodist.edu)

INFORMATION IS SUBJECT TO CHANGE.

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# The 2020-2021 Academic Year

*At the discretion of the University, changes may be made to the following.*

## Fall 2020

### August

Saturday	1	Tuition & Fees Due for Fall
Monday-Wednesday	3-5	Faculty Meetings & Workshops
Friday-Sunday	7-9	New & Returning Students Arrive (check email for dates and times)
Monday	10	Classes Begin; Drop/Add Period begins
Friday	14	Opening Convocation at 11:00 a.m.
Monday	17	Academic Advisor Consultation at 11:00 a.m.
Tuesday	18	Last day to ADD a class or DROP a class without record

### September

Monday	7	Labor Day Holiday (no classes)
Monday	14	<b>Last day</b> to submit "Intent to Graduate" forms for May 2021 graduation

### October

Friday	2	Midterm grades due in the Office of the Registrar by 5:00 p.m.
Monday-Friday	12-16	Advising Week
Monday	12	Academic Advisor Consultation at 11:00 a.m.
		Evening Student Early Registration Begins
Friday – Saturday	23-24	Homecoming Weekend
Monday	19	Senior Early Registration begins at 7 a.m.
Tuesday	20	Junior Early Registration begins at 7 a.m.
Wednesday	21	Sophomore Early Registration begins at 7 a.m.

Thursday	22	Freshman Early Registration begins at 7 a.m.
Friday	23	Evening-to-Day Registration begins at 7 a.m.
Monday	26	Evening Course Registration for Day Students begins at 7 a.m.
<b>November</b>		
Monday	9	Last day to drop a class with record
Wednesday	11	Veterans Day Holiday (no class)
Tuesday	24	Last day of classes
Monday	30	Final Grades Due
<b>December</b>		
Saturday	12	Commencement Ceremony
<b>MU at Night Autumn Term I</b>		
Monday	Aug. 10	Classes begin
Friday	Aug. 14	Last day to add/drop without record (Evening)
Friday	Aug. 21	Last day to add/drop without record (Weekend)
Monday-Tuesday	Sept. 7-8	Labor Day Holiday
Friday	Sept. 25	Last day to drop a class with record
Wednesday-Friday	Sept. 30-Oct. 2	Final Exams
Monday	Oct. 5	Final Grades Due
<b>MU at Night Autumn Term II</b>		
Monday	Oct. 5	Classes begin
Friday	Oct. 9	Last day to add/drop without record (Evening)
Monday	Oct. 12	Evening Student Early Registration begins
Friday	Oct. 16	Last day to add/drop without record (Weekend)
Friday	Oct. 23	Evening-to-Day Early Registration begins
Wednesday	Nov. 11	Veterans Day Holiday
Friday	Nov. 13	Last day to drop a class

Friday-Tuesday	Nov. 20-24	Final Exams
Monday	Nov. 30	Final Grades Due
Saturday	Dec. 12	Commencement Ceremony

### Methodist University Online Term I

*Note – This schedule is for fully online programs offered through Methodist University Online. Individual online courses offered through the main campus – day and evening programs—are included in the schedules for those sessions.*

Monday	Aug. 17	Classes begin
Friday	Aug. 21	Last day to add/drop without record
Monday	Sept. 7	Labor Day Holiday
Friday	Oct. 2	Last day to drop a class with record
Wednesday-Friday	Oct. 7-10	Final Exams
Monday	Oct. 12	Final Grades Due

### Methodist University Online Term II

*Note – This schedule is for fully online programs offered through Methodist University Online. Individual online courses offered through the main campus – day and evening programs—are included in the schedules for those sessions.*

Monday	Oct. 19	Classes begin
Monday	Oct. 19	Spring Early Registration begins
Friday	Oct. 23	Last day to add/drop without record
Wednesday	Nov. 11	Veterans Day Holiday
Wednesday-Sunday	Nov. 25-29	Thanksgiving Holiday
Friday	Dec. 4	Last day to drop a class with record
Friday-Tuesday	Dec. 9-11	Final Exams
Saturday	Dec. 12	Commencement Ceremony
Monday	Dec. 14	Final Grades Due

### Spring 2021

**January**

Sunday	10	Students arrive/Orientation
Monday	11	All Classes and Drop/Add Period begin
Friday	15	Advisor Meeting at 11:00 a.m.
Monday	18	Martin Luther King Day holiday (no classes)
Tuesday	19	Last day to ADD a class or DROP a class without record
<b>February</b>		
Monday	1	Spring Convocation
<b>March</b>		
Friday	5	Midterm grades due
Saturday-Tuesday	8-12	Spring X-Term for Experiential Learning Opportunities including Study Abroad
Monday-Friday	8-12	Spring Break
Monday-Friday	22-26	Advising Week
Monday	22	Academic Advising Consultation at 11:00 a.m. Evening Student Early Registration begins at 7 a.m.
Monday	29	Senior Early Registration begins at 7 a.m.
		Summer Course Early Registration begins at 7 a.m. (all students)
Tuesday	30	Junior Early Registration begins at 7 a.m.
Wednesday	31	Sophomore Early Registration begins at 7 a.m.
<b>April</b>		
Thursday	1	Freshman Early Registration begins at 7 a.m.
Friday	2	Good Friday Holiday (no classes)
Friday	2	Evening-to-Day Student Early Registration begins at 7 a.m.
Monday-Friday	5-9	Research and Creativity Week
Monday	5	Evening Course Registration begins for Day Students at 7 a.m.
Wednesday	7	Research & Creativity Symposium and Awards Day
Monday	12	"Intent to Graduate" forms for December 2020 graduation Due
Monday	19	Last day to drop a class with record
Wednesday	28	Last day of day classes
Thursday-Thursday	29-May 6	Final Examinations
<b>May</b>		

Monday	3	Senior grades due to the Registrar by 1:00 p.m.
Saturday	8	Commencement Ceremony (Graduate and Undergraduate)
Monday	10	Final grades due

### MU at Night Spring Term I

Monday	Jan. 11	Classes begin
Friday	Jan. 15	Last day to add/drop without record (Evening)
Monday-Tuesday	Jan. 18-19	Martin Luther King, Jr. Day Holiday
Friday	Jan. 22	Last day to add/drop without record (Weekend)
Friday	Feb. 26	Last day to drop a class with record
Wednesday-Saturday	Mar. 3-5	Final Exams
Monday	Mar. 8	Final Grades Due

### MU at Night Spring Term II

Monday	Mar. 15	Classes begin
Friday	Mar. 19	Last day to add/drop without record (Evening)
Monday	Mar. 22	Evening Student Early Registration begins
Friday	Mar. 26	Last day to add/drop without record (Weekend)
Monday	Mar. 29	Summer Early Registration begins
Thursday-Monday	Apr. 1-4	Easter Holiday
Friday	Apr. 2	Evening-to-Day Student Registration begins
Friday	Apr. 30	Last day to drop a class with record
Monday	May 3	Senior grades (Day and Evening) due
Wednesday-Saturday	May 5-8	Final Exams
Saturday	May 8	Commencement Ceremony (Graduate and Undergraduate)
Monday	May 10	Final Grades Due

### Summer 2021



### Summer Day Term I

Summer X-Term	May 17-Jun. 11	Experiential Learning, including Study Abroad Opportunities
Monday	May 17	Classes begin
Tuesday	May 18	Last day to add/drop without record
Monday	May 31	Memorial Day Holiday
Wednesday	Jun. 9	Last day to drop a class with record
Friday	Jun. 11	Last day of classes, Final Exams
Monday	Jun. 14	Final Grades (Term I) Due

### Summer Day Term II

Monday	Jun. 14	Classes begin
Tuesday	Jun. 15	Last day to add/drop without record
Tuesday	Jul. 7	Last day to drop a class with record
Friday	Jul. 9	Last day of classes, Final Exams
Monday	Jul. 12	Final Grades (Term II) Due

### Summer Day Term III (Reserved for Special Programs)

Monday	Jul. 12	Classes begin
Tuesday	Jul. 13	Last day to add/drop without record
Wednesday	Aug. 4	Last day to drop a class with record
Friday	Aug. 6	Last day of classes
Monday	Aug. 9	Final Grades (Term III) Due

### Summer MU at Night Term IV

Monday	May 17	Classes begin
Friday	May 21	Last day to add/drop without record (Evening)
Friday	May 28	Last day to add/drop without record (Weekend)
Monday-Tuesday	May 31-Jun. 1	Memorial Day Holiday

Wednesday	Jul. 2	Last day to drop a class with record
Wednesday-Friday	Jul. 7-9	Final Exams
Monday	Jul. 12	Final Grades (Term IV) Due

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**Summer Day Term V (Reserved for Internships)**

Monday	May 17	Classes begin
Friday	May 21	Last day to add/drop without record
Friday	Jul. 30	Last day to drop a class with record
Friday	Aug. 6	Last day of classes
Monday	Aug. 9	Final Grades Due
Saturday	Aug. 14	Summer Degree Conferral Date

## METHODIST UNIVERSITY DEPARTMENT NUMBERS

(AREA CODE 910)

Academic Affairs .....	630-7031	MU at Night. ....	630-7190
Accounts Payable .....	630-7007	Monarch Press .....	630-7032
Admissions (Day) .....	630-7027	Music Department .....	630-7100
Admissions (Evening) .....	630-7190	Operator .....	630-7000
Admissions (Int'l) .....	630-7049	Payroll .....	630-7023
Athletic Department .....	630-7175	Physician Asst. Program. ....	630-7615
Book Store .....	630-7165	Police & Public Safety .....	630-7149
Office of Student Accounts .....	630-7012	Post Office .....	630-7194
CAC Lab (computer).....	630-7020	Registrar .....	630-7318
Campus Ministry .....	630-7157	Residence Life .....	630-7626
Career Services .....	630-7333	Science Division .....	630-7125
Center for Personal Development .....	630-7150	Social Work .....	630-7394
Chaplain.....	630-7517	Student Activities .....	630-7022
Dean of Students .....	630-7152	Student Affairs Admin. ....	630-7152
Disability Services/ Accessibility Resources .....	630-7402	Student Government .....	630-7439
Dining Services .....	884-0065	Student Health .....	630-7164
e-Learning.....	630-7190	Student Insurance .....	630-7652
Faculty Secretary.....	630-7065	Summer School.....	630-7190
Financial Aid .....	630-7192	University Publications .....	630-7114
Golf Shop .....	630-7684	University Relations .....	630-7609
Intercollegiate Athletics .....	630-7175	University Events Coordinator .....	630-7062
Library Circulation.....	630-7645	University Webmaster .....	630-7646
Library Reference .....	630-7123	Weather Alert & Messages Board .....	630-7351
Maintenance .....	630-7199	Welcome Center .....	630-7098
		Writing Center .....	630-7264



Dear Students:

On behalf of the entire university community, I welcome you for the 2020-2021 academic year. This is a wonderful place for all of us to learn, work, play, and experience so many amazing things.

Methodist University is known for its faculty and staff who are committed to students and their education. I invite you to call upon all members of the Methodist University community should you have any questions or concerns, and I know they will be eager to assist you. I also invite you to contact me or stop by my office if I can ever be of service or if you would like to share news about your Methodist experience. I look forward to an exciting year in your life and in the life of the university.

My best wishes for a productive and enjoyable year!

Sincerely,  
Dr. Stan Wearden  
President



Dear Students:

Welcome or welcome back to Methodist University. It is great to have you on our campus as a new or continuing member of a very special community of students, staff, and faculty that help make our University a very special place to live and grow.

Our primary goal is to complement your curricular education by providing you with varied and numerous opportunities for co-curricular personal development.

I also hope that you will fully utilize the many support services that we provide. All of our customer-oriented programs are designed to provide you with the assistance that you need to deal with many of the challenges faced by today's University students and to help you make the most of your University experience.

National studies have shown that students who properly balance their University time between curricular and co-curricular activities are normally better prepared to deal with the challenges of University life and life after the University. I encourage all of you to make the most of your time at Methodist University and to commit yourselves to make a positive difference in our community; you will be all the better for it.

Please know that you are welcome to stop by my office for a friendly visit, or with any concerns you may wish to share. On behalf of the Student Affairs team, I would like to wish all of you great success this year. We look forward to living, learning and growing together with you.

Sincerely,  
Dr. William H. Walker  
Vice President for Student Affairs and Dean of Students



## THE UNIVERSITY SEAL

The University seal was designed early in the life of Methodist University. The horse and rider in the center are reproduced from a picture of Francis Asbury, the first bishop of the Methodist Church in America, who was referred to as the "Prophet of the Long Road." The horse and rider are also symbolic of his successors, the early Circuit Riding Clergy, in their never-faltering efforts to carry the influence of the church into the frontiers of America. Education has, from the beginning, been a traditional consequence of the heritage of the early church.

The Latin words *Veritas et Virtus* mean "Truth and Virtue." The pursuit of truth is the primary aim of education, and this motto embodies the idea of joining education with the Christian virtues of faith, hope, and love.

## ALMA MATER

Hail to thee, our Alma Mater! Raise we now our  
hearts to thee. Singing forth our highest praises,  
Pledging our deep loyalty.  
Green shall grow thy fields of learning;  
Gold shall glow thy torch of truth.  
**METHODIST UNIVERSITY**, God go with thee  
Now and through eternity.

The Methodist University Alma Mater is very unusual, for both the words and the music are original. Miss Lois Lambie, a music teacher at Seventy-First High School in Fayetteville and a friend of the University, entered it in a competition before the Methodist University student body. It was adopted by the students and approved by the Board of Trustees in 1967. Dr. John Tobler and a committee of faculty and students worked on the project for a year and Mr. Sammy Williams, student chairman of that committee and president of the University chorus presented the original manuscript to President L. Stacy Weaver in a formal ceremony.

## METHODIST UNIVERSITY MISSION STATEMENT

Methodist University, historically supported by the North Carolina Annual Conference of the United Methodist Church, owes its origin and values to the life and teachings of Jesus Christ. The University is committed to an ecumenical spirit, respects diversity, and recognizes the dignity and worth of all human beings. The University's programs are based on the conviction that a liberally educated person is sensitive to the needs and rights of others. Methodist University affirms the importance of intellectual values and ethical principles such as truth, virtue, justice, and love. The University community seeks to develop whole persons who will contribute substantially and creatively to the Professions and to civic life. Therefore, Methodist University provides opportunities for spiritual, academic, and social growth, to the end that students may acquire enlightened minds and responsible spirits, as well as a continuing thirst for knowledge.

The purpose of Methodist University is to provide an undergraduate and graduate education firmly grounded in the liberal arts tradition that nurtures moral values and ethical decision making; to provide distinctive professional and graduate programs that complement the undergraduate programs; to provide educational and cultural services and resources to the community; and to prepare students for a variety of careers and educational pursuits.

### GENERAL GOALS

#### Student-Oriented Goals:

1. To be immersed in an environment in which they are encouraged to develop good moral values, practice ethical decision making, and to have an opportunity to enhance their spiritual development.
2. To attain an understanding of themselves and their social and physical world through a broad study of the liberal arts and an in-depth study of an academic discipline.
3. To live meaningfully in the world, as reflected in satisfaction with their career development and social relations, through the understanding they have attained of themselves and the world.

4. To acquire competence in written and oral communications and in critical thinking.
5. To acquire proficiency in common uses of personal computers.

**Graduate Level Goals:**

6. To graduate master's level students who are competent in their academic discipline.
7. To graduate master's level students who are ready for the job market and/or are equipped to pursue further graduate training.

**Other Goals:**

8. To attract, develop and retain a faculty that strives for excellence in teaching, scholarship, professional service to the community and service to the University outside the classroom.
9. To provide significant services and facilities to groups within the community and state.
10. To engage in ongoing, integrated and institution-wide research-based planning and evaluation processes that incorporate a systematic review of programs and services that result in continuing improvement and demonstrate that the University is effectively accomplishing its mission.

## **STUDENT HANDBOOK REVIEW COMMITTEE**

**Purpose Statement:** The Student Handbook Review Committee will review recommendations to change, amend and/or alter policies and regulations that affect the lives of Methodist University students. The Committee will review each request and make recommendations to the Vice President of Student Affairs.

**Structure of the Committee:** The committee will consist of four students, two faculty members, two Student Affairs staff members and will be chaired by the Vice President of Student Affairs. The Student Government Association will appoint two students to serve on this committee one of which must be a commuter student. The Residence Hall Association and the Student Athletic Advisory Council will each appoint one student to serve on this committee. The Executive Vice President and Academic Dean will appoint two faculty members to serve on this committee, and the Vice President for Student Affairs will appoint two Student Affairs staff members to serve on this committee. All appointments to this committee will be made on an annual basis.

**Designated Authority:** The chair of the committee will vote only to break a tie. All other committee members will have an equal vote. At least two students, one faculty member and one Student Affairs staff member must be present in order to conduct business. The committee will have the option to host forums in the community, if it deems it necessary.

**Established Deadlines:** Members of the MU community must submit proposals to the committee by the last day of class of the fall semester in order to be considered for submission to the following academic year Student Handbook. All spring proposals will be considered by the committee during the following fall semester. Proposals approved by the committee will be forwarded to the Vice President of Student Affairs. The Vice President of Student Affairs is asked to submit his/her decision within thirty days after the recommendation has been made to his/her office.

**Disclaimer:** It will be the responsibility of each department to update its informational data in the Student Handbook without a review from this committee. This committee will only review rules and regulations that directly affect the lives of students. The Vice President of Student Affairs also reserves the right to change, amend, and/or alter policies to preserve the safety and security of students and the Methodist University community.

# METHODIST UNIVERSITY POLICIES AND PROCEDURES

## ANIMALS ON UNIVERSITY PROPERTY

The presence of animals on university property can have an effect on the normal operations of the University, including disruption and bodily harm. The purpose of this policy is to outline the appropriate control of animals on campus.

This policy does not apply to service animals or approved emotional support animals. For more information about service animal or emotional support animal policies and procedures, please contact the Office of Disability Services (910.630.7151/7402).

For the purposes of this policy, a pet is an animal that is sufficiently tame enough to live with a family and be kept as a companion as well as interact with the public.

- No person owning or handling any pet will bring that animal onto University property without being leashed or otherwise suitably controlled (e.g. kenneled, crated, or held).
- A person owning or handling any pet must be in control of that animal for the entirety of its time on campus and may not tether it or leave it unsupervised
- A person owning or handling any pet on campus must clean up after the animal, including disposing of any excrement into available University trash cans on campus
- No person will bring any animal into any University building or permit any animal on any University vehicle
  - Exceptions will be made for:
    - Service animals as defined by the Americans with Disabilities Act
    - Approved emotional support animals in the residence halls only
    - Fish in small aquariums in the residence halls only
    - Approved pets in private and/or professional residences owned by the University
- Events that may include animals must be registered with the Department of Public Safety (910.630.7098)
  - Animals may not be used in ceremonies or pranks by events, organizations, or anyone associated with the University or on University property
  - Animals are not permitted in the seating areas or within close proximity to the playing surfaces of outdoor athletic fields and other athletics areas. Animals are not permitted in Monarch Stadium during Home Varsity Football games.

The owner of any animal or pet on Methodist University property is solely responsible and liable for any damages or injuries to a person(s) or property. Unattended animals may be seized by animal control or law enforcement. Owners may be fined for unattended and/or unleashed animals. Methodist University reserves the right to request that an animal be removed from campus immediately for the health and safety of its residents and community.

## BOMB POLICY STATEMENT

Methodist University, along with other institutions across the country, is occasionally subjected to prank calls announcing the presence of a bomb on campus. These calls have all been hoaxes at Methodist University.

Upon receipt of a telephoned bomb threat, it is the policy of Methodist University to evacuate buildings as deemed appropriate by the President or his designated representative. Because the evacuation of buildings creates a disruption of classes, each faculty member is to identify an alternate site in which to continue instruction. It is expected that classes will resume as soon as instructors and students have reached the designated alternate site.

**Any student, faculty, or staff member making a false report of a bomb will be subject to immediate and permanent expulsion or termination as appropriate.**

Under North Carolina law, making a false report concerning a destructive device is a felony punishable by a fine as determined by the court and by imprisonment

## COMMUNITY AWARENESS AND EDUCATION: PREPARING FOR AN ACTIVE SHOOTER ON CAMPUS

It is an unfortunate fact that shooting incidents occur on college and university campuses of all types and sizes. In an effort to help the Methodist University community more effectively prepare for and, if necessary, respond to an active shooter incident, the following information has been prepared.

Awareness and preparation are absolutely essential. An active shooter incident would be unlike anything most of us have ever experienced. While police would respond as quickly as possible, your life and the lives of others could be immediately at risk.

**Every person facing such a situation must be prepared to take direct responsibility for his or her personal safety and security.**

### **What must all of us be prepared to do if gunshots are heard on campus?**

1. Understand what is happening and quickly decide how you are going to respond. Trust your instincts. Based on what you see and hear, determine if it makes sense to:
  - Stay where you are and try to hide? **or**
  - Try to escape to a safer location?
2. If you decide it is best to stay where you are:
  - Act quickly—don't wait for others to validate your decision
  - If possible, lock the door from the inside
  - Use furniture or other available objects to barricade the door(s)
  - Turn off the room lights and stay as quiet as possible
  - If multiple people are inside the room, spread out—don't huddle in groups
  - If possible, use any available phone to **call University Police at 630-7577 or dial 9-1-1**. Tell the police as much as you can about the shooter's location and description, and keep trying to call if you get a busy signal
  - Help keep others calm and focused on survival
3. If you decide it is best to try to escape to a safer location:
  - Move quickly—don't wait for others to validate your decision
  - Leave your belongings behind
  - Get as far away from the shooter/sounds of gunfire as you can
  - If caught outside, take cover behind something like a thick wall or a large tree
  - After reaching shelter, **call University Police at 630-7577 or dial 9-1-1**. Tell the police as much as you can about the shooter's location and description, and keep trying to call if you get a busy signal
4. If you are directly confronted by the shooter:
  - Assume his or her intentions are lethal to you and others
  - Be mentally prepared to do whatever you can to fight back and survive

An emergency notification will be sent out via the Emergency Alert Notification System as quickly as practical. **Remember, though, that your survival of an active shooting situation will likely depend on the immediate actions you take to help protect yourself.**

## DEMONSTRATION AND PEACEFUL ASSEMBLY

Methodist University, as an educational institution, believes that the right of expression and inquiry is essential to both the pursuit and dissemination of knowledge and truth and that right must be guarded, protected, and preserved. Members of the University community, both individually and collectively, are therefore encouraged to express their views through the normal channels of communication. The University 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 University also has an obligation to protect the rights and freedom of individuals who do not wish to participate in a demonstration and who do not wish to have their educational and employment pursuits interrupted. The University is also obligated to protect its property and to prevent interference with scheduled activities of students, faculty, and staff of the University, as well as of any person who may be a guest on the campus. Methodist University 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 University 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 above:

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 above:

1. The demonstration is to be registered with the Vice President for Student Affairs 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 any building.
4. The number of pickets may be limited by the Vice President for Student Affairs in 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/her 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 of 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 University officials and student staff members.

### **Penalties**

Methodist University students or personnel involved in unregistered demonstrations that become disruptive or are otherwise in violation of Methodist University policies will be asked by the Vice President for Student Affairs or his/her 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 University up to and including dismissal.

## **FUND-RAISING POLICY**

In order to maintain non-profit status, Methodist University must follow certain fundraising and gift recording guidelines as defined by the Internal Revenue Service. The University's Office of Advancement serves as the clearing-house for all external solicitations which include direct solicitations of individuals, corporations and foundations for both in-kind and cash gifts including sponsorships. Solicitations of faculty, staff and students, and the community are **not** permitted without **prior** permission from the Vice President for Advancement.

Currently, there are only two solicitations of Faculty/Staff pre-approved each year. The first is the Faculty and Staff Giving Campaign conducted by the Office of Advancement, which gives faculty and staff the opportunity to give an annual gift to the University through whichever fund they choose. Secondly, the University community is also encouraged to participate in the United Way of Cumberland County's fall campaign to help support local non-profit programs. Other on-campus solicitations of faculty or staff must go before the Vice President for Advancement and are subject to approval.

Special fundraising projects such as car washes, bake sales, barbecues, or other functions in which donors receive a good or service in return for their support may or may not include a charitable contribution. When the gift exceeds the value of the good or service the difference can be considered a contribution. Organizations and individuals must request permission from the Vice President for Advancement at least one month prior to the desired event. Raffles are not permitted at Methodist University.

When departments, faculty, or staff obtain gifts, they must be directly related to an educational purpose and be consistent with the mission of the University. The University is not bound to accept any item that does not support the academic program. All gifts must be recorded through the University's Office of Advancement.

If there are questions concerning acceptance or receipt of a gift, please contact a member of the Office of Advancement before taking action. **Not following** such guidelines can result in IRS penalties and/or the loss of non-profit status.

For more information on student fundraisers, contact the Office of Advancement located in the Mallet-Rogers House or call (910) 630-7200. You can also email your fundraiser request to [advancement@methodist.edu](mailto:advancement@methodist.edu).

## GUIDELINES FOR SOCIAL MEDIA USE

### INTRODUCTION

Social media are powerful communications tools that have a significant impact on organizational and professional reputations. Because they blur the lines between personal voice and institutional voice, Methodist University has crafted the following policy to help clarify how best to enhance and protect personal and professional reputations when participating in social media.

Social media are defined as media designed to be disseminated through social interaction, created using highly accessible and scalable publishing techniques. Examples include but are not limited to LinkedIn, Twitter, Facebook, YouTube, and MySpace, Instagram, and Snapchat.

Social media have numerous benefits, both personal and professional. Faculty, staff, students, alumni, and Methodist University as a whole can benefit from the use of social media in the following ways:

- Increasing networking opportunities among friends and colleagues worldwide
- Keeping in touch with friends, alumni, and donors
- Getting the word out quickly about news and events
- Enhancing the University's brand recognition
- Marketing the University and its programs at little to no cost
- Driving "friends, fans, and followers" to the University's Web site
- Publishing rich multimedia content targeted to particular groups of "fans"

This list of benefits is not exhaustive, but it indicates how powerful and far-reaching social media are in today's world. In spite of the benefits, there are risks involved for both individuals and institutions who use social media.

Both in professional and institutional roles, employees need to follow the same behavioral standards online as they would in real life. The same laws, professional expectations, and guidelines for interacting with students, parents, alumni, donors, media, and other university constituents apply online as in the real world. Employees are liable for anything they post to social media sites.

The aim of these guidelines is to present a commonsense approach to managing one's social media presence. Section 1 deals with the legal responsibilities of users regarding intellectual property and confidential or proprietary information. Section 2 lists "best practices" for safe, responsible social media use. Section 3 provides University employees with guidelines for managing official University social media sites.

### SECTION 1: GUIDELINES FOR ALL SOCIAL MEDIA SITES, INCLUDING PERSONAL SITES

- **Protect confidential and proprietary information:** Do not post confidential or proprietary information about Methodist University students, employees, or alumni. Employees must still follow the applicable federal requirements such as FERPA and HIPAA, as well as NCAA regulations. Adhere to all applicable university privacy and confidentiality policies. Employees who share confidential information do so at the risk of disciplinary action or termination.
- **Respect copyright and fair use:** When posting, be mindful of the copyright and intellectual property rights of others and of the university. Remember that content posted to social media sites in some cases become the property of the platform operator. For this reason, a social media site should never replace a university unit's Web site as its official online presence. For guidance, consult the Guidelines for Copyright Compliance. **Direct questions about fair use or copyrighted material should be directed to the Reference Librarians in Davis Memorial Library at (910) 630-7135 or (910) 630-7134.**
- **Don't use Methodist University logos for endorsements:** Do not use the Methodist University logo or any other university images or iconography on personal social media sites. Do not use Methodist University's name to promote a product, cause, or political party or candidate without the approval of the Director of Marketing and Communications.
- **Terms of service:** Obey the Terms of Service of any social media platform employed. In the case of campus units or organizations on Facebook, this includes creating "public profiles" of which users can become "fans", not personal profiles which users can "friend." If you have questions about this distinction, contact the Director of Marketing and Communications or the Webmaster.

### SECTION 2: BEST PRACTICES

This section applies to those posting on behalf of an official university unit, though the guidelines may be helpful for anyone posting on social media in any capacity.

- **Think twice before posting:** Privacy does not exist in the world of social media. Consider what could

- happen if a post becomes widely known and how that may reflect both on the poster and the university. Search engines can turn up posts years after they are created, and comments can be forwarded or copied. If you wouldn't say it at a conference or to a member of the media, consider whether you should post it online. If you are unsure about posting something or responding to a comment, ask your supervisor for input or contact the Director of Marketing and Communications at (910)630-7114.
- **Strive for accuracy:** Get the facts straight before posting them on social media. Review content for grammatical and spelling errors. This is especially important if posting on behalf of the university in any capacity. (See "Institutional Social Media" below.)
- **Be respectful:** Understand that content contributed to a social media site could encourage comments or discussion of opposing ideas. Responses should be considered carefully in light of how they would reflect on the poster and/or the university and its institutional voice.
- **Remember your audience:** Be aware that a presence in the social media world is or easily can be made available to the public at large. This includes prospective students, current students, current and prospective employers and colleagues, and peers. Consider this before publishing to ensure the post will not alienate, harm, or provoke any of these groups.
- **On personal sites,** identify your views as your own. If you identify yourself as a Methodist University faculty or staff member online, except for biographical information (e.g., work history), it should be clear that the views expressed are not necessarily those of the institution.
- **Photography:** Photographs posted on social media sites easily can be appropriated by visitors. Consider adding a watermark and/or posting images at 72 dpi and approximately 800x600 resolutions to protect your intellectual property. Images at that size are sufficient for viewing on the Web, but not suitable for printing.
- **Be vigilant:** Exercise caution to avoid "phishing" attempts, which aim to gain control of a personal or institutional social media site by deceiving a user into revealing the account's user name and password. Monitor your social media sites to ensure you notice quickly if an unauthorized person gains access—the larger your audience, the more tempting your site becomes as a target.
- **Privacy:** For personal social media, use privacy settings to restrict personal information on otherwise public accounts, but be aware of the limited protection this provides. Even "private" messages can be accidentally released through errors or changes in practice on the part of the social media platform provider. In the case of a Facebook fan page, administrators cannot see the individual fans' profile information unless there is another separate connection/friendship that would allow this access to personal information.

### SECTION 3: INSTITUTIONAL SOCIAL MEDIA

If you post on behalf of an official university unit, the following policies must be adhered to in addition to all policies and best practices listed above:

- **Notify the University:** Departments or university units that have a social media page or would like to start one should contact the Director of Marketing and Communications or the Webmaster to ensure all institutional social media sites coordinate with other Methodist University sites and their content. All institutional pages must have a full-time appointed employee who is identified as being responsible for content. Ideally, this should be the unit head of the department.
- **Acknowledge who you are:** If you are representing Methodist University when posting on a social media platform, acknowledge this. Disclose your identity or that of the institutional unit. Use real names of people and official names of institutional units. For the latter, indicate that the social media site or presence is maintained by the unit as the sole official account in the community.
- **Have a plan:** Consider your messages, audiences, and goals, as well as a strategy for staffing (including during vacations) and keeping information on social media sites up-to-date, before launching an official social media presence for your Methodist University unit. This could include a content plan for the types of posts you will make in the first weeks or months after the site is launched. Best practices vary depending on the social media environment in question, but typically a volume of 4-8 posts per month is sufficient to maintain interest, but avoids overwhelming "fans" or "followers."  
Consider carefully who you will "friend," "follow," or "like" in social media to avoid creating the impression that the University endorses a particular individual, cause, or organization. Plan in advance to what extent you will allow comments from other users on your site and how you will respond if users make critical or objectionable posts or comments.

Because of the transparency needed to build credibility in social media, Methodist University suggests that posts which are critical but not patently offensive should generally not be censored.

The Director of Marketing and Communications and/or the Webmaster can assist and advise you with your social media planning.

- **Link back to the University:** Whenever possible, link back to the Methodist University Web site. Ideally, posts should be very brief, redirecting a visitor to content that resides within the Methodist

- University Web environment. When linking to a news article about Methodist University, check first to see whether you can link to a release on the Methodist University News page ([www.methodist.edu/home/news.shtml](http://www.methodist.edu/home/news.shtml)) instead of to a publication or other media outlet.
- **Protect the institutional voice:** Posts on social media sites should protect the university's institutional voice by remaining professional in tone and in good taste. No individual Methodist University unit should construe its social media site as representing the university as a whole without approval from the Director of University Relations and Marketing. Consider this when naming pages or accounts, selecting a profile picture or icon, and selecting content to post—names, profile images, and posts should all be clearly linked to the particular department or unit rather than to the institution as a whole.
- **Measure for results:** To evaluate post activity and interaction with a community, make use of analytics and tracking tools. Facebook has built-in analytics for fan pages. When posting links on any social media site, we recommend using a link tracking service such as [bit.ly](http://bit.ly). Some Twitter applications have this feature built into their software interface for convenience. These tools can help to refine your strategy and better understand your audience's preferences and behaviors.

## HONOR CODE

In the pursuit of academic studies at Methodist University, every student has the responsibility of obeying the Honor Code, which prohibits cheating (including plagiarism), theft, and academic misrepresentation. Each student is responsible for becoming familiar with the Honor Code. All work submitted to instructors must be in compliance with the rules of the Honor Code and “pledged” as an indication of its conformity to the rules of the Honor Code. Violations of the code may be reported by any member of the Methodist University 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 University 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 University community resulting from a hearing process.
3. More severe penalties (suspension and expulsion) are the responsibility of the University as a whole, and decisions involving such penalties require the participation of the faculty, the students, and the administration.
4. A fair and independent appeal process is vital to protect student rights and correct abuses.
5. Although the relationship between student and teacher is essentially a private one and while academic violations can and should be kept between two parties and resolved to their satisfaction, fairness to the larger community requires that all violations be reported to the Honor Board. In cases in which matters cannot be resolved in this way, they may be appealed, by either party, to the Honor Board. Repeat violators face mandatory Honor Board hearings.
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 University Honor Code. Students must understand what these offenses are and how to avoid them.

**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. Students may not give or receive aid in examinations; they may not give or receive unpermitted aid in class work, in the preparations of reports, or in any other work that is to be used by the instructor as the basis of grading unless explicitly stated in the course syllabus. Exceptions to these rules can be made only by the professor as stated in the syllabus.

**Plagiarism and Intellectual Property**—Any work must be the student's own 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. The taking of intellectual 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.

**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.

### **Honor Board**

**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 University 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 Provost. At the end of each academic year, the files are consigned to the care of the Registrar for permanent storage.

The Honor Board is appointed by the Academic Standards Committee, a committee appointed by the faculty and approved by the President. The chair of the Academic Standards Committee serves as a non-voting moderator of the Honor Board. The Board consists of two students (designated by the Student Government Association and approved by the President) and three faculty members (designated by the chair of the Academic Standards Committee). The chair of the Academic Standards Committee 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 directly 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. All written communications should be hand delivered and not entrusted to campus mail. Students who learn of possible violations may also bring such matters to the Honor Board. Repeat violators face a mandatory Honor Board hearing.

### **Appeal Procedure**

1. One wishing to allege a violation or dispute an allegation or penalty contacts the chair of the Academic Standards Committee to initiate an appeal and files the appeal in writing. The Academic Standards chair arranges an Honor Board Panel, the time, and the place of the hearing and notifies the parties involved.
2. The Academic Standards chair informs the accused of the right to have any person from the University community attend as an advisor and a counsel. The proceedings are tape-recorded.
3. The accuser briefly describes the alleged offense and the penalty imposed (if applicable).
4. The accused states the reason for his/her appeal.
5. The accuser, in the presence of the accused, 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.
6. The accused (or his/her representative) presents evidence for the accused's position in the presence of the accuser, 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 accused is not required to incriminate himself/herself.
7. 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)/evaluation(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.

8. If the panel finds in favor of the accuser (or adds additional penalties), the accused has the right to appeal in writing to the Executive Vice President and Academic Dean within 24 hours or by the end of the next working day, whichever is later. No formal grounds for this appeal are necessary.
9. The moderator of the panel sends the Provost a report on the board's decision and the tape recording of its deliberations. A copy of the report is also kept in the permanent file.
10. The Provost may use the tape recordings as the basis for a judgment on any appeal or may choose to speak to the parties involved and examine the physical evidence. The Provost communicates the result of any appeal in writing to the accused and to the Academic Standards chairperson for the permanent file and states the reason for any change. The accused remains in class pending resolution of the appeal.
11. A decision of the Provost may be appealed to the President of the University. Such appeals must be in writing and must be submitted by the accused within 24 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 University 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 Vice President for Enrollment Services and the Vice President for Student Affairs. Notice of suspension is not placed on the student's transcript. Instead, it becomes a matter of separate record in the student's permanent file and is revealed only when deemed appropriate by the Executive Vice President and Academic Dean or the President.
4. Expulsion—The student is required to leave the University 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.

## **OWNERSHIP OF INTELLECTUAL PROPERTY**

### **DEFINITIONS**

*Course Content* refers to the expression of intellectual content of the course as taught at or through Methodist University.

*Creator* is used to describe the author(s) of a copyrightable work or the inventor(s) of a patentable invention. The creator may be any faculty, staff, or student at Methodist University.

*Imprint* is the pattern, design, or mark to indicate origin.

*Intellectual property* includes works eligible for copyright protection and inventions eligible for patent protection under U.S. and international law.

*Ownership* is legal title coupled with exclusive legal right to possession.

*Sponsored Research* refers to intellectual property created as a result of work conducted under an agreement between an external sponsor and the University, or between the University and employee (faculty, staff, and/or student), that specifies the ownership of such intellectual property shall be owned as specified in said agreement.

*Work for hire* is a work prepared by an employee of Methodist University (faculty, staff, and/or student) within the scope of his/her employment, or a work specially ordered or commissioned by Methodist University.

### **POLICY**

**Traditional/Individual/Aesthetic Products.** This term refers to work reflecting research and/or creativity, normally considered as evidence of professional advancement and scholarship. It includes scholarly publications, journal articles, reports (contracted or otherwise), research bulletins, monographs, books, plays, software, and works of art. Such products are protected by traditional copyright and solely belong to the author(s). Unless specifically stipulated by the categories below, all intellectual property produced by faculty, staff, or students belongs to its creator.

- a. **Sponsored Research.** This term refers to products for which faculty or staff have received additional research funding or support. If Methodist University sponsors the research it may assert ownership with research funding or support. If Methodist University sponsors the research it may assert ownership with the creator, but only with a written agreement authorizing the sponsored research; Methodist University cannot at a later date claim ownership. If a body other than Methodist University is sponsoring research, then Methodist University should ensure that any external sponsorship written agreements are explicit about ownership issues for the creator and for Methodist University. In absence of any written agreements regarding ownership of results of the sponsored research, the intellectual property will belong to the creator.

- b. **Online Courses.** Ownership of online or digitalized course materials remains with creator. Faculty, staff, and students shall not license, sell, or grant third parties a right to use online materials which they have created, own, and that are technologically mediated by Methodist University when the material contains the imprint of Methodist University without the prior approval of the Provost and Academic Dean or his/her designee.
- c. **Work for Hire.** This term refers to intellectual property created by Methodist University faculty, staff or students assigned as part of their normal paid employment or specially commissioned to produce defined works of intellectual property in which the creator knows property will be used by Methodist University to improve its operations or to further its stated mission and objectives. In cases in which the parties have agreed that ownership will not be on a work -for-hire basis, said ownership must be governed by a separate written agreement that is (a) signed by employer and employee at the commencement of employment or when the work is commissioned and (b) explicit about ownership of intellectual property.

**[Formulated by the ad hoc Copyright Committee and approved by the President, April 14, 2005, and by the full Faculty, April 22, 2005]**

## **POLICY ON USE OF PERSONAL CARS**

Whenever a member of the University community acting on University business elects to utilize a personal automobile for such purpose, the University will not afford liability insurance coverage for such use. Each member of the University community must be aware that the individual policy on the vehicle being utilized will be the sole provider of liability insurance coverage. Each person who therefore embarks on any such venture needs to be adequately insured without reliance on University insurance.

## **POLICY REGARDING DISRUPTIVE CLASSROOM BEHAVIOR**

If, in the reasonable judgment of the faculty member, the behavior of a student(s) is disrupting classroom instruction in a manner detrimental to other students, the faculty member may ask the offender(s) to leave the classroom.

If a student refuses to respond to a dismissal from class, the faculty member may choose from one or more of the following options:

Ignore the student and continue the class.

Dismiss the class for the remainder of the period.

Contact Security if the student's words or actions appear to be creating a physical danger to any other person.

Regardless of the faculty member's choice of options, s/he should report the matter to the Executive Vice President and Academic Dean prior to the next class period. The Executive Vice President and Academic Dean will cause the matter to be investigated and will recommend appropriate action. A student dissatisfied with the decision of the Executive Vice President and Academic Dean may submit an academic grievance pursuant to the terms of the Academic Catalogue.

Faculty members are offered the following cautions for their own safety:

Do not call Security or Campus Police unless you believe someone is in physical danger.

Do not use physical force to remove a student from class.

The administration of Methodist University believes that each faculty member has the right to conduct classes and each student has the right to attend classes without disruption and interference and that each individual, faculty member or student, has the right to have his or her grievance heard by the designated representatives of the University.

### **Children in Class**

Methodist University has a high percentage of non-traditional students, who, from time to time, must bring children to class. If the situation continues, the faculty member should speak with the parent quietly after class to remind the parent that children may be brought to class only in emergencies.

## POSTER AND FLYER POLICY

1. Posters, banners and flyers cannot contain offensive language or be demeaning to any individual or group. They must be in good taste, and free from threat or violence.
2. All posters and flyers must be approved by the Office of Student Affairs before they are displayed. This includes items displayed on tables in the dining hall and the Lion's Den.
3. The Vice President of Student Affairs or the Associate Dean of Student Affairs can refuse permission to display a flyer/poster if they feel that the content is inappropriate.
4. No poster/flyer may be larger than two feet by three feet. Advertisements and/or table tents displayed in the dining hall and Lion's Den may be no larger than five inches by seven inches.
5. No posters/flyers may be put in Hensdale Chapel or the Matthews Ministry Center.
6. No posters/flyers may be put on glass windows or doors.
7. Posters/flyers may not be attached to trees, light poles, or the bell tower.
8. All posters/flyers are not to be hung with masking tape, but with some other substance approved by the Vice President of Student Affairs or the Associate Dean of Student Affairs.
9. All posters/flyers must be removed within twenty-four (24) hours of the event.
10. Posters and flyers should be posted on the bulletin boards/cork strips provided for this purpose.
11. Posters/flyers that have not been approved, or that do not meet the guidelines above, will be removed.

## SOCIAL RELATIONS POLICY

Social relationships (romantic, dating, other special relationships, etc.) between staff and currently enrolled students are strongly discouraged by Methodist University. History has shown that such relationships are more often than not painful for all parties, especially for students. They are frequently detrimental to the University's mission. The following practices are strictly prohibited:

1. Any romantic relationship between a supervisor and the person supervised, to include both students and staff members. The supervisory relationship might involve an employee with the employer. It might involve a faculty member and a student in a course taught by that faculty member. It might involve a coach and a member of the team coached.
2. Any staff member, full-time or part-time who lives in a residence hall at Methodist University may not be involved romantically with a resident student at Methodist University. Dating or visiting in the residence halls between such persons is prohibited.
3. Staff members should also be careful not to develop inappropriately close relationships with students or other staff members whom they supervise. Inappropriately close relationships are considered those in which the faculty/staff member has a special relationship with a particular student or staff member whom he/she supervises that would lead to a perception of favoritism. Disciplinary action will be taken against faculty/staff members who violate the terms of this policy. Such action may range from a written warning to termination.

## STATEMENT ON SEXUAL HARASSMENT

Sexual harassment is an abuse of persons; it is a violation of the principle that all members of the Methodist community should be treated fairly and equally, with dignity and respect. Sexual harassment is thus a violation of the freedom of others; it cannot and will not be tolerated at Methodist University. It is the responsibility of all members of the Methodist University community to work toward understanding, preventing, and combating sexual harassment. The purpose of the University's policy regarding sexual harassment is to help the entire community fulfill this obligation.

Any activity perceived as sexual harassment should be reported to any member of the Sexual Harassment Resource Team. Any person found to have violated this policy may be subject to disciplinary measures.

In addition to its policy regarding sexual harassment, Methodist University provides a resource team trained to deal with this issue. These persons have been chosen for their sensitivity and concern. They will listen objectively, provide support, answer questions about the policy on sexual harassment, and help victims pursue options for handling the problem. If a student feels that he/she has been sexually harassed or is uncomfortable with another person's response or behavior, he/she is encouraged to talk with a member of the resource team. Any contact with a member of the resource team will be held in strict confidence. F

### Defining Sexual Harassment

Sexual harassment is a form of sexual discrimination. Unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is either an implicit or explicit condition of an individual's employment or education;



- Submission to or rejection of such conduct is used as the basis for employment or academic decisions affecting the individual; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or when such conduct creates an intimidating, hostile or offensive work or educational environment.

Sexual harassment may occur in a variety of situations and relationships. It may take place between students; it may take place between students and professors, supervisors and employees, persons of the same sex, or persons of the opposite sex.

Sexual harassment may occur within social, fraternal or professional organizations; it may involve one-time or repeated actions or responses that are unwelcomed.

## **STUDENT GRIEVANCE PROCEDURES**

Any student who feels that he/she has been unduly wronged or unfairly treated by a member of the University faculty, administration, or staff may appeal to have his/her grievance heard through the following processes. This procedure does not apply in situations involving grade appeals and student code of conduct issues. A separate procedure has been developed for those cases.

1. The student should, whenever possible and after a reasonable cooling off period, talk with the faculty, administrator, or staff person stating carefully and precisely why he/she believes a grievance exists. An attempt should be made in this conference to resolve the issue. If the University official involved in the grievance is not available on the campus (such as during the summer or other such breaks, leaves of absence, etc.) or the situation itself is such as to obviously preclude this step, the student should talk with the person's immediate supervisor.
2. If no resolution of the issue can be made in the initial conference with the University official against whom the grievance is directed, the student may initiate a formal, written appeal process with the person's immediate supervisor for the purpose of mediation.

This written appeal will form the basis for a conference between the supervisor, the student, and the University official against whom the grievance is directed. The written appeal must state in detail the grievance and reasons for appealing and must be presented in four copies, one each for the supervisor, the official against whom the grievance is being made, the student bringing the grievance, and for the record. Since the document is of primary importance, the student may seek assistance in preparing it for presentation. Any student or member of the University community may assist the student in preparing the written appeal. The formal written process must begin within thirty (30) days of the most recent incident precipitating the grievance. Supporting documentation and/or evidence related to the precipitating incident, such as earlier documentation and/or evidence related to the precipitating incident, such as earlier incidents, may be included in the appeal. The same information, however, should also be available in the earlier stages of the grievance process.

3. If the conference between the supervisor, the student, and the official against whom the grievance is directed does not satisfactorily resolve the issue, the student or the University official in question may request (using the same procedure as stated above) a conference with the authority on the next level of administrative supervision.
4. If the conference with the administrative division head does not satisfactorily resolve the issue, the student or the official against whom the grievance is directed may request the division head to convene an ad hoc Grievance Committee to hear the issue. The decision whether or not to convene an ad hoc Grievance Committee to further hear the issue will rest with the appropriate administrative division head. In cases involving administrative division heads, the decision rests with the President. Decisions at this level will be final.
5. The ad hoc Grievance Committee shall be composed of five (5) persons. The President shall nominate an administrator to chair the committee, one additional administrator and two faculty members. A student shall be nominated by the S.G.A. President.
6. The Grievance Committee shall hear the testimony of both the student and the University official and shall guarantee each the right to hear the other's testimony. An audio tape shall be made of the hearing proceedings and shall be made available to both parties. If the student or the University official fails to appear at a scheduled session of the Committee, and fails within seven (7) days to provide a satisfactory explanation to the chairperson for the absence, that person shall be considered to have waived his/her right to further consideration.

The ruling of the Grievance Committee shall be final. During all formal proceedings, beginning with item #2 of this procedure, both the University official and the student are entitled to the following due process rights:

- a. To be present at all formal hearings
- b. To be represented by an advisor. Any party may seek from within the University community of students, faculty, administrators, and staff a person who is willing to act as an advisor to assist him/her. Lawyers may not represent parties in these proceedings
- c. To cross-examine witnesses.

The records of the Committee shall be on file in the Office of the President for a period of five years. Only the President, the respective Vice President, and the Board of Trustees shall have access to the records. Members of the Committee shall observe strict confidentiality regarding the case.

The entire formal proceeding, beginning with the written appeal to the supervisor, shall be completed within thirty (30) days.

### **Academic Grievance Procedure**

Should a student have a grievance which is academic in nature (i.e. with a particular faculty member regarding a particular course, etc.), the student should complete a Methodist University Academic Grievance Form. Forms can be obtained from the Registrar's Office. Once the grievance form is completed by the student, it should be submitted **first** to the faculty member who taught the course, **second** to the Department Head, **third** to the Division Director of the faculty member, and **fourth** to the Associate Academic Dean. If the student feels that the problem has not been resolved, he/she can appeal to the Academic Standards Committee of the University. The committee then makes a recommendation on the matter to the Provost. Students who have questions regarding the Academic Grievance Procedure should contact the Associate Dean for Academic Affairs. Students' academic complaints will not be heard unless this procedure is followed.

### Consumer Affairs Division part of the North Carolina Department of Justice

If the complaint cannot be resolved after exhausting Methodist University's grievance procedure, the student may file a complaint with the Consumer Affairs Division part of the North Carolina Department of Justice.

Consumer Affairs Division of the North Carolina Department of Justice: North Carolina Department of Justice Consumer Protection Division, 9001 Mail Service Center, Raleigh, NC 27699-9001, or call 877-566-7226. An online complaint form is available at: [www.ncdoj.gov/complaint](http://www.ncdoj.gov/complaint).

## **STUDENT TRAVEL POLICY**

The University encourages student organizations and classes to take advantage of conferences and events that enhance their education. The following guidelines are intended to ensure a reasonably safe and worthwhile experience for students traveling as representatives of the University:

- 1. Attendance:** When participating in a field trip or a conference, students are expected to attend all scheduled events. A student is required to reimburse the University for Conference Fees and/or expenses should he or she fail to attend events as scheduled.
- 2. Lodging:** Students are expected to reside in living accommodations arranged prior to the event. Students may share a room only with members of the same sex. Students are responsible for any damages done or any expenses incurred beyond the cost of lodging.
- 3. Funding:** The coordinator of an event is responsible for providing a written outline of expenses that are funded by the University and those that are the responsibility of the student. Funds provided by the University are expended in accordance with established guidelines and only for purposes authorized.
- 4. Conduct:** Students are expected to conduct themselves in a manner consistent with the policies of the University, as published in the *Student Handbook*. Inappropriate behavior is addressed through the campus code of conduct system. Students who exhibit inappropriate behavior may be required to return to the University at their own expense.
- 5. Supervision:** All plans and expenditures for an event must receive prior approval from the group's advisor or faculty representative.
- 6. Releases:** Students are required to sign a release prior to departure from the campus. Releases are provided by the responsible faculty or staff advisor and include information about special requirements or risks associated with the event,

## **STUDENTS' RIGHTS, PRIVILEGES, AND RESPONSIBILITIES**

### **MANDATORY STUDENT E-MAIL POLICY**

#### **For Undergraduate Students:**

An e-mail account (ending in @student.methodist.edu) will be created for all Methodist University students. All students are responsible for obtaining a password for that account at the CAC Lab in the Trustees Building (T-375). All students are responsible for checking their e-mail daily for messages from the university. All official university information (e.g., grades, academic notices, campus calendars, attendance policy updates, registration and financial information, etc.) will be sent electronically only. No university information will be sent to any other e-mail address.

#### **For Graduate Students:**

The above policy applies to all Methodist University graduate students. However, for graduate students in the Master of Justice Administration (MJA), the Professional MBA at Methodist University, and the MMS in Physician Assistant Studies, e-mail addresses and passwords will be issued to students by their Program Coordinators.

## **EDUCATIONAL RECORDS AND PRIVACY RECORDS**

Methodist University 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 *Academic Catalogue*.

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

### **Student**

A student is any person who attends, or has attended, classes at Methodist University.

### **Educational Records**

Any records (in handwriting, print, tapes, file, or other medium) maintained by Methodist University 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 Health Services 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 University and the records do not relate to the person as a student.

### **Disciplinary Records**

Methodist University handles disciplinary records differently than other educational records. Disciplinary records include all information regarding a student's violation(s) (alleged or actual) of the Code of Conduct, investigative notes, and sanctions imposed upon the student as a result of such violation(s). Disciplinary records may be reviewed by the student but will not be released to the student. As a practice, disciplinary records will not be released to anyone without the student's consent. Disciplinary records will only be released to appropriate members of the Methodist University administration at the discretion of the Dean of Students.

### **Directory Information**

Student's 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 University attended.

### **Access to Educational Records**

All educational records maintained at Methodist University 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 dependent of those parents, according to the definition of 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 University 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 University, 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 University.
7. Individual Directory Information will be released without prior written consent unless Methodist University 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 by the appropriate University official, that official will make the needed arrangements for access to the records on the University 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. 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 University.

Records of all requests for and/or disclosure of information from a student's educational record will also be maintained. The record will indicate the name of the party making the request, any additional party to whom it may be disclosed, 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 designated individuals assigned to the Office of the Registrar or staff employees of the University. 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 University in the following locations and are subject to the responsibility of the following persons:

1. Cumulative Academic Records (including admissions records on accepted students)—Office of the Registrar—Registrar
2. Financial Records (no more than five years old)—Financial Aid Office— Director of Financial Aid
3. Placement Records—Office of the Career Services—Director of Career Services
4. Disciplinary Records—Office of Student Affairs—Vice President for Student Affairs
5. Medical Records—Student Health Center—Director of Student Health Center.
6. Occasional Records—The appropriate official will collect such records, direct the student to their location, or otherwise make them available for inspection and review.
7. Athletic and Directory Information—the Athletics Office—Director of Athletics.
8. 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 University 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 University 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 University 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 University will prepare a written decision based 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 University 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 University discloses the contested portion of the record, it must also disclose the statement.
8. If Methodist University 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 MUSERPP 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 a student, is forbidden. The United States Post Office is considered to be a private means of communication.

This policy statement supersedes the statement of July 1, 1988.

## **Trespassing on University Property**

Persons who violate University policies, regulations, or rules or pose a threat or risk to the safety and security of the University community or University property may be advised to leave by a University official. In addition, persons present on University property without justification or legitimate reason may be advised to leave.


## **Unmanned Aircraft System Policy**

The University requires all users of UAS to comply with the permitting requirements set forth by the North Carolina Department of Transportation (NCDOT) and the Federal Aviation Administration (FAA). Both of these agencies require operators of UAS to obtain certain permits prior to operating a UAS. No UAS may be flown on University property unless the user has these permits. **(Note: Recreational use of UAS on campus, even if legal “hobby” use under state and federal rules, is not permitted on University property.)** Persons wishing to operate on University property must contact the University’s Department of Public Safety at least three days in advance of the desired flight time and provide the following: proof of any required FAA permit, proof of any required NCDOT permit, and a detailed flight plan to include specific time and specific location. To inquire about this policy, call the Department of Public Safety to reach the Chief of Police (910) 630-7149.



# METHODIST UNIVERSITY PROGRAMS AND SERVICES

The following is a list of the offices of the major administrative officers of the University. The persons who hold these positions have responsibility for the supervision of the overall operation of the University and can be of great assistance to students here at the University. Students should feel free to consult these persons if there is a need for their services.

	<p><b>Office of the President: Dr. Stanley T. Wearden</b> the President, is the chief executive officer of the University. As such, he is responsible for the overall operation of the University and for the coordination and planning of all of the functions with which the University involves itself. The President is responsible to the Board of Trustees.</p>
	<p><b>Office of the Vice President for Student Affairs and Dean of Students: Dr. William H. Walker</b>, the Vice President for Student Affairs, is the chief administrative officer of the University in charge of student services. He has responsibility for student-related, non-academic operations of the University, including residence life, student activities, the Student Government Association, the campus Code of Conduct System, counseling, health services, food services, career planning and placement, intramurals, campus recreation, security, and the operation of the Berns Student Center, and Nimocks Fitness Center.</p>
	<p><b>Office of the Vice President for Business Affairs: Ms. Dawn Ausborn</b>, the Vice President for Business Affairs, is the chief Office of Student Accounts of the University. She has responsibility for all of the business operations of the University, including the Office of Student Accounts, controller's officer, personnel, the Snack Bar, the Student Store, the Mail Room, purchasing, and budget development and management.</p>
	<p><b>Office of the Vice President for Planning and Administration: Ms. Sheila Kinsey</b>, the Vice President for Planning and Administration, is the chief planning and administration officer of the University. She has the responsibility for all the planning operations of the University, including the maintenance, grounds, computer services, and physical plant.</p>
	<p><b>Office of Vice President for University Advancement and Senior Counsel: Mr. Greg Swanson</b>, the Vice President of University Advancement is the chief administrative officer responsible for Alumni Affairs, Parent Programs, annual giving and gifts to the University.</p>
	<p><b>Office of the University Provost: Dr. Suzanne Blum Malley.</b> The University Provost is the chief academic officer of the University. She has responsibility for all of its academic operations, including the faculty, the Office of the Registrar, grants, the MU Journey, and the Methodist University at Night &amp; Extended Learning program.</p>

	<p><b>Office of the Vice President for Enrollment Services: Mr. Rick Lowe</b>, the Vice-President for Enrollment Services, is the chief administrative officer of the University in charge of student enrollment services. He has responsibility for all of the recruiting, admission, and financial aid services on and off campus.</p>
	<p><b>Office of the Director of Athletics: Mr. Dave Eavenson</b>, the Director of Athletics, is the chief administrative officer for the University and is responsible for the oversight of our twenty intercollegiate sports programs. He has the responsibility to enforce University, USA South Conference and NCAA regulations. He is responsible for the oversight of student-athlete welfare and the responsibility to facilitate an effective relationship with the academic units of the University to ensure an athletic program with strong academic integrity.</p>
	<p><b>Office of the Vice President for Religious Life &amp; Community Engagement: The Rev. Kelli Taylor</b>. As the Campus Chaplain, she is responsible for the spiritual formation and development of staff and students. She seeks to promote awareness that everyone is welcome to participate in Campus Ministry for worship, fellowship, study, support, pursuit of justice, and service to our neighbor.</p>
	<p><b>Office of the Associate Vice President for Academic Affairs: Dr. Beth Carter</b>. The Associate Vice President for Academic Affairs directs the Extended Learning Programs (MU at Night, Fort Bragg Campus, and E-Learning) and assesses all academic programs at MU. In addition, this office assists with several strategic planning initiatives and with the development of the Center for Teaching and Learning.</p>
	<p><b>Faculty Representative: Dr. Cameron Dodworth</b></p>

## BUSINESS SERVICES

### Check Cashing

Personal checks (not to exceed \$25.00 per day) can be cashed in the Office of Student Accounts. Parents' checks will be honored up to \$50.00. Absolutely no third party checks (such as payroll checks issued to students for wages earned outside of Methodist University, income tax refunds, or checks from other students) will be cashed by the Office of Student Accounts. Local area banks are available for check-cashing and other services.

The Methodist University I.D. card must be shown prior to any checks being cashed. Personal checks for the amount of purchase only can be used in the Student Store. Personal checks will not be cashed during the three weeks prior to the end of the semester. This is to allow all checks to clear the bank prior to the end of the semester. A \$30.00 charge will be assessed in the event that a check is returned for insufficient funds on an account. The student may then be denied check-cashing privileges for the semester.

### Payment for Tuition, Room, Board, and Fees

Before registration for the current semester can be completed, all prior semester charges must be paid in full. Student Housing Fee must be paid before a student can sign up or be assigned a room. All students receiving loans, grants or scholarships should make the necessary arrangements with the Financial Aid Office to receive these funds prior to making arrangements with the Office of Student Accounts, since the amount paid to the Office of Student Accounts will depend on the amount of aid each student is receiving. Students are encouraged to make the necessary financial payment arrangements with the Office of Student Accounts as soon as the billing statement is received.

In early June, the Office of Student Accounts will send out Initial Billing Statements showing the expected charges and financial aid credits for each student and will specify what payments are required and the due date. Clearing the Office of Student Accounts can be done either by mail, in person, or by phone. Class schedules will be dropped and students will not be allowed to attend class, until all financial matters are arranged with the Office of Student Accounts.

For specific information on payment plans available and payment deadlines, please consult your *Methodist University Academic Catalogue*, or call the Office of Student Accounts at (910) 630-7018 / 7619 / 7012 or via email at [studentaccounts@methodist.edu](mailto:studentaccounts@methodist.edu).

### Reimbursements

The University reserves the right to apply reimbursements against any unpaid balance currently due.

### Withdrawals

See the policy on withdrawal in the current *Methodist University Academic Catalogue*.

### Refunding of Excess Financial Aid Policy Procedures for refunding of credit balances

Credit balances are created by Financial Aid and payments that exceed charges.

### Financial Aid Processing

**Loans**—Students are not eligible for Direct and Plus Loan monies until the drop/add period is over. Once this period is complete, and the student is still enrolled, loan funds are credited to student accounts as received. Some students are subject to two loan disbursements instead of one. All assessed charges are deducted from the first disbursement and any credit balance is refunded to the student. First time Direct Loan borrowers receive their first loan disbursement thirty days after classes begin. The loan disbursement date is not the refund date.

**State Grants, State Scholarships and Military Tuition Assistance**—North Carolina Need Based Scholarship, VA payments, and Military Tuition Assistance monies are not credited to student accounts until the funds are received.

**Pell Grants, Perkins Loans, Institutional Aid, Outside Scholarships, other aid**—These forms of aid are credited to the student's account after the drop/add period is over if this aid has been awarded and all paperwork has been processed and approved. Otherwise, it is credited after processing.

### Processing of Charges

No refunds can be issued until all charges are posted to all accounts. You are liable for any additional charges that are placed onto your student account after a refund has been issued.

**Tuition**—Charges for classes are assessed after all drop/adds are processed. This is complete approximately one week after the drop/add period is over.

**Room and Meals**—Charges for room and meals are not completed until all room occupants are verified. This occurs approximately one week after the start of classes.

**Books and Supplies Charged on a Book slip**—Actual book charges are assessed against the student accounts as incurred during the semester on a weekly basis.

**Other Charges**—Charges for residence hall dues, damage deposits, golf and tennis lab fees, entertainment fees, applied music lessons, late registration fees, and other fees are charged within one week of the start of classes.

### Processing of Refunds

The Office of Student Accounts processes refunds on a first-come, first-serve basis.



## Refund List

The Office of Student Accounts establishes refund lists to schedule student refunds. After the students have confirmed that they have a credit balance with the Office of Student Accounts, they may request to be put on a refund list. The lists are started no earlier than stated in the Refund Policy in the Methodist University Academic Catalogue, and continue throughout the semester.

Students will be given a date when their refund will be available once they are put on a refund list.

## Calculating the Refund

The Office of Student Accounts requires approximately one week to issue a refund check after a student is put on a refund list. This allows time for analyzing and verifying all charges and credits, determining eligibility for loans and grants, calculating multiple refunds, and scheduling multiple checks for disbursement.

## Refund Processing

Students may enroll in our direct deposit, through Nelnet, by logging into their student portal. Students who elect not to enroll in direct deposit will have their refunds mailed to the address on record. A handy guide to enroll in direct deposit is available on the student portal or at the Office of Student Accounts. The following dates are the earliest dates available for refunds:

The earliest scheduled request dates for **Fall 2020** are:

**September 3, 2020** Evening Students/Term I

**September 3, 2020** Day Students

**October 27, 2020** Evening Students/Term II

The earliest scheduled request dates for **Spring 2021** are:

**January 28, 2021** Evening Students/Term I

**January 28, 2021** Day Students

**April 1, 2021** Evening Students/Term II

The earliest scheduled request dates for **Summer 2021** are:

**June 1, 2021** Day Students/Term 1

**June 10, 2021** Evening/Online Students

**June 29, 2021** Day Students/Term II

**July 27, 2021** Day Students/Term III

Refunds are available for scheduled students on Tuesdays and Thursdays. **Students that drop classes and fall below twelve semester hours will be subject to partial or full loss of their financial aid. If financial aid is adjusted for any reason (withdrawal, eligibility, etc.) and you have previously been refunded an amount based on that financial aid, you will be responsible for repayment to the University for either a portion or the full amount of funds returned.**

## Refund/Repayment Policy on Withdrawals from University

Effective August 1, 2000, Methodist University adopted the provisions of the Higher Education Amendments of 1998 for calculating the return of unearned Title IV funds. If a student withdraws from the University and is receiving federal Title IV funds, a federal refund calculation is performed.

Title IV funds include Federal Direct Loans, Federal Plus Loans, Federal Supplemental Educational Opportunity Grants, Federal Pell Grants and Federal Perkins Loans and other federal programs. If no Title IV funds are involved, then only the Institutional calculation is performed. The University will credit any refund amount due to the student's account if the student also owes a repayment or unpaid charges to the University.

The date of withdrawal is considered the formal date on the Withdrawal Form. Students may obtain instructions for withdrawal from the Registrar's Office. If the student fails to withdraw formally from the University, then the date of withdrawal is considered to be the last documented date of attendance.

Worksheets are used to calculate each student's refund. Examples of these calculations are available in the Financial Aid Office.

## Federal Refund Calculation

If a recipient of Title IV aid withdraws before completing 60 percent of the period of enrollment, the institution must calculate the amount of Title IV aid the student did not earn and return these funds to the appropriate sources. The amount of unearned aid equals the difference between Title IV aid that was dispersed or could have been dispersed and the amount of Title IV aid that was earned. This earned aid calculation is based on a percentage of the calendar

days completed divided by the total calendar days in the enrollment period. Students withdrawing after 60 percent of the semester is completed are not eligible for a refund.

### **1 – Methodist University at Night & Extended Learning (Evening/Weekend/Summer and e-Learning)**

Students withdrawing from Methodist University at Night & Extended Learning Programs on or before the last day to drop classes will receive a refund of the amount paid. Those students withdrawing from the University after the last day to drop classes will not be eligible for a refund.

### **2 – Regular Academic (Day) Program**

Students withdrawing from the University during the first week of classes (during the drop/add period) will receive a refund of the refundable amount paid. Those students withdrawing from the University will be refunded the following percentages of tuition and room expenses:

1st Week	100.00%
2nd Week	90.00%
3rd Week	75.00%
4th Week	70.00%
5th Week	65.00%
6th Week	60.00%
7th Week	55.00%
8th Week	50.00%
After 8th Week	0.00%

Meal (cafeteria) charges will be prorated on a weekly basis from the first day of classes through the date of withdrawal. Any student failing to officially withdraw from a course will be charged for the course irrespective of attendance.

Students withdrawing from the University or those reducing their course load below a certain level will be subject to a reduction or cancellation of their financial aid. Withdrawing students are subject to refunding of financial aid monies to the following sources, in order of priority: Direct Unsubsidized I, Direct Subsidized, Perkins Loan, Federal Plus Loan, Pell Grant, FSEOG, Other Title IV Aid programs. Any remaining funds are returned to the student.

### **Moving Off-Campus During a Semester**

Students enrolled in University courses who are authorized to live off-campus and elect to move off campus during the first week of classes will not be assessed any charges for room. After this period, the student will be assessed 25% of the total room charges during the second week of classes, 50% during the third week, and 75% during the fourth week of classes. No reduction in cost is given after the fourth week of classes. Meal (cafeteria) charges will be prorated on a weekly basis from the first day of classes through the last date of occupancy.

### **Moving On-Campus During a Semester**

Students who are authorized to live off campus and who elect to move on-campus after the first two weeks of classes of the fall and spring semesters will be charged room and board on a prorated weekly basis. Residential Hall dues are not prorated. No proration is done for summer terms.

## **COMPUTERS AT METHODIST UNIVERSITY**

[http:// www.methodist.edu/oic/redbook.html](http://www.methodist.edu/oic/redbook.html)

The **Computer Services Department** of the **Office of Institutional Computing** exists to aid students in the utilization of computer resources on our campus. We seek to provide an open environment where the rights and sensibilities of all members of the academic community are respected. In order to facilitate this goal, we are committed to promoting ethical and responsible use and allocation of computer, network resources, and security. Every student, faculty member, and staff person should read the Methodist University Computer Use Policy which is found at the end of this section. **Everyone who uses computer resources at Methodist University is bound by that policy and acknowledges its provisions by the act of using those resources and facilities.**

### **Methodist University Secure Wireless Connectivity**

You must first login to the MyMU Portal, go to Forms and Documentation. Scroll down to Computer Services Guides/Information. Look for the MU Wireless Connectivity Guide. Read the instructions carefully. You will need to On Board your device(s). If you followed the instructions and need further assistance contact the CAC Lab attendant by emailing the Help Desk at [help@methodist.edu](mailto:help@methodist.edu) or calling 910-630-7300. The CAC lab is located in the Trustees Building for in-person support.

## Frequently Asked Questions about Computing at Methodist University

We hope that the following questions and answers will give you an idea of what to expect when using a computer at Methodist University.

### Q 1: What is MuNet?

A: MuNet is the University Internet access, carried by the fiber optic backbone that connects all permanent buildings on campus. Q 2: I live in one of the residence halls. Do I need to have my own computer at Methodist University?

A: A personal computer is important to any student, but Methodist University students are not required to purchase one, unless you are attending one of the Business, PGA, or Graphic Design Programs that require student(s) to have a laptop computer. There are computers in several laboratories on campus that are equipped with Microsoft Windows, Internet access, word processing capabilities, and are accessible for over eighty hours per week. Students majoring in graphic design have access to an Apple Macintosh Lab-with current software from Apple and Adobe-for their studio course work. Nevertheless, many students own their own computers because it is more convenient to have one equipped as desired, available when needed, and loaded with personal software and data. Students in all permanent residence halls are able to connect directly to MuNet, using network jacks in their rooms or the wireless internet access.

### Q 3: What kind of computer should I buy?

A: Computer Services recommends the following minimum computer configuration. An Intel or AMD multi-core processor PC/Laptop having a USB port, NIC (Network Inter-face Card), **Wireless Card** that complies with the **“B”, “G”, “N” or “AC” Wireless Standards**. Be sure that you ask about the Warranty and Technical support provided by the company you purchase your computer from. It is recommended that you get at least a 4-year warranty with on-site repair and parts. Computing services “Highly” recommends when purchasing any model laptop to also purchase a case to carry your laptop around in. Not a book bag or knapsack unless it is designed for such use.

For Business and PGA majors, other students, faculty, or staff interested in a Lenovo laptop, Methodist University’s Featured Notebook computers, complete your order online using a credit card. It will not come with any version of Office Professional, this is an additional purchase through Lenovo or Varsity Buys. You will deal directly with and through Lenovo for the laptop purchase, not Methodist University.

For Graphic Art Design majors and any other students, faculty, or staff interested in an Apple computer, Methodist University has an online store through the Apple website. Go to the Apple Store, then choose “Education Store” on the left side of the page. The site will ask for your designation as a student or faculty member and then for your institution. Choose Methodist University and complete your order online with a credit card. Recommended systems for graphic design majors will be added to the Methodist University online store soon.

Please contact the Department of Art with specific questions before ordering.

### Q 4: Can I buy a computer through Methodist University?

A: No. You can only purchase the network cable (CAT V) and thumb drives (USB) from the University bookstore. You should make your own arrangements to buy the computer before you come to Methodist or buy it from a local (Fayetteville area) vendor. However, if you would like to purchase a laptop thorough Lenovo, see question 3.

### Q 5: I don’t want to bring my computer to school on the airplane or bus. Can I have it shipped to the University?

A: Yes, you can. FIRST, you must notify Computer Services to expect the package. For insurance reasons, Computer Services must hold the computer as received. We will not break any packing seal. Once you arrive on campus, you should come to the Computer Services office with a picture I.D. We will sign the computer over to you as we received it. You should ship the computer to the following address:

**Attention: Tom Marthers**  
**Computer Services Methodist**  
**University 5400 Ramsey Street**  
**Fayetteville, NC 28311**

### Q 6: How do I get an Internet account at Methodist University?

A: Methodist University provides students with the ability to send and receive e-mail as well as access World Wide Web and network resources from laboratory computers and residence halls. Your network/e-mail/Blackboard username and password are the same, but your MyMU Portal is different. New student user accounts are auto-generated once a student is “Accepted” to Methodist University. Once “Accepted” to the University, the Admissions Office will mail your network, e- mail, MyMU Portal, and Blackboard account information to you. If you have not received a letter from the Admissions Office, you can contact the Computer Assisted Composition (CAC) Laboratory at 910-630-7300 OR send an email to [help@methodist.edu](mailto:help@methodist.edu) to obtain your username and password information, provided one has been created for you.

**Q 7: I am a resident student at Methodist University. To whom do I talk concerning hooking my computer up to get e-mail and getting on the Internet?**

A: You do not need to contact anyone in order to hook up your computer for Internet or e-mail access. We have Ethernet or wireless internet access. If you use Ethernet access, you will need a network cable (CAT 5 cable) and depending which residence hall you are staying in, you may need a cable at least 25-50 feet long to connect from your computer/laptop to the network jack in your residence hall. You can purchase this cable prior to coming to Methodist, local store in Fayetteville or MU Bookstore.

**Q 8: How long is my account Active/Valid once I graduate or no longer attend classes at Methodist University?**

A: Your account will be active/valid until two (2) weeks after you graduate or you no longer attend Methodist University. If you have files/e-mails that you wish to save after leaving or graduating, it is your responsibility to forward the files/e-mails to your personal e-mail account. Do not wait to forward those files/e-mails you wish to save, as we are unable to restore files/e-mails after the account has been deleted.

**Q 9: What if I already have a CAT V network cable for my computer/laptop?**

A: We recommend the network working cable (CAT V) to be 25-50 feet so that you can connect to the network jack from anywhere in your room. See question 8.

**Q10: What can I do on the Internet?**

A: You can send and receive e-mail and have access to the world of resources that resides on the Internet. Be careful, though, because anything as powerful as the Internet can get you into trouble. At Methodist University, Internet access is granted for **Educational Purposes Only**. Using campus systems and networks for commercial gain, or pornographic, racist, or abusive purposes is strictly prohibited. Good taste and discretion must be exercised on the Internet. You must not engage in any conduct that might hurt someone else. A good rule of thumb is, if in doubt, do not do it. Methodist University will, under no circumstances, be responsible for financial obligations incurred by students using the Internet facilities of the University.

**Q11: What if I already have an Internet Provider?**

A: If you already use an Internet provider such as Time Warner, you can use this system at Methodist University if you would like, but you would have to pay for the Internet service as Methodist University provides connectivity in all areas of campus.

**Q12: What if I have a laptop computer?**

A: As long as your laptop meets the specifications listed in question 3, you will be able to hook it up to MUNet.

**Q 13: Are there any restrictions concerning programs that I can run on my computer connected to MUNet? How about Instant Messenger and Internet file sharing programs (P2P)?**

A: Such activities as downloading of huge files from sites such as file sharing sites, unless you have purchased a subscription. Is PROHIBITED and against MU Policy. We accept no responsibility as to how well or fast such programs run or whether they run at all. Furthermore, Peer to Peer software can spread VIRUSES. **We will not install, configure, or support any file sharing programs, nor are they authorized to be used on MU Internet access. This includes any kind of Torrents, KaZaA, Morpheus, LimeWire, eMule, etc. If you are doing this and you are identified by our Internet Service Provider or networking staff, your Internet access will be cut off for a specified amount of time.**

**Q 14: What sort of software resources do I have access to on the campus network?**

A: As far as software resources, you will **not** have any access to download software to the local computers. You have access to Microsoft Office Professional in all/most labs as well as Adobe Reader, Internet Explorer, and Mozilla Firefox. Different labs and library computers have additional software available to students.

**Q15: Do I have access to a laser printer on MuNet?**

A: There are laser printers in the CAC Lab, EDU lab, Clark Hall lab, PA Lab, Science Lab(s) and Library. You can print your documents on one of them whenever the labs or library is open. You cannot use the laser printer from your room; you have to go to the lab or library. We ask that you do not abuse this privilege.

**Q16: I sit down in my room in Weaver Hall to bring up my paper that I was working on in the CAC Lab, but I cannot because I do not have Microsoft Word or any of the Microsoft Office suite that is in the CAC Lab.**

A: The software programs installed on the computers in the labs on campus can't be used across the network. If you want to use Microsoft Word or any other licensed software program on your computer in your residence hall, you must purchase that software for your own use. You can purchase software from Varsitybuys at a student reduced rate. Information on Student, faculty, or staff purchases go to Varsitybuys for more information, or click on "Students & Educators" and follow the prompts.

**Q17: What if I already have Word Perfect loaded on my computer?**

A: Microsoft Word is the Methodist University word processing program of choice. That means that you will probably use Microsoft Word in the CAC Lab for word processing. If you use Microsoft Word in the Labs or Library, you will have to convert your document to Word Perfect format in order to access it in your computer/laptop in your dorm room. You can also save your documents in Rich Text Format (RTF). If you do not save your files in RTF, you can go back and forth between word processing programs, but it is cumbersome.

**Q 18: I have an older version of Microsoft Office, which is different from what you have in the lab. Will this cause problems?**

A: It can. If you save your documents in Rich Text Format (RTF), you should not have a problem. If you are having a problem, check with the CAC lab assistant. He/she will try to convert your documents for you and/or show you the format to save documents in to move between versions.

**Q19: Where on campus are Wireless Access Points located?**

A: Wireless access points are located in the following areas: Medical Science Buildings (PA), McLean Health Science Building, Bethune Art Building, Trustees Classroom Building (1st and 2nd floor) Davis Memorial Library (1st and 2nd floor), PGM classroom, Allison Math & Computer Science Building, Cape Fear Commons Community Building, Chris' House, Nimocks Fitness Center, Clark Hall, Riddle Center, Berns Student Center, Science Building and all floors of residence halls (Garber, Sanford, Cumberland, Cape Fear Commons, McLean, West, Pearce, Weaver, and Greek Village), Stout Hall, Soccer Building, Mallet-Rogers House, Reeves Auditorium (1<sup>st</sup> and 2<sup>nd</sup> floor). There are also outdoor access points located by the Library, Berns Student Center, Trustees building, McLean Health Science Building and Horner Administration building. The entire quad area has wireless access too.

**Q 20: What if I have a problem configuring my computer even to access the Internet?**

A: We do proceed from the assumption that your computer is operating properly before you attempt to connect it to MUNet. If it is and you still cannot get it to connect, then call us at 630-7300 and we will attempt to troubleshoot your problem over the telephone. If this does not work, we may then need to dispatch a technician to your room to take a look at it, but you must call to set up an appointment date/time. **Be Advised, we do not make same day appointments.** You will have to make an appointment for a technician for the following day. When the technician first enters your room, he/she will evaluate your computer to determine if it is working properly and meets the specifications mentioned earlier. This means that your computer must be out of any container or box, set up, plugged in, with the monitor, keyboard and mouse attached and the computer/laptop turned on. If not, you will have to make another appointment after you set up your computer. **WE do not setup any other devices, to include printers, scanners, etc.** If you are having a problem with your computer, you will have to contact your original vendor for support/repair or local computer vendor for support/repair. If you have trouble after that, we will check the network jack in your room to verify that it is working properly. **The network up to the wall network jack is Methodist University's responsibility. The computer is your responsibility.**

**Q 21: What if I get a virus? Spyware, Adware etc. on my computer and it will not work anymore?**

A: Be very careful about loading programs from thumb drives, DVDs/CDs, or programs onto your computer. Be careful about opening email messages or attachments from people you do not know. **We strongly advise that you purchase and install one of the current virus protection software packages on your computer, and keep it updated.** They are available at almost any store that sells software or online. The University bookstore sells anti-virus software as well. Be warned, the University does not provide or install any anti-virus software on student computers. This is an individual user's responsibility as well as keeping it updated.

**Q 22: I think I picked up a virus from MUNet. What do I do?**

A: That is not likely. MUNET is just the medium used to access the Internet. There is no software involved when accessing MUNET. We monitor our servers for virus-like activities to ensure that viruses do not appear or spread within our

network. If we determine that your computer has a virus that is affecting MUNET, we will disable your account until we determine what the problem is. If your computer has a virus, we will not reactivate your account until you purchase an anti-virus software program, install it, update it and run a virus scan. When you have completed the scan and the virus has been removed, call 910-630-7300 and advise the lab attendant that you have completed the above steps and we will then check the server connections and re-activate your account.

**Q 23: What, besides my computer and printer, can I connect to my wall computer network jack?**

A: Residence hall connections to MUNet are for a single computer or laptop use only. It is against **University policy for a user to connect any device to the campus network that will allow additional equipment to be connected**. Such devices may include, but are not limited to **wireless access points**, bridges, routers, switches, hardware and software servers, transceivers, converters, hubs, printers, concentrators, etc. **You are not allowed to attach anything to our network that we do not authorize to include Wireless Access Points**. If it is found that you have connected a wireless access point in your residence hall and it is interfering with others ability to access the Internet, your connection (port) will be disabled. You will need to contact the CAC lab attendant for further guidance to re-enable your Internet port.

**Q 24: I want to share devices such as drives, printers and modems with other users over the network. How can I do that?**

A: **It is a violation of University policy to share computer devices over the network**. You should not configure a device that is attached to your computer, such as a printer, scanner, or hard drive in such a manner that makes it visible or usable by anyone else on the network. If you need to share files, use USB thumb drives, DVD/CD-Writer, CD-Rewriter, or a USB External Hard Drive.

**Q 25: Can I let my roommate use my computer for his or her email?**

A: Yes, but we recommend you do not, as you never know what sites or software will be installed by your roommate.

**Q 26: Are there any times when MUNet will not be available?**

A: For system maintenance, upgrades, and user management, the Internet may be unavailable during these time periods: **Monday – Sunday, class schedule dependent**. During the summer, we conduct maintenance/upgrades on Infrastructure equipment. While the system will be up most of the time, we cannot guarantee the same level of service that we maintain during the regular spring and fall semesters, and any students living in the residence halls during the summer can expect periodic fluctuations and outages at anytime.

**Q 27: I take my computer home at Christmas (or next summer), use it, and bring it back to University at the end of the break. It will not allow me to login or access the internet or email when I plug it in. How come?**

A: If you have changed your configuration or added programs such as Instant Messaging service, dot-net, Peer to Peer file sharing programs, Torrents, or other software or hardware, your computer may not connect. You will need to contact the vendor of the software or hardware that you have installed, or just remove it, to restore the computer back to its original configuration. You may have also installed a Malware/Spyware/Adware program with or without your knowledge and can be a cause of not being able to connect to the network. You will need to install a Malware/Spyware/Adware program to remove this type of software.

**Q 28: I am an athlete and will be moving in two or three weeks earlier in August than other students. Can I get my MUNet connection hooked up early?**

A: You sure can. Follow the instructions in question 8. One warning, though, You should be aware that we still may be performing regular summer maintenance/upgrades during the time before classes start in the fall, so you can expect periodic fluctuations and outages at any time.

**Q. 29: Are there space limitations on the Student Group Wise E-mail server?**

A: Yes. You should be aware that you can only have 50 megabytes of email stored on student email server at one time. We ask that you keep your email mailbox cleaned up and delete any unnecessary email. If you wish to save attachments, save them to your C: drive. We conduct mailbox maintenance throughout the year, and if you have not saved your files to your C: drive, thumb drive, DVD/CD writer, or external hard drive. We conduct mailbox maintenance throughout the year, and if you have not saved your files, they may be deleted due to space limitations on the e-mail server.

**Q. 30: I have a laptop that came with an internal wireless card. Will it work with the Methodist University Wireless network?**

A: If you currently have a laptop that came with an internal wireless network card, the University supports “B”, “G”, “B/G”, “N” or “AC” compatible standards. If your wireless network card supports one of these standards, then yes it will work with Methodist University Wireless network.

**Q. 31: Can you install Instant Messenger or network paging on my computer?**

A: Due to bandwidth capacity limitations and risk of spreading viruses, we will not install, configure or support any Instant messaging services (AOL, Hotmail etc.), network paging services or file sharing programs on computers connected to the Internet.

**Q. 32: What are Computer Services’ responsibilities?**

A: Computer Services’ responsibilities include:

- Maintaining Internet access to maximize the time it is available for all users.
- Monitoring systems to assure that individuals are not using the system without express authority. The activities of MUNet users may be monitored at any time to insure that the use is consistent with the guidelines spelled out in this publication. **To use a system on MUNet is to consent to such monitoring.** If such monitoring reveals possible evidence of criminal activity or violations of University policy, system personnel will provide the evidence of such monitoring to both University administration and to law enforcement officials.
- Strictly adhering to and informing our users adhere to, copyright laws.
- Protecting the integrity of your work by providing a secure computing environment, including network server anti-virus protection, assuring reasonable confidentiality of correspondence, and making backup copies of materials stored on servers.

**Q 33: What are the student’s responsibilities?**

A: Your responsibilities include:

- You are not authorized to install or configure such devices to connect to MUNet, which may include, but not limited to: **wireless access points**, bridges, routers, switches, hardware and software servers, transceivers, converters, hubs, printers, or concentrators. You are not allowed to attach anything to our network that we do not authorize.
- NEVER INSTALL A WIRELESS ACCESS POINT, it is violation of the University Network Policy.
- Installing and configuring your own printers, wireless cards, network cards, scanners, and speakers to your own computer, never using another person’s account.
- Never attempting to read, modify, copy, or destroy another user’s data files, thumb drive, or other materials without the permission of the owner. All members of the electronic community have ownership rights to their own intellectual work.
- Never harassing other users by altering system software or computer system, by propagating viruses and other damaging software, sending malicious, annoying, or offending messages.
- Accessing your own account to read and remove mail at regular intervals so that ample storage space remains on the systems for all users. Each user will have an assigned storage quota for storage of essential data on the email server.
- Refraining from tying up resources by staying on the Internet for long periods, or by using bandwidth hogging programs such as file sharing programs or Torrents.
- Never allowing others to use your account and always selecting passwords that cannot be guessed.
- Strictly adhering to copyright laws.

Once you graduate or no longer attend Methodist University, forward any and all email from your student account to an off campus email account. Accounts are deleted two (2) weeks after graduation or when you no longer attend Methodist University. Once email is deleted, we cannot restore the email or the account, the information will be gone and no longer available.

**Q 34: What if I have problems and need help?**

A: Call 630-7300 or email [help@methodist.edu](mailto:help@methodist.edu).

**Q 35: What if I want to connect my Methodist University Student email to my smartphone?**

A: Please login to your MyMU Portal account and request it. It takes 24 hours to process and filter through the system, it is not instantaneous. If you have problems after 24 hours, contact the CAC Lab attendant (see Question 34 above).

**If you do not read anything else, read the following!**

## **Methodist University Computer Use Policy**

**Established Date: 5 Jan 2016**

The Computer Services Department of the Office of Institutional Computing exists to aid students in the utilization of computer resources on our campus. We seek to provide an open environment where the rights and sensibilities of all members of the academic community are respected. In order to facilitate this goal, we are committed to promoting ethical and responsible use and allocation of computer, network resources, and security. Every student, faculty member, and staff person should read the Methodist University Computer Use Policy located at the end of this publication. **Everyone who uses computer resources at Methodist University is bound by that policy and acknowledges its provisions by the act of using those resources and facilities.**

This information is also available on the Methodist University Website:

[http://www.methodist.edu/sites/default/files/ctools/computer\\_use\\_policy.pdf](http://www.methodist.edu/sites/default/files/ctools/computer_use_policy.pdf)

### **1.0 Purpose and Summary**

1. This document provides guidelines for appropriate use of the wide variety of computing and network resources at Methodist University. It is not an all-inclusive document. It offers principles to help guide authorized users in the appropriate use of Methodist University's technology and network resources while serving as a reference point.
2. Individuals using computer or network resources belonging to the Methodist University must act in a responsible manner, in compliance with law and University policies, and with respect for the rights of others using a shared resource in an ethical, moral, and legal manner. The right of free expression and academic inquiry is tempered by the rights of others to privacy, freedom from intimidation, harassment, cyberbullying, sexual harassment, protection of intellectual property, ownership of data, security of information.
3. The University reserves the right to modify and/or expand this policy at any time. Use of the Methodist University's computer and/or network resources by any person shall be implicit acceptance of the current policy, and all authorized users are held responsible for using Methodist University's computing and network resources in an ethical, moral, and legal manner and in a manner otherwise consistent with this policy.

### **2.0 Scope**

This policy applies to all faculty, staff, students, contractors, guests, and anyone else using Methodist University's technology and network resources. This includes use both on campus and from a remote location off campus. It is every faculty, staff and student's responsibility to know and follow these policies.

### **3.0 Rights and Responsibilities**

All users shall follow appropriate standards of civility and conduct and respect the feelings of others when engaged in communication. This means that all users will identify themselves and restrain from any behavior or communication that might be considered harassing, discriminatory, or in any way calculated to cause discomfort, cyberbullying, or embarrassment to readers or users of the communication. Users must also refrain from sending, receiving, or accessing pornographic materials.

### **4.0 Copyrights and License**

1. All users shall abide by copyright laws in accordance with the Digital Millennium Copyright Act of 1998, as it currently exists or as it may be amended, modified and/or supplemented from time to time. *Users may not engage in the unauthorized copying, distributing, altering or translating of copyrighted materials, software, music or other media without the express permissions of the copyright holder.* This means that copying or use of programs or files that are not licensed to the user is forbidden. If you don't own a copy of a program, you cannot load it on any Methodist University computers/laptops. You cannot load multiple copies of programs for which you don't own multiple licenses. If any computer software is loaded on a Methodist University computer/laptop and no license can be produced for the software, the Computer Services staff will remove the software from the computer until such time as the user provides proof of a license. This will also be reported to the President, or user's Vice-President, as appropriate.



2. When the University is informed of copyright violations by the copyright holders or their representatives, we will comply with their requests to identify the individuals responsible and stop the illegal activity.

3. Federal law provides severe civil and criminal penalties for the unauthorized reproduction, distribution, or exhibition of copyrighted materials. Criminal copyright infringement is investigated by the FBI. The civil penalties for copyright infringement not registered with the Library of Congress include actual losses sustained by the copyright owner as the result of the infringement. When it comes to a registered copyright filed with the Library of Congress, the copyright owner can also obtain triple damages above and beyond actual damages, together with attorney fees in a copyright infringement case. The possible criminal penalty for copyright infringement is up to five years in prison and up to a \$250,000 monetary fine. Additional details can be found at [DMCA](#)

## **5.0 Methodist University Property**

The Internet and electronic communication systems, software and hardware are the property of Methodist University. All documents composed, messages and attachments sent, received, or stored on the Internet and communications storage systems are and remain the property of Methodist University. Users may not remove from the premises any hardware, software, sensitive files, or data without prior authorization by the President or appropriate Vice President.

## **6.0 Network Security/Unauthorized Computer Equipment**

It is against University policy for anyone to connect any device to the campus network that will allow additional equipment to be connected. Such devices include, but are not limited to; Wireless Access Points, bridges, routers, switches, hardware and software servers, transceivers, converters, hubs, printers, concentrators, etc.. Users are not authorized to attach anything to the Methodist University Network that isn't approved by the Computing Services Department. Any Unauthorized attempts to access campus resources or any disruptive behavior on the campus network or systems will be considered a violation of University policy.

## **7.0 Shared Resources**

1. Faculty, staff, and students shall use Methodist University computing resources for Academic and University-related work consistent with the stated mission of the University. While incidental and occasional personal use that does not interfere with work performance or compromise the university network is allowed, Methodist University retains sole and absolute discretion to determine when any use interferes with the University's educational and related missions and/or otherwise violates this policy and to take appropriate action. No one shall use University resources for personal financial gain or any activity that would jeopardize the tax-exempt status of the University. The University will not be responsible for unauthorized debts or obligations incurred by users.

2. Although there is no set bandwidth or other limits applicable to all users, Methodist University requires users of these resources to limit or refrain from specific uses in accordance with the principles stated elsewhere in this policy. The University makes internet resources available to students, faculty and staff to further the University's educational, research, medical, service and University-related activities and missions. Recognizing that the Internet is also an integral part of socialization and leisure among students living on campus, the network is available to students for purposes of non-academic communications and entertainment to the extent that such use does not compromise the network or the amount of bandwidth available for academic-related uses.

## **8.0 Data Security**

1. All users who are authorized to use the Methodist University Student Information System (SIS) (Jenzabar) or any other secured non-public resources are required to exercise diligence and discretion to ensure that confidential information contained within the Methodist University systems are protected against unauthorized

disclosure. This means safeguarding passwords, as well as informing the Computer Services Staff immediately when a user suspects that security has been compromised.

2. Each user is required to have a unique account login and password that is not, for any reason, to be shared with another individual regardless of his or her stature at the University. Users are also required to lock or log off of any computer when they are not physically present and in front of the keyboard of the computer/laptop. Each user must confine the use of the information contained in the Methodist University SIS or other secured resources to official needs. Individual users must not allow unauthorized parties to load software on their systems, and not download information onto removable media of any kind without proper authorization.

## **9.0 Right to Monitor, Privacy, and Network Monitoring**

1. Methodist University owns the rights to all data and files on any computer, network server, network system, or other information system used at the university. The University also reserves the right to monitor any and all aspects of its computer and network resources including, but not limited to, sites, instant messaging systems, chat groups, or news groups visited by users, material downloaded or uploaded by users, and e-mail sent or received by users.
2. Notwithstanding anything else herein to the contrary, no user should have any expectation of privacy in any message, file, image, or data sent, retrieved, or received while using Methodist University's computer technology. Users must be aware that the electronic mail messages sent and received using university equipment, provided Internet access, including web-based messaging systems used with such systems or access, are not private and are subject to viewing, downloading, inspection, release, and archiving at all times. Monitoring may occur at any time, without notice, and without the user's permission.
3. The University, in its sole and absolute discretion, may determine that certain broad concerns outweigh the value of a user's alleged expectation of privacy and warrant University access to relevant systems without the prior notification of the user. No user may access another employee's computer, computer files, or electronic mail messages without prior authorization from either the employee, University President, or Vice-President(s) of that individual's department.
4. Although a respect for privacy is fundamental to the University's policies, it is important to understand that almost any information can, in principle, be read or copied; that some user information is maintained in system logs as a part of responsible computer system maintenance; that the University must reserve the right to examine computer files; and that, in rare circumstances, the University may be compelled by law or policy to examine even personal and confidential information maintained on University computing facilities.
5. Any authorized user who abuses the University provided access to e-mail, the Internet, or other electronic communications or networks, including social media, may be denied future access, and, if appropriate, be subject to disciplinary action up to and including termination, within the limitations of any applicable federal, state or local laws

## **10.0 Mobile Devices**

1. In the case of privately-owned mobile devices including laptops, smartphones and tablets, users must remove any personal or institutional data before disposal or recycling. Authorized users of the university who utilize a laptop or mobile device (e.g. portable hard drive, USB flash drive, smartphone, tablet) are responsible for the security of university data stored, process or transmitted to or from that mobile device. This includes physical theft, loss, and electronic invasion whether it is unintentional or intentional. It is the responsibility of the user to protect that data.
2. The use of unprotected Mobile Devices to access or store University information of any kind is prohibited regardless of whether the equipment is owned or managed by the university. At a minimum, both the device and any sensitive data should be password protected. Never leave a University or personally-owned mobile device unattended. If a university-owned mobile device is lost or stolen, immediately contact the Police and Public Safety Office at 910-630-7149/4577, and the Computer Services Department at 910-630-7020.

## **11.0 Prohibited Activities**

Certain activities are prohibited when using the Internet or electronic communications. These include but are not limited to:

- Downloading or transmitting fraudulent, threatening, obscene, intimidating, defamatory, harassing, cyberbullying, discriminatory, or otherwise unlawful messages or images;
- Installing or downloading computer software, programs, or executable files contrary to policy;
- Uploading or downloading copyrighted materials or proprietary firm information contrary to policy;
- Uploading or downloading access-restricted university information contrary to policy;
- Sending e-mail using another's identity, an assumed name, or anonymously;
- Uploading or downloading applications such as peer-to-peer file-swapping tools and unauthorized enhancements and plug-ins.

## **12.0 Pornography and Sexually Explicit Content**

1. Unless such use is for a scholarly or medical purpose or pursuant to a formal University investigation, users may not utilize Methodist University technology resources or privately owned devices that are attached to the University's network to store, display, or disseminate pornographic or other sexually explicit content.
2. Child pornography is illegal. The use of Methodist University technology resources or privately owned devices that are attached to the University's network to store, display, or disseminate pornographic or other sexually explicit content is strictly prohibited. Any such use must be and will be reported immediately to the Methodist University Police and Public Safety, local authorities, and Computer Services Department.

### 13.0 Violations and Enforcement Procedures

1. All users shall abide by all applicable state and federal law pertaining to communications. Computer Services is authorized by the University to investigate policy violations and apply temporary reduction or elimination of access privileges while the matter is under review.
2. All violations of the above policies will be investigated by University authorities and/or law enforcement agencies as needed. At such time that a violation is discovered, the Computer Services Staff will take the appropriate action to immediately curtail the activity. This includes, but is not limited to, the immediate revocation of all rights on computer systems at Methodist University. In carrying out an investigation pertaining to the violation of any of the above policies, or the violation of any University policy, it may become necessary for University authorities to examine files, accounting information, printouts, tapes, or any other materials. For reasons of potential liability, the University reserves the right to monitor all communications whether it be email, files on servers, or computer/laptops hard drives. Users should be aware of this fact and the fact that any computer correspondence can be used against them in disciplinary actions within the University disciplinary system, as well as used as evidence in a court of law.

Depending on the role of the individual, authorization by the appropriate University Office will be sought before any access to electronic data occurs. In the case of students, the Vice President for Student Affairs and Dean of Students would be consulted. For faculty, permission would be obtained from the Executive VP and Academic Dean and for staff, the appropriate University Vice President would be notified.

Unless prohibited by law, a University user accused of a violation will be notified of the charge and will have an opportunity to respond to the University disciplinary body appropriate to the violator's status, before a final determination of any penalty. In addition to discipline by Methodist University, users may be subject to criminal prosecution, civil liability, or both, for unlawful use of any University systems.

Penalties for the violations of the above provisions may include, but are not limited to, expulsion, suspension, and discharge from employment, and possible prosecution by state and federal authorities. Use of the Methodist University computer system(s) signifies acceptance of the Methodist University Computer Use Policy.

## CULTURAL EVENTS

Dates and times are listed on Methodist University's website, [www.methodist.edu/mu-events](http://www.methodist.edu/mu-events). Students are encouraged to attend these events. Some events have a fee, while other events are free of charge to the students. For more information, contact the Office of University Events at (910) 630-7062.

## DISABILITY SERVICES/ACCESSIBILITY RESOURCES

<http://www.methodist.edu/accessibility>

It is our desire that all students have the opportunity to be successful at Methodist University. Therefore it is very important to start the registration process early so each student has an equal opportunity to achieve their goals. A recent IEP and professional diagnosis is required for each student requesting reasonable accommodations as discussed on the university website. Our Director for Disability Services/Accessibility Resources works with each student to ensure that their needs are met to the best of our ability. **Please note that Methodist University cannot make accommodations retroactively.** The Disability Services/Accessibility Resources Office is located in Pearce Hall, Suite 102. For further information, please contact Charmagne Williams at (910) 630-7402 or email at [cawilliams@methodist.edu](mailto:cawilliams@methodist.edu). You may also contact Quincy Malloy at (910) 630-7151 or [qmalloy@methodist.edu](mailto:qmalloy@methodist.edu).

### Temporary Injury

In the event of an injury resulting in a temporary physical disability the student must present a medical note to the Student Health office located in West Hall. Our nurse will direct the student to Public Safety at (910) 630-7149. The university does not provide mobility equipment. However, an injured student is permitted to rent an electric wheelchair or scooter to be used to navigate on campus. In no case are students to bring golf carts on campus for personal use.

## FINANCIAL AID SERVICES

<http://www.methodist.edu/financial-aid>

The Office of Financial Aid is located in Joe Stout Hall and is open for operation Monday through Friday from 8:00a.m - 5:00p.m.

The FAFSA MUST be completed online at [www.FAFSA.gov](http://www.FAFSA.gov) every academic year to ensure MAXIMUM consideration for ALL types of financial assistance. The student is encouraged to contact the Department of Education at 1-800-474-7268 if he/she has technical difficulties in completing the FAFSA or Methodist University at 1-800-488-7110 for questions regarding any information on the FAFSA. Once the FAFSA is completed online, no additional action is required until the student receives a Student Aid Report (SAR) from the Department of Education (ED). Methodist University will receive an Institutional Student Information Record (ISIR) from ED for each student that lists Methodist University on the FAFSA. Once the student receives the SAR, he/she should review the form for accuracy. Should any corrections need to be made, the student or parent may make the corrections on the FAFSA website or contact the Office of Financial Aid for further instructions. In addition to the FAFSA, the student must be degree-seeking, in the process of receiving his/her first bachelor's degree, enrolled in and charged as a full-time Day student (at least 12 semester hours), making satisfactory academic progress (SAP) and have a demonstrated financial need (financial need is defined as the difference between the resources of the student and/or parent(s)/adoptive parent(s) and the cost of attending Methodist University). Financial aid is offered on a first-come first-served basis. Per Federal Guidelines, a student cannot receive student aid for classes that do not count toward his/her degree, certificate, or other recognized credential. In the event any Title IV funds were disbursed for courses that cannot be counted for enrollment purposes the funds must be returned to the applicable Title IV program(s).

For maximum consideration of ALL MU's need based funds (Founders Grant, Student Employment, etc.), the FAFSA MUST BE RECEIVED BY THE PRIORITY DEADLINE OF JUNE 1 (roughly two months before the start of the academic year).

However, the FAFSA can be completed as early as October 1 for the following academic year.

Methodist University offers a variety of institutional, federal, and state financial assistance. Financial aid can be merit based (academic or performance), or financial need and academic based. All institutional money, to include Endowed Scholarships is applied to the Direct Cost. Students may contact the Office of Financial Aid, refer to the Financial Aid Section of the Academic Catalogue, or go to the MU website (Financial Aid tab) for information regarding specific policies and scholarship/loan guidelines. **Scholarship guidelines are subject to change from one academic year to the next. Students should contact the Office of Financial Aid regarding their individual scholarships for any changes. Students should also contact the Office of Financial Aid regarding any changes in their status (marital, financial, on/off campus, semester hours enrolled, etc.).** Institutional financial aid is not available to students attending MU at Night or to students who are not charged as full-time Day. However, there may be limited federal money available (contact the Office of Financial Aid for details). Continuing full-time Day students applying for financial assistance (institutional, state, or Title IV funds) are evaluated annually (ALL students, who are NOT enrolled/charged as full-time in the Day program are evaluated at the end of each payment period) to determine if they have met the institution's Academic Probation Policy and Satisfactory Academic Progress (SAP). These policies can be found on our website or in the *Methodist University Academic Catalogue*. Satisfactory Academic Progress (SAP) must be maintained for renewal of ALL financial aid.

All information concerning a student's financial situation and the family's circumstances is held in complete confidence by the Office of Financial Aid and is not a part of the student's general file with Methodist University. Students coming into the office wanting personal information regarding their file must show their school ID number. PLEASE NOTE: Students may not obtain copies of information consisting of parent's financial information without parent consent. The parent must complete a **Financial Aid Information Request Form** (located on our website) and have it notarized by a notary verifying the parent's identification. Students calling the office must give the counselor their MU student ID number. The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records created or maintained by a school that receives Federal funds. The Office of the Financial Aid requires students to complete a FERPA form, which is located on their MU portal, if they want any of their personal information released to outside parties, including parents. **The Federal Family Educational Rights and Privacy Act Regulation 34 CFR 99.3 and Protecting the Confidentiality of Personally Identifiable Information (PII) prohibits Universities from receiving Sensitive Data by unsecured fax lines or emails. All documents containing PII information, MUST be mailed by the U.S. Postal Service/delivered in person/or to electronically send go to your MY MU Portal under the Financial Aid tab. Contact the Office of Financial Aid for any questions.**

**MyMU:** You can track your financial aid status (view financial aid, missing or received information, or download documents and forms) online at myMU. You may access the myMU portal by logging on to [www.methodist.edu](http://www.methodist.edu) and selecting the myMU icon in the upper right corner. All students are responsible for checking their Methodist e-mail daily for messages from the university.

The student can refer to the FAFSA website for the Federal deadline to apply for financial aid. As for an institutional deadline, Methodist University does not have a deadline per se, however, Methodist University offers financial aid on a first come first served basis and funds are limited. If a student drops below full-time status, Methodist University reserves the right to rescind any or all of the financial aid the student was awarded.

## INTERCOLLEGIATE ATHLETICS

A primary goal of the Department of Intercollegiate Athletics is to provide positive, enriching programs that complement and reinforce the educational pursuits and academic success of student-athletes. We subscribe to the philosophical statement of the NCAA Division III, particularly as it relates to fair play and amateur athletics competition, and must provide opportunities for educating and developing the whole person.

We endeavor to create and maintain an interactive environment, encouraging the development of character, loyalty, cooperation, teamwork, work ethic, leadership, and high standards of performance.

The safety and physical well-being of all student-athletes are primary in every aspect of the program. Members of the department promote the program through positive attitudes and examples as professional role models.

The programs must afford for all who wish to participate an opportunity to qualify for team membership through a fair selection process. The University strives to provide fair and equitable programs for men and women.

An intercollegiate athletic program is a traditional, desirable aspect of life within the University. Methodist University historically has acknowledged this responsibility and continues to endorse this obligation. Intercollegiate athletics should contribute to the student-athlete's educational experience in a positive manner. Athletic programs provide educational opportunities through developing performance skills, enhancing knowledge of strategies and rules, providing unique social interacting, and developing personal values.

Though intercollegiate athletics exist primarily for the student-athlete, the programs also affect the University community. Campus pride, cohesiveness, student loyalty, and public relations can be enhanced by sound and competitive athletic programs. The athletic programs also assist in the recruiting and retention of students. Methodist University encourages and promotes good sportsmanship and expects appropriate behavior and conduct at athletic events to be evidence of this statement of philosophy.

Many opportunities for participation in intercollegiate activities are available for men and women. Methodist University is a member of the USA South Athletic Conference and National Collegiate Athletic Association (NCAA) Division III. Both the conference and NCAA regulations prohibit athletic scholarships. The University offers cheerleading for men and women, and fields the following intercollegiate sports for men: baseball, basketball, cross country, football, golf, soccer, tennis, and indoor/outdoor track, and lacrosse. Women may participate in the following intercollegiate sports: basketball, cross country, softball, golf, soccer, tennis, track, volleyball, and lacrosse.

As an NCAA DIII institution, we believe that the college experience for our student-athletes is a time for learning and growth...a chance to follow passions and develop potential. For NCAA DIII student-athletes, all of this happens most importantly in the classroom and through earning an academic degree. The DIII athletic experience provides for passionate participation in a competitive athletic environment, where student-athletes push themselves to excellence and build upon their academic success with new challenges and life skills. Student-athletes are encouraged to pursue the full spectrum of opportunities available during their time at MU. NCAA DIII athletics provides an integral environment for student-athletes to take responsibility for their own paths, follow their passions and find their potential through a comprehensive educational experience.

### **Cheerleaders**

The Monarch Cheerleaders are dedicated to the pride and tradition of Methodist University. The Cheerleaders cheer for football and men's and women's basketball. In addition, the Cheerleaders perform throughout the community. The Monarch Cheerleaders continue to maintain national recognition by demonstrating excellence at various competitions each year. Contact: Tiffanie Woods, 630-7154.

### **RIDDLE CENTER RULES & REGULATIONS**

The March F. Riddle Center's hours of operation are posted every Monday and may vary from week to week.

- 1) Must present current Methodist University ID card to be allowed admittance to the gym and weight room during open hours.
- 2) Appropriate music allowed.
- 3) No smoking, dipping, or chewing of tobacco product.
- 4) No spitting in the gymnasium.
- 5) No Alcohol.
- 6) Appropriate shoes and clothing must be worn. Anyone with otherwise "appropriate" shoes that are scuffing or leaving marks on the floor will be asked to cease participation with said shoes. Closed toe shoes in the weight room are required.
- 7) No hanging or grabbing the rims. Dunking is not allowed.
- 8) No profanity.
- 9) Fighting, shoving, pushing and such inciting acts of aggression are prohibited.
- 10) The emergency exits are for **emergencies only** – not for general traffic in and out of the arena.

- 11) Violation of these rules will result in a citation from the gymnasium supervisor. With the initial citation goes a week's suspension from the gymnasium for free play; a second citation bans one for the semester; should a third one be necessary, the student is banned from the gymnasium for free play for the academic year.
- 12) A one-day pass may be obtained if you have a guest. You may obtain the pass from the athletic office between the hours of 8am – Noon or 1 pm – 5pm, Monday-Friday. A visitor will not be allowed to participate if you just show up with no pass.

## INTERNATIONAL PROGRAMS/INTERNATIONAL STUDENTS

<http://www.methodist.edu/international-programs>

International Programs Office (IPO) is located on the second floor of Berns Student Center. This office advocates for and addresses the needs of international students as well as promotes internationalization on campus.

International Students are an important and special part of campus life at Methodist University. There are over a 175 international students here from over seventy different countries. Methodist University offers an exciting blend of cultural heritage, which gives a unique character to the relationships and friendships between US and international students.

Methodist University has certain requirements for international students. These requirements are in the best interest of the safety, well-being, and legal status of the students:

1. All current residential students who have completed fewer than 93 credit hours, and whose permanent address is outside of a 60 mile radius from campus are required to live on campus, as outlined in the Methodist University Housing Agreement.
2. Methodist University requires all international students to be covered by a medical insurance plan. All students, with the exception of the UWC students (who are automatically enrolled in a medical insurance plan) must provide proof of a medical insurance plan to the MU Insurance Coordinator within 30 days of each semester.
3. International students are legally in this country on student visas (F-1) issued by the United States Embassy or Consulate in their home country. International students must always be careful to guard their visa status. These are some of the important legal restrictions for international students:
  - i.) International students must, **at all times**, carry a full course load (Minimum of 12 DAY credit hours per academic semester; on-line or evening classes do not count towards the minimum of 12 day credits) and maintain satisfactory progress toward completion of the degree objective. UWC students must achieve an overall 2.0 GPA to maintain their UWC scholarship.
  - ii.) International students may **NOT** work off campus without proper authorization from IPO. This is only granted in demonstrated cases of severe economic hardship. The application process is very complicated and is not guaranteed. However, there are two categories that allow a student to work legally, Curriculum Practical Training (CPT) or Optional Practical Training (OPT). Please see your international advisors for additional information or refer to the International Programs website.
  - iii.) International students must keep their immigration documents current and in their possession at all times.
  - iv.) Before traveling outside the U.S., international students must have their I-20s signed on page 2 by the Principal designated School Official (PDSO) or Designated School Official (DSO). A travel signature is valid for one year, six months for Mexico and Canada. Failure to do so may result in students may not being allowed to reenter the U.S.

\*\*\* Students who breach items i) and ii) are considered to be out of status and must reapply for a new student visa. This usually means that the student must return to his/her home country to obtain a new visa.

4. International students must always inform IPO when they change their major area of study and contact information (name, address, telephone number).
5. International students must keep their passports valid at least six months before expiration.
6. During the first week of each semester, ALL international students are required to come by International Programs Office for SEVIS registration. Failure to comply could result in termination from SEVIS.
7. When traveling in and out of the U.S., **international students must carry I-20 form, passport, or state ID with them at all times.**

International students should always remain in touch with the International Programs Office. They must be in compliance with all United States immigration and naturalization regulations and with all Methodist University policies. They must report departure dates of travel and provide copies of social security cards, I-20 forms, I-94 forms, and avoid working off- campus. Failure to comply with these rules may result in the loss of F-1 status.

## LIBRARY SERVICES

<http://www.methodist.edu/library>

Davis Memorial Library, a vital component of Methodist University, provides access to resources, knowledge, information, and ideas for the intellectual inquiry of students, faculty and staff; supports the instructional program; and promotes scholarship on campus. Fundamental to this philosophy of service is a commitment to freedom of information and equity of access to information.

Our 30,000 square foot facility provides access to about 78,000 books, audiovisuals, and bound periodicals, over 258,000 electronic books, more than 42,000 periodicals in print and online formats, 120 digital resources, and 25,000 microform units. More information about the library is available at: <http://libguides.methodist.edu/faqs>.

The library website provides access to the library's online catalog, journal databases, subject and research guides, and more. The library offers many general and subject-specific databases for locating journal and newspaper articles as well as book reviews, monographs, reports, etc; these include: *ProQuest Research Library*, *ACS Web Editions*, *Westclaw Campus Research*, *PsycArticles*, etc. The majority of the resources can be accessed both on and off campus. **Students may gain off-campus access by using their MU email user name (everything before the @ symbol) and their MU email password.** In addition, patrons can renew books and place holds using the online catalog.

The library provides access to computers for use of the internet and word processing. Designated computers provide access to specialized resources or software in athletic training, geographic information systems, image manipulation, legal research, and statistics. Complete information and links to resources are available on the library's website. Wireless service is available throughout the 1st and 2nd floors.

The following library services are offered: reference and research help, hour-long individual research assistance by appointment, interlibrary loan, information literacy classes, subject specific research classes, and instruction in the use of library equipment. Available equipment includes: multiple interactive monitors, a teleconferencing system, a TV/media wall, smart board technology, vision impaired aid system, laptops (to be used only in the building), printers, iPads, Kindles, photocopier, microform reader and scanners. Study options include: five group study rooms, two individual study rooms, multiple tables wired for laptop use, and lounge seating. The Lafayette Room on the second floor of the library is reserved for quiet study. The Seminar Room may be reserved for classes and clubs no larger than 30 people. Study Rooms may be reserved online and instructional spaces through the reference desk.

### Library Circulation Policies for Students

A current University photo ID is required to borrow materials and to use some equipment. Students are responsible for any items borrowed with their library account. Students should notify the library immediately if they lose their Methodist University ID card.

### How to Obtain/Renew a Library Card

Obtain MU student ID card from the Department of Public Safety. Visit the library to update your library account information.

### Interlibrary loan

Materials borrowed through interlibrary loan (ILL) are due back at the library on the date printed on the ILL slip. Students may request renewals by contacting the ILL office a week prior to the due date. It is the student's responsibility to pay for lost, stolen or damaged ILL items at the price assessed by the lending library. Patrons who do not pick up requested materials within two weeks of notification are charged with an administrative fee of \$5. Any emailed articles are the student's to keep. Regular abuse of interlibrary loan policies will result in suspension of ILL privileges for the current semester. For more information, or to request ILL materials visit: <http://www.methodist.edu/ill>.

### Suspension of borrowing privileges

Borrowing privileges for all materials (including reserve materials) are suspended for the following reasons:

- overdue interlibrary loan material, overdue for longer than 2 months
- overdue multimedia CDROM, video, DVD, big book, kit or equipment, overdue for longer than 2 months
- overdue reserve materials

### PATRON BEHAVIOR EXPECTATIONS Patron Behavior Policies

If patrons fail to comply with library policies or the direction of library staff, they will be asked to leave the building. If patrons do not leave the building when asked, Security will be called.

### Alcohol and Tobacco

Use of alcohol, tobacco, or any other drugs (other than with prescription) are not allowed in the library.

### Weapons

No weapons are allowed in the library.

### Cell Phones

The use of cell phones in the library is not allowed. We understand that patrons may have emergencies or quick needs

for using their phones. If a patron is using their cell phone for more than a minute, they will be asked to either take the call outside or in one of the stairwells.

### **VOIP**

VOIP refers to software, such as Skype or Google Talk that allows the user to make telephone calls over the internet. Use of this kind of software is limited to the study rooms.

### **Noise**

Patrons have the right to ask each other to be quiet if they are annoyed by the noise of chatting or study groups. At times, circulation staff may need to step in and ask patrons to be quieter. In the case of study groups, staff should also suggest using a study room upstairs.

Patrons watching videos/listening to music on computers (ours or theirs) will be asked to use headphones. Headphones are available for checkout at the circulation desk.

### **Children**

Children in the library must have a parent or guardian supervising them at all times.

### **Computers**

Library computers are intended primarily for academic use of MU students. These work stations may be monitored to ensure that they are being used for the purposes for which they are intended.

### **Service Animals**

Service animals are permitted in the library for patrons who require them. All service animals must have proper papers and registered with Disability Services.

### **Disruptive Behavior**

Swearing is strictly prohibited in the library. Patrons using vulgar, profane, or obscene language will be asked to stop or leave the library.

Patrons verbally or physically fighting will not be tolerated. Any patron disrupting the library in an altercation may be removed by Security.

Verbal or physical abuse towards library staff members will not be tolerated. The patron may be removed from the building by Security if necessary. Abuse of staff members by students will be documented and reported to the Dean of Student's office.



[www.methodist.edu/mu-journey](http://www.methodist.edu/mu-journey)

The Methodist University Journey is about taking advantage of personal growth opportunities beyond traditional coursework, fulfilling the institution's motto to engage, enrich, and empower its students and community. The four components of the MU Journey are Leadership Development, Community Engagement, Global Education, and Research and Creativity.

"These pathways are designed to prepare students for productive careers and successful lives. By exploring the pathways developed at MU, students gain the knowledge and skills to achieve positive change in society. They improve their local community in ways that extend beyond basic volunteerism, and they grow in confidence, maturity, and self-awareness."

MU Journey activities and programs are administered by the four centers discussed below. Please see each pathway below for contact information.





## LURA S. TALLY CENTER FOR LEADERSHIP DEVELOPMENT

[www.methodist.edu/tally-center](http://www.methodist.edu/tally-center)

The Leadership Pathway is directed by the Lura S. Tally Center for Leadership Development. Since 1995, the Tally Center has prepared hundreds of MU students to serve as effective leaders in all walks of life through courses and activities that develop personal character and practical skills; e.g. students can receive certified training in Stephen Covey's acclaimed **The 7 Habits of Highly Effective People** through the course LSS 3000 Principles of Leadership. The 7 Habits credential is highly respected throughout the world. This certification is also available online, and during the summer term.

The Tally Center offers a **Leadership Fellows** program for freshman and sophomores. This two to three year program provides students extraordinary opportunities to develop their leadership potential. Outstanding students are nominated and selected, and then choose from among various opportunities in coursework, guest lectures, workshops, off-campus conferences, mentorships, internships, and other leadership experiences. Employers will recognize MU Leadership Fellows as among the very best university graduates in the nation.

The MU Journey provides students other avenues to develop their leadership, such as Student Leaders @ Methodist (SL@M), the National Society of Leadership and Success, the MU Leaders Council, and more.

For information regarding the Leadership pathway, contact **Dr. Andrew Ziegler**, Director of the Tally Center, 910-630-7488 or Ms. Stephanie Hicks, Coordinator, 910-630-7394, [sthicks@methodist.edu](mailto:sthicks@methodist.edu).



## THE CENTER FOR COMMUNITY ENGAGEMENT

[www.methodist.edu/community-engagement](http://www.methodist.edu/community-engagement)

Methodist University has been actively involved in supporting the local community since its founding in 1957. The Community Engagement pathway of the MU Journey gives students the opportunity to engage in meaningful projects and career preparation.

The Center for Community Engagement is proud to work with campus and community organizations that align with our mission to create social change for the common good. Past projects include: Meal-packing with Rise Against Hunger (formerly Stop Hunger Now), feeding the homeless, mentoring youth, cleaning up community highways, and rebuilding homes damaged by hurricanes and floods.

The Center for Community Engagement offers MU students opportunities to participate in time-limited, problem-solving, community-based internships. These internships enable individual students to gain experience in the job market. Students who desire greater opportunities for further experience will be able to participate in the Community Engagement Fellows program which provides students an opportunity to expand their existing knowledge, skills, and leadership experiences around community engagement, and to apply their education in the development of a project that directly addresses campus and/or community impact areas.

For more information, Contact Rev. Kelli W. Taylor, Vice President for Religious Life and Community Engagement/Director Community Engagement, at [ktaylor@methodist.edu](mailto:ktaylor@methodist.edu) or Ruth Carr, Coordinator, at [rcarr@methodist.edu](mailto:rcarr@methodist.edu).



## THE CENTER FOR GLOBAL EDUCATION

<http://www.methodist.edu/global-education>

**Message Dr. Cristina Francescon, Director:** One of the major goals of the Center for Global Education is for every student at Methodist University to broaden their horizons through seeking a more global perspective of the world in which we live. This can be done either through on-campus international activities, the experience of learning another language as well as about another culture through other classes and/or study abroad, all of which also fulfill the Global Perspective requirement. As freshmen, this is a perfect time for you to plan your international experience into your four-year plan. The Center for Global Education gives you the perfect vehicle by which to do both by applying to be in the Global Education Certificate Program, (added to your co-curricular transcript) or the more academic Global Education Fellows Program. We have the resources to help you through every step of your intercultural journey along with a very experienced Study Abroad Team as well as many different professors and students willing to share their past experiences traveling abroad while being at MU. Whether it is for a Short Term course, a Semester, an Exchange, or learning a new language, the experience will change you forever.

Here are some resources and off and on-campus opportunities to help you get started on your intercultural journey at MU. More information can be found on the Global Education website, <https://www.methodist.edu/global-education/>.

❖ *Study Abroad Opportunities:*

- Numerous study abroad trips over the academic year are offered to students. Some are individual semester long trips and others are usually led by MU faculty and/or staff.
- Travel Grants awarded to qualifying students.
- International Staff information to help you navigate through the steps and paperwork for a Short Term course abroad (Spring Break, etc.), Exchanges (Semester), and Third Party Providers.
- Faculty trip leaders information

\*Note: Study Abroad presentation required upon return.

- ❖ *International Film Festival:* Transport yourself into another world by observing another culture through the history, language, geography, and scenery with trendy story lines and plots.
- ❖ *Davis Projects for Peace:* Opportunity to design and submit a project for peace and be one of the 100 students picked each year to implement the project with a Grant of \$10,000.
- ❖ *Global Certificate program (non-academic, on-campus cultural activities)* The certificate will be added to your co-curricular transcript upon completion of the requirements.
- ❖ *Fellowship Program:* Students may achieve status as a Global Fellow by applying for the Global Education Fellows Program in the spring of their freshmen/sophomore year and may be eligible for the Distinguished Global Education Fellow distinction. \*On campus international activities
- ❖ *Participation/attendance in PANGEA!*
- ❖ *Participation/attendance at the International Fashion Show.*
- ❖ *Yearly presentations which include a presentation and panel discussion by our international students on some important aspect of their history and/or culture.*
- ❖ *And many other opportunities.*

Please kindly contact Dr. Cristina Francescon, [francesc@methodist.edu](mailto:francesc@methodist.edu), Trustees 110 or Rocio Serna, Administrative Assistant, if you have further questions.

■ ■ ■ ■ ■ METHODIST UNIVERSITY  
**JOURNEY**  
RESEARCH AND  
CREATIVITY  
**THE CENTER FOR  
RESEARCH AND CREATIVITY**  
[www.methodist.edu/curc](http://www.methodist.edu/curc)

Methodist University's Center for Research and Creativity was established to provide its students with the opportunity to participate with faculty members through collaborative projects.

Participation in these interactive projects allows for improved student learning as the students apply the concepts introduced in the classroom with real-world application in an academic area of the student's interest. Furthermore, the students will get to interact more closely with their instructors and obtain more one-on-one contact with their project faculty mentor.

This Symposium is held each spring semester allowing students to share their research and creative projects with their peers, the rest of the MU Community, as well as the surrounding community.

The Center also supports students wishing to present their research beyond Methodist, including at the **State of North Carolina's Research and Creative Projects Symposium** and other discipline-specific or professional conferences.

Students who desire greater opportunities for meaningful research will be able to participate in the **Research Fellows** program.

For more information regarding research and creativity projects, please contact **Dr. Cameron Dodworth**, Director of the Center for Research and Creativity, at 910-480-8571 or [cdodworth@methodist.edu](mailto:cdodworth@methodist.edu).

## POSTAL SERVICES

A postal service window, located in the Lion's Den, is open for operation Monday through Friday from 8:00 a.m.-4:00 p.m. Mail delivery to the Methodist University Branch is distributed and available in the individual mailboxes after 2:00 p.m. Monday through Friday.

All residence hall students are assigned mailboxes during the registration period and are located at the north end of the Berns Student Center. Resident students should check their boxes daily. Note: Mailboxes are too small for use as storage areas. Mailboxes are not assigned to commuting students.

## RELIGIOUS LIFE

Located in the Sharon and Ron Matthews Ministry Center (MMC), the Department of Religious Life and Office of the Chaplain are available for students interested in connecting with religious and spiritual life on campus, learning about faith communities, or seeking spiritual support along the journey of university life. Religious Life fosters a spirit of hospitality that supports and encourages all students, faculty and staff in honoring the sacred. In this environment of education and growth, there are safe and respectful times and places to wrestle with the hard questions of life. The University Chaplain, adjunct chaplains and staff are available to students of all traditions for conversations around faith and personal matters. Religious Life has many opportunities to serve, lead and grow spiritually. The core tenets of MU Religious Life are: Connect. Grow. Serve. Listen. Love. Learn.

A mid-week chapel service is offered on Wednesdays at 11 AM. It is non-denominational and open to all. Catholic Mass is offered on Sunday evenings at 9 PM. Student Religious Life organizations include Ignite, Bible Study, PGM Fellowship, Delight Ministry, One Voice Gospel Choir, and Interfaith Council and "Unpacking Religion" discussion groups.

The Ministry Center's Student Lounge, "The Family Room," (open 7am-12midnight) is an inviting place for students to relax, watch TV, study, meet new people and enjoy an occasional snack. The University Chaplain, Rev. Kelli W. Taylor, is available at 910.630.7515 or [ktaylor@methodist.edu](mailto:ktaylor@methodist.edu). Student program information is available from Ruth Carr at 910-630-7157 or [rcarr@methodist.edu](mailto:rcarr@methodist.edu).

### Sacred Spaces

Several sacred spaces are offered on campus for worship, prayer and meditation.

Hensdale Chapel: The smaller of two Christian chapels on campus, Hensdale Chapel is open for prayer and meditation, can be reserved for functions in the spirit of the space, and is one location that hosts chapel services.

Matthews Chapel: The larger of two Christian chapels on campus, Matthews Chapel is located in the Sharon and Ron Matthews Ministry Center adjacent to Huff Concert Hall. This space hosts Christian worship services and other Religious Life events, as well as music recitals, performances, dinners and other programs that maintain the integrity of the space.

Still Point: Located in Chris's House, across the road from the Cape Fear Commons, Still Point is a dedicated, neutral, sacred space available to all faiths for prayer and meditation. The space cannot be reserved and is open 7am – 12 midnight to the campus community. A cabinet is available in Still Point where worshippers may leave their religious wares and a washing station is available for wudu.

For more information on the Religious Life program or Sacred Spaces on campus, please contact Ruth Carr in the Religious Life office at 910-630-7157 or [rcarr@methodist.edu](mailto:rcarr@methodist.edu)

## STUDENT PUBLICITY SERVICES

The Office of University Relations is the only office authorized to write and distribute information to the media and to authorize interviews with the media on behalf of the University. The University's website is maintained within the Office of University Relations. The University Relations staff approves and places all advertising, oversees the usage of the logo and branding, and manages the University's social media pages. Please submit requests for publicity at least three weeks in advance of the news event. For major events or coverage, allow at least six weeks advance notice to properly plan and execute a successful marketing plan. To submit a request, call (910) 630-7200.

In order for the Office of University Relations to provide accurate information to the media regarding students' accomplishments, each student or parent is asked to complete a Student Media Information Form and submit it to the Director of Marketing and Communications. These forms may be updated as often as necessary and must be on file for information to be released pertaining student accomplishments. The forms are available during registration or can be found in the Office of University Relations.

News releases regarding the accomplishments of student-athletes are handled by the Sports Information Director, who can be reached at 630-7172. Student clubs and organizations may obtain a copy of the *Identity Standards Manual* on the University's website or from the Office of University Relations to learn more about the University's policies regarding use of logos, printing, and other marketing guidelines.

## STUDENT STORE SERVICES

The Bookstore is located in the north end of the Berns Student Center. We offer new, used and digital textbooks that can be purchased by book slip, cash, or credit card (we accept Visa, MasterCard, American Express, and Discover). Also the Bookstore sells school supplies, electronics, laptops, Ipads, MU apparel, MU gifts, Follett gift cards, snacks and drinks which can also be purchased with your book slip. When purchasing with a debit or credit card the actual card is required to be presented at time of purchase or you may pay with your phone app. The name imprinted on the card must match the name of the customer presenting the card. All book slips must be issued and approved by the Office of Student Accounts at the beginning of each semester or term. Students must have their student ID in order to use their book slip. The hours of operation are 9:00am - 5:00pm Monday through Friday. The store has extended hours during the first two days of each semester and is also open during Saturday home football games.

Extended hours for the first two days of rush are Monday & Tuesday 9:00 am-8:00 pm; Wednesday thru Friday 9:00 am-5:00 pm. The second week the hours will be 9:00 am-5:00 pm Monday-Friday.

Summer hours are 9:00 am-5:00 pm Monday-Thursday and 9:00 am-2:00 pm on Friday.

### Shop by Author

Our campus bookstore is a shop by author store, which means all textbooks are listed alphabetically by the authors last name. To find your textbooks by the authors last name follow these steps:

- We have QR codes posted for **iPhone users**. Simply scan the QR code and click the link that pops up and type in your student ID number.
- **Android users** can visit [txbk.info/Methodist](http://txbk.info/Methodist) and then type in your student ID number.
- Students can also visit our campus website [www.methodistshop.com](http://www.methodistshop.com) and enter in their student ID number.
- Also, we have a kiosk available in the bookstore where students can look up their course materials.
- Ultimately we have bookstore associates available to assist any customer that may need assistance.

### Textbook Rental Program

Textbooks on the national rental list may be rented from the bookstore. Renting textbooks can save students a great deal of money. It is recommended to rent books that you will only use for one semester. A debit/credit card is required for collateral purposes. However, the rental fee associated with each textbook can be paid with your book slip, cash, debit or credit card. Textbooks are rented for the entire semester and are due on the last day of finals each semester. Students will sign a rental contract informing them of their due date, convert to purchase price, and penalty for not returning the rented textbook. Failure to return a rented textbook will result in the card on file being charged. Also, the student's rental account will be suspended. Rental accounts may be reactivated at the manager's discretion. Students are allowed to highlight and write in rented textbooks, but no more than 50% of the book. Water damage, missing pages and books coming apart from the spine will result in a convert to purchase. Students can avoid having their account suspended by converting damaged textbooks to purchase before the due date. If damaged books are not converted to purchase by the due date, the card on file will be charged the remaining cost of the book, a non-return fee and a non-return processing fee.

### Textbook Return Policy

- The last day for textbook refunds with original receipt is one week from the start of classes or within 2 days of purchase thereafter.
- Receipt is required for all returns.
- Textbooks purchased during the last week of classes or during final exams are not returnable.
- Shrink-wrapped text sets must be unopened, all enclosures (CDs, etc.) must be included. Software or access codes included with textbooks must be unopened. If the shrink-wrap has been removed, the set may not be returned.
- "eBook" textbooks are returnable if code/password has not been accessed online.
- We buy back textbooks every day at current market prices – books may be worth more during finals.

### Non-Textbook Return Policy

- Non-textbook items may be refunded or exchanged within 30 days of the sale with the original receipt if the merchandise is in salable condition.
- Electronic items such as Flash Drives, Headphones and Computers must be unopened if returned.
- Law & Nursing Reviews and Study Guides are not returnable.
- Gift Cards are not returnable.

**A receipt is required for all Returns or Exchanges. Customers will receive their refund in the manner they originally purchased their merchandise.**

### **Online Shopping**

You can purchase textbooks, and all of your Methodist University gear online on our campus website [www.methodistshop.com](http://www.methodistshop.com). You can shop for textbooks by using your student ID or course information. Online orders can be picked up free at your campus bookstore, or if you prefer to have them shipped to your home, shipping charges will apply. All online orders not picked up within 30 days of purchase will be considered as an abandoned order and will be placed back on our shelf; a refund will not be issued.

### **Employment**

Need to earn some extra cash? At the beginning of each semester, the bookstore is always looking for student workers. If interested please see the store manager.

**Contacts:** Jason Dorman, Store Manager, (910) 630-7227, [mubookstore@methodist.edu](mailto:mubookstore@methodist.edu) or [1597mgr@follett.com](mailto:1597mgr@follett.com) and Tiffany Vital, Assistant Store Manager, (910) 630-7165, [1597asm@follett.com](mailto:1597asm@follett.com).

## **STUDY ABROAD**

<http://www.methodist.edu/study-abroad>

The Study Abroad Office is located on the second floor of Berns Student Center in the International Programs office. Methodist University offers programs as short as a week to as long as an academic year through faculty-led programs, direct exchanges, and other affiliations such as USAC (University Studies Abroad Consortium). Financial resources are almost limitless for those who are willing to spend time researching and applying for grants and scholarships. Students may research funding through links provided on the MU website and/or contact the Study Abroad Office for additional support. Not sure where to start or need help deciding on a program, the Study Abroad Office will assist you in finding the program that works best for your academic goals. Although you cannot study abroad as a freshman, it's never too early to start planning!

### **Eight Myths about Study Abroad**

- 1. It will cost too much.**  
You may be surprised! Often students find that they pay no more or LESS to study abroad than attend their home college for a semester or a year. Most state and federal aid transfers. There are scholarships and travel grants. Many deadlines are early; therefore you must plan in advance.
- 2. My courses won't transfer.**  
If you plan ahead, courses will transfer. The Study Abroad Office works closely with the Registrar and your academic advisor. Students will know before departure how classes will transfer back to MU. By planning ahead, students can study abroad and graduate on time.
- 3. I don't speak a foreign language, so I can't study abroad.**  
Many universities abroad have course offerings in English. There are many different programs in non-English speaking countries for a variety of majors and academic or professional interests.
- 4. I am a leader and my school or club/organization cannot get along without me.**  
Great! You can now become leaders overseas. Students' concerns that their school will "miss them" will eventually be far overshadowed by the experiences that they will have. Students develop more self-confidence than they ever imagined and come home with even more mature leadership skills. But for that, you truly "have to be there!"
- 5. I don't know anybody who is going.**  
In many cases most students do not know the others in their group. But they all have one thing in common- the willingness to risk the adventure of living and learning in a different country. Some have made life-long friends in the process.
- 6. I have never done anything like this before.**  
Most people never do this. It is a once-in-a-lifetime opportunity to be able to study abroad. Staff will help students to understand what they need to do to adjust to a completely new environment.
- 7. Studying Abroad doesn't pay off.**  
More and more employers want employees who have an understanding of other cultures and have demonstrated the ability to collaborate in a global workplace. Not only will study abroad be a great experience in the short-term, but it will also make you a more marketable, well-rounded, and hireable for jobs in the future.
- 8. It's a mad world! It's safer to stay in the U.S.**  
Most risks faced by students around the world are similar to those in metropolitan areas in the United States. Countries and programs are monitored for safety.

For more information visit the Study Abroad Office, find us online, or call (910) 630-4199. Facebook and Instagram: MUstudyabroad; Twitter: @MonarchsAbroad. You can also email Bryan McDowell at [bmcowell@methodist.edu](mailto:bmcowell@methodist.edu)

## TUTORING AND TESTING CENTER

### Tutoring Services

The Tutoring and Testing Center is located in Davis Memorial Library. Tutoring services are available to all Methodist University students free of charge. For more information, contact Quincy Malloy at 910-630-7151 or [qmalloy@methodist.edu](mailto:qmalloy@methodist.edu). You may also access this information and view the tutoring schedule on the MU website: <http://www.methodist.edu/tutoring>.

### CLEP and DANTES Testing

Methodist University students may earn course credit by performing satisfactorily on the College Level Examination Program (CLEP) or Dantes Subject Standardized Tests. These tests are offered for a number of subjects and the amount of credit depends on the test taken. Please note that these tests **CANNOT** be used to replace previously earned academic grades at Methodist University. You must schedule testing a week in advance.

For further information or to schedule a test, please call 910-630-7151 or visit the Tutoring and Testing Center in Davis Memorial Library. You may also access this information on the MU website under Academics/Alternate Forms of Academic Credit.

## USE OF CAMPUS FACILITIES

The Methodist University campus is the site of many civic and church programs throughout the year with over 70,000 visitors. The courtesy and cooperation of students is greatly appreciated in making the guests feel welcome.

Methodist University has a University Calendar that lists every official event on campus. This calendar is located on the university website. Checking this calendar daily will keep you informed about events and activities occurring at Methodist University. Follow the listed procedures to reserve dates on the Methodist University Calendar and secure facilities to support your programs. Plan in advance in order to avoid any unnecessary schedule or facility conflicts.

**Note:** All student proposed projects/programs/club meetings must first be cleared with the Student Affairs Office. When approval has been obtained the student will then secure a site through the Office of Campus and Calendar and Events using the following procedures:

- Students who wish to reserve a facility or date on the University Calendar must request the date and venue through the Event Reservation system found at <https://www.methodist.edu/events/>
- No reservation for any facility is complete until you receive a confirmation notice by e-mail. Until you have received a confirmation, your location is not approved. Please follow up with the Director of University Special Events (910-482-5362) if you have not received a confirmation within two business days.
- Reservations for classroom space will be made for the current semester only in order to ensure that adequate space is confirmed for the upcoming semester's classes. If you do not have a confirmation your classroom reservation has not been confirmed.
- If setup is needed, the person making the reservation is required to request resources through the event request process.
- The person making the reservation is also required to call the Director of University Special Events (x5362) and Maintenance (x7238) if the meeting or the event is changed or cancelled.
- The person making the reservation is required to contact Aramark directly for any meals or refreshments that are needed. Aramark will bill each group individually for their food requests.
- Students will not be charged a facility fee for an internal group unless setup and/or teardown for the event require that the Maintenance staff works overtime. If setup/takedown requires the Maintenance staff to work beyond normal business hours, the group will be charged \$12.00 per hour, per person needed.
- An additional fee will be charged (at the designated rate) to internal groups that require special arrangements such as additional security and the tarp and/or the carpet to be put down in the Riddle Center or the Nimocks Center.
- Questions concerning reserving campus facilities should be directed to the Director of University Special Events at (910) 482-5362.

# THE DIVISION OF STUDENT AFFAIRS

<http://www.methodist.edu/student-affairs>

## VISION STATEMENT

We strive to be nationally recognized for our commitment to student success by utilizing our student centered approach and providing dynamic opportunities through outstanding services, resources, and facilities.

## MISSION STATEMENT

The Division of Student Affairs seeks to enrich the educational experience by promoting an inspiring environment where students can explore and discover their sense of purpose. We challenge students to grow personally and professionally as they engage within the learning community and strive to reach their fullest potential as productive citizens and good stewards of society.

## CAREER SERVICES

[www.methodist.edu/careerservices](http://www.methodist.edu/careerservices)

Career Services supports the mission of the Division of Student Affairs and provides resources to all current degree seeking students and university graduates from their first year at the University to graduation and beyond. Our staff provides guidance in the development of skills necessary to obtain internships, employment and career satisfaction. These skills also help with the management of life-long career strategies and success in a global and rapidly changing workforce. Career Services achieves its mission by providing major and career assessments, individual and group workshops, internship/job search strategies, online resources, assistance with resume and cover letter writing as well as mock interviews.

Career Services is located on the first floor of the Berns Student Center. Additional resources include career fairs, on-campus recruiting and other professional development events. The number to Career Services is (910) 630-7333.

### Student Employment

Student Employment is awarded through the Financial Aid Office and the Federal Work Study Program. Students receiving an award letter should report to the Student Employment Coordinator/Human Resources Administrative Assistant or email: [studentemployment@methodist.edu](mailto:studentemployment@methodist.edu) to obtain information on available positions. **A Student Employment Contract must be signed before you start working.**

### Community Service

Methodist University encourages all members of the campus community to engage in acts of compassion and justice through community service. Several opportunities are available for our students to gain valuable experience and build their resumes through community service, both on and off campus. Additional information regarding local agencies in need of assistance can be obtained from Career Services.

## CENTER FOR PERSONAL DEVELOPMENT

<http://www.methodist.edu/counseling-services>

### Counseling and Psychological Services

The focus of The Center for Personal Development is to aid students in being successful during their time at Methodist University. Our goal is to help students address and deal with the obstacles that interfere with their overall well-being; particularly, their mental health, personal relationships and academic performance. Our highly skilled and professional staff provide an array of services via individual, couples and group counseling, as well as classroom presentations, workshops and seminars. We assist our students in coping with and managing the symptoms related to a variety of issues ranging from stress, anxiety, depression, adjustment to college, homesickness, grief and other life issues. In addition to scheduled appointments, there are also a limited number of walk-in appointments available, as well as crisis management and intervention in extreme cases. If necessary, our staff can provide referrals for psychiatric care and medication consultation and management, as well as referrals for the treatment of substance misuse. We also provide very limited diagnostic screening to assist students in being able to better express and understand how and what they are feeling.

Our services are free of charge to students, faculty and staff. Anything that is a concern to you, is a concern to us, and is an appropriate concern to bring to The Center for Personal Development. If our professional staff is not the best fit for you, we will help you to find someone who is. Information shared between a counselor and a client is confidential in accordance with the standards of ethics and confidentiality established by the counseling profession. Information will never be released to anyone, including parents or university personnel, without your expressed written permission, unless your life or someone else's life is in danger.

### Location and Scheduling Appointments

The Center for Personal Development is conveniently located in Pearce Hall. To schedule an appointment, you may call our office at 910-630-7150, come by our office, or visit our website at <http://www.methodist.edu/counseling-services>. Our hours of operation are Monday through Friday from 9:00 a.m. to 5:00 p.m. For further information, please visit our website.



## DINING SERVICES

<http://methodist.campusdish.com>

Dining on campus is a quintessential part of the overall college experience. Through a variety of dining locations, broad menu offerings, and welcoming staff, Methodist University Campus Dining Services takes great pride in providing a first-class home-away-from-home dining experience. We are committed to nourishing and supporting our customers by creating experiences that foster friendship, build community, and provide innovative cuisine, and affordable meal plans. We encourage you to make the most out of our program by taking advantage of all of its services and to provide us with any comments and suggestions about your dining experience.

### Resident Meal Plans

Please see the Methodist University website for prices and information: [www.methodist.campusdish.com](http://www.methodist.campusdish.com)

### DINING POLICIES & PROCEDURES

- Your student ID card is required to access your meals, Monarch Dollars, and guest meals. Cashiers cannot enter your ID number manually. If you lose your ID, report it to campus security and the dining office immediately.
- It is recommended that everyone on campus who has a food allergy, sensitivity, or intolerance contact the Foodservice Director before or upon their arrival on campus so that we may become familiar with their particular needs and concerns. Meal plan exemptions are made only in extreme circumstances.
- Meals and Meal Plans are non-transferable. Monarch Dollars, guest meals, cash, and credit cards may be used by the meal plan member to treat a guest. Meal plans are designed for one student alone and cannot be shared by two or more students.
- Dining Services is glad to accommodate students who cannot attend a meal due to illness so long as a note of verification is secured from the Vice President for Student Affairs.
- Appropriate clothing (including street shoes) must be worn in Green & Gold Dining Hall at all times.
- China, glasses, and silverware may not be removed from the dining hall.
- Please clear your table when you have finished eating.
- Every guest in our dining facilities has the right to enjoy their meal in an atmosphere free of loud and vulgar language. Should any guest become disruptive to other patrons, they will be asked to leave by the dining staff.

**Green & Gold Dining Hall** is the all-you-care-to-eat dining hall located Berns Student Center. A wide variety of options are available from stations such as the Mongolian Grill, Farmers Market, Sizzlin' (grill), The Cauldron (soups), Presto (deli), Mediterranean (pizza & pasta), The Chopping Block, Bliss, and more. Don't eat meat? We have dedicated vegetarian options as well as a fully-loaded salad bar. Special dietary needs? Gluten-free dining? We've got options for you!

**Monday-Friday:** 7:30 am-8:30 pm

**Saturday:** 10:30 am-7:00 pm

**Sunday:** 10:30 am-8:00 pm

The Lion's Den is located in Berns Student Center and features Chick-fil-A and The Sandwich Shack (fresh made sandwiches and snacks). Monarch Dollars, cash, and credit cards are accepted.

#### Chick-fil-A

Monday-Thursday: 10:30 am-9:00 pm

Friday: 10:30 am-7:00 pm

Saturday: 11:00 am-7:00 pm

#### The Sandwich Shack

Monday-Thursday: 11:00 am-8:00 pm

Friday: 11:00 am-3:00 pm

#### Starbucks

Monday-Thursday: 7:30 am-9:00 pm

Friday: 7:30 am-8:00 pm

Saturday & Sunday: 12:00 pm-8:00 pm

**Short for Provisions on Demand, P.O.D. Market** offers a variety of grab-and-go meals, snacks, beverages, and everyday essentials. Monarch Dollars, cash, and credit cards accepted.

Monday-Thursday: 9:00 am-11:00 pm

Friday: 9:00 am-10:00 pm

Saturday & Sunday: 12:00 pm-10:00 pm

Visit [www.methodist.campusdish.com](http://www.methodist.campusdish.com) for more information on our dining program including additional dining locations, special dining events, provide feedback, and much more!

Follow us on Instagram: @Methodist\_Dining

Follow us on Twitter: @HearMeAramark

Like us on Facebook! [Facebook.com/CampusDining](https://www.facebook.com/CampusDining)



## STUDENT HEALTH SERVICES

<http://www.methodist.edu/health-services>

Location: West Hall  
Contact: Lynetta Allen-Geddie  
Email: lgeddie@methodist.edu  
Phone: 910-630-7164  
Hours: Monday-Friday 8:00 am-5:00 pm

The Student Health Center provides acute and preventive health care to the university community. Students, faculty and staff can access care by scheduling an appointment to see the Registered nurse or the Physician Assistant. The clinic is open Monday through Friday 8 am to 5 pm. Health assessments are performed to determine individual needs. Minor illnesses and injuries are treated by the nurse with over-the-counter medications and education. More complex care is provided by the Physician Assistant; when deemed necessary patients are referred off campus for X-rays, laboratory testing and other specialty care.

The Health Services Coordinator is responsible for immunization compliance of all students enrolled at the university and assist the athletes and international students with insurance related care received at off-campus facilities.

### Emergency Services

Students are encouraged to call 911 for assistance in situations when there is a life threatening illness or injury. Students experiencing an emergency after health center hours and/or have called 911 should immediately notify their Resident Assistant (RA). The RA or Residential Coordinator will coordinate services.

### Chronic Diseases or Illnesses

Students who have a history of chronic conditions or who take medications on a regular basis should submit a health form to the Student Health Center and notify their Residential Coordinator of their medical history.

### Contagious Diseases

Students suspected of having a contagious disease should be seen by Student Health Services as soon as possible. In the case of certain contagious diseases, the student will be placed in medical isolation until no longer contagious or will be sent home (if possible). This determination is made by the clinician of Student Health Services.

### Injectable Medications

Students receiving medication by injection must provide medical information from the prescribing doctor and the medication to be administered. Each student will be evaluated by the clinician before the medication is administered.

### Medical Information

Medical information is protected according to HIPAA regulations and is disclosed as authorized by and to the patient only or when referred off campus for care.

### Medical Excuses

There are **NO excused absences** to class or work study. The health center will verify student illness when seen in clinic if requested by professors.

## STUDENT HEALTH IMMUNIZATIONS AND INSURANCE

Location: West Hall  
Contact: Alicia Kuch  
Email: dkuch@methodist.edu  
Phone: 910-630-7652  
Hours: Monday-Friday 8:00 am-4:00 pm

## Immunizations

The State of NC requires all students entering institutions of higher learning to present an official vaccination record, within 30 days of registration. The statute applies to all students **except** students residing off-campus and registering for any combination of:

- Off-campus courses
- Evening courses (classes beginning after 5 p.m.)
- Weekend courses
- No more than four-day credit hours in on-campus courses

If at any time the above student status changes to: on-campus courses, course load of more than four (4) credit hours, on-campus residence, and/or enrollment in day-time courses, a Certificate of Immunization or record of immunization must be presented on or before the date the person first registers for a quarter or semester.

Vaccine	Number Doses Required Before School Entry *
<a href="#">Diphtheria, tetanus and pertussis</a>	3 doses 1 dose must be Tdap
<a href="#">Polio</a>	3 doses
<a href="#">Measles</a>	2 doses titer required if no vaccine
<a href="#">Mumps</a>	2 doses titer required if no vaccine
<a href="#">Rubella</a>	1 dose titer required if no vaccine
<a href="#">Hepatitis B (Hep B)</a>	3 doses if born after July 1, 1994
<a href="#">Varicella</a>	1 dose if born on or after April 1, 2001 or titer if no vaccine

\* The Health Science programs have additional requirements for vaccinations, please reference each program.

## Meningococcal Vaccines Recommendations

The meningococcal vaccines protect against meningococcal disease, a serious infection that can lead to bacterial meningitis and other serious infections.

Two kinds of meningococcal vaccines are currently given in the United States:

1. The **meningococcal conjugate vaccine (Menactra and Menveo)** protects against four types of meningococcal bacteria (called types A, C, W, and Y). It is recommended for all students.
2. The **meningococcal B vaccine (MenB) (Bexsero and Trumenba)** protects against a fifth type of meningococcal bacterium (called type B). It is fairly new and not yet recommended as a routine vaccination for healthy people, but

## Why the Vaccines Are Recommended

Meningococcal disease is caused by a type of bacteria. It can lead to an infection of the bloodstream or meningitis, or both, and can be life-threatening if not quickly treated. The meningococcal conjugate vaccine is very effective at protecting against four strains of the bacteria, while the MenB vaccine protects against a fifth strain.

Talk with your healthcare professional if you have questions about meningococcal vaccines.

## Student Health Insurance

Methodist University no longer offers an insurance plan to students with United States residency.

## International Student Health Insurance Policy

It is the policy of Methodist University that all international students be enrolled in a qualifying health insurance plan for the duration of each semester for which they are enrolled in academic credits. All health care insurance plans are required to meet the qualifications listed below.

Students will see a charge for student health insurance on their account until acceptable proof of insurance is on file and a waiver is signed in the Student Health Center.

If you wish to be considered for a waiver, **please contact the MU International Programs Office or see the waiver form online**. Please submit your waiver request and current insurance policy information **in English by the first day of the term**. Failure to submit a waiver by the deadlines will result in you remaining enrolled in the plan offered by Methodist University and you will be responsible for paying the insurance premium. A waiver is required each academic year with proof of continuous coverage until the end of the academic year regardless of the student's terms of enrollment at Methodist University.

International students who need a medical insurance policy are eligible to enroll in the Methodist University international insurance plan. You may contact the Methodist University Insurance Coordinator for assistance in the enrolling process at (910) 630-7652.

All insurance plans must meet the following requirements in order for the student to be eligible for the waiver:

- Minimum coverage of US\$ 250,000
- Medical Evacuation – minimum coverage of US\$ 10,000
- Repatriation – minimum coverage of US\$ 7,500
- Co-insurance must not exceed 25%
- Deductible must not exceed US\$ 500
- Acceptable Insurance Company Rating indicating one of the following
  - A.M. Best rating of A- or above,
  - ISI rating of A- or above,
  - Standard & Poor's Claims-Paying Ability rating of A- or above, or
  - Weiss Research, Inc. rating of B+ or above.
- All of the above **must** be presented in English
- The health insurance company's primary home office is based in the United States and the policy provides comparable or exceeds coverage to the plan offered by Methodist University

**Travel insurance plans requiring reimbursement of medical services does not meet the regulations.**

**Please confirm with your insurance representative(s) that your policy is acceptable among the local health care providers in Fayetteville, North Carolina.**

Your waiver request is subject to approval by the MU Insurance Coordinator and Dean of Students. They will determine if your policy meets the requirements set forth by Methodist University. A decision will be made concerning your request for a health insurance waiver within ten business days. You may contact the International Programs Office at 910-630-7049 for further information.

All **UWC students** are required to purchase the international insurance policy established by Methodist University. It is the UWC student's responsibility to access their insurance card and policy from the website given to them by e-mail from the insurance company.



## **HOUSING & RESIDENCE LIFE**

<http://www.methodist.edu/housing-residence-life>

### **Mission Statement**

The Department of Housing and Residence Life at Methodist University supports the mission of the University and the philosophy that a University education facilitates the development of the whole person. Our staff recognizes that residence hall living is an integral part of the educational process. We recognize that our students must have a healthy, clean, and safe environment. Residence hall living cherishes diversity and celebrates similarities as well as promotes moral and ethical decision making, emphasizes the value of active citizenship, and encourages the development of positive self-image. We build relationships with students, facilitate community, and help students gain an appreciation for their community.

### **Three Year Residency**

**It is the policy of the University that, space permitting, all students who have NOT achieved 21 years of age prior to the start of the academic year, and earned 93 hours or less must live in University-operated residence halls unless they commute from the home of a parent or legal guardian. A local resident is defined as a person residing within 60 miles of the University. All requests for waivers of the policy must be directed in writing to the Director of Housing and Residence Life.**

While any student is in residence at the University, the occupancy of the residence hall room is considered the use of a

University facility. This usage does not give the same latitude, as does a lessee or leaser rental contract.

## **RESIDENCE HALL EXPECTATIONS**

### **Housing & Residence Life Staff**

The University employs the Director of Housing and Residence Life, Assistant Director of Housing and Residence Life, Residential Coordinators, and Resident Assistants in the residence halls. They are available to provide information, counseling, and programming for residents. Their goal is to develop living-learning environments that promote close interpersonal relationships, individual growth and learning, and a strong sense of community responsibility and identity.

### **Requirements for Living in the Residence Halls**

Students living in the residence halls must carry a minimum of twelve semester hours in the day program at all times. Exceptions can be granted only by the Dean of Students. A residence hall is any on or off-campus housing operated by the University, regardless of building make-up or style.

### **Housing Communities**

Cape Fear Commons Apartments	Priority Given to Upper Class	Coeducational
McLean Residential Apartments	Priority Given to Upper Class	Coeducational
Cumberland Hall	All Rooms Freshmen	Male
Garber Hall	All Rooms Freshmen	Female
Pearce Hall	Priority Given to Upper Class	Coeducational
Sanford Hall	All Rooms Freshmen	Male
Weaver Hall	Priority Given to Upper Class	Coeducational
West Hall	Priority Given to Upper Class	Coeducational
The Village Housing	Priority Given to Upper Class	Coeducational
North Hall	Priority Given to Upper Class	Coeducational

### **Residence Hall Housing Agreement**

All resident students must sign a housing agreement. Failure to comply with these regulations or failure to sign a housing agreement can result in revocation of housing privileges and/or disciplinary action. Methodist University reserves the right to change these guidelines, without notice at any time.

#### **Termination of Agreement by returning student prior to the opening of Academic Year**

All current residential students who have NOT achieved the age of 21 prior to the start of the academic year, have completed fewer than 93 credit hours, and whose permanent address is outside of a 60 mile radius from campus are required to live on campus, as outlined in the Methodist University Housing Agreement. All current residential students will select a room and be charged for the fees and room rent. Students who are required to live on campus and fail to do so, therein, breaking the Methodist University Housing Agreement, will be assessed a contract breakage fee of \$500.00 and be responsible for room rent and all fees associated with housing for the full residency requirement. Students who are not considered full-time day status (12 day time credit hours) and/or have not cleared the Office of Student Accounts by the date assigned of the summer prior to the academic year may lose their housing assignment.

#### **Termination of Agreement by the student after the start of the Academic year**

Students may terminate the Methodist University Housing Agreement after the start of a semester only for the following reasons: graduation, withdrawal, marriage, or circumstances that are determined by the University, in the University's sole discretion, to be beyond the student's control (each, an "Authorized Reason"). Documentary evidence is required to

demonstrate cause for termination. Contact the office of Housing and Residence Life for information regarding the appeals process. If a student vacates housing for an unauthorized reason, the student will be assessed a contract breakage fee of \$500 and be responsible for the payment of housing fees and room rent and all fees associated for the full residency requirement.

### **Residence Hall Occupancy**

Room assignments are made by the Department of Housing and Residence Life. New students must pay a fee within thirty days of acceptance in order to reserve a room in the residence halls. Roommate preference may be given to new students when both parties request each other on the MU Portal during the specified time prior to the beginning of the academic semester. No roommate selections are guaranteed. Returning students who wish to reserve a room for the fall must pay a room reservation fee during the spring reservation period. Priority is given to residential students, then transfer/graduate students, then commuters. A more specific reservation plan and schedule are announced by the Housing & Residence Life Office during the year. Only the student assigned to a room space is authorized to occupy the room assigned. The housing space(s) assigned by the Department of Housing and Residence Life are non-transferable and cannot be given to another person.

### **All About Roommates**

Most people enjoy the company of others, and a roommate can be one with whom to share opinions, interests, and good times. However, sharing a room can sometimes result in a few problems. Moving away from home and sharing a space with another person can be stressful for both roommates. Experience shows that those roommates who get along well usually work at getting along well. Even those roommates who do not become lifetime friends contribute to each other's growth process and University education. Here are a few hints for becoming a good roommate:

- 1. Communicate**—Roommates should discuss habits, preferences, moods, and values at the beginning of the semester. Even "best friend" roommates may be surprised at how many things they can learn about their roommate. It is wise not to let frustrations build if conflicts arise. Examples of such conflicts include different study habits, different tastes in music (including volume), and different attitudes toward cleanliness and neatness. Talking about concerns can lead to a mutual understanding. Initial awkwardness may save future hurt feelings.
- 2. Establish Room Rules**—Roommates should establish ground rules regarding the use of each other's belongings, room cleaning, entertaining guests, and all-night typing. Asking first and discussing before going ahead with an action can result in greater trust and respect.
- 3. Know When To Talk and When Not To**—Sharing ideas and discussing situations is an integral part of residence life. Individuals should be aware, however, that excessive interruptions in studies can sometimes result in irritations and frustrations. Once again, roommates should talk before frustrations build and anger can occur.

Roommates are individuals with individual interests, goals, likes and dislikes. It is not necessary to share every aspect of University life with one's roommate. If conflicts do arise, it is best to talk through a problem before it becomes a major conflict. If this step is not successful, students should consult the Resident Assistant. Each residence hall staff is experienced in dealing with these problems and should be able to offer sound, helpful suggestions. Students should always bear in mind that it is basic courtesy to speak with one's roommate first. In the case of unresolvable situations, the person who brought the original complaint will be asked to move.

## **THE ROOMMATES' BILL OF RIGHTS**

### **Each roommate has:**

1. The right to read and study without interference, unreasonable noise and other distractions;
2. The right to sleep without undue disturbances;
3. The right to have personal privacy in one's room
4. The right to live in a clean environment;
5. The right to host guests, during appropriate visitation hours, with the understanding that guests will honor other residents' rights;
6. The right to have free access to one's room and hall facilities;
7. The right to be free from intimidation, physical harm, emotional harm, and illegal substances;
8. The right to assume that there will be reasonable cooperation in telephone, computer and television use; and
9. The right to expect respect for one's belongings and personal property.



## RESIDENCE HALL POLICIES AND PROCEDURES

### **Appliances and Fire Hazards Policy**

No large electrical appliances are permitted in any residence hall with the exception of Cape Fear Commons and McLean Apartments. The following small appliances are **permitted**: computers, dorm-size refrigerators, radios, televisions, stereos, DVD players, microwaves, hair dryers, fans, and surge protectors. Extension cords are prohibited. It is important that when plugging in your appliances and/or computers that you do not overload the unit breaker. Improper use and dismantling of heating and cooling systems in any room or building is prohibited. Altering of equipment and repairs will be completed by Methodist University Maintenance Department personnel or a licensed contractor.

The following appliances are **prohibited** in the Residence Halls, University apartments, or the Greek Village: halogen lamps, hot plates, ceiling fans, toasters, toaster ovens, space heaters, and any other appliance with an open coil; Gas, electrical, and charcoal grills are also strictly prohibited. Fire pits are prohibited outside. Sparklers, fireworks, and any explosive devices are prohibited. This is not an exhaustive list. Questions regarding other appliances should be directed to your RA or Residential Coordinator.

### **Candles & Incense**

Candles, candle warmers, and incense are not permitted in Residence Hall rooms. The use or possession of these items constitutes a code of conduct violation and is subject to fines.

### **Check-in Procedure**

Your check-in information will be emailed to your MU email address. Once you have secured keys and your MU Identification Card, your Resident Assistant (RA) will walk you through your room to check for any pre-existing damage. All damages will be noted with the Residence Life staff in our database. Any other damages should be communicated within 24 hours to a member of the Residence Life staff. Failure to arrive during the stated check in periods may result in extra wait times. Please contact the Housing Office or the staff in the area if you need to make other arrival arrangements.

### **Early Arrivals Policy**

In order to request an Early Arrival to campus students must be with a University sponsored group that requires the student to arrive to campus prior to his or her official move-in date. Requests may or may not be granted, and are at the discretion of the Director of Housing and Residence Life.

There is a \$50.00 per night cost to arrive to campus early, if you have not been approved. If you are approved for an Early Arrival, your check in instructions will be emailed back to you.

- We cannot guarantee immediate assistance if you arrive early, without prior notice.
- Students who are not approved to move in early will be charged a per night housing rate of \$50.00
- Residence Hall staff members are in training on these dates, so normal service levels may be limited.
- Students will still be responsible to Methodist University and Housing & Residence Life Policies; violations of these policies and procedures will be handled through the Methodist University Code of Conduct system.
- Dining Services may not be available.

### **Check-out Procedure**

It is the responsibility of every student to remove all of his/her personal property from and thoroughly clean his/her residence hall room by the specified date distributed each semester. It is also his/her responsibility to follow the checkout procedure. The University reserves the right to remove and dispose of all personal property left after the announced closing date. **A \$100.00/day fine will be imposed upon any student not vacating his/her room at the designated time. All residents must vacate the residence halls within 24 hours of their last exam.** Graduating seniors must vacate the residence halls within 24 hours of graduation or the designated time stipulated by the Housing and Residence Life Office. Students may contact the Residential Coordinator to discuss extenuating circumstances. Final decisions will be at the discretion of the Director of Residence Life.

Students checking out of a residence hall during or at the end of a semester must do so properly with the Residential Coordinator or Resident Assistant. 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 Office of Student Accounts. All rooms must be cleaned before checkout. If areas are not properly cleaned, a student will be fined a \$50 cleaning fee if they reside in a traditional residence hall and a \$100 cleaning fee if they reside in an apartment. If **trash** is left either inside or outside of a room or apartment, a trash removal fee of \$50.00 may also be assessed. If a student does not follow the correct checkout procedure, additional fines may be imposed.

Students checking out due to an emergency such as weather closure or health related closure should remove all perishable items and trash from rooms. Take care to shut off appliances and lights, turn thermostats to a neutral setting and lock doors before leaving. Staff will do inspections once students have departed.

#### **Late Departure Policy**

Extensions of the fall closing date in December cannot be granted, for safety and security reasons. Students must vacate their rooms by the date listed. International students who desire to reside on campus over the Winter Break, contact the Housing and Residence Life office as soon as possible in the fall semester. The University is closed during the winter holidays.

Requests for spring departures later than the dates for which the room contract provides should be made with the Residential Coordinator. Residence Life reserves the right to deny any request. If a request can be granted, fees for the additional night(s) housing may be charged. Students are urged to have an exit strategy in case of natural or health emergency.

#### **Improper Check-out Policy**

Students failing to follow proper checkout procedures waive their right to appeal room damage fees and may incur a \$100.00 improper checkout fee. Students wishing to appeal room damage fees must do so in writing to the Residential Coordinator within thirty days of vacating the residence halls. In the event that a student moves off campus or to another residence hall, personal items left in the residence hall room will be disposed. If such items are left behind, a \$50 removal of personal property fee will be assessed. Methodist University assumes no liability for belongings.

#### **Abandoned Personal Property**

Any personal property left in or near a residence hall room or apartment by students who vacate or abandon their housing assignment will be deemed abandoned. Methodist University may dispose of the property without compensation to the student and will charge the student's account a removal fee for the labor involved.

#### **Community Billing**

The Residential Coordinator will notify residents within 48 hours of an act of vandalism. It is within the discretion of the Residential Coordinator to assess community billing charges for other action not considered vandalism (i.e. excessive trash in community areas). A list of these items will be posted in community areas, discussed in hall meetings, and may be made available to residents upon request. The University will not absorb the cost of damage and vandalism that occur in the residence halls during the academic year. In cases in which the perpetrator cannot be identified, the costs for repair are prorated among the residents of the hall/building. There will be a \$5 minimum assessment for community billing charges. In the case of major damage (flood, fire, etc.) that can be determined was caused by student neglect or malicious intent, the responsible student(s) may be charged for all damages, repairs and replacements associated with the event.

#### **Damage Deposits and Assessments**

Methodist University requires that a damage deposit of \$100.00 be posted by every resident student of the University. 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. Students who are billed for damages will have that amount deducted from their damage deposit. 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 their damage deposit. Damage charges in excess of \$100.00 must be paid immediately as noted for other payments above.

The damage deposit that is noted above remains with the Office of Student Accounts of the University throughout the student's career at Methodist. It is refunded only when a student permanently leaves the residence halls and the Housing and Residence Life office certifies that there are no damages to the room or other University property for which the student is responsible.

Every student is responsible for his/her residence hall room. Damages to the room will be charged to the occupants, unless another person has been proven the cause. Students are also held liable 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 (see Community Billing Policy). Students will have ninety (90) days from the time they vacated the room to contest any charges.

Students are required to conduct themselves as mature persons and to respect University property. University furniture must not be removed from the rooms or common areas. If any piece of furniture is damaged or broken, the student(s) responsible will be charged for the cost of replacing the item(s).

If damage has occurred in a student's room, Housing & Residence Life, along with the Maintenance staff, will repair those damages. All damage charges (including labor charges) will be absorbed by the student(s) of that particular room. In some



cases, repairs will be done by an outside vendor, which may increase the cost of repairs. An invoice with cost and labor charges will be provided upon request from the student. All damages will be billed to the student's account in the Office of Student Accounts. Listed below, you will find the standard charges for damage assessments and replacement charges that commonly occur in the residence halls:

• Mattress Replacement	At cost	• Replacement of traditional hall key	\$ 60.00
• Replacing thermostatic bulb in AC Unit	\$ 50.00	• Replacement of apartment key	\$120.00
• Room Cleaning	As billed	• Misappropriation of University furniture	\$100.00
• Apartment Cleaning	As billed	• Failure to vacate by designated time	\$100.00/day
• Screen Replacement	\$ 50.00	• Failure to vacate for any safety concern	\$100.00
• Painting of a single room	\$200.00	• Repair of apartment appliance	As billed
• Painting entire apartment	As billed	• Broken windows	As billed
• Removal of personal property, by staff	\$50.00/per hour/ Per staff+shipping	• Early unannounced arrival	\$ 50.00/day
• Tampering with Heating/Cooling Units	\$ 50.00	• Trash removal	As billed
• Improper check-out/Room Damage fee	\$100.00	• Violating quiet hours	\$ 25.00
• Replacement of Student ID cards	\$ 10.00		
• Yanking or pulling open locked exterior doors	As billed		

## **Disruptive Students**

In situations where a student is deemed a threat to a floor community or residence hall, the Dean of Students or the Associate Dean of Students reserves the right to immediately remove the student from the floor or residence hall. If a student becomes violent or threatens to harm anyone, or damages university property, or refuse to abide by health and safety standards he/she will be removed from campus housing immediately, and he/she will face Code of Conduct sanctions.

## **Fire Evacuation Procedures**

In case of a fire, please follow the directions of residence hall and security staff. Two or more fire drills are held in each residence hall during each semester. These drills may be announced or unannounced. A \$100.00 fine will be issued to anyone not vacating the residence halls during a fire or fire drill. In Cumberland and Sanford halls, the outside stairwells are considered fire evacuation routes and are not designated places to convene, smoke, or engage in other activity. Violators may suffer penalty or penalties as deemed appropriate by the Residential Coordinator.

## **Furniture and Lofts**

Hall or room furniture is not to be removed or disassembled. Lofts may be rented from a University approved vendor. Please see the Housing and Residence Life website for more information. No cinder blocks may be used as loft construction material. All furniture, including bunk beds and mattresses, assigned to a specific room must remain there. Mattresses may not be removed from the beds except for cleaning purposes.

## **Maintenance Services**

The Maintenance Department of Methodist University 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 the Resident Assistant or Residential Coordinator will make a timely response possible. Any problems with heating, air-conditioning, or lighting in the residence hall should be reported. Because of the pride we take in our campus buildings and grounds, students' assistance is greatly appreciated. A work order system is in place, and more information can be found on the student section of the Methodist University website. Students who refuse entry to Maintenance personnel will experience wait time in repairs.

## **Insurance**

University insurance does not cover the loss or damage of personal property. The University assumes no liability for the security of student property and encourages students to secure their rooms at all times and to provide themselves with insurance to cover possible loss. Students are encouraged to check their parents' homeowners insurance to ensure their belongings are covered or seek extra insurance. In the case of major damage (flood, fire, etc.) that can be determined was caused by student neglect or malicious intent the responsible student(s) may be charged for all damages, repairs and replacements associated with the event.

## **Keys/ID Access Card**

Each student is issued keys and an ID access card to allow access to his/her residence hall. Students are required to carry their student ID on their person at all times. Students who lose a key or fail to return a key upon checking out of the residence hall will incur replacement fees. Key replacement costs are \$60.00 for the room key and \$10.00 for a replacement ID card. For Cape Fear Commons and McLean Apartments, replacement costs are \$120.00. These fines are imposed so, that for security purposes, locks may be changed to prevent theft.

## **Lockout Procedure**

When a resident is locked out of his/her room, the resident must contact a Resident Assistant (RA) to be keyed into their room. The staff member (RA) will escort the resident to their room and key them in, at which time the resident must produce his/her key. If the resident is unable to produce the key, the resident will automatically be charged the rate of a new key (\$60 for traditional halls, \$120 for apartment style housing). If the resident is capable of producing his/her key, a lockout charge as listed below, will be added to the resident's student account. If a member of the Resident Life staff is unavailable, the student may contact MU's Police and Public Safety to be let back in to their room.

### Charges per lockout:

First lock out – No charge

Second lock out - \$25 charge will be placed on the student's account

Third and all following lock outs - \$50 charge will be placed on the student's account each time.

Upon the fourth lock out, the student will meet with a member of the Residence Life staff to discuss key management issues and further sanctions.

## **Occupancy Over Breaks/Holidays**

The residence halls remain open during Fall Break, Thanksgiving, and Spring Break. Any student who wishes to stay in the residence halls during this time must complete a request for housing over the holidays/breaks form and submit it to the Housing and Residence Life office or the Residential Coordinator prior to the beginning of the break. Students who are unable to find accommodations during University vacations should contact the Housing and Residence Life Office in advance for assistance.

The University does not assume any financial or supervisory responsibility for out-of-state or international students during periods when it is closed. The University is closed over the winter holiday. No guests will be permitted during an emergency situation on breaks.

## **Pets**

For health reasons and protection of animals, no pets (except fish in one 10 gallon tank or less) are to be kept in any University housing by students. Other animals that may live in gallon tanks are not permitted (i.e. turtles, hermit crabs, frogs, snakes, lizards, etc.). There is a \$100.00 fine for having a pet in residence housing. Students who violate this policy are also subject to paying for cleaning and exterminator fees. Assistance animals are required to be approved and registered with the University through the Office of Accessibility Services. They can be reached at 910-630-7150.

## **Private Rooms/Consolidation**

Private rooms are only available if space permits. Students must state in writing their requests for private rooms during registration for housing. Private room charges are listed on the MU website. Students occupying private rooms that have been requested will be charged accordingly. If a student does not request a private room but does not register with a roommate, the student may be assigned a roommate by the Director of Housing & Residence Life. Health-related accommodation requests should be made first to the Office of Accessibility Services.

## **Room Consolidation**

Any student not requesting a private room, but ends up in a room by him/herself may be required to move in order to consolidate rooms. If students wish to request private rooms while living in the residence hall, they must contact the Residential Coordinator of the building. If a student ends up in a room by him/herself without requesting it, the beds must remain in their original position available for two persons to occupy. Students wishing to change from private room status to double occupancy must notify the Residential Coordinator of the building. Private room charges are listed on the MU website.

## **Quiet Hours**

Students are expected to be reasonably quiet at all times. No loud music or other disturbances are tolerated in or around the residence halls or parking lots. Each Residence Hall will set their own standards for noise violations. Repeated violators will be reported to hall staff. Violators face a \$50.00 fine. Courtesy hours are in effect 24 hours a day. Each semester 24-hour quiet hours will be enforced starting during final exams. Violators face a \$50.00 fine.

## **Room Decorations**

Residence hall rooms may be decorated in ways that meet the following guidelines. Rooms must not be decorated in a manner destructive of property, hazardous to the physical well-being of residential students or guests, or in violation of good taste as determined by the residence hall staff. Decorations must remain within the confines of the student's room and must not be visible outside the room. Commercially produced alcohol paraphernalia (e.g. bottles, cans, caps, boxes or materials which could be listed in the consumption of alcohol, i.e. home-made beer bong or funnels) are not permitted in any residence hall room, floor or building. Students are not to nail or glue items to the walls or woodwork; push pins must be used for this purpose. Nothing should be fixed or taped to the ceiling or window. Nails and double sided tape are prohibited. Students may decorate their rooms with adhesive applications that will not damage or tear the paint or wall. Suggested methods will be available on our website. However, if damage occurs, students will be responsible for the repair of the walls. Walls in North Hall, Village Houses Cape Fear Commons and McLean Complex are particularly damage-prone; therefore no tape should be used in these apartments under any circumstances. Furniture or objects must not hinder access to or from the room or within the room. Routine Inspections of rooms will be conducted by the Housing and Residence Life Department. Any decorations deemed inappropriate or excessive must be removed immediately. Costs of repairs may be assessed after the student has vacated the room. Decorations on entry doors must be flat on the door and total décor may not exceed 10"x10", per fire code.

## **Health and Safety Inspections**

Regular inspections of residence hall rooms by the residence hall staff will ensure safety and cleanliness. Pest extermination will also conduct routine spraying of the halls and students will be given at least a 48 hour notice prior to inspection. Notice will be given before an inspection takes place, unless designated by a Residential Coordinator. Students whose rooms fail to pass inspection are required to have them clean, orderly, and safe within twenty-four hours. During university breaks or in the case of a loss of power or natural disaster, prior notice may not be given. During times of weather and health emergencies, more frequent inspections may take place.

Any student found in violation of the standards shall receive a \$25.00 fee and a maximum of removal from the residence halls. Any students having failed three (3) consecutive inspections will be reported to the Director of Housing and Residence Life and may have to pay a cleaning service to clean that room as well as face code of conduct sanctions.

Here are some suggestions for maintaining a healthy living environment:

- Set room/space temperature between 70-72 degrees during summer or periods of humid temperatures.
- Do not block heating/cooling unit with furnishings, clothing, or shoes at any time
- In Garber, Weaver, Cumberland, Sanford, Cape Fear Commons and McLean residence halls, keep the exterior room door closed during the summer or humid temperatures. Hot air from the hall or breezeway mixed with cold air from the room results in buildup of moisture and causes mildew and/or mold.
- Leave the ceiling exhaust fan on in restroom/shower area to prevent moisture build-up.
- Remove moisture sources (damp clothing, towels, etc.) from the restroom/shower area. Allow them to dry by hanging them on provided racks, or in the dryer. Do not pile any damp/wet clothing items.
- After shower – spray the shower walls with over-the-counter cleaners designated for showers to prevent build-up of mildew or mold.
- Empty humidifiers when full
- Keep area under beds, inside drawers, and closets tidy

## Room Paint Policy

Students may not paint their own rooms.

## Room Selection Process

The room selection process is designed to assist students in securing a residence hall room for the upcoming academic year. Each year the Department of Housing and Residence Life will announce the process for selection. Students will be notified in advance of the housing selection process. Priority is given for selection in the following order: current residential students, transfer /graduate students, and commuter students.

## Room Change Procedure

During a health or weather related emergency room changes may not be permitted. Students requesting a room change must first email the Housing Office. Room change requests will not be granted until after the drop/add period. The Office staff will give a thorough explanation of the procedure that must be followed to complete an authorized room change. Changes from one building to another may incur a fee to ensure proper cleaning of the rooms.

After the explanation of the procedure by the Residential Coordinator, the student must complete the necessary forms and return them to the Residential Coordinator. Students may request a room change during the room change period. Other room changes after this period will be based on administrative decision. Students must complete moves within 24 hours.

If a student has been notified of a room change from one building to another prior to the winter break, the student should remove all of his/her belongings at the end of the fall semester and check out with his/her RA. The student will return in the Spring semester to his/her new room and move in then. If a student is on a waiting list for a new room over the winter break, the student should remove all of his/her belongings from the current room in preparation to move.

A relocation fee of \$100 may be assessed to cover the cleaning and administrative tasks necessary.

## Overflow Housing

From time to time less than ideal room situations arise. These include, but are not limited to being placed in a Resident Assistant room or being placed in a Triple-occupancy room. As space is made available, residents in either and/or both of these situations will be asked to move by the Residential Coordinator of the building to occupy a more comfortable and appropriate space for the remainder of the term.

## Unauthorized Room Changes

Unauthorized room changes are defined as those room changes that occur without properly following the room change procedure as stated above.

Students who make an unauthorized or illegal room change are assessed a \$100.00 fine and face code of conduct action. Furthermore, the student is responsible for any damages found in the vacated room. 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. Triple-occupancy rooms are included in this policy and will be enforced by the Residential Coordinator of the building.

## Smoking Policy

All residence halls at Methodist University are non-smoking, including balconies of apartments and patios to the rear of buildings. Students who choose to smoke outside the residence halls must do so in designated areas defined by Housing and Residence Life. The areas must be kept clean. Smoking shall not take place within fifty (50) feet of any building. Smoking receptacles are located in these areas for proper disposal of cigar and cigarette butts. The use of smokeless tobacco, to include e-cigarettes, Water Vapor cigarettes, and hookahs are prohibited in the Residence Halls. Failure to comply may result in fines as deemed appropriate by the Residential Coordinator. For further information please consult the code of conduct in this Handbook.

## Residence Hall Visitation

During a health or weather emergency visitation may be suspended or reduced to one visitor per resident. The responsibility for visitation in the residence halls lies directly with the residents. The visitation policy at Methodist University is enforced in all Residence Halls and encompasses the following guidelines:

1. The residence halls are open for visitation from 9:00 a.m. to 1:00 a.m. Sunday through Thursday nights and 9:00 a.m. to 2:00 a.m. Friday and Saturday nights. Each residence hall has the right to set its own visitation times within these hours.
2. Lobbies of each hall should be evacuated at the end of visitation hours. If sought from the Residential Coordinator of the building, exceptions may be granted for the purpose of studying or group meetings.
3. No person may have more than two guests at any one time. For special permission regarding family members, see the Residential Coordinator.
4. Students must sign in **ALL** (male or female) guests using full names in the lobby of the residence hall.
5. Guests of the residence hall must be escorted at all times.
6. It is the responsibility of the resident to make sure that his/her guest abides by all residence hall rules established by Methodist University. Violations by guests are considered violations by the resident. In cases involving Methodist University students as guests, not only will the host be held responsible, the guest(s) will be also.
7. Consequences of visitation violations: any person not signing in/out a visitor - \$25.00 fine; any student failing to escort his/her visitor or be escorted - \$25.00 fine; students checking guests out late—\$50.00 fine. If the visitation violation involves two Methodist University students, both will incur the fine. Penalties of repeat offenses range from a minimum of disciplinary probation to a maximum of removal from the residence halls. Commuter students are visitors of the

residence halls and must abide by all policies and regulations.

### **Visitation Policy & Overnight Guest Policy**

During a health or weather emergency overnight guests are not permitted. Any resident student may have an overnight guest of the **same gender** who is 18 years of age or older. A guest will not be permitted without **prior written approval** from the Residential Coordinator, within 24 hours prior to the visit. The maximum amount of time a student may apply to have a visitor is six times per month, but no more than three consecutive nights.

The roommate(s) of the resident applying for an overnight visitor must give written consent when turning in the request. The rights of the roommates must be paramount at all times. Requests for exceptions must be submitted to the Residential Coordinator.

All visitors must have their vehicles registered with the Public Safety Office upon arriving to the campus. A resident may be given a citation of \$25.00 if his or her visitor does not register the vehicle on campus.

Any student found responsible for violating the Overnight Guest Policy will receive a penalty of a \$50.00 citation. The guest may be escorted off campus.

The resident student is responsible for his/her guest at all times. The guest must abide by all Methodist University rules and regulations. The student will be held responsible for all fines incurred by his/her visitor.

### **Wheeled Devices**

Bicycles may be stored only in designated areas outside the residence halls. They may not be stored in lobbies, hallways or stairs. Bicycles and other personal property found in residence hall stairwells or closets may be removed and/or disposed. Skateboards, roller skates and other wheeled devices should be stored in the students' room and not become a trip-hazard. Due to fire safety concerns, Hoverboards may not be used, charged or stored in any Methodist University owned, operated or leased building including (but not limited to) residence halls, academic buildings, dining halls, the library, etc.

### **Wellness Checks**

Parents and other family members should make regular contact with their MU student. However, if a student is sick or has not been heard from after a minimum of forty-eight (48) hours, family members should contact the University. Wellness/welfare checks are conducted regularly by the Housing and Residence Life staff on campus. These checks are to ensure student's safety, health, and presence at MU, and are not invasive or informational for families who call and request a wellness or welfare check.

When a call is received asking for a MU staff to verify the welfare of a student, the Residence Life staff member on duty will attempt to locate the student in person and request that he or she follow up with the family member who made contact. Residence Life staff will check the student's room and contact the student via any information on record. Staff may leave notes for the student and speak with the roommates, suitemates or apartment mates to determine the whereabouts of the student. The University will not follow up with the contacting family member, but will put the responsibility on the student to make contact. If a student cannot be located within 48 hours by a Residence Life staff member, the staff member will contact the department of Public Safety and Campus Police.

At no time can a University staff member relay information to the contacting parent regarding the student. Federal Law restricts the spread of information regarding a student's academic, personal life, housing situation, etc. If the contacting parent is requesting information about the student, it is up to the student and family member to make contact and exchange all necessary information. MU staff cannot force any student to contact the family member, but can request that the student follow up in an appropriate time frame.

## **RESIDENTIAL SERVICES & OPPORTUNITIES**

Methodist University offers a wide variety of services to the students who live in the residence halls. The services are intended to assist students in their everyday activities and to help create a quiet, comfortable, and safe atmosphere for studying, sleeping, and mature socializing.

### **Fire Protection**

The University has installed fire alarm systems in each residence hall for the protection of residential students. Fire extinguishers are available on each floor and smoke alarms have been installed in all living areas (including individual residence hall rooms). The University is served by the Fayetteville Fire Department, which has a station located on Stacy Weaver Drive (less than a mile away) as well as in other locations around the city. It is a serious violation of University standards and state laws for students to tamper with fire protection equipment. Students found in violation or not evacuating the building will receive a \$100 citation, face code of conduct sanctions, and potential restitution for damages if found responsible.

If a Rescue Squad is called to campus and the reason for the call is determined to be student negligence (food left on the stove, smoking in a residence hall, etc.) the resident(s) of the room or apartment may face code of conduct proceedings, and/or a fine to cover the cost of the Rescue Squad's visit. This fine will be determined on a case by case basis.

### **Laundry Services**

Washing machines and dryers are available in each residential area. These machines are owned, operated, and maintained by a private company on behalf of the University. Each machine operates coin-free for unlimited usage. The University is not responsible for damaged items due to lost or misuse of machines. Only residents of the building may use the laundry services of the building in which you reside.

### **National Residence Hall Honorary (NRHH)**

This organization provides recognition for those students living in the residence halls who have exhibited exceptional leadership and service to the advancement of the residence hall system at Methodist University and to promote activities which encourage leadership qualities in residents. This national organization recognizes the top 2% of student leaders on campus and inducts students to their organization twice a year.

### **Residence Hall Association (RHA)**

The Residence Hall Association (RHA) is a collection of resident students who share a common goal to improve residential life. These students comprise their respective hall representatives, which are governed by an executive board. The organization is committed to serving all resident students and providing them a means of communication with staff and administration. RHA serves as a catalyst for change and provides opportunities for leadership and fellowship through a variety of activities on and off campus. These activities include meetings, programs, retreats/conferences, committees, and hall council functions.

### **Vending Machines**

Vending machines for soft drinks and snacks are available in several residence halls and in various other locations around the campus.

### **Pest Control**

Pest control services will provide extermination for halls, rooms and common areas, routinely or by request. Please fill out a work order and contact your RA if you are experiencing pest issues.

## **RESIDENCE HALL ROOM ENTRY AND SEARCH PROCEDURES**

The following definitions pertain to students' residence hall rooms:

1. A Room Search involves a close physical examination of all areas, common areas, apartments, materials, and persons in the room or apartment and may require the physical presence of a person (other than the resident of the room) for reasons of official business of the University.
2. A room 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 University Code of Conduct or residence hall regulations may be confiscated and/or turned over to law enforcement officials.
3. A Room 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. refrigerators, suitcases, boxes, contents of desks and dressers, backpacks, clothing, pockets, etc.). Any illegal items or items that violate the University Code of Conduct or residence hall regulations may be confiscated and/or turned over to law enforcement officials.

Reasons for room entry and/or inspections include the following:

1. A periodic check of conditions of furniture, safety, pest control, maintenance or cleanliness
  - a. Methodist University reserves the right to make periodic entry into and inspection of any residence hall room for reasons of establishing that University property within the room has not been abused or destroyed and that clean and safe conditions exist in the room. Failing room inspections will result in a 24-hour re-inspection. Failure to pass the re-inspection could result in a \$25.00 fine and an additional re-inspection. Prior notice may not be given during break periods, power outages or in the case of natural disasters, emergency response or health related emergencies.
  - b. Residents need not be present for inspections.
2. Residence Hall Closings—Each residence hall room is inspected by the residence hall staff at the beginning of winter break, and at final check out in spring.
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 or unlawful entry is in progress. The Residential Coordinator or other appropriate University officials may determine other emergency situations.
4. Violation of Law or of University 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 is acceptable.
  - a. If a staff member enters a room and makes an 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 petition to search form 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 at least three times, identify himself/herself, and enter the room with a master key, as necessary, if the residents do not answer immediately.

## Room Search

Methodist University reserves the right to search any student's room at any time for any purpose that is a reasonable exercise of the University's duty to maintain discipline in an educational atmosphere.

1. Before a search takes place, the staff member must secure a petition to search form by stating his/her "reason to believe" that a search is necessary to a Residential Coordinator or his/her supervisor, who may issue a petition to search. The form should specify the place to be searched, the reason for the search, and the names of residents of the room.
2. There are several reasons for a search, including these:
  - a. Violation of Law or of University and Residence Hall Regulations—If a student or professional residence hall staff member has reasonable cause to believe that a violation of law or of University 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 receives information that illegal articles (i.e., alcoholic beverages, guns, drugs, explosive devices, etc.) may be present in a specific student's room.
    - ii. If a staff member smells the odor of burned marijuana in the hall and an inspection reveals that the odor comes from a specific room or apartment.
    - 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 petition to search form is not necessary.
  - c. Additional Reasons—there are always situations for which policy is not adequate. In these cases, a room search will be at the discretion of a Residential Coordinator or other senior staff member of the Student Affairs Division. Reasonable and prudent judgment is the guideline in these situations.
3. At least two staff members must always be present during a room search. At least one of these should be a professional staff member.
4. When a search takes place, it should be as complete as possible and may include the physical search of room occupants all persons present, and their vehicles. Staff members should be as courteous as possible and leave the room in the same condition as when the search began.
5. If residents of the room give verbal permission for a search, the petition to search form is not necessary. All room residents must give consent.
6. Any illegal materials or other materials that violate University or residence hall regulations may be seized and used as evidence in a Code of Conduct hearing, even if they are not the materials for which the petition was issued.
7. Residents of the room need not be present for a room search to take place.
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.

**Items that are found during an inspection or search by Housing and Residence Life staff that should not be on the Methodist University campus will be confiscated, logged and destroyed at the discretion of the Senior Associate Dean of Students. The only exception to this will be illegal drugs and/or drug paraphernalia, which will be held by University Police until the code of conduct process is completed.**

## OFFICE OF MULTICULTURAL AFFAIRS

<http://www.methodist.edu/multicultural>

Multicultural Affairs strives to provide equitable programming for personal, academic, cultural, and professional development for the diverse populations represented here at Methodist University. The office promotes the retention and success of historically marginalized students, and provides opportunities for university-wide multicultural education through interaction and dialogue designed to support the growth and development of all individuals. Further, the office provides individual support and advocacy to students, faculty, and staff through programming, counseling and advising while promoting diversity and inclusion.

## PUBLIC SAFETY SERVICES

[www.methodist.edu/public-safety](http://www.methodist.edu/public-safety)

The Department of Public Safety provides Police and Security services to the University Community 24 hours a day, 365 days a year. Please visit our web site and feel free to contact us for assistance at any time. Follow us on Twitter @MUPublicSafety and like us on Facebook-Methodist University Public Safety.

### PUBLIC SAFETY CONTACT NUMBERS

630-7577	On-Campus Emergency: (24 Hours)
630-7098	Communications / Welcome Center - Information and Assistance (24 Hours) 9-1-
1	Off-Campus Emergency (24 Hours)
630-7098	University Police (Non-Emergency) 630-
7098	Campus Security Escorts (24 Hours)
630-7098	Motor Vehicle Assistance (Jump Starts) 630-
7149	Public Safety Main Office
630-7149	Parking Permits/ID Cards
630-7149	Request a Copy of a Police or Vehicle Collision Report 630-
7287	Crime Stoppers

### PUBLIC SAFETY E-MAIL CONTACTS

<a href="mailto:sbrewington@methodist.edu">sbrewington@methodist.edu</a>	Mark Brewington, Director, Public Safety/Chief of Police
<a href="mailto:jbird@methodist.edu">jbird@methodist.edu</a>	Janet Bird, Assistant Director, Public Safety
<a href="mailto:ssstarling@methodist.edu">ssstarling@methodist.edu</a>	Stanford Starling, Lieutenant, Police Services
<a href="mailto:cdouglas@methodist.edu">cdouglas@methodist.edu</a>	Carl Douglas, Lieutenant, Security Services
<a href="mailto:mupublicsafety@methodist.edu">mupublicsafety@methodist.edu</a>	General Use Email

### PUBLIC SAFETY QUICK REFERENCE INFORMATION

Pedestrians **ALWAYS** have the right of way on campus roadways and in parking lots. The parking lot speed limit is **5 miles per hour**.

The campus-wide speed limit is **15 miles per hour** unless otherwise posted.

Visitors are persons other than current Methodist University students, faculty, or staff members who request entry to campus.

Visitors must register their vehicles at the Welcome Center, receive, and properly display a Visitor Pass while on campus.

Students are responsible for the actions of their visitors.

All motor vehicles, including motorcycles and motor scooters, parked on campus must have and properly display a valid parking permit or pass.

All applicable motor vehicle laws of the State of North Carolina are in force on campus.

**Observe and comply with all parking regulations - including permanent or temporary reserved or restricted parking.**

**Campus Security Officers may issue Campus Citations for violations of any campus policy.**

**Campus Police Officers may issue Campus Code of Conduct Referrals or North Carolina state citations, as appropriate, for criminal or traffic violations.**

### PUBLIC SAFETY SERVICES

<http://www.methodist.edu/public-safety-services> **ID Card**

#### **Services (910-630-7149)**

Methodist University Identification Cards are an integral part of University life, used to gain access to authorized residence halls, pay for meals in the Green and Gold Café, check out a library book, and access many more campus services.

**Community members must have their MU ID Card with them at all times while on campus.** MU ID Cards must be presented to any University official upon request.

MU ID Cards remain the property of Methodist University regardless of the bearer's current status with the University.

Your first issued MU ID card is free of charge and is given to you at Freshman/Transfer Orientation. **Replacement IDs cost \$10.00. You can log on to myMU Portal (Go to the Student Life Tab and select the Public Safety page on the left), you can pay with debit or credit card. You will receive a confirmation of payment, you must then go by the Public Safety Office to receive your replacement card. Or you can pay at the Office of Student Accounts (located in the Horner Administration Building), then bring your receipt to the Public Safety Office to receive your replacement card. Make sure you also bring with you another photo ID for verification purposes when receiving a replacement ID.**

**Methodist University Public Alert Warning Systems (MUPAWS)**



The University is equipped with a Public Alert Warning System that includes speakers throughout campus. In the event of an emergency, a message containing important information about the situation will be transmitted by text to speech over the speakers, digital signage, LED marquee, alert beacons, mobile app (iPhone and android) and computer desktop message. **MU students, faculty and staff are strongly encouraged to take advantage of this free service.**

**Go to your app store and download the Alertus App.**

**Campus Emergency Call Boxes (<http://www.methodist.edu/emergency>)**

There are a total of 23 emergency call boxes located throughout the campus. The emergency call boxes are identified by distinctive signs and / or blue lights. Call boxes located outside also have a blue light displayed above them. Some emergency call boxes have two call buttons. **Always press the RED button for emergencies or to request assistance.** Officers will respond to you immediately.

**Campus Security Escorts (630-7098)**

Campus community members and guests may request a security escort to or from any location on campus at any time by calling **630-7098**. A University Police or Security Officer will be dispatched to assist.

**Operation ID ([reportit.leadsonline.com](http://reportit.leadsonline.com))**

In order to help law enforcement if your valuables are stolen, log on and list your items. This is a free tool for our students to use, it is a secure online record of your valuable property, and will help law enforcement recover stolen property faster. This is a program that you can use throughout your life even after you have graduated from Methodist University.

**Crime Stoppers (630-7287)**

Crime Stoppers is an anonymous tip line for reporting information about known or suspected criminal activity in and around the community. Callers should listen carefully to the recorded message for complete instructions.

**Silent Witness ([www.methodist.edu/student\\_life/ps\\_silent.htm](http://www.methodist.edu/student_life/ps_silent.htm))**

Community members who have information or knowledge regarding criminal or prohibited activity may anonymously report that information through the Silent Witness program.

**Motor Vehicle Assistance (630-7098)**

University Police Officers are authorized to provide limited assistance to stranded motorists on campus. Our Officers can help jump-start dead vehicle batteries. In an emergency situation our officers can also assist in unlocking a vehicle. The person requesting assistance must sign a written liability waiver and they must produce a valid Methodist University identification card and proof of responsibility for the vehicle before the Officer provides assistance. The Officers may also provide access to a phone to call for assistance.

**Lost-and-Found (630-7149)**

All found items turned in to Security are documented and secured at the Department of Public Safety's Office. Items may be reclaimed during business hours. Items left unclaimed for more than 30 consecutive calendar days may be donated to a local charitable organization.

**Inclement Weather Schedules (630-7351)**

**The Department of Public Safety makes no determinations regarding cancellation or delay of classes, activities, or special events due to inclement weather. Community members are referred to the Weather Alert Line (630- 7351) for such information.**

## **PARKING AND VEHICLE OPERATION ON CAMPUS**

**<http://www.methodist.edu/parking>**

Parking and driving on the campus of Methodist University are privileges. **Methodist University reserves the right to regulate vehicle operation and parking on University property at any time and for any reason. Parking Rules and Regulations will be enforced 365 days a year. All violations may be dealt with through the issuance of a University Parking Citation; Student Affairs Referral; however, Methodist University Campus Police may issue parking and traffic citations according to North Carolina Law.**

All motor vehicles, including motorcycles and motor scooters, parked on campus must have the appropriate parking permit or pass issued by the Department of Public Safety. **The possession of a valid parking permit or pass does not guarantee the availability of a parking space.**

Lack of parking spaces, lack of knowledge of campus vehicle operation and parking regulations or the occurrence of inclement weather does not excuse violations of campus vehicle operation and parking regulations.

All vehicles must enter the campus through the Welcome Center Gate or College Centre Drive.

Abandoned, inoperable, or junked vehicles may be towed from University property at any time without additional prior notice.

Neither Methodist University nor its employees assume any responsibility for loss from theft or damage to vehicles located on University property.

## **Vehicle Parking Permits**

**Each student must log on to their MUPortal to pay for and register their vehicle prior to the vehicles arrival on campus.**

Parking permits are only issued upon presentation of valid vehicle registration, valid driver's license, proof of University affiliation, and payment of the appropriate fee.

### **Payment Options**

Credit and debit card payments can be made through your student portal when registering your vehicle online. If paying with cash or check, payments for parking permits must be made at the Office of Student Accounts located inside Horner Administration Building. Students may pay in advance at the Office of Student Accounts or online and present their receipt to the Department of Public Safety as proof of payment to obtain their parking permit. Prior to your arrival you will need to register your vehicle through your MUPortal.

#### **Parking Permit Fees: 2019-2020 Academic Year**

Academic Year	\$180.00
Single Semester	\$100.00
Single Semester Evening	\$50.00
Summer Session	\$50.00
Additional Vehicle	\$25.00

#### **Parking Fees: Graduate/Doctorate**

Academic Year	\$45.00
Single Semester	\$25.00; Full-Term Evening \$80.00
<b><u>MBA / MJA / MED</u></b>	
Academic Year	\$20.00
Single Semester	\$15.00

### **Visitor Passes**

**Visitors are persons, other than current Methodist University students, faculty, or staff members, who request entry to campus.**

Visitor Passes are provided, free of charge, to visitors (defined above) authorizing them to properly park and operate vehicles on campus.

Methodist University reserves the right to regulate/restrict access to its privately-owned property by any person or vehicle.

All Visitor Passes are obtained at the Welcome Center.

Visitor passes must be displayed on the dashboard of the visitor's vehicle in such a manner so as to be legible from outside the vehicle.

The driver of the vehicle must present a valid photo identification card in order to receive a Visitor Pass (both vehicle and person visitor pass).

Visitors to residence halls or residential areas must produce a valid photo identification card. They will then be issued both a vehicle and person visitor pass). Prior to departing campus, the visitor must stop at the Welcome Center, to return the Visitor Pass.

No visitor to residence halls or residential areas will be allowed entry onto the campus without authorization from the hosting resident student unless the visitor is directly accompanied by a Methodist University faculty or staff member. In any case, the procedures for issuance of a Visitor Pass must be followed. The resident host of the visitor must contact Public Safety (630-7098) prior to their visitor's arrival.

## **PARKING REGULATIONS**

<http://www.methodist.edu/parking>

### **Vehicle Registration**

All vehicles parked on campus must have and properly display the valid, appropriate parking permit or parking pass issued by the Department of Public Safety. Parking permits are issued only to current students, faculty or staff members. Parking passes are issued to all visitors to the campus except in the event of special events or programs.

It is the responsibility of the student, faculty, or staff member to obtain the proper parking permit prior to parking or operating a vehicle on campus. Expired parking permits or passes must be replaced with valid permits or passes prior to parking or operating a vehicle on campus.

### **Change of Address or Vehicle Registration Plate**

It is the responsibility of the student, faculty or staff member to notify the Department of Public Safety in the event of a change of address or change of their vehicle's registration plate. Students who have purchased a Resident Parking Permit, but move off campus must obtain a Commuter Parking Permit prior to parking on campus. Alternatively, commuter students who become campus residents must obtain a Residential Parking Permit. In such cases, replacement parking permits are provided at no charge so long as the valid, originally-issued permit is surrendered to the Department of Public Safety.

### **False Registration**

**A Methodist University parking permit shall only be affixed to the vehicle to which it is assigned.**

**A vehicle shall only be registered on campus in the name of the student who is that vehicle's owner or primary operator.**

Violations of this regulation prohibiting false registration may result in citations, fines, and the suspension of campus driving privileges.

### **Placement of Parking Permits on Vehicles**

Parking permits must be affixed to the outside of the driver's side front windshield in the upper corner of the windshield **or** the permit may be affixed to the driver's side front fork of motorcycles or scooters.

**Vehicles are not properly registered until the valid parking permit is affixed as described above to the vehicle for which it was issued.**

The parking permit must be clearly visible and legible from at least 6 feet away. Valid parking permits that become damaged

or worn will be replaced free of charge so long as the damaged or worn permit is surrendered to the Department of Public Safety.

### **Temporary Parking Permits**

Temporary parking permits may be obtained free of charge from the Department of Public Safety by any student, faculty or staff member who also possesses a valid Methodist University parking permit.

Temporary parking permits are normally issued for a maximum of seven (7) consecutive calendar days and must be obtained prior to parking on campus.

Applicants for temporary parking permits must produce a valid vehicle registration, driver's license, and MU ID card when requesting a temporary parking permit. Applicants must also verify that they will be the primary operator of the vehicle while the temporary parking permit is in force.

No more than three (3) temporary passes, regardless of duration, may be issued to any student per semester unless special permission is obtained. The issuance of temporary passes is tracked both by person and vehicle.

Upon presentation of a signed statement from a Physician or Student Health Services Department, temporarily disabled students and/or faculty/staff may receive temporary handicapped parking privileges.

### **Responsibility for Parking Violations**

It shall be presumed that the person to whom a vehicle's parking permit is issued is the operator of any vehicle found in violation of University parking regulations. The person to whom the parking permit is issued shall be responsible for any parking violations and fines.

### **Reserved and Restricted Parking**

Unauthorized use of a handicap placard or license plate in any properly marked handicapped parking space violates both University regulations and North Carolina state law. **Handicap spaces must be marked with a vertical sign and painted demarcation lines.**

Spaces marked Faculty/Staff are reserved for the exclusive use of faculty and staff members Monday through Friday from 7:00 AM to 5:00 PM (unless otherwise noted by signs for specific parking spaces).

Spaces marked "Maintenance Vehicle Only" or "Service Vehicle Only" are reserved at all times for maintenance and service vehicles.

The small lot adjacent to the lower level of the Trustee's Building is reserved for handicap parking and service vehicles only and is also a loading zone.

The small lot adjacent to the Hendricks Science Annex is reserved for handicap parking and service vehicles only.

Purple Heart Medal/Wounded Warriors parking spaces-1 in Trustees Lot, 1 in Unpaved lot adjacent to Kappa Sigma House, 2 in the Riddle Center Lot- These spaces are reserved for Purple Heart Medal recipients/wounded warriors.

No parking is allowed at any time in any area marked with or displaying a sign bearing the words "No Parking." No vehicle shall be parked adjacent to a yellow-painted curb, landscape timber, or barrier.

No parking is allowed in any fire lane. This includes, but is not limited to, any area so marked using signs, painted words or symbols that is adjacent to any campus structure or building including residence halls.

No parking, except to load or unload a service or vendor vehicle for a maximum of thirty (30) minutes, is allowed in any loading zone.

No parking is allowed in front of, or adjacent to, any dumpster.

No vehicle shall be parked in such a manner so as to restrict the flow of traffic.

No parking in visitor parking spaces.

No Parking in reserved spaces.

No Parking in a "No Parking" or "Restricted Parking Area."

No Parking other than within a designated space in each lot.

No Parking within 15 feet of fire hydrants.

No Parking on the grass or in landscaped areas.

No Parking on sidewalks (brick and/or cement).

No Double Parking.

No Parking in center of drive-through areas of parking lots.

No Parking in streets and/or drive-ways as to impede normal or emergency traffic.

### **Resident Student Parking**

Resident Students who choose to operate a vehicle on campus must obtain a Resident Parking Permit.

Residence Students are required to park only in their assigned parking lots between 7:00 am and 5:00 pm, Monday through Friday.

Resident Students and visitors may not park in spaces reserved for Residence Life professional staff.

Residents are responsible for ensuring their visitors adhere to all applicable campus parking regulations.

Resident Students and Faculty/Staff with Green Permits must park in Green Lots Q, R, S, T, U, V, X, Y, and Z.

Resident Students and Faculty/Staff with Yellow Permits must park in Yellow Lot N.

**Parking along the curb in front of any residence hall or facility on campus is not permitted at any time except for emergency, service, and maintenance vehicles.**

#### **Commuter Student Parking**

Commuter Students who choose to operate a vehicle on campus must obtain a Commuter Parking Permit.

Commuter Students are required to park only in their assigned parking lots between 7:00 am and 5:00 pm, Monday through Friday.

Commuter Students may **not** park in marked Visitor Spaces adjacent to residence halls.

Commuter Students and Faculty/Staff with Red Permits must park in Red Lots F, J and K.

Commuter Students and Faculty/Staff with Purple Permits must park in Purple Lots L and M.

#### **Faculty/Staff Only Parking**

Faculty/Staff only parking lots are Red Parking Lots E, G, H and I.

Only Faculty/Staff with Red Permits may park in Red Lots E, G, H and I between 7:00 am and 5:00 pm

#### **Overflow Parking**

Overflow parking is located in the Nimocks Gravel Lot and the Lower Field Parking Lots. Anyone may park in Nimocks Gravel Lot and Lower Field Parking Lots at any time.

#### **Visitor Parking Spaces**

One hour parking is permitted in the Visitor spaces near Horner Administration Building for persons conducting business in that building.

Two hour parking is permitted in marked visitor spaces adjacent to residence halls for vehicles properly displaying a current Visitor Pass. Overflow parking for residence hall visitors is available in the Berns – Riddle Center parking lot and in the Player's Center parking lot.

Commuter or Resident students **may not** park in marked visitor spaces adjacent to residence halls.

Visitor spots are also available in the unpaved lots behind the Riddle Center, across from Nimocks Fitness Center, and adjacent to the Kappa Sigma House.

### **VEHICLE OPERATION**

#### **Pedestrians Have the Right of Way**

Pedestrians shall have the right of way on campus.

Vehicle operators are expected to yield to pedestrians at all times.

Vehicles shall be operated with due caution for the safety of the pedestrians and other motorists on campus.

#### **North Carolina Laws Apply**

All applicable motor vehicle laws of the State of North Carolina are in force on campus.

Any vehicle operated on Methodist University property shall have in full force and affect the financial responsibility (liability insurance) for the vehicle as required by the State of North Carolina.

Vehicles are required to be properly registered, inspected and licensed by the State of North Carolina or the state in which the vehicle's owner maintains legal residence.

#### **Campus Speed Regulations**

The campus-wide speed limit on named streets is fifteen (15) miles per hour unless otherwise posted. The speed limit in all parking areas on campus is five (5) miles per hour.

The speed limit on Joe Stout View Drive adjacent to the Berns Student Center is 5 miles per hour.

#### **Motorcycle, Bicycle, and Moped Operations**

Motorcycle, bicycle, and moped operators and their passengers must wear appropriate headgear as required by North Carolina state law. The number of passengers on any motorcycle, moped, or bicycle shall not exceed the maximum number of riders for which the vehicle was designed. Proper motorcycle operator license endorsements are required when operating a motorcycle on campus.

## MISCELLANEOUS REGULATIONS

### Vehicle Collisions

Vehicle collisions must be immediately reported to the Department of Public Safety. University Police Officers will investigate and take any necessary report. North Carolina state law requires vehicle collisions resulting in damage in excess of \$1000.00 or any personal injury or hit and run collisions to be reported to law enforcement and the North Carolina Division of Motor Vehicles.

### Towing

Methodist University reserves the right to tow, or have towed, any vehicle from campus property at the owner's expense for any reason and without additional prior notice. Call the Department of Public Safety (630-7098) for towing company contact information.

If a vehicle is towed as a result of multiple parking violations, the parking decal will be removed at the time of towing and a \$55.00 administrative fee will be charged to the student's account.

Vehicles will be towed if:

Parking in or blocking access to fire lanes.

Blocking Handicapped spaces.

Parking on campus after parking privileges have been revoked or receiving 4 or more parking violations in a semester.

Inhibiting the flow of traffic or blocking entrances to parking areas, building, etc.

Abandon vehicles will be removed after reasonable attempts to notify the owner.

### Parking Within Marked Space / Parallel Parking / Double-Parking

Vehicles parked in a paved lot that offers marked parking spaces must park completely within a single marked parking space.

Vehicles may not be backed in to a diagonal parking space (rear of the vehicle may not face the front of a diagonal parking space).

Vehicles parked in marked parallel parking spaces shall face in the direction of travel authorized for the immediately adjacent travel lane.

Double-parking is a violation and occurs when any portion of a parked vehicle extends past the inside edge of the painted border of any other immediately adjacent or contiguous parking space.

### Motorcycles and Motor Scooters

Properly registered motorcycles (and motor scooters as defined by NC statutes) are authorized to occupy a single parking space, as are other passenger vehicles. Motorcycles and motor scooters may not be operated or parked on any sidewalk, trail, grass, or undeveloped portion of Methodist University property.

### Recreational Vehicles and Watercraft

Recreational vehicles, campers, all-terrain vehicles, watercraft, and trailers used to transport same may not be operated or parked on Methodist University property without advance authorization from the Department of Public Safety and the issuance of a temporary parking permit or visitor pass as applicable.

### Closed Parking Lots, Roadways, and Other Facilities

Methodist University, through the Department of Public Safety, reserves the right to close, reserve, reclassify or otherwise regulate access to parking lots, parking spaces, driveways, roadways, road shoulders, and sidewalks on the campus (in accordance with all applicable laws) at any time. Vehicles (other than authorized service and emergency vehicles) shall not be parked, driven, or moved in any manner on any University property that has been closed by the Department of Public Safety.

### Traffic Control Equipment

No deployed traffic control equipment including, but not limited to, barrels, barricades, caution tape, flares, lights, signs or traffic cones may be moved without specific authorization by a member of the Department of Public Safety.

## ENFORCEMENT ACTIONS

### Campus Citations, State Citations, Code of Conduct Referrals

Vehicle operation and registration laws, as well as parking regulations, are strictly enforced on campus. Violations in excess of ten (10) campus citations in one academic year may result in suspension or revocation of campus parking privileges and permits. **Parking Permit fees are non-refundable.**

Methodist University Security Officers enforce campus regulations and policies including parking regulations. MU Security Officers issue Campus Citations for such violations.

University Police Officers enforce state and federal laws and may issue Campus Code of Conduct Referrals and/or North Carolina state citations at their discretion. Code of Conduct Referrals are forwarded to the Office of Student Affairs for review and potential adjudication by the University Code of Conduct System.

Campus Citations and Code of Conduct Referrals may also be issued for violations of campus policies other than Vehicle Operation and Parking Regulations.

## **Fines**

Campus Citations may be issued for the following Vehicle Operation and Parking Regulations (shown with applicable fines):

No Valid Parking Permit .....	\$75.00
Parking in a Handicapped Space .....	\$250.00
Parking in a Fire Lane; Blocking Fire Hydrant; Fire Sprinkler Connection; or Fire Suppression Vehicles .....	\$75.00
Parking in Driveway, Tow-Away Zone, No Parking Zone, Parking on Grass or Sidewalk.....	\$75.00
Blocking Access to Dumpster.....	\$75.00
Improper Display of a Parking Permit .....	\$75.00
Parking in Reserved Space or Parking Lot .....	\$75.00
Parking Along Curb; Blocking Traffic Lane; Double Parking .....	\$75.00
Reckless Driving; Unsafe Movement* .....	\$100.00
Exceeding Safe Speed* .....	\$100.00
Stop Sign Violation.....	\$75.00
Display Mutilated or Defaced Parking Permit .....	\$75.00
Display Counterfeit, Stolen, or Lost Parking Decal .....	\$75.00
Providing False Information to Obtain Parking Permit .....	\$75.00
Backing into Diagonal Parking Space .....	\$75.00
Parked in a Visitor Space .....	\$75.00

\*(University Police Officers may also issue a North Carolina state citation for this violation)

Fines levied for Campus Citations must be paid at the Office of Student Accounts.

North Carolina state citations are processed and adjudicated at the Cumberland County Court House. It shall be the responsibility of the Defendant to appear as directed for all scheduled Court sessions and comply with any fine, penalty or cost assessed by the Court.

## **Parking Citation Appeals**

Citations must be appealed in writing within three (3) business days from the date of issue. To appeal, go to the myMU portal>Student Life>Public Safety. **The Department of Public Safety does not distribute Appeal Forms.**

## **MISSING PERSON**

The Methodist University Department of Public Safety will exert every reasonable effort to locate a student, visitor, faculty or staff member who is reported as missing from the campus. To file a report regarding any person believed to be missing from the Methodist University campus, you may personally come to the Department of Public Safety Office or you may contact our agency by phone at **910-630-7577** or **910-630-7098**. A University Police Officer will either speak with you by phone or come to your location on campus. **There is no requirement that a person be missing for 24 hours or more before a police report can be filed.** Prompt reporting is always appropriate! University Police will collaborate and share information regarding missing persons with other law enforcement agencies via the National Law Enforcement Telecommunications System.

If a Methodist University student has been missing from the campus for 24 hours, a report **must** be made to Methodist University Police **and any of the following officials:**

- Vice President for Student Affairs
- Sr. Associate Dean of Students
- Campus Security Officers
- All Other Faculty and Staff Members
- Director of Residence Life
- Residential Coordinators

Any of these officials who receive a report that a student has been missing for 24 hours must immediately confirm that a missing person report has also been (or is in the process of being) made to Methodist University Police. If the missing student is under the age of 18, that student's parent(s) or legal guardian(s) will also be notified.



## STUDENT INVOLVEMENT CENTER

<http://www.methodist.edu/getting-involved>

Are you looking to get involved on campus? Are you looking for a way to meet new friends? Do you want to make an impact on your community? Well, look no more, visit the Student Involvement Center today! We are here to help you find your “one thing”. If it’s an intramural sports team, a Greek Organization, or an Academic Honor Society, the Office of Student Involvement is the central gateway for student life involvement outside of the classroom. The great Alexander Astin stated that “Students learn more and more when they are involved in both academic and social aspects of the collegiate experience.”

The mission of the Student Involvement Center is to provide meaningful, high quality out-of-class opportunities through programs and experiences that foster student leadership and leadership development, participation in student clubs and organizations, assist with the development of a healthy active lifestyle, and create involvement and service opportunities at Methodist University and in the greater community.

**What does it mean to “be involved” on campus?**- Methodist University offers many opportunities for involvement through a wide range of activities, including:

- More than 80 Student Clubs and Organizations
- Academic Honor Societies
- Religious faith-based Clubs and Organizations
- Student Government Association
- Fraternities and Sororities
- Intramural Sports Teams
- Campus Recreation/Outdoor Adventure
- On-campus Work-study Employment
- Residence Life Involvement
- Community Engagement
- Student Media
- Peer Mentoring
- Performing Arts
- Entertainment...and much more!

**Why should I get involved on campus?**- When you get involved in campus life, you have the opportunity to:

- Develop leadership skills
- Become connected to Methodist (feeling a sense of “pride”)
- Make a difference on and off campus
- Gain a sense of achievement
- Make new friends
- Enjoy a variety of experiences
- Build your resume’
- Impress potential employers and graduate schools
- Have fun!

**How do I get involved?**- Ask yourself the following questions:

- What are my current areas of interest?
- What is important to me?
- What are my passions?
- Where can I best contribute my skills and talents?
- What am I looking to gain from this experience?
- What activity best fits my schedule and availability

**How much is enough?**- Only YOU can answer this question. Here are a few helpful things to remember:

- Your first priority is academics (classes, projects and assignments).
- Your activities should complement what you are doing in the classroom, not compete with them. That's why we call them CO-curricular activities as opposed to EXTRA-curricular activities.
- You should be having fun.
- You should be learning! If you aren't having fun and learning, you might want to reconsider your commitments.
- Don't commit unless you're sure you have the time to follow through.
- Take your time. Be choosy. Try to imagine how your activities will fit into your schedule and your life.
- Be honest with yourself and others about how much you really can balance.

**How can the Student Involvement Center help you?-** Here are a few things they can do for you:

- Set you up with an Involvement Counselor to help you find what is the best fit for you
- Provide for you personality strengths test , to help you identify your strengths and weaknesses
- Provide leadership training for all student leaders across campus
- Provide a Student Monthly Newsletter for Involvement, including all campus calendar of events
- Provide for you involvement opportunities throughout on campus and the off campus community
- Provide for you a learning environment outside of the classroom
- **Who do I contact for more information?**

Doris Munoz- Associate Dean of Students and Director of the Student Involvement Center 630-7022,  
[dmunoz@methodist.edu](mailto:dmunoz@methodist.edu)

## **2020-2021 CLUBS, ORGANIZATIONS AND HONOR SOCIETIES**

A student club, organization, or honor society is defined as any group of students who organize themselves around a common purpose. All student clubs and organizations must be approved by the Student Government Association Senate. Senate approval allows clubs and organizations to use campus facilities, publicize events, and petition the Student Senate for funding. If students wishes to organize a new club, organization, or honor society they should talk with the Director of Student Involvement. Clubs and organizations must meet the following criteria for approval.

1. Have a written constitution.
2. Have a membership of ten or more students
3. Have a designated Methodist University employee as an advisor
4. Have a written purpose that is compatible with the mission of the University.
5. Establish a SOC (Student Organization Club) account with accounting for appropriate funding purposes.
6. Register with the Office of Student Involvement

The most active list of clubs, organizations, and honor societies are listed on the Methodist University website, <http://www.methodist.edu/clubs-and-organizations>. Students may learn more about clubs in which they are interested by contacting the Director of the Student Involvement Center, Doris Munoz, at 910-630-7022.

## **FRATERNITY AND SORORITY LIFE**

<http://www.methodist.edu/greek-life>

Fraternity and Sorority Life at Methodist University provides the opportunity for students to participate in a unique experience. Fraternities and sororities have a long standing tradition of community service, excellence in scholarship, leadership development, risk management programs, and sisterhood/brotherhood. The Methodist Fraternity and Sorority Life program is dedicated to upholding the traditions of fraternal organizations with the goal of continuing the expansion process to form new colonies over the next couple of years. For more information about Fraternity and Sorority Life, please contact the Assistant Director for the Student Involvement Center or visit the Student Involvement Center in the Berns Student Center.

### **Recruitment Information**

Formal recruitment periods will take place twice per year, once in the Fall semester and once in the Spring Semester. Information regarding dates, as well as, rules and regulations, will be communicated by the Assistant Director for the Student Involvement Center.

### **Interest Group and Expansion Process**

Any individuals or groups interested in forming a new interest group for the purpose of affiliating with the National Panhellenic, National Pan-Hellenic, North American Inter-Fraternal, or any other nationally recognized fraternity or sorority organization not already present on campus should contact the Student Involvement Center or refer to the Expansion Policy outlined on the University website, <http://www.methodist.edu/expansion-policy>.

### **Standards Program**

In the Fall of 2013, the Student Involvement Center implemented the Fraternity and Sorority Life Standards Program. In



order for an organization to be considered an Official Greek-Lettered Organization at Methodist University, the organization must acknowledge the role and importance of the Fraternity and Sorority Standards Program and agree to implement the policies and procedures within the Standards Program into their own Fraternity/Sorority practices. The Standards of Excellence Program focuses on the four pillars of fraternity and sorority life which are scholarship, leadership development, brotherhood/sisterhood, and community service. The Standards Program will be reviewed at the conclusion of the academic school year for each chapter.

Should a chapter not meet the Standards of Excellence, the following accountability measures will be implemented:

#### **First Year**

- Notification to the National Organization;
- Chapter will be invited to create an action plan with the Assistant Director for the Student Involvement Center. The Chapter President will be invited to meet the Associate Dean/ Director of Student Involvement and Assistant Director for the Student Involvement Center to discuss chapter operations. At the request of the chapter, the Assistant Director for the Student Involvement Center will continue to provide resources to help the chapter improve;
- Chapter will not be eligible for fraternity/sorority awards of excellence recognition.

#### **Second Subsequent Year**

- The chapter will lose recognition from Methodist University

## **STUDENT CENTER RESERVATIONS & SCHEDULING**

### ***Student Center (Berns Student Center)***

The primary goals of the Student Centers are to provide quality services, maintain aesthetically appealing Student Center facilities and promote programs that are responsive to student developmental needs and to the physical, social, recreational, cultural and continuing educational needs of the campus community. Located in the Berns is the informational center called Mane Spot. Here is where students can check out recreational equipment by trading their MU Student ID for the equipment. Mane Spot is open seven days a week and is operated by student workers. To reserve space in the Student Centers or outdoor recreational facilities (*The Sink, Fannie Farmer Park, Ben's Lake & outdoor Basketball Courts*) please contact the Student Involvement Center at **(910) 630-7022**. Please note that clients outside of the University community must go through the Office of University Relations to reserve University facilities. Permission to use these facilities are done on a first come, first served basis with preference going towards student organizations and their programming.

### ***Berns Student Center Services***

**Facility Hours:**     **Academic Year**     **7 am – 12 midnight (Sunday - Saturday)**  
                              **Break Periods**       **7 am – 6 pm (Sunday-Saturday)**

*The following services are available in the Berns Student Center:*

University Bookstore  
University Mail Room  
Meeting Rooms  
Games Area including Ping Pong Tables and Pool Tables  
ATM Machine  
Restrooms  
TV/Study Lounges  
Green & Gold Café, POD Market, Chick Fil A, Sandwich Shack  
Lion's Den,  
Various A/V, Sound & Light Equipment  
Student Union Area

### **Conference Use Policy**

Conference Use is defined as any sponsoring group from outside the Methodist University community. Conference groups are required to reserve campus facilities through the Office of University Relations.

### **Candles & Fire Policy**

Under no circumstance is open flame allowed in the Student Centers. Enclosed candles may be permitted on a limited basis upon discretion of the management.

### **End of Usage Inspection**

A routine inspection of Student Center equipment and facilities will be done after each period of use for damage and/or excess custodial needs among other facility care issues. The reserving organization will be billed for any excessive damage incurred, and the organization's representative will be named as the contact person.

### **Smoking Policy**

The Student Centers are smoke-free facilities. There is no smoking within 50 feet from the building anywhere around the building. Smoking is only permitted on the east wing balcony.

### **Solicitation/Vending Policy**

Vendors for the purposes of this document are defined as persons or groups who wish to sell merchandise within the student center facilities.

Vendors who wish to use the Student Centers for on-site sales or marketing will pay a vendor fee of \$200 per day or a 20% fee of sold goods fee per each day of sales activity. All vendor activities must be approved by the Dean of Students.

Businesses or persons seeking to hire students for temporary, part-time or full-time employment must be approved by the Director of Career Services. This includes postings of work opportunities, appearances or correspondence directed to student organizations, etc. The Office of Career Services will in turn work with the appropriate campus communication channels to publicize said opportunities to the student body. This policy does not apply to registered student organization fundraisers.

### **Animal/Pets Policy**

Animals are not permitted in the building, with the exception of those animals that provide assistance to people with disabilities.

### **Maintenance Policy**

Maintenance issues for the Student Centers should be reported to the Director of the Student Involvement Center. The Director will be responsible for the reporting and follow up on these maintenance issues.

### **Bicycle Policy**

Bicycles, skateboards, and roller blades are not permitted in the building.

### **Lost Items Policy**

The Student Involvement Center or Methodist University is not responsible for lost or stolen articles in a student center. If you have lost or had an item stolen check with Campus Security.

### **Audio Visual Policy**

Only trained Student Activities staff may transport & operate office technical equipment for use by requesting Methodist University affiliated organizations and will remain with the equipment form setup, usage and breakdown. In accordance to the policy regarding use of campus facilities, one month advanced notice is needed to reserve audio visual equipment. Requests must be submitted to the Director of the Student Involvement Center. Any last minute request will be honored. Student organizations will not be charged for use of said equipment. Methodist University departments and event sponsors not affiliated with the University should contact the Director of the Student Involvement Center for any use and availability of this service.

### **Non Methodist University Affiliated Student, Staff and Administrative Staff Guest Policy**

The following policy shall apply to all guests of the Student Centers for all events, programs, and private parties:

There can be up to three guests to one Methodist University student, faculty, or staff member for any event, program, or private party.

The hosting student must accompany all guests and personally check them in at the Welcome Center.

Identification of a guest has to be checked before entering the campus for any event, program, or private party. **No one will be admitted into an event without proper identification.**

Special exception guests should be listed and given to the office of Police & Public Safety no later than five working days before an event, program, or private party. Examples include entertainers, dining staff not affiliated with Methodist University, etc.

### **Chaperones/Security Policy**

Events/programs held in a student center must adhere to general policies of Methodist University and laws of the state of North Carolina.

Sponsoring organizations agree that programs will not conflict with any copyright, civil rights, free speech law, etc.

Events held by student organizations should have a faculty or staff chaperone (i.e. the organization's advisor) present.

Events with an expected attendance of 200 or more persons will be required to contact the office of Police & Public Safety no later than 1 week before the event to arrange any needed parking and/or security requirements.

## **CAMPUS RECREATION AND INTRAMURAL PROGRAM**

The Methodist University Campus Recreation and Intramural Program (CRIMP) 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 University. Intramural and outdoor activities include but are not limited to: flag football, basketball, soccer, dodgeball, softball, and skiing. Activities are open to males and females of all ages.

The Nimocks News area, located in the Nimocks Fitness and Recreation Center lobby, contains current information regarding sign-up procedures, upcoming events, facility information, etc.

## NIMOCKS FITNESS CENTER

### General Information

#### Hours of Operation

Monday to Thursday:	6 a.m. to 12 a.m.
Friday:	6 a.m. to 8 p.m.
Saturday:	11 a.m. to 6 p.m.
Sunday:	1 p.m. to 12 a.m.

### General Policies and Regulations

\*The Nimocks Fitness and Recreation Center reserves the right to reduce hours during breaks and final exams, on holidays, between academic semesters, and during the summer. Nimocks may temporarily close each semester for maintenance purposes.\*The Nimocks Fitness and Recreation Center has the following rules and regulations pertaining to general student, faculty, and staff use:

1. All guests entering the Nimocks Fitness and Recreation Center are to comply with the Nimocks staff's directives regarding enforcement of policies related to safety, programming, and exercise techniques.
2. All members exercise at their own risk.
3. Appropriate attire is required inside the Nimocks Fitness center. Shirts, shorts or athletic pants and non-marking, close-toed athletic footwear must be worn at all times.
  - No sandals, heels, or bare feet. No black-soled shoes on the basketball courts.
  - Sport bras must be covered by a shirt; no cut-offs shirts revealing the stomach or chest area are allowed.
4. No food or beverages are allowed past the lobby except water or sports drinks in a closed container with the lid secured.
  - Members may not use the microwave, refrigerator, or freezer.
5. Equipment is available behind the front desk for guests to borrow, for which guests must exchange a photo ID card. (See sign at front desk for a more detailed equipment checkout policy.)
6. Members may carry their personal items (i.e. backpacks, purses, duffel bags, etc.) around the facility as long as they do not hinder other guests from exercising and their belongings are not left in high-traffic areas.
7. Lockers are available for member use. (See signs in weight area for a more detailed locker policy.)
  - Campus Recreation staff are not responsible for any lost, stolen, or damaged personal items. Any personal items left unattended or left in the facility after closing will be placed in the Lost & Found.
8. Showers are located in the Men's and Women's bathroom. Guests must bring their own soap and towels.
9. Please see the front desk staff if you would like to change the channel on one of the large, mounted televisions.
10. Members are asked to use the wipes provided to clean any weight machines, cardio machines, or benches used. There are four wipe receptacles in the weight area.
11. Members may not bring chalk into/use chalk in the facility.
12. Photography/filming is not permitted without prior approval from Campus Recreation administrative staff.
13. Bicycles, skateboards, roller skates/blades, scooters, and any other equipment deemed unsafe for indoor usage are not permitted inside the facility.
14. Pets are not permitted inside the facility except for service animals.
15. Smoking, tobacco use of any kind, and e-cigarettes are not permitted in the facility.
16. Alcoholic beverages and drugs are not permitted in the facility. If a member is caught in possession of these prohibited items, the proper authorities will be notified. Additional sanctions may apply.
17. The emergency exits are for emergency use only, not for general traffic in and out of the facility.
18. Excessive profanity or aggression, disorderly conduct, inappropriate behavior, abuse of the facility, equipment, or staff, and/or disregard for Campus Recreation rules may result in immediate dismissal from the facility. Additional sanctions may apply.
19. Violation of these rules will result in documentation from a Nimocks supervisor. Violators will meet with the Director of Campus Recreation regarding sanctions.
20. Campus Recreation staff have the final say in policy interpretation and enforcement. Failure to comply with any of these policies may result in temporary loss of Campus Recreation privileges.

Not all rules are posted in immediate areas. If a staff member requests your cooperation, please adjust your behavior. If you have questions about a specific policy, please see a Campus Recreation staff member. Please report any injuries, inappropriate conduct, and broken/damaged equipment to the front desk staff.

### Guest Policies

**Members (current MU students, faculty, and staff with a valid MU ID) may bring 1 (one) guest per visit. Guest**

**must be accompanied by a member at all times. A member may not leave the gym without his/her guest or leave the guest at the gym alone.**

Guests must provide a photo ID and sign a guest waiver.

Both member and guest IDs must be left at the Nimocks Fitness and Recreation Center front desk and will be returned when the individuals leave the facility.

Guests must be at least 18 years of age and follow all policies and regulations of the Nimocks Fitness and Recreation Center. Minors under 18 may be signed in by a parent or legal guardian ONLY if approved by a Nimocks supervisor; they are NOT allowed in the weight area, only on the basketball courts.

## **STUDENT GOVERNMENT ASSOCIATION CONSTITUTION**

### **Approved by the Student Government Association of Methodist University, Preamble**

We, the students of Methodist University, 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 University, do establish this constitution to promote and protect the general welfare of the student body and the University.

Students may view the SGA constitution at Methodist.edu on the SGA website.

# THE STUDENT CONDUCT PROCESS

The student conduct process outlines the steps involved in examining and adjudicating reports of Student Code of Conduct violations. The topics covered in this section are listed below. Detailed descriptions of them follow.

### **Introduction and Philosophy**

Methodist University views its role in the administration of institutional policy as one of both ensuring fairness and providing an educational opportunity for the student. This approach protects the campus community by providing a system of sanctions that are educational and hold students accountable for violating university policies. Sanctions are assigned to encourage the growth and development of students and support the practice of responsible behavior in a community. This educational approach requires a need for understanding and self discipline on the part of the student as well as a respect for the rights and privileges of others.

The basic philosophy and principles that guide the Student Code of Conduct at Methodist University are:

- The student conduct process is necessary and effective when it furthers the learning experience of a student and/or provides protections for the community of which s/he is a member.
- When action responding to potential Student Code of Conduct violations becomes necessary, that action should be handled expeditiously and thoroughly.
- Consideration will be given to all information relevant to the case. This is to ensure that a fair process and appropriate consideration are extended to all students.

The Methodist University student conduct system is designed to provide fairness and appropriate consideration for those students charged with violating the policies of the university and/or the wider society. Hearing officers will adhere to the following to ensure fairness:

- Hearings are restricted to those directly involved with the incident and those requested to be present by the institution.
- The student charged with a code of conduct violation that may result in suspension and/or expulsion may bring an advisor from the Methodist University community (currently enrolled student, faculty or staff member) to the hearing. Advisors may only counsel the student and may not actively participate in the hearings.
- Family members, attorneys or other legal counsel may not attend or serve as advisors in campus student conduct proceedings.
- In cases alleging personal violence, sexual harassment, or sexual misconduct, the person bringing a complaint forward (or reporting party) may bring an advisor from the Methodist community (currently enrolled student, faculty or staff member) to the hearing. Advisors may only counsel the student and may not actively participate in the hearings.

### **Preponderance of Evidence**

Methodist University hearings, unlike proceedings of a court of law, do not require conclusive proof. Due to the nature of the student conduct system and the need to balance the rights and privileges of all members of the university community, hearing decisions must be based on preponderance of evidence. A preponderance of evidence exists when a reasonable person, after evaluating all information available at the time of the hearing, would conclude that it is more likely than not a violation has occurred. The student has the right to appeal a hearing decision based on the grounds and procedures outlined in the Methodist Student Handbook.

### **Reasonable Cause**

Reasonable Cause means that there is sufficient evidence to allege that a student has violated the Code of Conduct. Evidence is sufficient if a reasonable person would believe that further inquiry into whether a violation occurred is no longer warranted.

### **Jurisdiction**

This Code applies to student conduct which occurs on campus or off campus while the student is enrolled at the University. The Code of Conduct applies to all students during interim periods between semesters and during breaks. The University reserves the right to administratively sanction or dismiss students, without applying the official protocol of the Code of Conduct, before their first official day of class if their behavior does not align with University expectations, principles and/or policies while attending university special programs to include orientation programs, summer camps and sport camps, etc. The University reserves the right to deny admission

or readmission to any person because of previous misconduct which may substantially affect the interest of the University, or to admit or readmit such persons in an appropriate disciplinary status. The University reserves the right to change these behavioral standards and disciplinary procedures at any time upon general notice to the University community.

### **Authority for the administration of this Code**

The Vice President for Student Affairs and Dean of Students is responsible to the President for the administration of this Code. The primary assistant to the Dean of Students for matters of student conduct is the Sr. Associate Dean of Students, to whom the administration of this Code and the disciplinary system is normally delegated. Yet, the Dean of Students retains authority over the administering of the Student Code of Conduct. Any question of interpretation regarding the Student Code of Conduct shall be referred to the Dean of Students or designee for final determination.

### **The Authority of the Dean of Students**

It is impossible for a single Student Conduct Code to cover every situation. With this in mind, the President, and the Board of Trustees of Methodist University have authorized the Vice President of Student Affairs and Dean of Students to enforce, by sanction or policy, situations that may not specifically be addressed in this handbook including matters that are governed by local, state, and/or federal laws.

### **Involuntary Withdrawal Policy**

In unusual and extraordinary circumstances where the emotional and/or physical welfare of the student and/or elements of the University community are in jeopardy, it may become necessary to take steps temporarily separating a student or students from the University community. Under such circumstances, and with medical and/or psychological consultation, the University, through the Dean of Students or his/her designee, reserves the rights to exercise its responsibility to involuntarily withdraw a student from the University. Further, the University reserves the right to interview a student who has been withdrawn when and if that student contemplates readmission.

### **Student Organizations**

Resolution of allegations of Conduct Code violations by student organizations may be delegated to the Dean of Student's office for investigation and resolution. When so delegated, the Dean of Students or designee will provide a hearing to determine whether the organization is in violation and, if so, whether recognition should be withdrawn by the University or lesser sanctions imposed on the organization. Hearing procedures applying to organizations need not parallel those accorded by this Code to individual students. Members of Student Organizations may be held accountable for individual violations of this Code in addition to sanctions imposed on the organization.

### **Advisors**

Advisors must come from within the Methodist University community (currently enrolled student, faculty or staff member). Their role is to counsel the student and may not actively participate in the process. In cases alleging assault by one student against another (including sexual offenses), the alleged victim may also bring an advisor from the Methodist community to the hearing. In cases alleging sexual harassment or sexual misconduct, the individual bringing charges will be notified of the outcome of campus student conduct hearings as permitted by the Student-Right-to-Know and Campus Security Act. Advisors may only be present in cases that may result in suspension or expulsion from the University.

### **Email Notification**

All students are responsible for checking their Methodist University e-mail daily for messages from the University. All Official University information (e.g., grades, academic notices, code of conduct notices, campus calendars, attendance policy updates, registration and financial information, etc.) will be sent electronically only. No University information will be sent to any other e-mail address.

### **Responsible for One's Action(s)**

Students are responsible for their actions. 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 their actions during off-campus trips. Those students whose behavior puts themselves or others at risk or who unreasonably disrupt the University environment will be expelled from the University.

### **Student Identification Cards**

Students must carry their University Identification Card at all times. All students must present their University Identification Card to any faculty or staff member upon request, failure to present their card will be considered a violation of the University's Failure to Comply with the Direction of University Official policy. Students will be subject to the code of conduct sanctions outlined under this policy. Also students are not authorized to carry and/or use another student's identification card. If students are found in possession and/or using another student's identification card, this violation will be considered a violation of the theft policy, and students will be subject to the code of conduct sanctions outlined under this policy.

### **Accused Student Rights**

Students whose conduct is under review based on an alleged violation of the Code of Conduct have the following rights:

- a. Written notice of the charges against them;
- b. To be presumed "not in violation" until found to be "in violation";
- c. To respond to the evidence and/or present witnesses;
- d. To have access to the Student Handbook;
- e. To have a faculty, staff or student advisor present in cases that may result in suspension or expulsion from the University, but who will only advise the student and not actively participate in the hearing

### **Good Samaritan/Medical Amnesty Policy**

Every Methodist University student is expected to exercise personal responsibility for their own health and safety, and every Methodist student has a responsibility to care for one another; therefore, this policy has been designed to save lives, and also applies to individual students who seek help for another student in need. This will allow students who may also be under the influence of alcohol,

drugs or other substances to care for each other without worry of being charged with a violation of the *Methodist University Code of Conduct* themselves.

Students who seek assistance for an alcohol or drug related medical emergency will not be charged with an alcohol or illegal substances violation of the *Methodist University Code of Conduct*. In order to use this Good Samaritan policy, a student must seek medical assistance for other students or oneself, participate in a meeting with the Dean of Students or designee and agree to comply with the conditions set by the Dean of Students or designee. If the conditions are met, the incident will not become part of the student's conduct record. However, students must meet with a Student Affairs staff member to determine if a counseling evaluation will be required. If the conditions are not met, the student's case will then go through the hearing process and the case will become a part of their conduct record.

This protection only applies to the Methodist University alcohol and drug policies. If other alleged violations are associated with the incident, then disciplinary action may be pursued through the Dean of Students Office.

When a person's health and/or safety is threatened or appears to be at risk from alcohol or drug consumption, the best course of action is to:

- Call 911;
- Call the Methodist University Public Safety Department at (910) 630-7577
- You may also seek assistance from a resident assistant (RA) and/or the residential coordinator (RC); or
- Cape Fear Valley Medical Center Emergency Room, 1638 Owen Drive, Fayetteville, NC 28304, (910) 615-8000

### **The Silent Witness Program**

Community members who have information or knowledge with regard to criminal or illegal activity may anonymously report that information through the Silent Witness program. Submissions should be made to [www.methodist.edu/silent-witness](http://www.methodist.edu/silent-witness).

## STUDENT CODE OF CONDUCT

### **ALCOHOL AND OTHER DRUGS:**

#### **Alcohol Policy**

The State of North Carolina prohibits the use of alcohol by persons under the age of 21. It is also illegal, in our state, for a person of legal alcohol drinking age to purchase for or provide alcohol to anyone who is underage. Methodist University fully supports and upholds the state law. The **possession or consumption of any alcoholic beverage is prohibited on the Methodist University campus regardless of one's age**. Possession is defined as having any alcoholic beverage or its commercially produced container, or materials used to create consumption of alcohol such as beer bongs, funnels and tubing, etc., on the student's person, in the student's room, in the student's automobile, or among properties owned or being used by the student. Given reasonable cause, residence hall rooms, common living areas, and automobiles may be searched for alcohol. All residents and/or visitors who are found in the presence of alcohol possession or consumption are subject to the same sanctions as the individual(s) who actually brought the alcohol and/or alcohol containers into the environment or were possessing or consuming it regardless of how long they were present on the scene.

#### **Consequences of Alcohol Related Violation**

The first time that a student is found responsible for the possession, on campus, of an alcoholic beverage or a commercially produced alcoholic beverage container, he or she will be subject to the following sanctions:

1. **Up to a \$100 fine (The actual amount of the fine is related to the severity of the offense). Students will also be assigned up to 20 hours of community service, which must be completed within the designated time given.**
2. **Required participation in a substance abuse assessment and, any follow-up counseling, education, and/or treatment to be conducted by the Director of the Center for Personal Development. If a student fails to comply with the assessment, education, and/or treatment recommended by the Director of the Center for Personal Development, he or she will be subject to a minimum of an additional \$500 fine, and a maximum of suspension.**
3. **If the student is under the age of 21, the Dean of Students will write a letter to the parent(s) or legal guardian(s) of the student informing them that the student has been found responsible for his or her first alcohol related offense. The letter will also recommend that the parents become directly involved in an effort to create a situation that will minimize the chances of the student becoming involved in a second alcohol related incident.**

The second time that a current student is found responsible for possession, on campus, of an alcoholic beverage or a commercially produced alcoholic beverage container, he or she will be subject to the following sanctions:

1. **Payment of a \$200 fine.**
2. **Additional participation in a substance abuse assessment and, if required, follow-up counseling, education, and/or treatment to be conducted by the Director of the Counseling and Psychological Services. As in the case of the first offense, if a student fails to comply with the assessment, education, and or treatment related directions provided by the Director of the Counseling and Psychological Services, he or she will be subject to a minimum of an additional \$500 fine, and a maximum of expulsion.**
3. **If the student is under the age of 21, the Dean of Students will write a letter to the parent(s) or legal guardian(s) of the student informing them that the student has been found responsible for his or her second alcohol related offense. The letter will also recommend that the parents become directly involved in an effort to create a situation that will minimize the chances of the student becoming involved in a third alcohol related incident (for students under 21).**

#### 4. Student will be placed on disciplinary probation.

The third time that a current student is found responsible for possession, on campus, of an alcoholic beverage or a commercially produced alcoholic beverage container; he or she will be subject to a **minimum of suspension and a maximum of expulsion**.

#### Alcohol and Disruptive/Destructive Acts of Behavior

Maintaining a high quality of life in our community is very important to us. For this reason, we will apply even greater consequence for acts that are disruptive or destructive to our campus that include the possession of alcohol. Such acts include, but are not limited to, supplying alcohol to minors, acts of vandalism, destruction of personal or University property, disruptive noise, public drunkenness, regurgitation in shared living areas and public areas, verbal attacks, harassment, and acts of violence. If a student is found responsible of conducting acts that are disruptive or destructive to our campus community while in the possession or under the influence of alcohol, they will be subject to the following sanctions:

**First incident, an additional \$150 fine**

**Second incident, minimum additional \$250 fine, and a maximum of suspension**

**Third incident, a minimum of suspension, and a maximum of expulsion**

If a student's disruptive or destructive acts result in damage to personal or University property, the student will also be fined the same amount that will be required to repair or replace the damaged property. **Students who commit disruptive or destructive acts can also be held responsible for other violations of the code of conduct, if warranted.**

#### Readmission after Alcohol Suspension

Any student who is suspended for an alcohol related offense, and who wishes to be considered for readmission to Methodist University will be required to undergo a substance abuse assessment, given by a certified substance abuse counselor. The student must also successfully complete all prescribed education and treatment. The student's substance abuse counselor must then write a formal letter to the Dean of Students that clearly indicates what specific treatment/education was administered to the student. The letter must also note that the student has successfully completed that treatment, and that the counselor recommends that the student be allowed to return to Methodist University. The student must also sign a release, for his/her substance abuse counselor, that allows that individual to freely discuss the student's treatment and rehabilitation status with both the Dean of Students and with the Director of Counseling and Psychological Services. Once the contents of the letter are verified, the Dean of Students will inform the student, in writing, of the Dean's decision on his/her request for readmission. **Any student who is suspended for an alcohol related offense, and is eventually allowed to return to Methodist University, will be required to continue substance abuse treatment and education at the discretion of the Director of Counseling and Psychological Services. The Dean of Students may impose additional readmission restrictions on a case-by-case basis.**

#### Drug Policy

Methodist University prohibits the use, possession, and/or the distribution /sale of illegal drugs.

The following are prohibited:

##### Illicit Drugs

- a. Possessing or using illegal substances, as defined by federal, state, and local statutes.
- b. Possessing or using controlled substances as defined by federal, state, and local statutes. (Controlled substances may be taken pursuant to a properly issued prescription, provided the controlled substance is taken as and in the amount prescribed.)
- c. Distributing, selling, or possessing with the intent to distribute illegal or controlled substances, as defined by federal, state, and local statutes.
- d. Possessing or using drug paraphernalia (including but not limited to pipes, bong, etc.).
- e. Being under the influence of illegal or controlled substances as demonstrated by actions and/or other evidence such as the smell of marijuana on the student's clothing and/or person.
- f. Growing and/or manufacturing any illegal substance.

Given reasonable cause, drug testing may be required of students suspected of a drug related offense. The type of drug testing will be determined by the Dean or Sr. Associate Dean of Students. Positive drug tests will result in a \$150.00 being assessed to the student's account to cover the cost of the test. Reasonable Cause in Drug Use Situations is defined as the odor of marijuana on the student's clothing and/or person, in a campus residence, personal vehicle or any other confined space that belongs to or is assigned to the student and/or in a confined space where the student is located when the odor is detected. Refusal to participate in such testing may be used as grounds for probation, suspension or other discipline of a suspected violator regardless of how long they were present in the room or common living area. Student(s) who possess expired prescription drugs and/or unreasonable, large quantities of prescription drugs will be asked to provide independent, medical verification that the quantity and the prescription is valid. If students are unable to obtain medical verification, he or she will be subject to the sanctions outlined in this policy.

#### Odor of Marijuana

If the odor of marijuana is present (room, vehicle, etc.) without physical evidence, the student will be found responsible for "being in the presence of marijuana odor". Sanctioning will include one semester of Disciplinary Probation. A substance abuse evaluation through the Center for Personal Development will be required. Additionally, students who are in the presence of marijuana odor will be offered the option of taking a drug test to clear charges with a negative drug test result. If a student is found in the presence of the odor of marijuana for a second or any additional incidents, drug testing will be required.

If students are in the presence of physical evidence, then those who are guests may be tested if they deny responsibility. The residents of the room and/or the owner of the vehicle may be found responsible for possession without being tested.

## Drug Sanctions

**First Offense:** Any student who is found in violation of Methodist University's policy against use, possession, and/ or the distribution and/ or sale of illegal drugs, or drug-related paraphernalia, or in violation of the University's policy against the abuse or sale of prescription drugs or over-the-counter drugs will be subject to a **minimum of probation** and to a **maximum of expulsion**. **In addition, the student will be charged a \$150.00 fine.** A substance abuse evaluation through the Center of Personal Development will be required. When large quantities (1.5 ounces or more of marijuana) of illegal drugs are involved or there is evidence of drug distribution, the implicated student will be subject to immediate suspension to expulsion regardless of whether it's the first offense or **criminal arrest and will face prosecution by civil authority**. All students, who are present at a time that illegal drug possession or consumption is established are subject to the same sanctions as the individual(s) who brought the drug into the environment or were possessing it or consuming it.

**Second Offense:** Any student who is found in violation of Methodist University's policy against use, possession, and/or the distribution and/or sale of illegal drugs, or drug-related paraphernalia, of in violation of the University's policy against the abuse or sale of prescription drugs or over-the-counter drugs for a second time will be subject to a **minimum of suspension** and to a **maximum of expulsion**. When large quantities (1.5 ounces or more of marijuana) of illegal drugs are involved or there is evidence of drug distribution, the implicated student will be subject to immediate suspension to expulsion or **criminal arrest and will face prosecution by civil authority**. All students, who are present at a time that illegal drug possession or consumption is established are subject to the same sanctions as the individual(s) who brought the drug into the environment or were possessing it or consuming it.

**Third Offense:** Any student who is found in violation of Methodist University's policy against use, possession, and/or the distribution and/or sale of illegal drugs, or drug-related paraphernalia, or in violation of the University's policy against the abuse or sale of prescription drugs or over-the-counter drugs for a third time will be **expelled** from the University. When large quantities (1.5 ounces or more of marijuana) of illegal drugs are involved or there is evidence of drug distribution, the implicated student will be subject to **criminal arrest and will face prosecution by civil authority**. All students, who are present at a time that illegal drug possession or consumption is established are subject to the same sanctions as the individual(s) who brought the drug into the environment or were possessing it or consuming it.

### Readmission after Drug Suspension

Any student who is suspended for a drug related offense, and wishes to be considered for readmission to Methodist University, will be required to undergo a substance abuse assessment, conducted by a certified substance abuse counselor. The student must also successfully complete all prescribed education and treatment and must pass periodic drug testing during the period of their suspension, as directed by the Dean of Students.

The student's substance abuse counselor must then write a formal letter to the Dean of Students, clearly indicating the specific treatment and education administered to the student and reporting that the student has successfully completed that treatment. Finally, the letter must clearly recommend that the student be allowed to return to Methodist University.

The student must also sign a release that allows his or her substance abuse counselor to freely discuss the student's treatment and rehabilitation status with both the Dean of Students and with the Director of Counseling and Psychological Services.

Once the contents of the letter are verified, the Dean of Students will inform the student, in writing, of the Dean's decision on the request for readmission. Any student who is suspended for a drug related offense and is eventually allowed to return to Methodist University will be subject to periodic and unannounced drug testing for a period of one year from the date of his or her registration. Additionally, the readmitted student will be required to continue substance abuse treatment and education at the discretion of the Director of Counseling and Psychological Services. The Dean of Students may impose additional readmission requirements on a case-by-case basis.

### Health Risk and Effects:

Alcohol and drug usage causes a number of marked changes in behavior. Even low doses significantly impair judgment and coordination required to drive a car safely. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including domestic violence and date rape. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to retain and recall information. Very high doses cause respiratory depression and death. Repeated use of alcohol and drugs can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Long-term consumption of large quantities of alcohol and drugs particularly with poor nutrition, can also lead to permanent damage to vital organs such as the brain and liver.

### Tobacco Policy

Smoking is strictly prohibited in all campus buildings, and there is no smoking allowed within fifty (50) feet of any campus building. This prohibition extends to all hallways, lobbies, stairwells, restrooms, offices, classrooms and residence halls and apartments. The use of smokeless tobacco, to include eCigarettes and Water Vapor cigarettes, is also prohibited in all of the above places. Hookahs are not allowed on campus.

### Tobacco Sanctions

Students who violate the community's policy against the use of tobacco will be subject to a minimum of a warning and a maximum of a \$100 fine.

## Resources for Help

Methodist University provides counseling and guidance for its students, employees, and their families who have substance abuse problems or are concerned about substance abuse in others. There is no fee for counseling services provided on campus.

**The Center for Personal Development:** The Methodist University Center for Personal Development is located in Pearce Hall. The counseling staff can provide substance abuse education and assist in making a referral to a Certified Substance Abuse Counselor or



Licensed Clinical Addictions Specialist. Services provided by the Center for Personal Development may be obtained by calling 910-630-7150.

**Campus Chaplain:** The Campus Chaplain also provides help and assistance. The Chaplain's office is in the Matthews Ministry Center, and can be reached by calling 910-630-7515.

**Employee Assistance Program:** Methodist University provides free assessment and referral services for students, employees and their families through a contract with Cape Fear Valley Health Systems. To use this program, call (910) 615-1733 and ask for the Methodist University Employee Assistance Program Representative. Fees for many referral services are provided on a reduced sliding scale basis. All inquiries about counseling or treatment are strictly confidential. No student or employee will ever be penalized for seeking or accepting assistance.

## North Carolina Sanctions for Drug and Alcohol Violations

Offense	Minimum Punishment	Maximum Punishment
Sale or Delivery of Controlled Substance (Class G or H Felony)	Imprisonment for Term of 4 Months (Class H) <b>or</b> 8 Months (Class G)	Imprisonment for Term of 25 months (Class H ) <b>or</b> 31 Months (Class G)
Possession of Controlled Substance w/ Intent to Sell or Deliver (Class H or I Felony)	Imprisonment for Term of 3 Months (Class I) <b>or</b> 4 Months (Class H)	Imprisonment for Term of 12 Months (Class I) <b>or</b> 25 Months (Class H)
Manufacture Controlled Substance (Class C, H or I Felony)	Imprisonment for Term of 3 Months (Class I) <b>or</b> 4 Months (Class H) <b>or</b> 44 Months (Class C)	Imprisonment for Term of 12 months <b>or</b> 25 Months (Class H) <b>or</b> 182 Months (Class C)
Felony Possession of Controlled Substance (Class I Felony)	Imprisonment for Term of 3 Months	Imprisonment for Term of 12 months
Misdemeanor Possession of Controlled Substance (Class 1 or 2 Misdemeanor)	Active Jail Sentence of 1 Day (Class 1 or Class 2)	Active Jail Sentence of 60 Days (Class 2) <b>or</b> 120 Days (Class 1)
Possession of Drug Paraphernalia (Class 1 Misdemeanor)	Active Jail Sentence of 1 Day	Active Jail Sentence of 120 Days
Driving While Impaired - Alcohol / Drugs (Misdemeanor w/ Six Possible Levels of Sentencing)	30 Day Suspension of Driver License, Up To \$200 Fine, 1 -60 Days In Jail (Level 5)	30 Day Suspension of Driver License, Up To \$10,000 Fine , 12 -36 Months In Jail (Level 1 Aggrv)
Driving By Person Under 21 After Consuming Alcohol (Class 2 Misdemeanor)	Revocation of Driver License <b>and</b> Up to 30 Days In Jail	Revocation of Driver License <b>and</b> Up To 60 Days In Jail
Intoxicated and Disruptive In Public (Class 3 Misdemeanor)	Up To 10 Days In Jail	Up To 20 Days In Jail
Consumption of Beer or Unfortified Wine By Person Under 21 Years of Age	\$25 Fine <b>or</b> Up To 10 Days In Jail	\$25 Fine <b>or</b> Up To 20 Days In Jail
Purchase or Possession of Beer of Unfortified Wine By Person Under 21 Years of Age	\$25 Fine <b>or</b> Up To 10 Days In Jail	\$25 Fine <b>or</b> Up To 20 Days In Jail
Provide Alcohol To Minor (Class 1 or 2 Misdemeanor)	Up To 30 Days In Jail (Class 2) Up To 45 Days In Jail (Class 1)	Up To 60 Days In Jail (Class 2) Up To 120 Days In Jail (Class 1)
Possess or Consume Alcohol On Unauthorized Premises	\$25 Fine <b>or</b> Up To 10 Days In Jail	\$25 Fine <b>or</b> Up To 20 Days In Jail

### Federal Trafficking Penalties for Schedules I, II, III, IV, and V (except Marijuana)

Schedule	Substance/Quantity	Penalty	Substance/Quantity	Penalty
II	Cocaine 500-4999 grams mixture	<p><b>First Offense:</b> Not less than 5 yrs. and not more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual.</p> <p><b>Second Offense:</b> Not less than 10 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.</p>	Cocaine 5 kilograms or more mixture	<p><b>First Offense:</b> Not less than 10 yrs. and not more than life. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual.</p> <p><b>Second Offense:</b> Not less than 20 yrs, and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.</p> <p><b>2 or More Prior Offenses:</b> Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.</p>
II	Cocaine Base 28-279 grams mixture		Cocaine Base 280 grams or more mixture	
IV	Fentanyl 40-399 grams mixture		Fentanyl 400 grams or more mixture	
I	Fentanyl Analogue 10-99 grams mixture		Fentanyl Analogue 100 grams or more mixture	
I	Heroin 100-999 grams mixture		Heroin 1 kilogram or more mixture	
I	LSD 1-9 grams mixture		LSD 10 grams or more mixture	
II	Methamphetamine 5-49 grams pure or 50-499 grams mixture		Methamphetamine 50 grams or more pure or 500 grams or more mixture	
II	PCP 10-99 grams pure or 100-999 grams mixture		PCP 100 grams or more pure or 1 kilogram or more mixture	

Substance/Quantity	Penalty
Any Amount Of Other Schedule I & II Substances	<p><b>First Offense:</b> Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than Life. Fine \$1 million if an individual, \$5 million if not an individual.</p> <p><b>Second Offense:</b> Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.</p>
Any Drug Product Containing Gamma Hydroxybutyric Acid	
Flunitrazepam (Schedule IV) 1 Gram	
Any Amount Of Other Schedule III Drugs	<p><b>First Offense:</b> Not more than 10 yrs. If death or serious bodily injury, not more than 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual.</p> <p><b>Second Offense:</b> Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1 million if an individual, \$5 million if not an individual.</p>
Any Amount Of All Other Schedule IV Drugs (other than one gram or more of Flunitrazepam)	<p><b>First Offense:</b> Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual.</p> <p><b>Second Offense:</b> Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.</p>
Any Amount Of All Schedule V Drugs	<p><b>First Offense:</b> Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual.</p> <p><b>Second Offense:</b> Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.</p>

**Federal Trafficking Penalties for Marijuana, Hashish and Hashish Oil, Schedule I Substances**

Marijuana 1,000 kilograms or more marijuana mixture or 1,000 or more marijuana plants	<p><b>First Offense:</b> Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than \$10 million if an individual, \$50 million if other than an individual.</p> <p><b>Second Offense:</b> Not less than 20 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.</p>
Marijuana 100 to 999 kilograms marijuana mixture or 100 to 999 marijuana plants	<p><b>First Offense:</b> Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine not more than \$5 million if an individual, \$25 million if other than an individual.</p> <p><b>Second Offense:</b> Not less than 10 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$8 million if an individual, \$50million if other than an individual.</p>
Marijuana 50 to 99 kilograms marijuana mixture, 50 to 99 marijuana plants	<p><b>First Offense:</b> Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine \$1 million if an individual, \$5 million if other than an individual.</p> <p><b>Second Offense:</b> Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if other than an individual.</p>
Hashish More than 10 kilograms	
Hashish Oil More than 1 kilogram	
Marijuana less than 50 kilograms marijuana (but does not include 50 or more marijuana plants regardless of weight)  1 to 49 marijuana plants	<p><b>First Offense:</b> Not more than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual.</p> <p><b>Second Offense:</b> Not more than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than individual.</p>
Hashish 10 kilograms or less	
Hashish Oil 1 kilogram or less	

**OTHER VIOLATIONS:**

**Animals on University Property**

The presence of animals on university property can have an effect on the normal operations of the University, including disruption and bodily harm. The purpose of this policy is to outline the appropriate control of animals on campus.

This policy does not apply to service animals or approved emotional support animals. For more information about service animal or emotional support animal policies and procedures, please contact the Office of Disability Services (910.630.7151/7402).

For the purposes of this policy, a pet is an animal that is sufficiently tame enough to live with a family and be kept as a companion as well as interact with the public.

- No person owning or handling any pet will bring that animal onto University property without being leashed or otherwise suitability controlled (e.g. kenneled, crated, or held).
- A person owning or handling any pet must be in control of that animal for the entirety of its time on campus and may not tether it or leave it unsupervised

- A person owning or handling any pet on campus must clean up after the animal, including disposing of any excrement into available University trash cans on campus
- No person will bring any animal into any University building or permit any animal on any University vehicle
  - Exceptions will be made for:
    - Service animals as defined by the Americans with Disabilities Act
    - Approved emotional support animals in the residence halls only
    - Fish in small aquariums in the residence halls only
    - Approved pets in private and/or professional residences owned by the University
- Events that may include animals must be registered with the Department of Public Safety (910.630.7098)
  - Animals may not be used in ceremonies or pranks by events, organizations, or anyone associated with the University or on University property
  - Animals are not permitted in the seating areas or within close proximity to the playing surfaces of outdoor athletic fields and other athletics areas. Animals are not permitted in Monarch Stadium during Home Varsity Football games.

The owner of any animal or pet on Methodist University property is solely responsible and liable for any damages or injuries to a person(s) or property. Unattended animals may be seized by animal control or law enforcement. Owners may be fined for unattended and/or unleashed animals. Methodist University reserves the right to request that an animal be removed from campus immediately for the health and safety of its residents and community.

### **Arson and Fire Safety**

It is a violation of the Code of Conduct to tamper with fire alarm systems, fire extinguishers, or other fire protection equipment or to intentionally light a fire in a University building. Violators will receive a minimum of probation and may receive a maximum of expulsion from the University along with a fine of \$100.00. Local and State Fire Codes to include Local/State penalties and fines will also be enforced by the City of Fayetteville and the State of North Carolina Fire Marshal Office.

### **Assault and Battery**

For purposes of this policy, assault is defined as a verbal threat to do harm to another. Students who commit assault on another member of the Methodist University community or who are defiant or belligerent toward a University staff member, including students acting in a supervisory capacity, will receive a minimum of probation and may receive a maximum of expulsion from the University. Also for purposes of this policy, battery is defined as a physical attack upon another and/or an attempt to do harm to another. Unwanted physical contact by one person on another person may also constitute battery in certain situations. Students who commit battery on another member of the Methodist University community will receive a minimum of probation and may receive a maximum of expulsion from the University. Assault, battery, physical abuse, or verbal harassment of any person on the campus is prohibited.

### **Bias-Related Intimidation or Harassment**

Demeaning or degrading comments gestures, verbiage, symbols, etc. regarding race, religion, creed, gender, age, ethnicity, national origin, physical disability, or sexual orientation are prohibited. Students who commit these offenses will receive a minimum of a verbal warning and may receive a maximum of expulsion from the University.

### **Breaking and Entering**

Breaking and entering is unlawful entry to a building or a room. Unlawful entry into a locked or an unlocked exterior door is prohibited and will not be tolerated. Breaking and entering is an offense punishable under criminal law and under campus rules and regulations. Students who commit breaking and entering will be charged the cost of repairs, will receive a minimum of probation, and may receive a maximum of expulsion from the University.

### **Bullying**

Any on-going behavior directed at or about a student that is degrading, humiliating, malicious or defamatory. Behaviors may occur in person, in print, via electronic means or through social networking (cyber-bullying). Examples include, but are not limited to: ongoing pranks or ridicule directed against an individual, graffiti, posting insults against a student in a public setting or on any website. Sanctions vary in relation to the violation.

### **Complicity**

It is expected that students remove themselves from any situation in which violations of the Code of Conduct are occurring or are anticipated. Furthermore, it is the expectation of the University that Methodist students will be good citizens and as leaders, speak out against University violations by their peers. This code prohibits condoning, supporting or encouraging a violation of University policy. Sanctions vary in relation to the violation.

### **Contempt**

Contempt is defined as disobedience of a Code of Conduct order, to include using violent or profane language or threatening any individual associated with the Code of Conduct system. Students who bribe, intimidate, or threaten anyone associated with the Code of Conduct system before or after a meeting or a hearing will also be found in contempt. Students found in contempt will receive a minimum of probation and may receive a maximum of expulsion from the University.

### **Criminal Arrest, Charges or Conviction**

Students who are charged, arrested or convicted for violating local ordinances, North Carolina law or federal law may be subject to disciplinary action by the University up to expulsion from the University.

### **Defenestration**

Throwing objects from windows of any campus building is prohibited. Sanctions vary in relation to the violation.

## **Disorderly Conduct**

Disorderly Conduct is behavior which Methodist University regards as speech or action which 1) is disrespectful, offensive, and/or threatening, 2) interferes with the learning activities of other students, 3) impedes the delivery of University services, and; or 4) has a negative impact in any learning environment or social environment which include all areas within the residence halls. Disorderly Conduct includes physically, verbally (profanity of any kind) or psychologically harassing, threatening, or acting abusively toward faculty, administrators, staff, resident assistants or any student acting in a supervisory capacity in the performance of their duties. A student who engages in disorderly conduct will receive a minimum of probation and may receive a maximum of expulsion from the University.

## **Failure to Comply with the Direction of a University Official**

Failure to comply with the direction of a University official is defined as the disobedience of or disregard for a reasonable request by a University official. A University official is defined as faculty, staff, or students acting in a supervisory capacity in the performance of their duties. Students who do not comply with the direction of a University official will receive a minimum of probation and may receive a maximum of expulsion from the University.

## **Fans' Code of Conduct**

Methodist University encourages and promotes good sportsmanship. Fans of organized sports and intramurals are encouraged to support the participants and officials in a positive manner. Profanity, racial or ethnic comments, intimidating actions, or physical violence directed at officials, visiting teams, student-athletes, coaches, or team representatives will not be tolerated. Students who violate the fans' code of conduct will receive a minimum of a verbal warning and may receive a maximum of expulsion from the University.

## **Falsifying Information**

Providing statements, actions or representation that is false, misrepresents the truth, and/or is intended to deceive another is prohibited. This code is not intended to apply to academic related offenses. Sanctions vary in relation to the violation.

## **Fire Safety**

Methodist University has installed fire alarm systems in each residence hall. Fire extinguishers are available on each floor, and smoke alarms have been installed in every residence hall living area (including individual rooms). It is a serious violation of University standards and state laws for students to tamper with fire protection equipment. Students who tamper with fire protection equipment will be fined \$100.00, and will receive a minimum of probation, and may receive a maximum of expulsion from the University. Furthermore, it is also a federal offense to pull a fire alarm if there is not a fire.

## **Gambling**

Gambling is defined as the playing of games of chance or betting for money. Gambling is illegal in the state of North Carolina. Students who gamble will be given a minimum of a verbal warning and may receive a maximum of expulsion from the University.

## **Hazing**

As used in this policy, hazing is defined as any act committed against a student by another student, acting individually or in concert with others, or aiding or abetting such acts in connection with pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization, team, or group affiliated with Methodist University where such acts, either intentionally or unintentionally, has the effect of physically injuring, humiliating, harassing, intimidating, demeaning, or endangering the physical or the emotional health of any student. A violation of the hazing code can occur **on or off campus**. Methodist University will treat any act of hazing involving Methodist University students either on or off campus in precisely the same manner. Under North Carolina state laws, hazing is defined more narrowly as follows: "to subject another student to physical injury as part of an intimidation, or as a prerequisite to membership, into any organized school group, including any society, athletic team, fraternity or sorority, or other similar group." N.C. Gen. Stat. 14-35. Such acts are criminal (Class 2 Misdemeanor) under this statute. In addition to disciplinary action for acts of hazing as defined more broadly by the University, a student who violates the state law definition of hazing is subject to prosecution by local or state authorities.

Students who are found in violation of the Methodist University Hazing Policy will be given a minimum penalty of **probation** and may receive a maximum penalty of **expulsion** from the University. As stated above, any student who violates the North Carolina statute on hazing may also face criminal charges.

## **Keys/Access Cards**

Unauthorized possession, duplication or use of a University key or access card is prohibited. Violators of this regulation shall receive a minimum of probation and may receive a maximum of expulsion from the University.

## **Littering**

No student shall dispose of trash, food, and refuse of any kind except in proper trash receptacles. No student shall in any way dispose of tobacco products except in receptacles properly designated for them on University property. Sanctions vary in relation to the violation.

## **Off-campus Conduct**

Although the University is not legally responsible or financially liable for the behavior of students off campus, it does reserve the right to take disciplinary action against students when their off-campus behavior violates University expectations and policies or when the behavior affects the University community. This rule applies whether or not the University sponsors the off-campus activities.

## **Public Indecency**

Behaving in a lewd or indecent manner in public (e.g. public urination, indecent exposure) is prohibited and inconsistent with the values of the University. Students found responsible for public indecency will receive a minimum of a \$25 fine.

## **Reckless Endangerment**

Intentionally or recklessly endangering, threatening, or causing physical harm to any person and/or their property is prohibited. Trespassing in areas that are posted, off-limits and/or restricted is a violation. Sanctions vary in relation to the violation.

## **Responsibility for One's Actions**

Being a student at Methodist University is a privilege. All of our students must abide by the regulations published in the Methodist University Student Handbook. Those whose behavior puts themselves or others at risk or which unreasonably disrupts the University environment will not be allowed to continue the privilege of being a student at Methodist University.

Every student is responsible for his or 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 their actions during off-campus trips.

## **Sexual Misconduct (Non Title IX violations)**

Sexual Misconduct is defined as unwelcome sexual advances of a physical or verbal nature, sexual abuse, or relationship violence. Sexual misconduct will not be tolerated. Engaging in non-consensual sexual intercourse by one person on another is defined as an invasion of a person through force or a threat of force whether the person is conscious, unconscious, or without capacity to consent. Students who commit sexual misconduct will receive a minimum of probation and may receive a maximum of expulsion from the University. Students who commit nonconsensual sexual intercourse or relationship violence will be expelled from the University and may face criminal or civil charges

## **Title IX Policy and Procedures**

[https://www.methodist.edu/wp-content/uploads/2020/08/title\\_ix\\_policy\\_aug2020.pdf](https://www.methodist.edu/wp-content/uploads/2020/08/title_ix_policy_aug2020.pdf)

## **Telephone Long-Distance Codes**

Selected members of Methodist University's staff and faculty have been assigned telephone codes to be used to charge official long-distance phone calls. These codes can only be used for official business. Long-distance calls that are made using these codes are charged to Methodist University. Methodist University students are prohibited from using these codes for personal purposes or providing these codes to any other student. Students who are found responsible for the unauthorized use or disclosure of the University's long-distance phone codes will be required to reimburse the University for the cost of their calls and will receive a \$100 fine. Students may also be given a minimum of probation and may receive a maximum of expulsion from the University.

## **Theft**

Any person found guilty of theft or possessing on campus property that he or she knows or should know is stolen will receive a minimum of probation and may receive a maximum of expulsion from the University, and possible criminal prosecution.

## **Traffic Violations**

Students who habitually violate vehicle and traffic regulations shall receive a minimum of paying all fines and probation and may receive a maximum of loss of vehicle privileges from the University. Violators of campus parking privileges who receive four or more citations in one semester will have their vehicles restricted from campus parking. The University reserves the right to lock the wheels of vehicles and tow vehicles at the owner's expense if restricted vehicles are found on campus.

## **Trespassing on University Property**

Persons who violate University policies, regulations, or rules or pose a threat or risk to the safety and security of the University community or University property may be advised to leave by a University official. In addition, persons present on University property without justification or legitimate reason may be advised to leave.

## **Unmanned Aircraft Systems**

The University requires all users of UAS to comply with the permitting requirements set forth by the North Carolina Department of Transportation (NCDOT) and the Federal Aviation Administration (FAA). Both of these agencies require operators of UAS to obtain certain permits prior to operating a UAS. No UAS may be flown on University property unless the user has these permits.

**(Note: Recreational use of UAS on campus, even if legal "hobby" use under state and federal rules, is not permitted on University property.)**

Persons wishing to operate on University property must contact the University's Department of Public Safety at least three days in advance of the desired flight time and provide the following: proof of any required FAA permit, proof of any required NCDOT permit, and a detailed flight plan to include specific time and specific location. To schedule a UAS flight on campus or make an inquiry concerning this policy call the Department of Public Safety to reach the Chief of Police at (910) 630-7149.

## **Vandalism**

Vandalism is defined as the destruction of another person's or the University's property. Any student who commits vandalism will owe full restitution and will receive in addition a minimum of probation, and a maximum of expulsion from the University. Removal from campus housing may also be a penalty for vandalism and may face criminal prosecution.

## **Violation of Sanctions**

Any student who fails to fulfill the expectations or conditions of sanctions imposed by the Dean of Students, Student Community Court or the Review Board shall be given a minimum of suspension and may receive a maximum of expulsion from the University.

## **Visitation Policy**

The residence halls are open for visitation from 9:00 a.m. to 1:00 a.m. Sunday through Thursday nights and 9:00 a.m. to 2:00 a.m. Friday and Saturday. Each residence hall has the right to set its own visitation times within these hours.

## **Consequences of visitation violations**

**Failure to sign in/out a visitor \$25.00**

**Failure to escort his/her visitor or be escorted \$25.00**

**Late check-out or early check-in of a visitor (1-30 min) \$50.00**

Students who have more than two visitation fines during the academic year will face code of conduct action. Penalties range from a minimum of disciplinary probation to a maximum of removal from the residence halls.

### **Weapons Policy**

A weapon is defined for the purposes of this policy as any item that can be used to intimidate, threaten or harm another person. A weapon may include, but is not limited to, firearms (to include firearm imitations), explosives of any size or type (to include fireworks), ammunition, air guns, explosive-like noisemakers, and knives of any type. Methodist University policy, state law, and federal law prohibit possession or use of any weapon on campus. The only exception to the possession of a knife is for students who live in apartment style residence hall rooms with kitchens. These students may possess commercially produced kitchen knives, but these knives must be maintained within the student's apartment at all times. If students are found in the possession of a kitchen knife outside of their residence hall apartment, they will be in violation of the University's weapon's policy. Possession is defined as having a weapon (see above) on the student's person, in the student's room, automobile, or any other property he or she owns or uses. Students who violate the weapons policy will receive a \$200 fine and in addition a minimum of probation and may receive a maximum of expulsion from the University. The possession of weapon may lead to other criminal charges by law enforcement personnel.

## **CONDUCT SYSTEM**

### **Structure**

Any member of the Methodist University community may file a written complaint of alleged violations with the Sr. Associate Dean of Students, the campus conduct officer. The Sr. Associate Dean of Students has the right to collect additional information and further investigate the alleged violations. The Student Code of Conduct, Residential Guidelines, and University policies will serve as the controlling rules for conduct. The Sr. Associate Dean of Students has the authority to assign a case to a specific hearing body after considering the seriousness of the incident, probationary status of student(s) involved, prior punishment for similar conduct by others, and the potential for suspension or expulsion from the University. All cases that may result in suspension or expulsion will be given to the Dean of Students, Sr. Associate Dean of Students, or Administrative Hearing Board for adjudication. All other cases will be assigned to a hearing officer in Housing and Residence Life or to the Student Community Court for adjudication. Depending upon the violation, the following methods of adjudication will be used to resolve any allegations: Educational Conferences, Student Community Court, and Dean or Sr. Associate Dean of Students.

### **Educational Conferences**

An educational conference is a meeting conducted by a Residence Life Staff Member to adjudicate minor violations (those that are not likely to result in suspension or expulsion) when responsibility is freely admitted, and/or when there is no dispute of evidence.

Each student will receive a "Notice of Alleged Violation" notifying them that an educational conference has been scheduled for them. If the student fails to attend the conference or fails to request a different meeting time, the Housing and Residence Life staff member will review the case and assign appropriate sanctions without the student being present. Students will also forfeit their right to an appeal; therefore, the decision of the staff member will be final.

Educational conferences have jurisdiction over, but are not limited to, such violations as:

- First and second alcohol policy violation
- First and second incidents of disruptive acts involving alcohol
- Tobacco policy violations
- Bias-related intimidation or harassment
- Fire safety
- Gambling
- Violations of key/access cards regulations
- Violation of telephone long-distance codes regulations
- Vandalism
- Visitation policy violations

Students have the right to appeal the decision made in an educational conference to the Student Community Court.

## **HEARING BODIES**

### **Student Community Court**

The function of the Student Community Court (SCC) is to provide a fair hearing and decision for students, and by students, in cases arising under the jurisdiction of the SCC.

The Student Community Court adjudicates minor violations that are not likely to result in suspension or expulsion, when responsibility is not freely admitted and/or there is dispute of evidence. Violations of a more serious nature (those that would result in suspension or expulsion) fall under the jurisdiction of the Dean of Students. The SCC consists of a Chief Justice elected by the student body and up to twelve Associate Justices, who will be appointed by the SGA Senate with approval of the SGA President and by nomination of the Chief Justice. The SCC has the right to adopt its bylaws in order to function consistently and appropriately. The bylaws must not contradict Methodist University policies or the SGA Constitution.

The SCC has power to require the attendance of any witness to testify in any matter related to the hearing process. Witnesses who



cannot attend the hearing must submit a pertinent reason before the appointed hearing date for not being present at the hearing. The SCC may impose sanctions of up to \$100 for failure to cooperate or attend a hearing.

A hearing body of three to five Associate Justices and the Chief Justice will hear cases. If the decision of the Associate Justices results in a tie, the Chief Justice will cast a tie-breaking vote.

All sessions of the court are closed. Records of the hearings will be maintained but will not be audio recorded. If a student is found responsible, the Student Community Court may impose sanctions, with the exception of suspension, as authorized by the Methodist University Student Code of Conduct. Students who are found responsible by the SCC may appeal the decision to the Dean of Students.

#### **Residence Life Staff**

The Director, Assistant Director, and Residential Coordinators from the Residence Life staff conduct educational conferences. In the case that educational conferences cannot be resolved, the case may be sent to the Student Community Court for a hearing. Educational conferences are not audio recorded.

#### **Vice President for Student Affairs**

The Vice President for Student Affairs (hereafter referred to as the Dean of Students) will hear charges of violations of a more serious nature (those that can result in suspension or expulsion). All hearings before the Dean of Students are closed. The Dean of Students shall conduct such investigations and interviews, as the Dean deems appropriate. All hearings will be recorded. The Dean may assign such sanctions that the Dean deems appropriate. Sanctions by the Dean of Students may be appealed to the Appeals Board.

#### **Senior Associate Dean of Students**

The Vice President of Student Affairs and Dean of Students may designate the Sr. Associate Dean of Students to hear Student Code of Conduct violations. In this case, the Sr. Associate Dean of Students will have the same authority rendered to the Dean of Students.

#### **Administrative Hearing Board**

The administrative hearing board may be used for conduct cases involving personal violence, sexual misconduct or where there is a great dispute of the evidence. It is the decision of the Dean of Students or the Sr. Associate Dean of Students to use this board. The board is appointed by the Dean of Students. It is comprised of up to five faculty and staff members. At least three board members and the Chair of the Administrative Hearing Board participate in each hearing. Students will be notified of the hearing date, time, and location(s).

#### **Dean of Students' Hearing and Appeal Procedures**

If a student faces possible suspension or expulsion from Methodist University, he or she will have a conduct hearing with the Dean of Students. All hearings before the Dean of Students will be recorded. All hearings before the Dean of Students are closed; however, students are entitled to bring one Methodist University student, faculty or staff member other than the Methodist University Appeal Advisor to their hearing to be present during the time they are being questioned. Accused students will have the opportunity to call witnesses and present evidence to the Dean of Students. Character witnesses are not considered valid sources of evidence and may not be considered or heard when determining the outcome of the case.

In cases that can result in suspension or expulsion, it is the aim of the Dean of Students to complete the initial hearing and any appeals in the time frame of a week. If a student is suspended or expelled from Methodist University, he or she will be given a letter outlining the sanctions being imposed. The Dean of Students will also forward a copy of the letter to the Sr. Associate Dean of Students to be placed in the student's code of conduct file. All appropriate departments and offices will be notified of the disposition of the student's case by an email sent from the Dean of Students.

If the result of the hearing is suspension or expulsion, the student will have two business days following the official email notification of the conduct decision to submit an appeal. If the student chooses not to appeal, the student must leave campus, and if applicable, the residence halls within two days of the time the decision is made. If the student chooses to appeal the suspension or expulsion, he or she will be allowed to remain in class, and if he or she is a residential student, he or she will be allowed to remain in the residence halls until the appeal process has been concluded. If the appeal process upholds the decision of the Dean of Students, the student must leave campus two days after the final decision has been rendered.

#### **Note:**

If the Dean of Students determines that a student poses a safety risk to anyone in the Methodist University Community, the Dean of Students has the authority to remove the student from campus, including classes, immediately.

## **APPEALS**

Appeals for conduct cases that are adjudicated by the Student Community Court will be reviewed by the Dean of Students. Appeals for conduct cases that are adjudicated by Residence Life staff will be reviewed by the Student Community Court. Appeals for conduct cases that are adjudicated by the Vice President of Student Affairs, Senior Associate Dean of Students, or Administrative Hearing Board will be reviewed by the Appeal Board.

#### **Criteria for an Appeal to the Student Community Court**

Consideration for an appeal will be based on one of the following:

1. Information is available that was not available at the time of the decision;
2. The sanction that was given is inconsistent with the MU Code of Conduct;
3. The facts of the case would not convince a reasonable person that the student was responsible;
4. The Methodist University personnel/staff failed to follow established procedures, which significantly impacted the rights of the student.

#### **Criteria for an Appeal to the Appeal Board**

Consideration for an appeal will be based on one of the following:

1. Information is available that was not available at the time of the decision;
2. The sanction that was given is inconsistent with the Methodist University Code of Conduct;
3. The Methodist University personnel/staff failed to follow established procedures, which significantly impacted the rights of the student.

### **Appeal Advice for Students**

Students, who are facing suspension or expulsion, are encouraged to seek the immediate counsel of Methodist University's Appeal Advisor. The Appeal Advisor operates independently of the Dean of Students office and will advise the student about whether or not there are appropriate grounds for an appeal to the Appeal Board. If it is determined that there are sufficient grounds for an appeal the appeal advisor will guide the student through the appeal process. The Appeal Advisor also has the authority to meet with the Dean of Students to discuss the elements of the student's appeals. When appropriate, such discussions, in and of themselves, can lead to a change in the sanctions that have been issued by the Dean of Students.

### **Appeals**

In order to submit an appeal, the student must submit a completed Appeal Form to the Senior Associate Dean of Students within two business days following the official email notification of the conduct decision. Appeal Forms may be obtained in the Student Affairs office or online at <http://www.methodist.edu/student-handbook>.

## **APPEAL BODIES**

### **Dean of Students**

The Dean of Students will hear appeals originating out of the Student Community Court. The Dean of Students shall conduct investigations and interviews as the Dean deems appropriate. Hearings before the Dean of Students are closed. The Dean of Students has the authority to:

- 1.) To affirm the decision of the Student Community Court
- 2.) To negate or to alter the decision of the Student Community Court
- 3.) Render a new decision and impose new sanctions if appropriate

The decision of the Dean of Students is the final decision of an appeal that originates out of the Student Community Court.

### **Appeal Board**

The President of the University appoints the Appeal Board which consists of five staff and faculty members. The Chairperson will convene the Appeal Board when notified by the Sr. Associate Dean of Students of an appeal. (A minimum of four members of the Appeal Board are required for a review with at least one member from each category (faculty, staff, students and appointed chairperson). The Appeal Board will review the appeals of the Dean of Students or Administrative Hearing Board and decide if a case meets one of the criteria for an appeal. If the board decides that the case does not meet any of the criteria for an appeal, the case will be dismissed. If the board decides the case does meet one of the criteria for an appeal, the board will review the case at that time. The Sr. Associate Dean of Students will present the case for the University. Students making an appeal before the Appeal Board may enlist the aid of any member of the Methodist University community, including other students, faculty or administrators. Sessions of the Appeal Board are closed. The Appeal Board has the authority to:

- 1.) To affirm the decision of the Dean or Sr. Associate Dean of Students
- 2.) To negate or to alter the decision of the Dean or Sr. Associate Dean of Students
- 3.) Render a new decision and impose new sanctions if appropriate

Decisions of the Appeal Board are final.

### **Student Community Court**

Students have the right to appeal the decision made in an educational conference to the Student Community Court.

## **SANCTIONS**

The following are sanctions that may result when a student has been found in violation of the code of conduct or residence hall guidelines. Sanctions are applied and enforced at the time the student is found responsible. Sanctions cannot be deferred or postponed. **These penalties are not absolutes and may be amended to benefit students in particular situations.** Mitigating Evidence is not considered when applying sanctions to violations of the Code of Conduct.

### **A Written Warning**

This 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.

### **A Social Restriction**

This 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 Community Court or the Dean of Students:

- a. **from all intramural sports**

- b. from participation in clubs
- c. from operating motorized vehicles on campus
- d. from participation in visitation in residence halls
- e. from living in campus residence halls
- f. from attending athletic events

### **Community Service Work**

The Student Community Court and/or the Dean of Students may assign a specific number of hours ranging from 5 - 100 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 Community Court, the Dean of Students and the Sr. Associate Dean of Students may place a student on disciplinary probation on which, the student continues in attendance; however, the student is in danger of suspension from the University for any breach of good conduct during the period of 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 Methodist University Counseling and Psychological Services or by a local mental health specialist. A copy of the results of the evaluation, which can be used to determine disciplinary sanctions, will be made available to the Dean of Students. Based on the evaluation, the Dean may also require further counseling or treatment as a part of disciplinary sanctions. In that case, the content of consequent counseling or treatment will be held strictly confidential between the student and the mental health specialist. The Dean of Students may require documentation of the student's participation, but information about the content of the treatment will remain confidential.

### **Suspension**

**The student is separated from the University both academically and socially for a stated period of time, and or until the conditions of the suspension have been fully satisfied.** A suspended student will not be allowed to complete his or her ongoing academic studies. During the period of suspension, a suspended student is not allowed to return to the campus without the expressed and written approval of the Dean of Students. A student who is suspended for the remainder of the current semester also forfeits all tuition and other fees paid. The appropriate academic officials will be notified of the suspension. Students are not allowed to transfer credits back to Methodist University during the period of their suspension.

### **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 University 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 University 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. The student forfeits all tuition and other fees paid.

### **Involuntary Withdrawal (Conduct Issues)**

The Dean of Students or designee may carry out immediate, involuntary withdrawals concerning the conduct of a student. In extreme cases, prompt and decisive action may be required before there is an opportunity to conduct a hearing, as in cases in which a student's continued presence on campus substantially impedes the orderly functioning of the university or constitutes an immediate threat to the well-being or property of members of the university community or if the student requires more supervision than the university staff can reasonably provide. Students withdrawn involuntarily shall have a prompt meeting with the Dean of Students or his designee to review the behavior that forms the basis for the student's withdrawal. In some cases the student may be required to reside off campus and/or be given restricted access to the campus without being involuntarily withdrawn pending the outcome of the hearing.

### **Withdrawal**

A student may choose to withdraw from the University rather than to face possible disciplinary action. A student who takes such an action will place his or her disciplinary hearing on hold until the time that the student decides to return to Methodist University. He or she will also receive no credit for the studies that were completed before his or her departure.

Further a student is subject to the forfeiture of all or part of the tuition and fees that have been paid to the University. If a student decides to return to Methodist University, he or she must apply to the Dean of Students for readmission and agree to participate in the hearing process that was suspended at the time of the student's withdrawal. Students in this category shall be eligible for readmission at the discretion of the Dean of Students.

### **Fines**

Methodist University reserves the right to fine students for non-compliance with the Housing Agreement, Residence Hall Guidelines, and the Code of Conduct. 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 policies listed in the *Student Handbook* and University 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 payable in the Office of Student Accounts. All fines not paid within thirty days will be added to the student's account in the Office of Student Accounts located in the Horner Administration Building, indicating the purpose of the charge. Alcohol and other drug fines must be paid within 30 days of the citation or the student faces additional disciplinary action.

#### Amounts of Violations

\$75.00	Illegal parking around residence halls
\$10.00	Student ID card replacement
<b>\$250.00</b>	Parked in handicapped space
\$25.00	Playing potentially dangerous sports in and around residence halls, (i.e., golf, baseball, hockey, soccer, water balloons, water guns, football, etc.)
\$50.00	Violating quiet hours
\$75.00	Scaling the outside walls of any University building
\$25.00	Visitation violation—not signing in/out a visitor
\$50.00	Visitation violation—beyond ten minutes late after visiting hours
\$25.00	Visitation violation-failure to escort visitor or be escorted
<b>\$100.00</b>	Not following proper check-out procedures from the residence halls
<b>\$100.00/per item</b>	Possession of incense, candles or items of like kind
\$50.00	Traditional room cleaning
<b>\$100.00</b>	Apartment cleaning
<b>\$100.00</b>	Mattress replacement
<b>\$100.00</b>	<b>Failure to vacate residence halls for a fire or fire drill</b>
<b>\$100.00</b>	Illegal room change
<b>\$100.00</b>	<b>Yanking or pulling open locked residence hall exterior doors</b>
<b>\$500.00</b>	Setting off alarm systems
<b>\$100.00</b>	<b>Possession of a weapon or explosive material</b>
<b>\$100.00</b>	<b>Possession of an unauthorized pet in the residence hall</b>
<b>\$100.00</b>	Unauthorized use of University property and/or furniture
<b>\$100.00</b>	<b>Possession of a ceiling fan in unauthorized residence hall</b>
\$50.00	<b>Removal of personal property</b>
<b>\$100.00</b>	<b>Tampering with or damage to security cameras</b>

#### RESOURCES FOR HELP

Methodist University provides counseling and treatment for its students, employees, and their families who have substance abuse problems or are concerned about substance abuse in others. There is no fee for counseling services provided on campus.

**The Center for Personal Development:** The Methodist University Center for Personal Development is located in Pearce Hall. The staff includes a North Carolina Certified Substance Abuse Counselor. Services provided by the Center for Personal Development may be obtained by calling 630-7150.

**Campus Chaplain:** The Campus Chaplain also provides help and assistance. The Campus Chaplain's office is in the Matthews Ministry Center, and the can be reached at 630-7515.

**Employee Assistance Program:** Methodist University provides free assessment and referral services for students, employees and their families through a contract with Cape Fear Valley Health Systems. To use this program, call (910) 829-1733 and ask for the Methodist University Employee Assistance Program Representative. Fees for many referral services are provided on a reduced sliding scale basis. All inquiries about counseling or treatment are strictly confidential. No student or employee will ever be penalized for seeking or accepting assistance.

**WHOM TO CALL...  
WHEN YOU DON'T KNOW WHOM TO CALL**

(When dialing from an outside line, use the prefix 630- and the 4 numbers listed below.)

<b>Your Concern</b>	<b>Whom to see</b>	<b>Phone</b>	<b>Location</b>
Academic Advising	Academic Advisor	7037	Administration
Academic Appeals	Chair, Academic Standards	7037	Trustees'
Academic Probation	Registrar's Office	7318	Administration
Academic Records	Registrar's Office	7318	Administration
Adding/Dropping Courses	Registrar's Office	7318	Administration
Advertising	University Relations	7200	Mallet-Rogers
Alumni Affairs	Advancement	7200	Mallet-Rogers
Attendance Issues/ Appeals	Registrar's Office	7318	Administration
Automobile Registration	Security	7149	Campus Service Bldg
Books, Supplies	Student Store	7165	Berns
Bills, Fees	Office of Student Accounts	7012	Administration
Career Planning	Office of Career Services	7333	Berns
Campus Facilities		7062	Reeves Aud.
Chaplain	Kelli Taylor	7515	MMC
CLEP/DANTES Testing	Quincy Malloy	7151	Library
University News & Events	Monarch Hotline	7351	
Community Service Prog.	Career Services	7333	Berns
Counseling Services	Dr. Deirdre Jackson	7150	Pearce
Emergency	Campus Police	7577	Campus Service Bldg
MU at Night	Dr. Miller	7190/7171	Trustees'
Food Services	Aramark	884-0065	Berns
Fund-raising	Advancement	7200	Mallet-Rogers
Grades	Registrar's Office	7318	Administration
Graduate Studies	Dr. George Hendricks	7128	
Graduate Programs:			
MBA	Dr. Beth Carter	7425	Clark Hall
MJA	Eric See	7459	Trustees Bldg.
	Kristine Thomas	7268	Trustees Bldg.
MMS (PA Program)	Jennifer Mish	7615	Medical Science Bldg.
M.Ed	Dr. Blake Justice	480-8499	Riddle
Graduation Requirements	Registrar's Office	7318	Administration
Health Services		7164	West Hall
ID card replacement	Public Safety	7149	Campus Service Bldg
Intercollegiate Athletics	Dave Eavenson	7182/7175	Riddle Center
International Programs	Minnu Paul	7225	Berns

Intramurals	Campus Recreation	7440	Nimocks Fitness Center
Library Services	Librarian	7123	Library
Loans	Financial Aid Office	7192	Stout Hall
Lost and Found	Security	7149	Campus Service Bldg
Mail Services	Post Office	7160	Berns
Medical Emergency Student Health Ctr.	Resident Assistant/ Residential Coordinator	7164	West Hall
Media Relations	University Relations	7200	Mallet-Rogers
Public Safety	Campus Emergency	7577	Campus Service Bldg
Overnight Guests	Residential Coordinator		
Parking Permits	Public Safety	7149	Campus Service Bldg
Payroll	Payroll/Human Resources	7023	Administration
Placement, Job	Career Services	7333	Berns
Pre-registration	Academic Advisors	7318	Administration
Refunds	Office of Student Accounts	7012	Administration
Registration	Academic Advisor	7318	Administration
Religious Life	Ruth Carr	7157	MMC
Residence Life (Housing)	Nan Fiebig	7370	Berns
ROTC		7693/7694	North Hall
Scholarships	Financial Aid Office	7192	Stout Hall
Student Involvement	Doris Jackson Munoz	7022	Berns
Student Issues & Concerns	Student Affairs	7152	Berns
Student Employment	Office of Human Resources	7333	Berns
Student Government	Student Government	7439	Berns
Student Media	Doris Jackson Munoz	7022	Berns
Study Abroad	Bryan McDowell	4199	Berns
Summer School	Academic Advisor	7318	Administration
Parking	Public Safety	7149	Campus Service Bldg
Office of Student Accounts		7012	Administration
Transcripts & Transfer	Registrar's Office	7318	Administration
Tutoring Services	Quincy Malloy	7151	Library
University Publications	University Relations	7200	Mallet-Rogers
Veterans Affairs	Randy Smith	7174	Stout Hall
Weather/Closing Information		7351	
Withdrawals	Registrar's Office	7318	Administration
Writing Center		7264	Library



# METHODIST UNIVERSITY

[Engage. Enrich. Empower.]

## CONTACT INFORMATION

<b>Athletics:</b>	<b>910.630.7175</b>
<b>Class Schedules, Pre-Registration:</b>	<b>910.630.7318</b>
<b>Dining Services, Meal Plan:</b>	<b>910.884.0065</b>
<b>Financial Aid:</b>	<b>910.630.7192</b>
<b>Health Services:</b>	<b>910.630.7164</b>
<b>Housing:</b>	<b>910.630.7626</b>
<b>International Student Programs:</b>	<b>910.630.7049</b>
<b>Library Services:</b>	<b>910.630.7645</b>
<b>Parking, ID Cards, Security Issues:</b>	<b>910.630.7149</b>
<b>Post Office:</b>	<b>910.630.7194</b>
<b>Student Employment:</b>	<b>910.630.7422</b>
<b>Student Affairs:</b>	<b>910.630.7152</b>
<b>Tuition Payments, Billing Issues:</b>	<b>910.630.7018</b>

You may contact the University's  
switchboard at 1.800.488.7110 or  
contact the individual offices listed above.

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